

WATER INSTITUTE



Water Institute is fully Accredited by the
National Council for Technical Education
(NACTE)



PROSPECTUS 2021/2022

Start your future with us

WI is committed to provide a learning environment that promotes a passion for excellence in professionalism and enduring knowledge which stimulates creativity and innovation consistent with the country and regional realities. We embrace Competence Based Education and Training (CBET) approach. The Institute is fast establishing itself as the ideal tertiary institution for the holistic students' development. We are focused on nurturing the growth of academic excellence and instilling the importance of scientific and engineering skills and entrepreneurship.

OUR MOTTO

MAJI KWA MAENDELEO

MESSAGE FROM THE RECTOR

Water Institute is solely a technical training institution focusing on developing technical human resources capacity that is needed in the water sector. It is fully accredited by the NACTE to offer technician and engineering programs leading to the qualifications of National Technical Awards (NTA) Levels 6 (Ordinary Diploma) and level 8 (Bachelor of Engineering) respectively.



Dr. Adam O. Karia

Water Institute is a global partner in developing the required technical human resource capacity for development and management of water resources.

The distribution of this prospectus is expected to reach all prospective clients and supporters in Tanzania and beyond the borders.

Currently, WI through various projects has procured modern equipment which ensures development of competences and high-quality education. We therefore invite all prospective students from Tanzania, and beyond to join our training programmes in any of the fields and educational levels shown in this prospectus. We also invite our stakeholders in need of advisory/consultancy services in areas of water development and water resources management to communicate their needs to us so that we can render our services.

VISION

A center of excellence for providing technical education on integrated water resources management in Africa.

MISSION

To improve services in water and irrigation sectors through quality training, research and consultancy to stakeholders.

CORE VALUES

Teamwork: *We work as a group of individuals passionately committed to meet our goal.*

Professional: *We perform our duties by using the highest standards of skills and expertise.*

Accountability: *We are responsible and answerable for our rendered services.*

Integrity: *We operate with honesty, fairness, moral and in a transparent manner.* **Innovation and creativity:** *We effectively invent and improve our products and services.*

Customer focused: *We are committed to deliver a consistent high-quality service to our customers.*

Impartiality: *We are fair in judgment and treatment whilst free from bias and favouritism.*

WI will meet the following objectives:

- a) To provide high quality training programmes on water management and services
- b) To have in place a professionally and efficient organized institution
- c) To offer an adequate and stimulating learning environment
- d) To operate as a semi- autonomous agency, financially- sustainable in time

STRATEGIC CHOICE

The strategies to be followed to accomplish the Institute's vision and objectives are driven by a set of strategic decisions made by the management of the Institute. The main strategic choices giving direction to the Institute's approach for the coming years are presented in this chapter.

- a) Expansion and growth.
- b) Ensuring curricula and quality of education and training do absolutely respond to the needs and expectations of the main actors in the sector.
- c) Modernise and professionalise management and support functions.
- d) Make more efficient use of existing resources
- e) Reduce the Institute's financial dependency on the Ministry of Water and Irrigation

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MANAGEMENT TEAM OF THE WATER INSTITUTE

INSTITUTE EXECUTIVES

Rector/CEO

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Ag. Deputy Rector- Planning, Finance and Administration

Mr. Ibrahim Ahabu Wikedzi, BSc. in Agronomy (SUA), MSc. in Agricultural Economics (SUA)

Ag. Deputy Rector- Academic, Research and Consultancy

Eng. Dr. Tulinave B. Mwamila, BSc. in Civil and Water Resources Engineering (UDSM), MSc. in Water Resources Engineering (UDSM), PhD in Civil and Environmental Engineering, (Seoul National University, South Korea)

Registrar

Ms. Neema Aaron Mpayo, Diploma in Education (Mpwapwa TTC), BA with Education (UDSM), MA with Education (UDSM)

HEAD OF UNITS

Legal Services Unit

Head of Unit: Ms. Adelina Rogath Massae, Bachelor of Laws (LLB) (KIU-Uganda), Postgraduate Diploma in Legal Practice (Law School of Tanzania), Master of Law (LLM) in General Law (KIU-Tanzania)

Internal Audit Unit

Ag. Head of Unit: Mr. Japhet Simon Mtigile, Bachelor Degree in Business Accounting and Finance (MU), CPA (T)

Quality Assurance and Quality Control Unit

Head of Unit: *Ms. Grace F. Mvungi*, Diploma in Education (Kleruu TTC), BSc. with Education. (UDSM), M.Ed in Science Education (UDSM).

