

ARDHI INSTITUTE MOROGORO



PROSPECTUS 2021/2022

Ardhi Institute Morogoro Prospectus is a document issued each academic year to give information on the Institute's main activities, members of staff all academic programmes. Further to these, examination regulations and Institute Almanac are provided as attachments to this Prospectus. The information provided herein is for the Academic year 2021/2022.

The Institute reserves the right to make changes on information displayed in this prospectus at any time without prior notice.

LIST OF ACRONYMS

ACSEE	Advanced Certificate of Secondary Education
ARIMO	Ardhi Institute Morogoro
ARISO	Ardhi Institute Students Organisation
ARU	Ardhi University
CSEE	Ordinary Certificate of Secondary Education
DEB	Departmental Examiners Board
GPA	Grade Point Average
IAB	Institute Academic Board
IEB	Institute Examiners Board
NACTE	National Council for Technical Education
NHIF	National Health Insurance Fund
NTA	National Technical Award
RAAWU	Researchers and Allied Workers Union
UDSM	University of Dar es Salaam
URP	Urban and Regional Planning

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1.0 INTRODUCTION

1.1 Background Information

Ardhi Institute Morogoro (ARIMO) began in early 1958 as a Survey Training Centre for the purpose of training Land Surveying Technicians at Mgulani in Dar es Salaam City. By then, the course had duration of six months but in 1966 it was restructured to one year and this change of course duration necessitated changes of location from Mgulani to Observation Hill at Makongo where the Ardhi University (ARU) is currently located.

In October 1972, the former Survey Training Centre was renamed to be Ardhi Institute. 'Ardhi' being a Swahili word for 'Land'. The change of the name was meant to underline the change of status of the institution by raising the training from technician level into sub-professional diploma levels in Land Management and Valuation, Land Surveying and Urban and Regional Planning. This led to the end of training certificate course in land surveying at Ardhi Institute Dar es Salaam.

Following a discussion between the Ardhi Institute and Ministry of Lands in 1976, it was agreed that there was a need to re-establish again the land surveying certificate course that had been conducted by the defunct Survey Training Centre. Establishment of Ardhi Institute Morogoro was in July 1978 after the transfer of upgrading courses from Morogoro to Tabora under the academic umbrella of Ardhi Institute Tabora. This shift marked the birth of Ardhi Institute Morogoro with certificate course of six months followed by one year course in 1979.

In 1980 a one year course of land surveying was modified to two years (i.e. one year for theory training and another for fieldwork practical training). The idea of Diploma course in Land Surveying was introduced in June 2000 to meet the technological changes in surveying and mapping industries. The reasons for introducing the Diploma course were:

- (i). To improve performance of the graduates in Geomatics industry
- (ii). To open up opportunities for the graduates to higher education, notably for Bachelor degree.

Therefore, the diploma course in Land Surveying was established in 2001 with duration of two years under term system, followed by the change from term system into semester system in May 2009 after gratifying NACTE requirements. The Institute was fully accredited by NACTE, and the name of the course was changed from Surveying to Geomatics to accommodate technological involvement in the profession. In October 2010 the Institute began to conduct Geomatics programme with three awards which are Basic certificate in Geomatics (NTA 4), Certificate in Geomatics (NTA 5) and Ordinary Diploma in Geomatics (NTA 6).

In October 2018, the Institute introduced new programme of Urban and Regional Planning with three courses namely, Basic certificate in URP (NTA 4), Certificate in URP (NTA 5) and Ordinary Diploma in URP (NTA 6) are offered.

Graduates of Ardhi Institute Morogoro are competitive and competent in spatial data management. Most of them find employment with Training and Research Institutions, Central and Local Government, Parastatal Organizations, Non-Governmental Organisations (NGOs) and Private Companies.

1.2 Vision

To become a centre of academic excellence in Geomatics, Urban and Regional Planning, Land Management and other related disciplines through training, research and consultancy.

1.3 Mission

To provide opportunities for acquisition of knowledge, skills, and practices in Surveying, Land Planning and Land Administration through training, research and professional services.

1.4 Core Values

The Institute is guided by the following core values in performing its functions;

- (a) Management by team work
- (b) Commitment
- (c) Diligence
- (d) Transparency
- (e) Punctuality
- (f) Respect for others
- (g) Accountability
- (h) Integrity
- (i) Quality consciousness

1.5 Functions

The main functions of the Institute are:

- (i). To undertake training in Geomatics (Surveying and Mapping) and Urban and Regional Planning.
- (ii). To undertake research on land development, environmental and spatial data management.
- (iii). To provide consultancy services on land development.

2. GOVERNANCE OF ARDHI INSTITUTE MOROGORO

2.1 The Institute Board

Eng. Prof. Sylvester Mpanduji	Director of Small Industry Development Organisation (SIDO)	Chairman
Mr. Huruma L.P. Lugalla	Ag. Principal, Ardhi Institute Morogoro (ARIMO)	Secretary
Dr. Dorothea Deus	Senior Lecturer, Ardhi University (ARU)	Member
Mr. Zakariyya Kera	Director of Administration and Human Resources Management, Ministry of Lands, Housing and Human Settlements Development	Member
Ms. Mariam A. Mtunguja	Regional Administrative Secretary(RAS), Morogoro Region	Member
Mr. Hamdoun Mansour	Director of Surveys and Mapping, Ministry of Lands , housing and Human Settlements Development	Member
Mr. Katemi M. Patrick	RAAWU Chairperson, Ardhi Institute Morogoro (ARIMO)	Member
Mr. Grayson Mutazamba	Accountant, National Council For Technical Education (NACTE)	Member
Mr. Oren M. James	ARISO President	Member

2.2 Management Committee

Mr. Huruma L. P. Lugalla	Ag. Principal	Chairman
Mr Martin H. Ndilanha	Head of Administration and Human Resource Management	Secretary
Mr. Charles S. Saguda	Deputy Principal, Academics, Research and Consultancies	Member
Vacant	Deputy Principal, Planning, Finance and Administration	Member
Mr. Manyama Majogoro	Ag. Head of Academics	Member
Mr. Katemi M. Patrick	RAAWU Chairperson	Member
Mr. Stanley Eliezer	Ag. Dean of Students	Member
Mr. Nicholas E. Chisuse	Ag. Head of Finance and Accounts	Member
Ms. Halima Majaliwa	Ag. Head of Procurement Management Unit	Member

2.3 Academic Staff

Senior Tutors

1. Mr. Stanley Eliezer BSc. in Education (UDSM)
2. Mr. Mussa H. Mussa BSc. in Geomatics (UDSM)

Tutors

3. Mr. Pius K. Paul MSc. in Urban Planning and Management (ARU), Bachelor Degree in Environmental Planning and Management (IRDP- Dodoma), Certificate in Land Surveying (ARIMO).
4. Colman C. Massawe BSc. in Geomatics (ARU), Diploma in Land Surveying (ARIMO)
5. Mr. Manyama H. Majogoro BSc. in URP (ARU)
6. Mrs. Levina E. Assenga BSc. in Geomatics (ARU)
7. Mr. Philip Magesa BSc. in Geomatics (ARU)
8. Ms. Glory E. Pastory BSc. in URP (ARU)
9. Mr. Patrick M. Katemi Dipl. in Land Surveying (ARIMO)
10. Ms. Grace Henry Eronbola BSc. in Regional Development Planning (ARU)
11. Mr. Najum J. Mchunda MSc. in Urban Planning and Management (ARU), BSc. in Housing and Infrastructure Planning (ARU)

Assistant Tutors

12. Mr. Cuthbert E. Kayumbo Dipl. in Land Surveying (ARIMO)
13. Mr. Modest C. Machupa Dipl. in Cartography (ARITA)

Technicians

Adam Makame Dipl. in Geomatics (ARIMO), Cert. in Geomatics (ARIMO), Basic Cert. in Geomatics (ARIMO)

Librarian

Ms. Winifrida P. Itambu Dip in Library Information Studies (JUCO), Cert. in Library (SLADS)

ICT Officer

Mr. Daudi C. Ikeru BSc. In Information Systems Management (ARU), Diploma in Land Surveying (ARIMO)

3. INSTITUTE ORGANS

3.1 Boards

There shall be boards of different members and functions as described hereunder:

3.1.1 Departmental Examiners Board (DEB)

The Departmental Examiners Board (DEB) shall be responsible for all examinations matters at the departmental levels.

Members of DEB

Head of department	Chairperson
Departmental secretary	Secretary
Module Facilitators of the Department	Members
Department Course Coordinators	Members
Examination Officer	Member

Functions of DEB

- (a) To discuss the general examination performance of students in the department.
- (b) To review the examination marking and compilation.
- (c) To approve the provisional examination results in the Departmental level.
- (d) To report all the findings and recommendations for improvement of examinations to the Institute's Examination Board (IEB).

3.1.2 Institute Examination Board (IEB)

The Institute Examiners Board (IEB) shall oversee, review and recommend on matters related to Institute Examinations.

Members of the IEB

Deputy Principal Academics (DPAC)	Chairperson
Head of Academics	Secretary
Examination Officer	Member
Minister for Education from Students' Organization (ARISO)	Member
Course Coordinators	Members
At least one external examiner	Members
Dean of Students	Member

Functions of IEB

- a) To receive all examination reports made by the Departmental Examination Board.
- b) To review external examiners reports.
- c) To review examination performance of all students in the institute,
- d) To recommend students' examinations performance to the IAB
- e) To initiate, discuss and recommend academic policies to the IAB
- f) To release Institute provisional examination results
- g) To receive findings, recommendations and decisions from DEB for action.