Procurement Management Unit

Head of Unit: *Mr. Mgata Renatus Mgata*, Diploma in Accountancy (CBE) BA-Procurement and Logistics Management (MU), CPSP

Public Relations and Marketing Unit

Head of Unit: *Ms. Ghanima Hamisi Chanzi*, BSc. in Environmental Laboratory Science Technology (ARU), MSc. in Water Resources Engineering (UDSM)

HEAD OF ACADEMIC DEPARTMENTS AND SECTIONS

Department of Water Supply and Irrigation Engineering

Head of Department: *Eng. Riziki Mashaka Chambuso*, BSc. in Civil and Structural Engineering (UDSM), Registered Engineer (ERB),

Department of Water Resources

Head of Department: *Mr. George John Ishabairu*, BSc. in Geology (UDSM), MSc. in Structural Geology (UDSM)

Department of General Studies

Head of Department: *Mr. Sylvanus Alfred Ntirumolekwa*, BSc. in Physics and Chemistry (UDSM), MSc. in Medical Radiation Physics (Swansea, UK)

Department of Continuing Education, Research, Consultancy and Publication

Head of Department: *Dr. William Senkondo*, BSc. in Civil and Water Resources Engineering (UDSM), MSc. in Water Science and Engineering (UNESCO-IHE), PhD in Physical Geography (Stockholm University – Sweden).

Department of Library and Documentation

Head of Department: *Ms. Tumpale Alfred Mwakasangula*, Diploma in Library Archives and Documentation Studies (School of Library and Archives Documentations-SLADS), BSc. in Library and Information Studies (Tumaini University).

HEAD OF SECTIONS

Loan Officer

Ms. Nyamizi Luytigarda Kazungu, Advanced Diploma in Accountancy (DSA), PGD in Accountancy (IAA), PGD in Education (UDSM), MSc. in Finance (University of Strathclyde, UK)

Admission Officer

Mr. Dickson Mwanyika, Diploma in Information Systems (Dublin /University), Bachelor of Library and Information Studies (Makerere University), Postgraduate Diploma in Computer Application Systems (Central South University-China), MSc in Computer Application Technology (Central South University-China).

Examination Officer

Mr. Geoffrey George Mwanahanja, Bed. in science (UDSM), M.Ed. (Science Education) (UDSM)

Curriculum Development Coordinator

Mr. Ezekiel Sangija Salila, FTC in Water Resources Engineering (RWI), Advanced Diploma in Land Survey (ARU), MSc. in Geomatics (ARU)

Assistant Curriculum Development Coordinator

Eng. Livingstone Mtandizi Swilla, B.Sc. in Civil Engineering (PFUR-Russia), MSc. in Civil Engineering (PFUR-Russia), R. Eng. (T).

Industrial Liaison Officer

Ms. Zenorina Prosper Anthony, BSc. with Education (UDSM), MSc. In Integrated Environmental Management (UDSM)

Consultancy and Continuing Education Coordinator

Dr. Sekela Simon Twisa, BSc. in Environmental Science and Management (SUA), MSc. in Integrated Water Resources Management (UDSM), PhD in Integrated Management of Water, Soil and Waste (United Nations University-Institute of Integrated Management of Material Fluxes and of Resources (UNU-FLORES) and Technische Universitat of Dresden (TUD), Dresden, Germany).

Water Supply and Sanitation Engineering Section Officer

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Irrigation Engineering Section Officer

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GIS Section Officer

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Water Quality and Laboratory Technology Section Officer

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Hydrology and Meteorology Section Officer

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Hydrogeology and Water Well Drilling Section Officer

Ms. Neema Yoram Mwitula, Certificate of Civil Drafting grade I (WRI), Certificate in Teaching Methodologies (VETA), FTC in Hydrogeology (WRI), Diploma of Business Administration (Teophilo Kisanji University), Bachelor of Business Administration (Tumaini University)

HEAD OF ADMINISTRATIVE DEPARTMENTS

Dean of Students

Head of Department: *Mr. Alistides Shumbusho Alfred*, Certificate in Teacher's Education Grade A, (Butimba TTC), BA. in Gender and Development (The Mwalimu Nyerere Memorial Academy)

Department of Human Resources and Administration

Head of Department: *Ms. Agatha Cecily. Ngingo*, BA in Sociology (UDSM), MSc in Human Resource Management (Mzumbe University).

Department of Accounts and Finance

Head of Department: *Ms. Regina Vicent Sekao*, Diploma in Cooperative and Management Accounting (MUCCOBS), BA in Accounting and Finance (MUCCOBS), MBA in Corporate Management (Mzumbe University)

Department of Planning, Monitoring and Evaluation

Head of Department: *Mr. Ibrahim Ahabu Wikedzi*, BSc. in Agronomy (SUA), MSc. in Agricultural Economics (SUA)

Department of Estate and Assets Management

Head of Department: *Arch. Dr. Juma Hamisi Nzige*, Bachelor of Architecture (UDSM), Master of Architectural design and Theory (Harbin Institute of Technology-China), PhD in Management Science and Engineering (Chongqing University-China)

ICT and Statistics Department

Head of Department: *Mr. Juma Masoud Mchiro*, Diploma in Education (Morogoro Teachers' College), Advance Diploma in Information Technology (Institute of Accountancy Arusha), PGD in Scientific Computing (University of Dar es salaam), Master in ICT for Development (CBE)

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CHAPTER ONE

1.0 INTRODUCTION TO WATER INSTITUTE

1.1 Brief Information about Water Institute

The Water Institute is a Government Agency established under the Executive Agencies Act Cap. 245 by the Government Notice (GN) No. 138 published on 22nd August, 2008 as amended by the GN. No. 216 of July 8th 2016. The WI was an offshoot of former Rwegarulila Water Resources Institute (RWRI), which also came from the name Water Resources Institute (WRI) that was established in 1974 in order to supply the middle level technical workforce needed to implement the Rural Water Supply Programme.

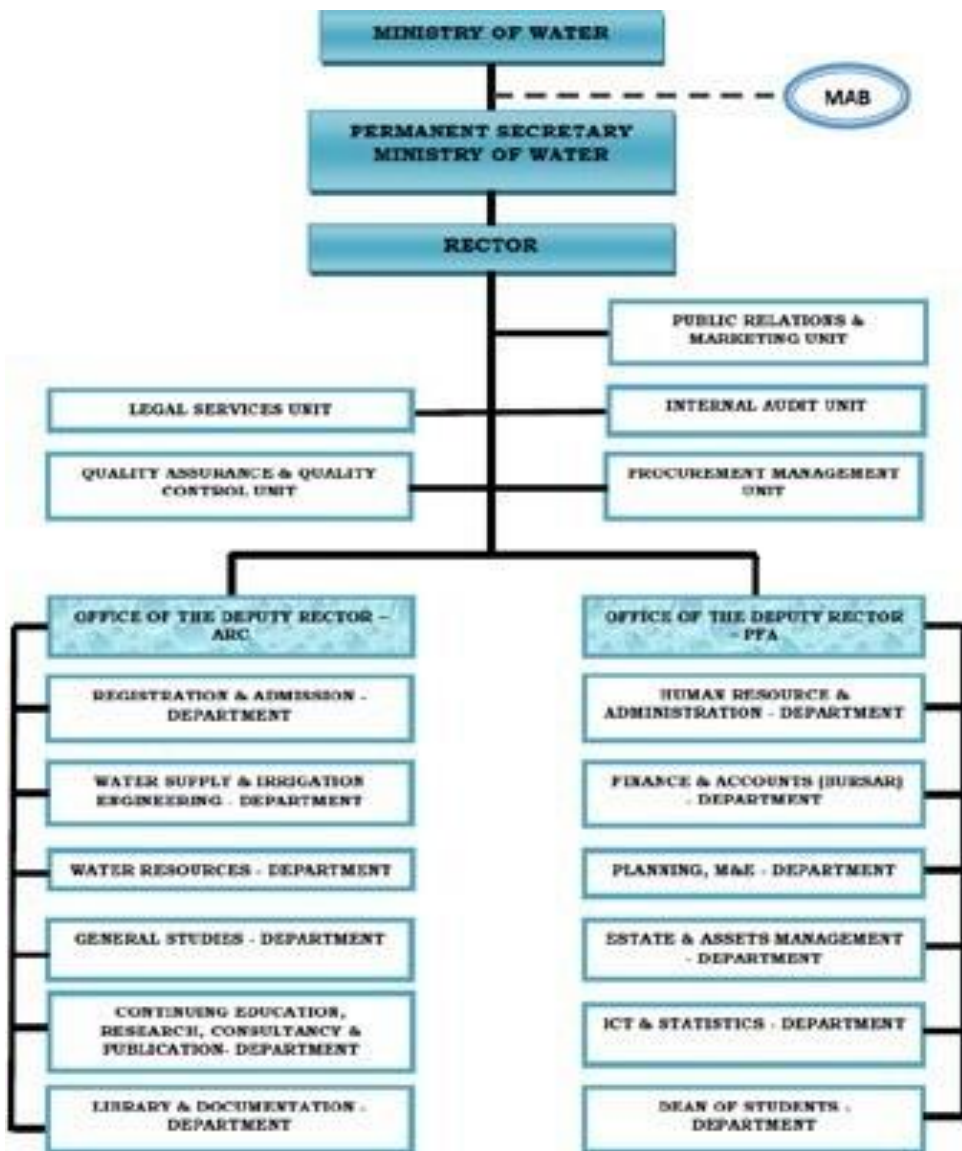
In 1980 Water Resources Institute was renamed as Rwegarulila Water Resources Institute. This change was in honor of the late Fredrick Rwegarulila, the then Principal Secretary in the Ministry of Water, who played a pivotal role in establishment of the Institute and development of the water sector in general. This came as one of the resolutions during the 1980's Annual Water Experts' Conference (AWEC) held in Tanga.