3.1.3 Institute Academic Board (IAB)

Members of the IAB

Board chairperson	Chairperson
Principal	Secretary
Deputy Principal Academics, Research and Consultancy	Member
One Representative a University (ARU)	Member
Representative of National Council for Technical Education (NACTE)	Member
President of Ardhi Institute Students Organization (ARISO)	Member
Head of Academics	Member
Dean of Students	Member

Functions of IAB

- a) To receive examination reports generated by IEB
- b) To approval student's admissions to various academic programmes
- c) To approval and release of Institute examination results
- d) To receive examination appeals and make final decisions
- e) To recommend academic performance to the NACTE
- f) To discuss and recommend new academic policies and awards to NACTE

- g) To review external examination reports
- h) To propose new programs and Academic Department
- i) To propose the distinguished names of external examiners to NACTE

3.2 COMMITTEES

3.2.1 Academic Committee

Duties and Responsibilities

- a) To oversee and coordinate all Institute academic matters
- b) To ensure institution has effective academic quality policies and standards
- c) To recommend on the academic matters related to teaching and learning
- d) To review the academic quality system
- e) To monitor academic programme delivery and certification.

Members in this Committee are:

Deputy Principal Academics, Research and Consultancy	Chairperson
Head of Academics	Secretary
At least two Senior Tutors	Members
Course Coordinators	Members
Examination Officer	Member
Admission Officer	Member
Librarian	Member

3.2.2 Examinations Committee

Duties and Responsibilities

- a) To receive the report from appeal committee.
- b) To review and release the appeal results
- c) To submit the recommendation to the academic institute board.
- d) To oversee all matters pertaining to examinations in institution,

- e) To develop examinations regulations and procedures.
- f) To guide examination processes from setting, moderation, conduction, marking, issues of results, appeals, supplementary, discontinuation and certification.
- g) To propose incentives/allowances related to examination processes for academic staff.

Members in this Committee are:

Deputy Principal Academics, Research and Consultancies(DPAC)	Chairman
Examination Officer	Secretary
Head of Academics	Member
Admissions Officer	Member
Dean of Students	Member
Course Coordinator (s),	Members
At least external examiner and	Member
Representative from students Organization (ARISO).	Member

3.2.3 Appeal Committee

Duties and Responsibilities

- a) To receive all appeal from the student via Head of Academics
- b) To process all the appeals (i.e. computation of grades, remarking and recompilation of the results)
- c) To prepare a report and submit it to the Examination Committee.

Member in this Committee are:

Examination officer	Chairperson
Secretary of Academics Department	Secretary
Two senior teaching staff	Members
Two junior teaching staff	Members

3.3.4 Student Admission Committee

Duties and Responsibilities

- a) To be responsible for Institute admission processes.
- b) To disseminate admission information to stakeholders and prospective students.
- c) To work with other Institute organs (particularly Institute Academic) Committee to enhance adherence to admission requirements.

Members in this Committee are:

Deputy Principal Academics, Research and Consultancies	Chairperson
Admissions Officer	Secretary
Dean of Student	Member
Head of Academics	Member
Head of Quality Assurance	Member
Head of Human Resources and Administration	Member
Estate Manager	Member
Institute Accountant	Member

3.3.5 Appointment and Disciplinary Committee

Duties and Responsibilities

- a) To be responsible for staff recruitment processes and discipline
- b) To be responsible for formulation and operationalization of staff recruitment selection and disciplinary polices.
- c) To be responsible for formulation of institutes' Human Resource Policies and procedural guidelines, staff regulations etc.
- d) To deal with institute staff welfare.

Members in this Committee are:

Deputy Principal Planning and Finance and Administration	Chairperson
Head of Administration and Human Resource Management Section	Secretary

Budget Planning Officer	Member
Institute Accountant	Member
Heads of Sections and Units	Members
RAAWU Chairperson	Member

3.3.6 Curriculum Development and Review Committee

Duties and Responsibilities

- a) To develop curriculum.
- b) To review curriculum from time to time.

Members in this Committee are:

Deputy Principal Academics, Research and Consultancies (DPAC)	Chairperson
Head of Academics	Secretary
Examination Officer	Member
At Two Senior Teaching Staffs	Members
At Two Junior Teaching Staffs	Members
Course Coordinators	Members
Two (2) External Academic Intellectuals	Members

3.3.7 Student's Welfare Committee

Duties and Responsibilities

- a) To be responsible for all policy matters related to student's welfare.
- b) To develop and maintain the bond between Students, Parents and Institute Management.
- c) To conduct periodic meetings to talk over student welfare.
- d) To manage and organizes co-curricular and extracurricular activities for students personality development.
- e) To deal with students misconducts

Members in this Committee are:

Dean of Students	Chairperson
Admissions Officer	Secretary
Head of Academics	Member
Two Teaching Staff	Members
Estate Manager	Member
Three Representatives from ARISO	Members

3.3.8 Budgeting and Financial Committee**Duties and Responsibilities**

- a) To be responsible for the institute annual budget preparations
- b) To prepare reports on the activities carried out in the institute as planned in the annual budget
- c) To make decisions on the allocation of financial resources to carry out all planned activities as indicated in the annual budgets
- d) To oversee the execution of the institute strategic plans; strategic objectives and targets

Members in this Committee are:

Principal	Chairperson
Budget Planning Officer	Secretary
Head of Departments, Sections and Units	Members
Deputy Principals	Members
Representative from Workers Council.	Members

3.3.9 Quality Assurance Committee**Duties and Responsibilities**

- a) To ensure services offered by institute departments, sections and units are of quality and satisfy customers.

- b) To prepare policies and guidelines relevant for controlling quality of services offered by the institute
- c) To conduct studies for determining the level of customer satisfaction regarding the institute services
- d) To make site visitation to oversee services offered by the institute to external clients e.g. consultancy or short courses.

Members in this Committee are:

Head of Quality Assurance Unit	Chairperson
Secretary of Quality Assurance Unit	Secretary
Two Quality Assurance Officer(s)	Members
Two teaching staff	Members
Two non-teaching staff	Members

4. PROGRAMMES OFFERED

The programmes offered by Ardhi Institute Morogoro are:

4.1 Geomatics

4.1.1 Ordinary Diploma in Geomatics (NTAL 6)

(a) Entry requirements:

The prospective candidate should have completed Certificate in Geomatics (NTA Level 5) from Ardhi Institute Morogoro or any equivalent qualifications recognised by NACTE relating to Geomatics.

(b) Program Modules

There are fundamental and core modules for Ordinary Diploma in Geomatics taught at Ardhi Institute Morogoro for Semester I and II as follows:

Modules for Semester I

Code	Module title	Credits	Category
GMT 06101	Engineering surveying I	8	Core
GMT 06102	Photogrammetry II	5	Core
GMT 06103	Cartography III	6	Core
GMT 06104	Cadastral surveying III	8	Core
GST 06101	Mathematics V	6	Fundamental
GST 06102	Entrepreneurship & Development III	3	Fundamental
GST 06103	Research Methodology	3	Fundamental
7 Modules			

Modules for Semester II

Code	Module title	Credits	Category
GMT 06201	Engineering surveying II	9	Core
GMT 06202	Photogrammetry III	5	Core
GMT 06203	Cartography IV	8	Core
GMT 06204	Remote Sensing	6	Core
GMT 06205	Satellite Surveying	6	Core
GMT 06206	GIS II	5	Core
GMT 06207	Land law	5	Core
GMT 06208	Diploma Project	14	Core
GMT 06209	Fieldwork Practical Training II	28	Core
8 Modules			

4.1.2 Technician Certificate in Geomatics (NTAL 5)

(a) Entry requirements:

The candidate should have completed an Advanced Certificate of Secondary Education (ACSE) with at least one minimum principal Pass “E” in either Mathematics or Physics (Engineering Science) or Geography and a Subsidiary “S” in either of the mentioned subjects

OR

Should have Certificate in Cartography, Civil Engineering, Environmental Engineering, Mining Engineering, Irrigation Engineering, Graphical Arts and Printing, Basic Certificate in Geomatics, Certificate in Land Surveying or any equivalent qualifications recognised by NACTE relating to Geomatics.

(b) Program Modules

The Certificate course in Geomatics has fundamental and core modules taught in semester system as follows:

Modules for Semester I

Code	Module title	Credits	Category
GST 05101	Mathematics III	6	Fundamental
GST 05102	Physics III	6	Fundamental
GST 05103	Communication Skills III	5	Fundamental
GST 05104	Entrepreneurship & Development II	5	Fundamental
GST 05105	Computer Application I	6	Fundamental
GMT 05101	Surveying I	8	Core
GMT 05102	Cartography I	6	Core
GMT 05104	Space surveying I	5	Core
GMT 05105	Surveying Computations I	5	Core
9 Modules			

Modules for Semester II

Code	Module title	Credits	Category
GST 05201	Mathematics IV	6	Fundamental
GST 05205	Computer Application II	6	Fundamental
GMT 05201	Surveying II	9	Core
GMT 05202	Cartography II	8	Core
GMT 05203	Cadastral Surveying I	12	Core
GMT 05204	GIS I	6	Core
GMT 05205	Surveying Computations II	8	Core
GMT 05206	Photogrammetry I	9	Core
GMT 05207	Field Practical Training I	28	Core
8 Modules			

4.1.3 Basic Technician Certificate in Geomatics (NTAL 4)

(a) Entry requirements

The candidate should have the Certificate of Secondary Education Examination (CSEE) with a minimum pass of at least grade “D” in either Mathematics or Physics (Engineering Science) and at least “D” in Geography and English.

(b) Program Modules

The Basic Certificate shall have two Semesters with Fundamental and Core Program Modules as shown below:

Modules for Semester I

Code	Module title	Credits	Category
GST 04101	Mathematics I	9	Fundamental
GST 04102	Physics I	9	Fundamental
GST 04105	Basic Computer Application I	9	Fundamental
GMT 04101	Basic Surveying I	11	Core
GMT 04102	Basic Cartography I	9	Core
GMT 04103	Basic Surveying Computations I	9	Core
6 Modules			

Modules for Semester II

Code	Module title	Credits	Category
GST 04201	Mathematics II	9	Fundamental
GST 04202	Physics II	5	Fundamental
GST 04203	Communication Skills I	5	Fundamental
GST 04204	Entrepreneurship and Development	5	Fundamental
GST 04205	Basic Computer Application II	12	Fundamental
GMT 04201	Basic Surveying II	11	Core
GMT 04202	Basic Cartography II	8	Core
GMT 04203	Basic Surveying Computations II	11	Core
8 Modules			

4.2 Urban and Regional Planning

4.2.1 Ordinary Diploma in Urban and Regional Planning (NTAL 6)

(a) Entry requirements

The candidate should have completed Certificate in Urban and Regional Planning (NTA Level 5) from Ardhi Institute Morogoro or any equivalent qualifications recognised by the NACTE relating to Urban and Regional Planning.

(b) Program Modules

There are fundamental and core modules of Urban and Regional Planning Diploma taught at Ardhi Institute Morogoro as follows:

Modules for Semester I

Code	Module Title	Credits	Category
GST 06103	Research Methodology	8	Fundamental
UPT 06101	Regularization & Regional Planning	14	Core
UPT 06102	Environmental Planning and Management	6	Core
UPT 06103	Infrastructure & Transport Planning	11	Core
UPT 06104	Traffic Management	9	Core
UPT 06105	Urban Planning Laws	9	Core
UPT 06106	Theory of Urbanization	7	Core
7 Modules			

Modules for Semester II

Code	Module Title	Credits	Category
UPT 06201	Urban Master Planning Studio	13	Core
UPT 06204	Remote Sensing	11	Core
UPT 06205	Diploma Project	13	Core
UPT 06207	Professional Practice	5	Core
UPT 06206	Industrial Practical Training (10 days in middle of each semester)	24	Core
5 Modules			

4.2.2 Certificate in Urban and Regional Planning (NTAL 5)**(a) Entry requirements**

The candidate should have an Advanced Certificate of Secondary Education (ACSE) with at least one principle pass or above and a subsidiary pass in any science subject.

OR

Should have completed Basic Certificate in Urban & Regional Planning from Ardhi Institute Morogoro or any other institution recognised by NACTE or have equivalent qualifications from any institution recognized by NACTE.

OR

Certificate in Geomatics, Certificate in Land Surveying, Certificate in Cartography, Certificate in civil Engineering, Mining Engineering and Environmental Engineering recognized by NACTE.

OR

Any other equivalents certificate related to engineering and Survey and Mapping discipline.

(b) Programme Modules

There are fundamental and core modules for Certificate in Urban and Regional Planning courses taught at Ardhi Institute Morogoro.

Modules for Semester I

Code	Module Title	Credits	Category
GST 05103	Communication Skills	4	Fundamental
GST 05104	Entrepreneurship and Development	5	Fundamental
GST 05106	Applied Statistics	8	Fundamental
UPT 05101	Introduction to GIS	9	Core
UPT 05102	Village Planning	8	Core
UPT 05103	Village Planning Studio	8	Core
UPT 05104	Introduction to Land Law	9	Core
7 Modules			

Modules for Semester II

Code	Module Title	Credits	Category
UPT 05201	Principle of Economy and Development	5	Fundamental
UPT05202	Urban Planning Theory	5	Core
UPT05203	Neighborhood Planning	9	Core
UPT 05204	Urban Planning Studio	10	Core
UPT 05205	Housing	9	Core
UPT 05206	Infrastructure Planning	8	Core
UPT 05207	Industrial Practical Training (10 days in middle of each semester)	24	Core
7 Modules			

4.2.3 Basic Certificate in Urban and Regional Planning (NTAL 4)

(a) Entry Requirements

The candidate should have at least the Certificate of Secondary Education Examination (CSEE) with 4 "D" passes or above in either of the following subjects: Mathematics, Physics (or Engineering Science), Geography, English, Chemistry, Biology, Commerce and History.

OR

Who have a certificate of Secondary Education and National Vocational Training Award level 3 (NVTA 3)

(b) Programme Modules

There are fundamental and core modules for Basic Certificate in Urban and Regional Planning courses taught at Ardhi Institute Morogoro.

Modules for semester I

Code	Module Title	Credits	Category
GST 04107	Basic Information Technology	8	Fundamental
GST04108	Fundamental Communication Skills	6	Fundamental
GST04109	Basics of Entrepreneurships	6	Fundamental
UPT 04101	Basic Surveying	12	Core
UPT 04102	Basics of Urban and Regional Planning	15	Core
UPT 04103	Building Planning and Construction	12	Core
UPT 04104	Housing Plans and Graphics Studio	12	Core
7 Modules			

Modules for semester II

Code	Module Title	Credits	Category
UPT 04201	Basics of Physical Infrastructure Planning	9	Core
UPT 04202	Elements of Landscaping	12	Core
UPT 04203	Basic Statistics	6	Fundamental
UPT 04204	Basics of Site Planning Theory	11	Core
UPT 04205	Site Planning Studio	15	Core
UPT 04206	Basics of Cartography	13	Core
6 Modules			

4.3 Assessment of Performance

In order to make genuine assessment of student's performance, he/she must have attended at least 75 percent of the lectures. Continuous Assessment (Tests and Assignments) and Semester Examinations carries percent marks as follows:

Continuous Assessment	40
Semester Examination	60
Total	100

Candidates must score at least 20 percent marks of the module coursework to be allowed to sit for semester examination, and must pass at “C grade”.

4.4 Classification of Awards

A Four and Five Point classification systems shall be applied for Certificate and Diploma courses respectively. An award shall be given to a candidate who satisfies the following conditions:

- a) Candidate must have successfully completed and passed all modules for which the award is to be made; and Candidate must have achieved the minimum cumulative Grade Point Average (GPA) equivalent to *Pass*.
- b) The Grade Point Average (GPA) shall be computed and truncated to single decimal point only.

Classification Grades for Certificate courses

Grade	Score Range	Definition	Points
A	80- 100	Excellent	4
B	65- 79	Good	3
C	50- 64	Average	2
D	0 - 49	Failure	1

Classification Grades for Diploma course

Grade	Score Range	Definition	Points
A	75-100	Excellent	5
B+	65-74	Very Good	4
B	55-64	Good	3
C	45-54	Average	2
D	0 -44	Failure	1

A cumulative Grade Point Average (GPA) shall be computed for each candidate by dividing the total number of grade points earned for all modules by the total number of credits for the examined module.

$$\text{GPA} = \frac{\text{Sum of products of grades and Credits}}{\text{Sum of credits}}$$

Sum of credits

$$\text{GPA} = \frac{\sum(\text{grades} \times \text{credits})}{\sum \text{credits}}$$

Computation of Grade Point Average (GPA) shall be truncated to single decimal point.

The awards classification for NTAL 4-6 shall be classified as shown on Tables below:

Class of Awards and Cumulative GPA for NTA Level 4 &5

Cumulative GPA	Class of Award
3.5-4.0	First Class
3.0-3.4	Second Class
2.0-2.9	Pass

Class of Awards and Cumulative GPA for NTA Level 6

Cumulative GPA	Class of Awards
4.4-5.0	First Class
3.5-4.3	Upper Second Class
2.7-3.4	Lower Second Class
2.0-2.6	Pass

5. GENERAL INFORMATION

5.1 Admission and Registration Procedures

5.1.1 Admission of Students

Ardhi Institute Morogoro (ARIMO) programmes are open to both local and foreign applicants. Applicants are required to meet minimum qualifications for the applied programme.

5.1.2 Admission Process

a) Certificate and Diploma Programmes

The Institute invites applications for admission to its various programmes from May to August. Applicants for both Basic Technician certificate and Diploma programmes must fill the application forms and submit them to the Institute. The application forms can either be collected from the Institute or downloaded from ARIMO website, www.arimo.ac.tz.

b) Workshops and Short Courses

Applicants have to apply for workshops and short course as it will be shown in the advertisement.

5.1.3 Academic Documents

Confirmation of admission is conditional upon satisfactory verification of the academic qualifications of each student. Students' registration involves a thorough check of academic documents. Only original certificates and academic transcripts are accepted during registration.

5.1.4 Medical Examination Report

A candidate is required to be examined by a recognized Medical Officer and its medical report be brought to the Institute for admission purpose.