Following reforms in the public sector, which were geared towards improving service delivery among interventions undertaken by the Government, some of Government functions were delegated to semi - autonomous bodies such as Executive Agencies. The RWRI being one of the Ministry of Water and Irrigation units, was transformed into an Executive Agency on the 22nd August 2008 with the new name of "Water Development and Management Institute" (WDMI) as amended by the Government Notice No. 216 published on July 08, 2016.

1.2 Organization Structure of WI

The Rector is the Chief Executive Officer of the Institute who is assisted by two Deputy Rectors, Head of Departments and Units. The Rector, Deputy Rectors and Head of Units shall constitute the Management Team of the WI.

The WI Management Team, with technical and professional support employees, shall establish standards, systems and procedures for resources management and utilization, capacity building, coordination of the Institute training programs, consultancy and research services, and monitoring and evaluating the performance of operations. Organization structure of WI is shown in figure 1.2.



Footnote:

MAB – Ministerial Advisory Board

ARC- Academics Research and Consultancy PFA –Planning, Finance and Administration

ICT– Information and Communication Technology M&E - Monitoring and Evaluation

Figure 1.2: Water Institute Organization Structure

1.3 Organization of the Prospectus

This prospectus provides an outline of the academic programmes currently offered by WI at the levels of Ordinary Diploma and Bachelor Degree towards the realization of the mission of the Institute with respect to training in Chapter 2. It also provides information on procedures and regulations for admission to such programmes and the corresponding fees in Chapters 3 and 4 respectively.

Chapter 5 provides Students' Academic Assessment Regulations for NTA levels 4,5,6,7 and 8. These detail the course of action to be taken on all matters related to examinations conducted by the Institute for programmes leading to the awards of NTAs 4, 5, 6, 7 and 8 levels namely; the Ordinary Diploma and the Bachelor of Engineering.

Chapter 6 gives the profiles of academic departments and other related units of the Institute to include a list of academic staff and course outlines for academic programmes offered by respective Departments.

The inputs of the Prospectus as highlighted above are complemented with some additional and general information such as Academic Calendar for the Academic year 2021/2022 in Chapter 8 and the Students By-Laws under Chapter 9.

CHAPTER TWO

2.0 ACADEMIC PROGRAMMES OFFERED

2.1 Introduction

WI is fully accredited by (NACTE) to run and grant awards (Technician and Engineering programmes) to successful candidates. Awards offered are NTA level 4, 5 and 6 (Ordinary Diploma) and 7 and 8 Bachelor of Water Resources and Irrigation Engineering.

2.2 Basic Technician Certificate and Technician Certificate

The Basic Technician Certificate and Technician certificate are part of the Ordinary Diploma. Students who wish to exit or fail to attain an Ordinary Diploma but have successfully fulfilled the requirements for awards of Basic Technician Certificate (NTA 4) or Technician Certificate (NTA 5) shall be awarded the awards qualified for.

2.3 Ordinary Diploma Programmes

- a) Ordinary Diploma in Water Supply and Sanitation Engineering
- b) Ordinary Diploma in Hydrology and Meteorology
- c) Ordinary Diploma in Hydrogeology and Water Well Drilling
- d) Ordinary Diploma in Irrigation Engineering
- e) Ordinary Diploma in Water Quality Laboratory Technology.

2.4 Higher Diploma

This is part of the Bachelor degree. Students who wish to exit or fail to attain Bachelor Degree but have successfully fulfilled the requirements for the awards of a Higher Diploma shall be awarded the Higher Diploma (NTA 7).

2.5 Bachelor of Engineering (NTA 8) Programmes

Currently the Institute offers Bachelor of Engineering (B. Eng.) programme in Water Resources and Irrigation Engineering, which runs in 8 semesters which is four academic years.

CHAPTER THREE

3.0 ADMISSION REGULATIONS

3.1 Basic Technician Certificate

3.1.1 Direct Entry

The minimum admission qualifications for direct entry are as follows:

3.1.1.1 Water Supply and Sanitation Engineering

- a) Holder of Ordinary Certificate of Secondary Education (OCSE) with four passes in non-religious subjects including three passes (D Grade) in any of the following subjects: Mathematics, Physics/ Engineering Science, Chemistry, Biology, Agriculture, Food and Nutrition; and Geography; or
- b) Holder of OCSE with two passes (D grade) in any of the following subjects: Mathematics, Physics/ Engineering Science, Chemistry, Biology, Agriculture, Food and Nutrition; and Geography and holder of National Vocational Award (NVA) level 3 in a field related to Civil Engineering or Water Resources Engineering.

3.1.1.2 Hydrology and Meteorology

- a) Holder of Ordinary Certificate of Secondary Education (OCSE) with four passes in non-religious subjects including three passes (D Grade) in any of the following subjects: Mathematics, Physics/ Engineering Science, Chemistry, Biology, Agriculture, Food and Nutrition; and Geography; or
- b) Holder of OCSE with two passes (D grade) in any of the following subjects: Mathematics, Physics/ Engineering Science, Chemistry, Biology, Agriculture, Food and Nutrition; and Geography and holder of National Vocational Award (NVA) level 3 in a field related to Civil Engineering or Water Resources Engineering.

3.1.1.3 Hydrogeology and Water Well Drilling

- c) Holder of Ordinary Certificate of Secondary Education (OCSE) with four passes in non-religious subjects including three passes (D Grade) in any of the following subjects: Mathematics, Physics/ Engineering Science, Chemistry, Biology, Agriculture and Geography; or
- d) Holder of OCSE with two passes (D grade) in any of the following subjects: Mathematics, Physics/ Engineering Science, Chemistry, Biology, Agriculture and Geography and holder of National Vocational Award (NVA) level 3 in a field related to Civil Engineering or Water Resources Engineering.

3.1.1.4 Water Quality Laboratory Technology

- e) Holder of Ordinary Certificate of Secondary Education (OCSE) with four passes in non-religious subjects including three passes (D Grade) in any of the following subjects: Mathematics, Physics/ Engineering Science, Chemistry, Biology, Agriculture and Geography; or
- f) Holder of OCSE with two passes (D grade) in any of the following subjects: Mathematics, Physics/ Engineering Science, Chemistry, Biology, Agriculture, Food and Nutrition; and Geography and holder of National Vocational Award (NVA) level 3 in a field related to Water Quality Technology.