5.1.5 Immigration Formalities

Foreign applicants must secure their Residence Permit from the Director of Immigration Services, Tanzania.

5.1.6 Transfer of Students

Transfer of students will be considered as per NACTE guidelines and calendar. Consideration and transfer approval will depend on availability of slots and possession of programme specific minimum entry requirements.

5.1.7 Mode of Application

Applicants can apply into programmes of their choice by filling application forms which can be obtained in website or by visiting the Institute. Applications are done after advertisement of training opportunities as per admission calendar communicated by NACTE for Basic Technician Certificate and Diploma programmes.

5.2 Student organization.

Generally, the students' activities are organized by the student organization known as Ardhi Institute Student Organization (ARISO) of which all ARIMO students are members. ARISO exists to provide official channels of communication between the students and the Institute authorities. It concerns itself with students' social activities, sports and games and various forms of entertainment as well as relationship with other colleges. The Institute together with ARISO promotes and encourages full participation of students in in-door and out-doors games programmes and recreation by providing a wide range of sports facilities, organizing tours and advisory.

5.3 Library services

The Institute has a library stocked with specialized textbooks of Surveying, Cartography, Urban and Regional Planning, Mathematics, Physics, Environmental Sciences, GIS, Computer Science, Research Methodologies and many more that are available for borrowing or referencing purposes. Students are also advised to visit the region library in Morogoro Town and other libraries (where arrangements to borrow books can be made). There are local magazine and newspapers available for both staff and students use.

5.4 Computing Centre

The Institute is equipped with computers and some software for Surveying Computations, Digital Mapping, GIS and Computer Aided Design (CAD); available for students and staff use. The Institute is also linked with a Local Internet Service Provider (ISP) using a wireless (Wi-Fi) links and students can get access to the World Wide Web (www.arimo.ac.tz) through this facility.

5.5 Cafeteria Services

Cafeteria services are offered at the Institute and are open to the public, staff, and students on individual cost and it is open from 7.00 a.m. to 8.00 p.m.

5.6 Medical Services

The Institute has a dispensary that offers limited health services to students, Institute workers and neighbours with health insurance IDs. Where complications may arise, the patients are always referred to Morogoro Regional Referral Hospital. Before admission, all students are required to attend medical examination at District, Regional or any Hospitals recognized by government with Medical Practitioners or Medical Officers to justify the suitability of student in Geomatics course.

5.7 Sports and Recreation

Students and staff are encouraged to participate in sports. All sports activities are supposed to be organized through the Dean of Students Office and ARISO.

5.8 COVID-19 and HIV/AIDS Pandemic

Students are reminded to be aware of COVID-19 and HIV/AIDS. It is ones responsibility to take precautions and ensure his/her health. However, the Institute's Doctor/Clinical Officer and ARISO organize awareness seminars to staff and students for sensitization.

5.9 Postal and Bank services

There is a Regional Post Office operating in Morogoro Town, not far from the Institute campus. There are also several banks which operate within the Morogoro municipality such as: The National Bank of Commerce (NBC), National Microfinance Bank (NMB), The Tanzania Post Bank, Cooperative and Rural Development Bank (CRDB), ABSA, Bank of Africa (BOA), Exim Bank, Equity Bank, Kenya Commercial Bank (KCB), Diamond Trust Bank (DTB) etc. Foreign exchange transactions are available at most of these banks.

5.10 Fees Structure

Fee is payable in two installments, fifty percent (50%) shall be paid in the first semester; the remaining fifty percent (50%) shall be paid in the second semester. **Fee once paid shall not be refunded.**

A: Fees Payable Directly to the Institute

S/N	Description of fee components	Basic Certificate (NTAL 4)	First year Diploma (NTAL 5)	Second year Diploma (NTAL 6)
Amount in TSHS				
1	Tuition fee	800,000/=	1,000,000/=	1,000,000/=
2	Registration fee (once per year)	30,000/=	30,000/=	30,000/=
3	Exams & NACTE fee (annually)	170,000/=	170,000/=	170,000/=
	TOTAL	1,000,000/=	1,200,000/=	1,200,000/=
4	Identity card (once)	10,000/=	10,000/=(New Students)	-
5	Student union (once)	10,000/=	10,000/=	10,000/=
6	Medical expenses (annually)	30,000/=	30,000/=	30,000/=
7	T-shirt (once)	15,000/=	15,000/=(New	-

			Students)	
	Sub- total	1,000,000/=	1,200,000/=	1,135,000/=
8	Caution money (refundable) (once)	30,000/=	30,000/=	-
	Total	1,030,000/=	1,230,000/=	1,135,000/=

B: Mode of Payment

S/N	Class	1st installment (Semester I)	2nd installment (Semester II)	TOTAL
1	Second Year Diploma (NTAL 6)	582,500/=	552,500/=	1,135,000/=
2	First Year Diploma (NTAL 5)	677,500/=	552,000/=	1,230,000/=
3	Basic Certificate (NTAL 4)	577,500/=	452,500/=	1,030,000/=

NB: Each installment shall be due at the beginning of each semester prior to registration

C: Allowances Payable Directly to the Students by Parent /Guardian/Sponsor

S/N	DESCRIPTION	DURATION	AMOUNT
1.	Field attachment	During field attachment period (49 Days)	290,000/=
2.	Minimum meal allowance	Per day (5,000/= x 245 days = 1,225,000/=)	1225,000/=
3.	Campus Accommodation	Annually	120,000/=
4.	Project Report writing	For second year Diploma	100,000/=
	TOTAL		1,835,000/=

6. ACADEMIC PRIZES

There shall be academic prizes offered annually during graduation ceremony. These prizes are as follows:

6.1 Diploma Course

6.1.1 The Department of Academics Prize

A prize of Tshs. 100,000/= (cash) shall be awarded to the best NTA 6 student in the field work.

6.1.2 The Principal's Prize

A prize of Tshs. 75,000/= (cash) shall be awarded to the best performance NTA 6 student with highest GPA in overall semester examinations.

6.1.3 The Ardhi Institute Prize

A prize of Tshs. 100,000/= (cash) shall be awarded to the NTA 6 student in the Diploma project.

A prize of Tshs. 50,000/= (cash) shall be awarded to the best performance NTA 6 student with highest GPA in first semester examinations.

A prize of Tshs. 50,000/= (cash) shall be awarded to the best performance NTA 6 student with highest GPA in second semester examinations

6.2 Certificate Course.

6.2.1 The Ardhi Institute Prize

A prize of Tshs. 100,000/= (cash) shall be awarded to the best NTA 5 student in the field practical training (FPT).

6.2.2 The Department of Academics Prize.

A prize of Tshs. 75,000/= (cash) shall be awarded to the best NTA 5 student overall performance in semester examinations

6.2.3 The Institute Board Chairman's Prize.

A prize of Tshs 50,000/= (cash), shall be awarded to the best NTA 5 student in the first semester examination.

6.2.4 The Principal's Prize

A prize of Tshs 50,000/= (cash), shall be awarded to the best NTA 5 student in the second semester examination.

6.3 Basic certificate course

6.3.1 The Ardhi Institute Prize

A prize of Tshs. 50,000/= (cash) shall be awarded to the best student NTA 4 in the first semester examination.

6.3.2 The Department of Academics Prize.

A prize of Tshs. 75,000/= (cash) shall be awarded to the best overall GPA performance
Principal's Prize

6.3.3 The Principal's Prize

A prize of Tshs. 50,000/= (cash) shall be awarded to the best student NTA 4 in the second
semester examination.

Note:

These prizes shall be revised periodically depending on Institute Budget and value of
money.

ATTACHMENT 1: ARIMO EXAMINATION REGULATIONS

1. GENERAL EXAMINATION REGULATIONS

1.1 Time of Examinations

- 1.1.1 Dates for tests, assignments, fieldwork and practical shall be determined by the respective module Tutors while continuous assessment marks shall be submitted to Deputy Principal Academics (DPAC) two weeks before commencement of Semester Examinations.
- 1.1.2 Dates for semester and supplementary examinations shall be published in the Institute almanac as well as on the notice boards.
- 1.1.3 The duration for theory examination papers will be three (3) hours while studio/practical papers can take a duration of five (5) up to eight(8) hours.

1.2 Registration for Examinations

- 1.2.1 Students shall only be entitled to sit for the Institute examinations for the courses in which they are registered. If a candidate sits for examinations for courses for which he/she is not registered, his/her results in that examination shall be nullified.
- 1.2.2 All candidates should collect their examination numbers from the Examination Officer at least three days before commencement of the examination. A candidate who fails to collect the examination number should not be allowed to attempt the examination until he/she proved to have the examination number.
- 1.2.3 Except for the end of Semester Examinations, there shall be no examination numbers in tests, assignments and practical works.

1.3 General Instructions

- 1.3.1 There shall be an Institute Examination conducted after fifteen weeks of study, at the end of each semester.
- 1.3.2 No candidate shall be allowed to sit for an examination in any subject unless he/she has:
 - (a) Completed and passed the coursework of the particular modules in that semester.
 - (b) Attended class lectures and sign on the attendance register during every teaching session. If a candidate fails to attend lectures for two weeks

consecutively without any reason shall repeat such course in the next academic year.