3.1.1.5 Irrigation Engineering

- g) Holder of Ordinary Certificate of Secondary Education (OCSE) with four passes in non-religious subjects including three passes (D Grade) in any of the following subjects: Mathematics, Physics/ Engineering Science, Chemistry, Biology, Agriculture and Geography; or
- h) Holder of OCSE with two passes (D grade) in any of the following subjects: Mathematics, Physics/ Engineering Science, Chemistry, Biology, Agriculture, Food and Nutrition; and Geography and holder of National Vocational Award (NVA) level 3 in a field related to Agricultural Science or Irrigation Engineering.

3.2 Technician Certificate

The minimum admission qualification for entry to Technician Certificate studies is possession of Basic Technician Certificate in the relevant field. There is no indirect entry route.

3.3 Ordinary Diploma

The minimum admission qualification for entry to Ordinary Diploma studies is possession of Technician Certificate in the relevant field. There is no indirect entry route.

3.4 Higher Diploma

The minimum admission qualifications are as follows:

- a) Holder of Ordinary Certificate of Secondary Education (OCSE) with four passes in non-religious subjects; AND Ordinary Diploma in either of the following fields: Water Supply and Sanitation Engineering, Hydrogeology & Well Drilling, Hydrology & Meteorology, Water Quality Laboratory Technology, Civil Engineering, Irrigation Engineering, Water Resources Engineering, Civil Engineering with Community Development, Irrigation, Agriculture Engineering, Environmental Engineering, Environmental Engineering and Management in Mines, Highway Engineering, Hydraulic and Water Resources Engineering Agro mechanization, Mechanical Engineering, Electrical and Electronics Engineering, Chemical Engineering, Crop Production, Land Use Planning or General Agriculture with minimum GPA (NTA 6) of 3.0; or Holder of Foundation Program (Science) Certificates from Open University of Tanzania for those students with GPA of less than 3.0 in above diploma programs; or
- b) Holder of Full Technician Certificate (FTC) in either of the following fields: Water Supply and Sanitation Engineering, Hydrogeology & Well Drilling, Hydrology & Meteorology, Water Quality Laboratory Technology, Civil Engineering, Irrigation Engineering, Water Resources Engineering, Civil Engineering with Community Development, Irrigation, Agriculture Engineering, Environmental Engineering, Environmental Engineering and Management in Mines, Highway Engineering, Hydraulic and Water Resources Engineering Agro mechanization, Mechanical Engineering, Electrical and Electronics Engineering,

Chemical Engineering, Crop Production, Land Use Planning or General Agriculture with minimum average score of 3.0 points (C grade) based on the following conversion scale: A=5, B=4, C=3, D=2; or

- c) Holder of Advanced Certificate of Secondary Education (ACSE) with Two principal passes with a total of 4.0 points (based on the following conversion scale: A=5, B=4, C=3, D=2, E=1) from the following subjects: Mathematics, Physics and Chemistry. Completed A-Level studies in 2014 and 2015 must possess Advanced Certificate of Secondary Education (ACSE) with Two principal passes (Two Cs) with a total of 4.0 points (based on the following conversion scale: A=5, B+=4, B=3, C=2, D=1) from the following subjects: Mathematics, Physics and Chemistry.

3.5 Bachelor's Degree

The minimum admission qualification for entry to Bachelor's Degree studies is possession of Higher Diploma in Water Resources and Irrigation Engineering. There is no indirect entry route.

3.6 Registration

All selected candidates are required to register after they have paid registration fee within the first two weeks after the date of reporting. The deadline for registration of first year students is two weeks from the first day of the orientation week, while for continuing students, deadline is the second week after the beginning of the studies.

3.7 Institute Regulations

- a) Upon admission, all first year students must obtain and read thoroughly the following regulations:
- i) Conditions for Government sponsorship (in case of government sponsored students);
 - ii) Students' By-Laws;
 - iii) Students' Academic Assessment Regulations;
 - iv) The Constitution of the Water Institute Students Organization (WISO);
 - v) Industrial Practical Training (IPT) Regulations;