- 1.3.3 Coursework and examination paper in any subject shall be in the ratio of 2:3 respectively (i.e. is equivalent to 40% for continuous assessment and 60% for semester Examinations). Furthermore, Industrial Practical Training and the Diploma Project shall be awarded 100% marks each as full subjects.
- 1.3.4 All coursework shall be derived from tests and practical or assignments in weight 3:2 respectively (i.e. tests and Assignment shall be 24% and 16% respectively or 40% in total).
- 1.3.5 In all continuous assessment, there shall be at least 2 tests and 2 assignments or practical per subject in each semester in the academic year of study.
- 1.3.6 The total pass mark for any subject shall be 100% awarded by combining coursework (40%) and the semester examination (60%). There shall be no compensation of marks from one Examination Paper to another for the purpose of deriving the pass mark of 100% in any subject.
- 1.3.7 A candidate who fails in more than 1/3 of the modules in a semester examination shall be discontinued from the studies immediately. There is neither fraction part of the module no oral examination shall be considered under this regulation.
- 1.3.8 A candidate shall not be allowed to proceed to next level if he/she fails supplementary examinations and he/she shall repeat the failed modules on the respective semester of next academic year.
- 1.3.9 There shall be no further supplementary examination for any candidate who fails to clear the repeated modules and that candidate shall be discontinued from the studies.
- 1.3.10 A candidate with genuine reasons under humanitarian grounds may postpone from studying a module or a course by writing a genuine letter to the Deputy Principal Academics (DPAC).
- 1.3.11 All candidates of NTA 5 and NTA 6 shall complete a prescribed period of Industrial Practical Training (IPT) approved by the Institute in the year of study. Any candidate who fails to complete the IPT should repeat under his/her own expenses.

1.3.12 The Diploma Project should be assessed based on;

- (a) Supervision (40%)
- (b) Project report (30%)
- (c) Oral presentation (30%)

1.3.13 A candidate who fails Diploma Project shall repeat the module and resubmit the report to the panel in respective semester in the new academic year of study.

1.3.14 Industrial Practical Training (IPT) assessment shall be based on the supervisor recommendation (40%), written report (30%) and oral presentation (30%). A candidate who fails to attend field practical training for any reason shall supplement the field work at his or her own expenses in the next academic year of study.

1.3.15 All logbooks shall be signed by station supervisor and marked by the respective tutor during the Industrial Practical Training period.

1.3.16 Marking of the logbook (i.e. 40%) shall base on the following criteria;

Fieldwork attending	Cooperation with colleagues	Execution of the work	Office work	Compilation of report	Total Marks
8%	8%	8%	8%	8%	40%

1.3.17 Diploma Project and Industrial Practical Training presentation shall be marked based on the following criteria below;

Understanding the concept	Ability to express oneself	Quality of output	Appearance and Confidence	Cooperate with interviewers	Total Marks
8%	6%	8%	2%	6%	30%

1.3.18 Studio examinations (for Urban and Regional Planning programmes) shall be marked based on the following criteria:

Continuous Assessment	Timed Studio Examination	Oral Presentation	Final Report
40%	20%	25%	15%

- 1.3.19 There will be no supplementary examination for a candidate who fails studio examination. Any candidate who fails studio examination should repeat the module in the next academic year.
- 1.3.20 The Examination officer under the directives of the Head of Academics (HOA) shall be responsible for coordination of all Institute Examinations.
- 1.3.21 Continuous assessment for each module or Course shall be completed and made available to students by the respective Tutor before commencement of semester examinations.
- 1.3.22 The Institute Examination Board (I.E.B) shall propose the distinguished names for institute external examiners to National Council for Technical Education (NACTE) for approval who shall sign a contract of three years' time renewable once.

1.4 Eligibility for Examinations

- 1.4.1 No candidate shall be eligible for semester examinations in any subject/module unless the Examination Officer, Course Coordinator, Head of Academics and Deputy Principal Academics, Research and Consultancies (DPAC) have satisfied themselves that the candidate has;
- i) Attended and covered at least 75% of the time and module contents.
 - ii) Scored at least 50% of the continuous assessment for each subject/module;
 - iii) Paid the required fees in respective semester.
- 1.4.2 Any candidate who fails to meet the above conditions in section 1.4.1, he/she shall have to repeat the subject(s)/modules(s) in the respective semester of the next academic year.
- 1.4.3 A candidate, who has been barred in accordance with paragraph 1.4.1, enters the examination room and sits for semester examination, his/her results in that paper shall be declared null and void. Such a candidate shall be discontinued from the studies.

1.5 Absence from Examinations

- 1.5.1 Absence from examination includes:
- (a) Not reporting for a scheduled examination at the time, day and place specified without prior permission.
 - (b) Going out of the examination room, temporarily or otherwise without authorization or permission of the invigilator or one of the invigilators for the examination in question.

- (c) Staying out of the examination room for a longer period than the one specified by the invigilator or one of the invigilators for the examination in question.
- 1.5.2 A candidate who fails to appear for a scheduled examination without a known valid reason shall be deregistered from studies. When a valid reason is admitted, a written permission will be issued to the affected student allowing him/her to sit at the time of the next supplementary examinations.
- 1.5.3 When the examination is missed deliberately or without a valid reason, the affected student will be discontinued from the studies.

1.6 Falling sick immediately before or during Examination

If a candidate falls sick immediately before or during the time of the scheduled examination and is medically unable to proceed (i.e. as certified by the Institute medical officer):

- 1.6.1 He/she will be advised by the Dean of Students to postpone the examination by writing a genuine letter to the Deputy Principal Academics (DPAC).
- 1.6.2 Any student who is sick and nevertheless decides to take an examination takes it at his/her own risk and must abide by the results of the examination.

1.7 Reporting late for Examination

- 1.7.1 Candidates shall be allowed to enter the examination room at least ten minutes prior to the time prescribed for the commencement of semester examinations.
- 1.7.2 No candidate shall be allowed to enter the examination room in more than half an hour after the examination has started and shall be permitted to leave the examination room until half an hour has elapsed after the start of the examination
- 1.7.3 A candidate who without a valid reason reports late for an examination (more than 30 minutes) shall be regarded as having failed in that examination but will be allowed to do supplementary examination and will be awarded a minimum passing grade of 'C'.
- 1.7.4 A candidate who, for a valid reason, reports late for an examination and pleads in writing to take the examination may, subject to the discretion of the invigilator, be allowed to do the examination at his/her own risk. If such a candidate fails in that examination, he/she may be allowed to do a supplementary examination. If

permission is not granted by the invigilator to do the examination, such candidates will be allowed to do a special examination at an appropriate time to be arranged by the examination officer, and a late examination fee shall be duly charged against him or her.

1.7.5 All cases of late arrivals for examinations shall be reported in writing by the invigilator to the Head of Academics.

1.8 Supplementary and Special Examinations

1.8.1 Supplementary examinations shall be held once each year prior to the commencement of the new academic year.

1.8.2 A student shall be allowed to sit for supplementary examination if he/she fails not more than 1/3 of the modules in a particular semester.

1.8.3 A candidate who fails supplementary examination shall be allowed to repeat a respective failed module in that semester in next academic year of study.

1.8.4 A special examination shall be regarded as a first sitting for candidates with satisfactory reasons and allowed by Deputy Principal Academics (DPAC) to be absent under medical grounds, death of relative(s) or any other reasons of such nature.

1.8.5 Candidate who either fails or does not appear in special examination(s) without any genuine reason (s) shall be discontinued from the study.

1.8.6 Special examinations shall be done concurrently with supplementary examinations and candidate who fails special examination shall do supplementary on the next academic year.

1.8.7 A Pass in supplementary examination shall be recorded as a minimum passing Grade and the scores shall be 45% and 50% for Diploma and Certificate Candidates respectively; irrespective of how highly a candidate score in that examination paper.

1.8.8 A candidate who does not attend the supplementary examinations shall be considered as failed and hence discontinued.

1.9 Repeating the year

- 1.9.1 A candidate may be allowed to repeat a year if she or he has attained an annual GPA of not less than 2.0. GPA calculation should base on subject weights.
- 1.9.2 No candidate will be allowed to repeat a year of study more than once.

1.10 Diploma Project and Industrial Practical Training Reports

- 1.10.1 Diploma students are required to present Diploma Project Report at the end of the second semester, and a student who is absent from the presentation shall be discontinued from studies.
- 1.10.2 A student with genuine reasons who fails to complete the Diploma Project report by the specified date shall be given more one additional year to complete it.
- 1.10.3 Industrial Practical Training is compulsory to both Certificate (NTA 5) and Diploma (NTA 6) candidates and it shall last for a period stipulated in the Institute calendar.
- 1.10.4 In the Industrial Practical Training, students shall at all times be at the work site under the assigned supervisor.
- 1.10.5 Industrial Practical Training reports shall be compiled and presented by the respective students to a panel of academic staff at the end of Industrial Practical Training session in each academic year.

1.11 Coordination of Examinations

- 1.11.1 The institute examinations shall be coordinated by; examination officer, internal and external examiners under the directives of Deputy Principal Academics (DPAC).
- 1.11.2 The office of the Head of Academics shall appoint an Examination Officer who shall manage all examination matters for the particular academic year. Such appointee shall be answerable directly to the Head of Academics.
- 1.11.3 The Examination Officer shall issue all directives and rules to examiners necessary for the good preparation and invigilation of the Institute's examinations.
- 1.11.4 The external examiners, have a task to monitor the examinations and reviewing the answer books for all subject(s) in each course, and shall compile and submit a signed report to the Head of Academics before leaving the Institute.

- 1.11.5 The examiners for Institute examinations shall be appointed by the Institute Academic Board (IAB).
- 1.11.6 Institute examinations shall be conducted by a Board of Examiners, consisting of one or more external examiners appointed from outside the Institute by the Institute Academic Board together with Module Facilitators who participated in teaching the candidates in the subjects under examination.
- 1.11.7 Examiners may be appointed from within the Institute for the supplementary/special examinations under the supervision of a moderator who took no part in teaching the candidates the subjects(s) under examination.

1.12 Examination Irregularities or Academic Dishonesty

(This also applies to continuous assessment tests)

- 1.12.1 For avoidance of doubt, examination irregularities shall include, but are not limited to, the following:
- (i) A candidate found with unauthorized material/information in any part of the examination process; inside the examination room or in the premises surrounding the examination room. The premises surrounding the examination room include the examination room toilets and areas within 20 meters.
 - (ii) A candidate with written or drawn examination related materials on his or her body, shoes and clothes.
 - (iii) A candidate copying from another candidate's work.
 - (iv) A candidate cheating by using or copying from unauthorized material.
 - (v) A candidate cheating or plagiarizing in research/project report.
 - (vi) A candidate communicating with another candidate by giving or obtaining unauthorized assistance or attempting to do so.
 - (vii) A candidate doing or attempting to do an examination on behalf of another candidate.
 - (viii) A candidate requesting or buying or stealing examination questions from examiners or from examination office or fellow students, or attempting to do so. In clinical examinations, this includes getting to know cases or patients set for examination.

- (ix) A candidate colluding with another candidate who is involved in examination irregularities. This includes refusing to disclose the irregularity incident he or she witnessed e.g. refusing to sign the incidence form.
 - (x) A candidate refusing to obey a lawful order by an invigilator.
 - (xi) A candidate behaving in such manner as would disrupt the examination process.
 - (xii) Submitting or attempting to submit answer sheet(s) or booklet(s) which were not written in the examination room.
 - (xiii) An invigilator or examiner violating examination regulations.
- 1.12.2 All cases of examination irregularities shall be referred to Institute's Examination Board and Institute Academic Board for final decisions.
- 1.12.3 A candidate who found cheating in the examination process shall be deemed to have failed in the whole examination for that semester and shall be expelled and discontinued from studies immediate subject to confirmation of the Institute Advisory Board.
- 1.12.4 A candidate who found guilty of bringing unauthorized materials into the examination room or in any party of the examination process shall be deemed to have committed an irregularity and shall be discontinued from the studies.
- 1.12.5 Any candidate who found guilty of committing examination irregularities may appeal to the Institute Academic Board (IAB) within fourteen days in accordance with the provisions of these regulations.
- 1.12.6 The IAB may impose penalty on a candidate who found guilty of committing an examination irregularity, depending on the gravity of the facts of the circumstances constituting the offence as it may deem appropriate.
- 1.12.7** No direct communications (verbal or otherwise) among candidates are allowed during the examination session. Any candidate who wants to communicate shall raise his/her hand to attract attention of the invigilator.
- 1.12.8** Smoking and drinking alcohol or being in a condition of alcohol influence in the examination room is completely prohibited. Any candidates who found in these conditions shall be expelled from the examination room.

1.12.9 Using anybody or false examination numbers shall be considered as case of dishonest. Such dishonest may lead to disciplinary action or discontinuation from studies, subject to confirmation of IAB.

2.0 SPECIFIC EXAMINATION REGULATIONS FOR CANDIDATES:

2.1 Candidates should make sure that they have been issued Examination Numbers before examinations begin.

2.2 Candidate shall be responsible for consulting the final Examination Time Tables for any changes. Failure to sit examination(s) for a reason of changes in timetable will not be entertained.

2.3 Candidates shall be seated 30 minutes before starting time, and no student shall be allowed into the examination room after the starting time, except for a compelling reason, without prejudice to regulation to 2.16 below.

2.4 Candidates must not begin writing before they are told to do so by the invigilator.

2.5 Candidates are allowed to carry only pens, pencils or other materials explicitly prescribed by the Course Instructor.

2.6 Candidates who will not observe Institute Dress Code will not be allowed to enter examination room.

2.7 Candidates are not allowed to enter the examination room, with books, cellular or mobile phone, handbags, clipboards, purses, papers, magazines, radios, audio or video players, digital watches, computers, food, soft and alcoholic drinks and any other material as may be specified from time to time by the Deputy Principal, Academics, Research and Consultancies (DPAC).

2.8 In case candidates are allowed to come with specified items into the examination room, no borrowing from one another shall be allowed during the examinations. Items allowed into the examination room shall be liable to inspection by the invigilator.

2.9 Each answer in an examination shall begin on a fresh page of the examination booklet. All rough work must be done in the booklet and crossed out. Candidates are not allowed to sign their names anywhere in the examination booklets.

2.10 All candidates shall observe silence in the examination room

- 2.11 Invigilators shall have power to specify or change the sitting arrangement in the examination room; or to require inspection of a candidate; or to confiscate an unauthorized material brought into the examination room; and shall have power to expel and report from the examination room any candidate who creates disturbance and record the incident to the examination office and head of Department.
- 2.12 In case of alleged cheating, the candidate and one or more invigilators shall be required to sign an Examination Incident Form which, together with other signed exhibits, as the case may be, and the candidate's examination booklet, shall be submitted to the Head of Academics.
- 2.13 A candidate caught contravening the Examination Regulations shall not be allowed to continue with the examination for which he/she is scheduled.
- 2.14 Candidates are strongly warned that cheating or being caught with unauthorized material contravenes the Institute General Examination Regulations and leads to discontinuation from studies.
- 2.15 All candidates shall sign the **Attendance Form** at the beginning and the **Submission Form** at the end of every examination.
- 2.16 No candidate will be permitted to enter the examination room after lapse of thirty minutes from the commencement of the examination and no candidate will be allowed to leave his/her place during the examination, except as indicated below (2.18).
- 2.17 A candidate wishing to answer a call of nature may by permission of the invigilator (*and where necessary under escort*) leave the examination room for a reasonable period.
- 2.18 A candidate who walks out of an examination in protest shall be disqualified from that particular examination.
- 2.19 At the end of the examination period, and on instruction from the invigilator, candidates must stop writing and assemble their scripts, which they should personally hand to the invigilator. They shall remain seated until all are allowed by the invigilator to leave.

- 2.20 Candidates are not allowed to take any examination material out of the examination room, unless specifically permitted by the invigilator of the respective examination. (*This also applies to Continuous Assessment Tests*)
- 2.21 All instructions on the question papers should be followed.
- 2.22 Students who are required to do supplementary examinations or special examinations will be officially notified using their respective Examination Number on the Institute's notice board and website www.arimo.ac.tz or through any public means of communication. Students should also leave their latest contacts such as telephone numbers or e-mails to facilitate communication.

3. GUIDANCE FOR INVIGILATORS

3.1 Before the Examination

- 3.1.1 Invigilators should personally collect from the Examination Office sealed envelopes containing question papers and any other related material at least thirty minutes before the examination.
- 3.1.2 Invigilators shall be present in the examination room at least twenty minutes before the commencement of the examination.
- 3.1.3 Invigilators should admit candidates to the examination room at least fifteen minutes before the commencement of the examination and ensure that students take the right places.
- 3.1.4 During these fifteen minutes the invigilator should:
- (a) Make an announcement to the effect that unauthorized materials are not allowed in the examination room.
 - (b) Make an announcement to the effect that candidates should satisfy themselves that they are in possession of the correct paper.
 - (c) Tell the students to observe any special misunderstanding and ask for clarification.
 - (d) Tell students when they may begin writing. Candidates will normally be allowed five minutes to read the paper.

3.3 During the Examination

- 3.3.1 Invigilators should not admit candidates to the examination room after thirty minutes have elapsed from the commencement of the examination and should not permit candidates to leave the examination room until one hour has expired.
- 3.3.2 By the end of thirty minutes from the commencement of the examination the invigilators should have a written list on the Examination Attendance sheet of the names of all the candidates present.
- 3.3.3 Invigilators should ensure that only one answer-book is provided for each candidate at a time.
- 3.3.4 Candidate may be permitted to do rough work in the examination booklet on the understanding that rough work is crossed out.
- 3.3.5 Invigilators shall report immediately after the examination to the Head of Academics any candidate who contravenes the Examination Regulations and instructions, especially by unfair practices, as spelt out in these regulations.
- 3.3.6 In case of alleged examination irregularity, the invigilator shall require the candidate to sign an examination **incident report** and any other materials pertinent to the incident to confirm that they are his/hers. The invigilator also shall sign and submit to the Head of the Academics the **Examination Incident Report**, together with the candidate's examination booklet and all pertinent materials.
- 3.3.7 The Head of the Academics through the Deputy Principal Academics (DPAC) will submit a full written report on the incident to the Institute Examinations Committee.
- 3.3.8 The processing of an alleged case of cheating or other irregularity shall be carried out as expeditiously as possible.

3.3 At the End of Examination

- 3.3.1 Invigilators shall tell the candidates to stop writing and assemble their examination scripts.
- 3.3.2 Invigilators shall not permit the candidates to leave their places before their scripts have been collected.
- 3.3.3 Invigilators shall comment on the Attendance Sheet and sign it.

4. COMMON ACADEMIC REGULATIONS

4.1 Introduction

The common academic regulations cover Appeals, Grading System, Certificates and Transcripts, Carry over Courses, Graduation Requirements, and Common Courses.

4.2 Appeals against Academic Decisions

- 4.2.1 Where a candidate is dissatisfied with the marking of his/her examination, computation of marks or grades for any other academic grounds, he/she may submit a well-grounded appeal to the Deputy Principal Academics (DPAC), within seven (7) days after the release of the provisional examination results.
- 4.2.2 All appeals shall be dealt with by Appeal Committee and which will submit the appeals report to Institute Examination Committee within 14 days after the release of provisional results.
- 4.2.3 Each appeal shall be accompanied by a non-refundable fee of 20,000/= (Twenty Thousand Shillings). This fee may be reviewed from time to time depending on the value of money. Any appeal without this fee shall be considered not fulfilled the condition consequently dismissed immediately.
- 4.2.4 The same amount of money shall be charged for any further appeals or application for review of appeals decisions to the Institute Academic Board (AIB).
- 4.2.5 An examiner other than the one who initially marked the examination script will be appointed to remark the paper and the grade after remarking the paper will be final regardless of whether it is lower or the same as the first grade.
- 4.2.6 The decision made by the Institute Academic Board (IAB) upon any appeals shall be final and conclusive except where well-authenticated claim for unfair marking or disregard for examination regulations is raised by the affected student. In such a case, findings and observations shall be presented to the Examinations Committee for detailed discussion, after which the committee will make recommendations to the Board, whose decision shall be final.
- 4.2.7 No appeal whatsoever pertaining to the conduct of any Institute examinations and the marking of the scripts thereof shall be entertained unless such an appeal is lodged within seven days of the date of publication of the provision results.

4.3 Grading System

A Four and Five Point classification systems shall be applied for Certificate and Diploma courses respectively. An award shall be given to a candidate who satisfies the following conditions:

- a) Candidate must have successfully completed and passed all modules for which the award is to be made; and Candidate must have achieved the minimum cumulative Grade Point Average (GPA) equivalent to *Pass*.
- b) The Grade Point Average (GPA) shall be computed and truncated to single decimal point only.

Classification Grades for Certificate courses

Grade	Score Range	Definition	Points
A	80- 100	Excellent	4
B	65- 79	Good	3
C	50- 64	Average	2
D	0 - 49	Failure	1

Classification Grades for Diploma course

Grade	Score Range	Definition	Points
A	75-100	Excellent	5
B+	65-74	Very Good	4
B	55-64	Good	3
C	45-54	Average	2
D	0 -44	Failure	1

A cumulative Grade Point Average (GPA) shall be computed for each candidate by dividing the total number of grade points earned for all modules by the total number of credits for the examined module.

$$\text{GPA} = \frac{\text{Sum of products of grades and Credits}}{\text{Sum of credits}}$$

$$\text{GPA} = \frac{\sum(\text{grades x credits})}{\sum \text{credits}}$$

The awards classification for NTAL 4-6 shall be classified as shown on Tables below:

Class of Awards and Cumulative GPA for NTA Level 4 &5

Cumulative GPA	Class of Award
3.5-4.0	First Class
3.0-3.4	Second Class
2.0-2.9	Pass

Class of Awards and Cumulative GPA for NTA Level 6

Cumulative GPA	Class of Awards
4.4-5.0	First Class
3.5-4.3	Upper Second Class
2.7-3.4	Lower Second Class
2.0-2.6	Pass

4.4 Publication of Examination Results

- 4.4.1 Provisional examination results in every semester shall be released by the Office of Examination, soon after the Institute Examination Board (I.E.B) meeting, pending confirmation by the examiners' Board meeting.
- 4.4.2 The final examination results shall be declared being approved by the Advisory Institute Board (AIB) and no further appeal shall be entertained.

4.5 Nullification and Withhold of Results

- 4.5.1 The Institute Examination Board (IEB) may, where a candidate/class has failed to abide to examination regulations or a breach of the same (e.g. not paying fees or outstanding dues) or where is dishonesty or fraud, bar him or her from doing examination or withhold examination results until he/she discharges the obligation or is exonerated from the wrong.
- 4.5.2 The Board may cancel results of student(s) where there is evidence of fraud or examination leakage.

4.6 Graduation

With the approval of the Advisory Board, students who complete and fulfill the requirements of the programme will graduate on the date announced by the office of Deputy Principal Academics (DPAC). Graduation attire will be hired for three days at twenty thousand shillings (20,000/=) for graduands. Any late return of the graduation attire shall be charged at ten thousand shillings (10,000/=) a day.

4.7 Certificates and Academic Transcripts

Persons applying to the Deputy Principal Academics (DPAC) for academic transcripts shall be charged a fee of 10,000/=Tshs. A clearance form must be submitted along with a passport size photograph for preparation of transcripts.

4.8 Loss of Certificates

The Institute may issue another copy in case of loss or destruction of the original certificated on condition that:

- 4.8.1 The applicant produces a sworn affidavit testifying to the loss or destruction.
- 4.8.2 The applicant must produce evidence that the loss has been adequately publicly announced.
- 4.8.3 The replacement certificate will not be issued until 12 months from the date of loss.
- 4.8.4 A fee of Tshs 20,000/= shall be charged for the copy of the certificate issued.

4.9 Carry over courses

Carryover of a failed course into a subsequent year shall imply repeating the failed course in the subsequent year. All carried over courses shall be cleared within the allowable maximum period of registration; otherwise the student is discontinued from studies.

4.10 Examination Scripts

Candidates' examination scripts shall be kept in custody for two years only. After that the scripts should be destroyed and no complain should be entertained furthermore.

5. EXAMINATION OFFENCES AND PENALTIES

5.1 Any person who contravenes any of the requirements or conditions stipulated in these Regulations shall have committed an Examination offence.

5.2 Notwithstanding the sections of these regulations: -

5.2.1 Where a person who is not a candidate for any Institute examination commits an Examination offence under these Regulations, the Institute may report the case to the Police.

5.2.2 Where a module Facilitator/Instructor or a person connected with the Institute Academic Matters commits an Examination offence under these Regulations, his conduct shall be reported to the Management of the Institute and he/she shall be banned from any remunerative job in the Institute.

5.2.3 Where the Institute is satisfied after investigation that the integrity of an Institute examination had been violated as a consequence of wholesale unfair assistance rendered to the examinees, the Institute Examiners Board (IEB) may nullify the examination results and order re-examination.

5.2.4 Examination offences and their penalties are tabulated below:

S/N	OFFENCE	PENALTY
(i)	Possession or access of unauthorized materials (papers, books, or notes) that could be of assistance to a Candidate.	Nullification of a candidate's examination results
(ii)	Talking to another candidate or any person inside or outside the examination room, during the examination session, without the permission of the invigilator.	Cancellation of examination results.
(iii)	Receiving or attempting to receive or give help to another candidate.	Disqualification of a candidate from appearing in the examination in which he is found guilty up to three years.
(iv)	Copying or indulging in copying from any paper or notes or allowing any other candidate to copy any matter from his answer book or to render in any manner any assistance to another candidate in solving a question or a part of question set in the question paper.	<ul style="list-style-type: none"> •Nullification of Candidates examinations results •Disqualification from appearing in the examination for a period of up to three years.
(v)	Swallowing or attempting to swallow a note or paper or running away with it or cause disappearance or destroy any such material.	
(vi)	Consulting books, note books or papers or any other matter found with him while outside the	

	examination room but during the examination hours before he has handed over his answer book to the invigilator or any other member of the supervisory staff.	
(vii)	Writing on any other piece of paper, a question set in the paper or anything connected with or relating to a question set in the paper or solution thereof.	
(viii)	Passing on or attempting to pass on during the examination, a copy of a question set in the paper or the question paper itself or a part thereof or a solution of a question set in the question paper, to anyone.	
(ix)	Possession of solution to a question set in the paper in involvement with any member of a supervisory or any other staff or some outside agency.	<ul style="list-style-type: none"> •Nullification of Candidates examinations results •Disqualification from appearing in Institute examination for a period of up to three years and liable to such other punishment as the Institute may decide.
(x)	Making previous arrangements to obtain help in connection with the question paper.	<ul style="list-style-type: none"> •Disqualification from appearing in Institute examination for a period of up to three years. •Disqualification of the person with whom the

		<p>candidate has made previous arrangement from appearing in Institute examination for a period up to two years.</p> <ul style="list-style-type: none"> • A Candidate shall also be liable to such other punishment as the Institute may decide.
(xi)	Smuggling in an answer book or a continuation sheet or taking out or arranging to send out an answer book or continuation sheet, during or after the examination with or without the help or connivance of any person connected with the examination centre or of any agency within or outside examination centre.	<ul style="list-style-type: none"> • Nullification of Candidates examinations results • Disqualification from appearing in Institute Examination for a period of up to five years. A Candidate shall also be liable to such other punishment as may be decided by Institute.
(xii)	Writing outside the examination hall, an answer book or a continuation sheet for a candidate, which the latter smuggle into the examination hall or to replace the answer book of the candidate after the examination.	
(xiii)	Misbehaving towards the invigilator or any member of the supervisory staff.	
(xiv)	Using abusive or obscene language in the answer book.	

(xv)	Impersonating a candidate	<ul style="list-style-type: none">• Nullification of Candidates examinations results • Disqualification from appearing in any Institute Examination for a period of up to three years if that person is a student enrolled in a registered technical institution. • If that person is not on the rolls of a registered technical institution, he may be declared as not a fit and proper person to be admitted to any future examination of the Institute. • That Person may be reported to the Police. • The candidate for whom impersonation was attempted may also be disqualified from appearing in any
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		examination of the Institute for a period of up to three years.
(xvi)	Obtaining admission to the examination on a false representation made by a Candidate in his examination registration.	<ul style="list-style-type: none"> • Nullification of Candidates examinations results • Declare a Candidate ineligible to appear in the examination.
(xvii)	Making a mis-statement in a Candidate's admission form before the commencement of the examination, regarding the name of the institution in which that candidate is studying or on the date on which he had left that institution.	<ul style="list-style-type: none"> • Disqualification from appearing in examination of the Institute for a period, which may extend to three years, if the false representation relates to a previous examination, not actually passed by the Candidate. • Disqualification from appearing in examination of the Institute for a period of up to three years, if the

		false representation pertains to his eligibility to appear in the examination as a private candidate.
(xviii)	Forging another person's signature on a Candidates examination registration form or using a forged document knowing it to be forged and with a view to seeking admission.	Disqualification from appearing in the examination of the Institute.
(xix)	Leaving the examination room without delivering the answer book to the invigilator concerned and taking away the same with him or intentionally tearing off or otherwise disposing off his answer book or any part thereof or the continuation sheet or part thereof inside or outside the examination room.	<ul style="list-style-type: none"> • Nullification of Candidates examinations results • Disqualification from appearing in Institute examination for a period of up to three years.
(xx)	Deliberately disclose his identity or making distinctive marks in his answer book for that purpose.	Cancellation of examination results.
(xxi)	Communicating or attempting to communicate directly or through a relative, guardian or friend with an examiner or with the teaching staff with the objective of influencing him in the award or marks.	Cancellation of examination results.
(xxii)	Approaching or influencing directly or indirectly a teaching staff or any Institute official regarding his cheating case.	Disqualification for one more year in addition to the punishment imposed to

		him under the Regulations for his offence of using unfair means.
(xxiii)	Dereliction of duty or misuse of position to the detriment of the smooth and fair conduct of examinations.	Relieve of duties by the competent authority.
(xxiv)	Failure to discharge confidential work by the person assigned to the satisfaction of the Institute or misusing of position to the detriment of smooth and fair conduct of examinations.	<ul style="list-style-type: none"> • Forfeiture of the whole or part of remuneration payable to him; and/or • Disqualification permanently or for a specific period from any duty of the Institute; and/or • Initiating disciplinary action against him; and/or • Initiating legal action against him.
(xxv)	For cases of unfair means not covered by these Regulations, the Institute may impose punishment according to the nature of the offence.	

ATTACHMENT 2: INSTITUTE ALMANAC 2021/2022**OCTOBER 2021**

Wednesday, 6 th	Institute Management Meeting
Monday, 11 th	Supplementary/Special Examinations
Thursday, 14 th	Nyerere Day (Public Holiday)
Monday, 18 th	Orientation Week Begins
Monday, 18 th	Online registration of students reported for studies.
Monday, 18 th	Academic Staff Meeting
Tuesday, 19 th	Departmental Examiners' Board Meeting
Thursday, 21 st	Institute Examiners' Board Meeting
Friday, 22 nd	Overall Examination Results Release
Monday, 25 th	Semester I Lectures begins
Monday, 25 th	Registration of continuing students begins

NOVEMBER 2021

Monday, 1 st	Beginning of Online Updating of Technical Teachers in NACTE Database and Payment of Quality Assurance fees
Wednesday, 3 rd	Institute Management Meeting
Friday, 5 th	End of registration for continuing students
Wednesday, 17 th	Academic Staff Meeting
Thursday, 18 th	End of online registration of students reported for studies.
Thursday, 25 th	Institute Advisory Board's Meeting
Friday, 26 th	Graduation Ceremony
Monday, 30 th	End of Online Updating of Technical Teachers in NACTE Database and Payment of Quality Assurance fees

DECEMBER 2021

Wednesday, 1 st	Institute Management Meeting
Thursday, 2 nd	Accountants Annual Conference Begins
Saturday, 4 th	End of Accountants Annual Conference
Saturday, 11 th	Beginning of in-semester fieldwork for URP students
Monday, 20 th	Academic Staff Meeting
Wednesday, 22 nd	RAAWU Meeting
Friday, 24 th	End of in-semester fieldwork for URP students
Saturday, 25 th	Christmas Day (Public Holiday)
Sunday, 26 th	Boxing Day (Public Holiday)

JANUARY 2022

Saturday, 1 st	New Year Celebration (Public Holiday)
Wednesday, 5 th	Institute Management Meeting
Wednesday, 12 th	Zanzibar Revolutions Day (Public Holiday)
Monday, 24 th	Budget Preparation Meeting
Wednesday, 26 th	Academic Staff Meeting

FEBRUARY 2022

Wednesday, 2 nd	Institute Management Meeting
Monday, 7 th ,	Semester I Examinations begin
Tuesday, 8 th ,	Marking of Semester I Examinations Begins
Friday, 18 th	End of Semester I Examinations
Monday, 21 st	Studies Break
Wednesday, 23 rd	Academic Staff Meeting
Thursday, 24 th	Institute Advisory Board's Meeting
Friday, 25 th	End of Semester I Examinations Marking
Monday, 28 th	Departmental Examiners' Board Meeting

MARCH 2022

Tuesday, 1 st	Institute Examiners' Board Meeting
Wednesday, 2 nd	Semester I Examination Results Release
Wednesday, 2 nd	RAAWU Meeting
Thursday, 3 rd	Institute Management Meeting
Friday, 4 th	End of Study Break
Monday, 14 th	Beginning of Semester II 2021/2022
Tuesday, 15 th	Uploading of Examination Results in the NACTE Database begins
Monday, 21 st	Academic Staff Meeting
Wednesday, 23 rd	Workers Council Meeting
Wednesday, 30 th	Verification of submitted Examinations Results

APRIL 2022

Wednesday, 6 th	Institute Management Meeting
Thursday, 7 th	Karume Day (Public Holiday)
Wednesday, 20 th	RAAWU Meeting
Tuesday, 26 th	Union Day (Public Holiday)
Wednesday, 27 th	Academic Staff Meeting
Saturday, 30 th	Beginning of in-semester fieldwork for URP students

MAY 2022

Sunday, 1 st	Workers Day (Public Holiday)
Wednesday, 4 th	Institute Management Meeting
Friday, 13 th	End of in-semester fieldwork for URP students
Sunday, 15 th	Deadline for Uploading of Examination Results in the NACTE Database
Sunday, 15 th	Opening applications for September 2022 Intake
Tuesday, 24 th	Academic Staff Meeting
Thursday, 26 th	Institute Advisory Board's Meeting
Monday, 30 th	End of Verification of submitted Examinations Results

JUNE 2022

Wednesday, 1 st	Institute Management Meeting
Thursday, 16 th	Beginning of Public Service Week
Wednesday, 22 nd	Academic Staff Meeting
Thursday, 23 rd	End of Public Service Week
Monday 27 th	Semester II Examinations Begin
Tuesday, 28 th	Marking of Semester II Examinations Starts

JULY 2022

Friday, 1 st	Beginning of Saba Saba Exhibitions
Tuesday, 5 th	Uploading of Examination Results in the NACTE Database and Submission of hardcopy of the results to NACTE
Wednesday, 6 th	Institute Management Meeting
Thursday, 7 th	Saba Saba Day (Public Holiday)
Friday, 8 th	End of Semester II Examinations
Monday, 11 th	Diploma Projects Presentations
Wednesday, 13 th	End of Marking Semester II Examinations
Thursday, 14 th	Departmental Examiners' Board Meeting
Thursday, 14 th	Institute Examiners' Board Meeting
Friday, 15 th	Release of Semester II Examination Results
Friday, 15 th	End of Uploading of Examination Results in the NACTE Database and Submission of hardcopy of the results to NACTE
Monday, 18 th	Beginning of Industrial Practical Training
Wednesday, 27 th	Academic Staff Meeting

AUGUST 2022

Monday, 1 st	Nane Nane Exhibitions Begins
Wednesday, 3 rd	Institute Management Meeting
Monday, 8 th	Farmers (Nane Nane) Day (Public Holiday)
Monday, 15 th	End of Receiving applications for September 2022 Intake for 2022/2023 academic year.
Thursday, 25 th	Institute Advisory Board's Meeting
Wednesday, 31 st	Academic Staff Meeting

SEPTEMBER 2022

Friday, 2 nd	End of Industrial Practical Training
Monday, 5 th	Fieldwork Presentations
Wednesday, 7 th	Institute Management Meeting
Wednesday, 28 th	Academic Staff Meeting

OCTOBER 2022

Wednesday, 5 th	Institute Management Meeting
Friday, 14 th	Nyerere Day (Public Holiday)
Wednesday, 26 th	Academic Staff Meeting