- vi) Library Regulations;
 - vi) All admitted students are expected to comply entirely with Institute regulations;
 - vii) Any other regulations issued by the Institute from time to time.
- b) During registration every student shall produce the following documents:
- i) Joining Instructions sent to the student;
 - ii) A duly filled acceptance form to abide by the Institute Rules and Regulations;
 - iii) A duly filled medical examination form;
 - iv) All the original receipts /pay in slips of the money paid to the Institute through Bank or the message evidencing payment via Control Number given to a student;
 - v) Original certificates of academic, academic transcripts and statement of results;
 - vi) A birth certificate;
 - vii) 2 passport size and 4 stamp size photographs recently taken;
 - viii) All foreign students are required to apply for residence permit from their nearest Tanzania Embassy before they depart for Tanzania.
- c) Every student shall report at the Institute at the beginning of the semester and on a prescribed date by the Institute. Any student who fails to report at the Institute on the prescribed date but reports not later than seven days from the date of reporting and without showing any reasonable cause for the failure to do so, shall be liable to receive a written warning from the Registrar.
- d) Students who have been selected but cannot register at the Institute for any reason cannot defer the admission to the next academic year. Such students need to apply afresh.

- e) Students who have postponed studies will be required to report at the Institute at the corresponding time/date and semester similar to that one she/he left.
- f) No change of names by students shall be entertained during the course of study at the Institute. Names appearing on the original Ordinary Certificate of Secondary Education (Form Four) shall be used.
- g) No student is allowed to change course, except in very exceptional circumstances. In the latter case, no student is allowed to change course later than the second week after the beginning of the first semester session.
- h) No student is allowed to postpone studies after commencement of an academic year except under special circumstances. Permission to postpone studies is considered after producing satisfactory evidence for the reasons of postponement and written approval from the sponsor.
- i) Students shall be allowed to be away from studies for a maximum of two academic years if they are to be allowed for re-admission to the same year of studies where they left.
- j) Students discontinued from studies on academic grounds may be re-admitted to a different programme in the immediate next academic year or in the same programme.
- k) Students discontinued from studies on disciplinary grounds are barred from re-admission to any programme at the Institute unless a student finishes to save the penalty.

3.8 Continuing Education/Professional Development Courses

This department is responsible for coordination of all short courses in the Institute. There is no restriction of entry qualifications for short course training requested by a client. The Institute provides training in specific subjects as requested and there is flexibility in time as requested by a client.

The Institute conducts more than 50 short courses in different areas of specialization, such as Hydrogeology and water well drilling, Pump Mechanics and its Electrical Installation, Water Quality Management, Water treatment, Plumbing and Pipe Fittings, Computer Aided Design (Auto CAD) and EPANET software, Electronic Topographic Surveying for Design of Water Supply Projects, Waste Water Management, etc.

Prospective course participants are required to meet entry requirements that are indicated in the application form which are specific for each course.

CHAPTER FOUR

4.0 FEE AND OTHER FINANCIAL REQUIREMENTS

4.1 General Payment Information

Fee and other financial requirements to be met by Tanzanian students in Government-owned education/training Institutions are lower than those charged by privately-owned Institutions. This is because the Government of Tanzania subsidizes operations of its Institutions (WI included) to reduce the financial responsibility of Tanzanian students.

The payments are indicated in Tanzanian shillings. Foreign students/course participants will be required to pay directly to WI in currency that is readily convertible in the Tanzanian financial market.

For each Academic Year, students are required to pay full tuition fee and other payments as per the type of programme he/she undertakes as indicated in Table 1 and Table 2 before they can be allowed to attend classes. However, where payment by installment is adopted, students shall pay sixty percent (60%) of the payment for the 1st semester in order to qualify for registration and for the 2nd semester students shall pay forty percent (40%) of the payment to qualify for registration. No student shall be registered for the final examinations at the end of the semester or awarded a certificate unless he/she has fully paid the relevant dues.

Tanzanian students shall pay in Tanzanian Shillings and the payment for foreign students shall be denominated in either US Dollars, Euro or Pound.

All students are required to produce verifiable evidence of sponsorship from their respective organizations, parents/guardians on the first day of each academic year. Sponsors are required to pay full tuition fee and other fees to the Institute before the respective students are registered to embark on studies.

Students are directed to use the Institute Student Information Management System (SIMS) to create a control number. Use <https://sims.waterinstitute.ac.tz> to access the account and obtain control number that can be used to make various payments to the Institute.

Under no circumstances a direct deposit to any Institute Bank Account shall be made without control number. Receipts will be issued at the Institute Accounts office once a student has proved to clear the invoice by either original bank online deposit slip or message of payment from MNOs (Mobile Network Operators).

Foreign students must complete immigration formalities including obtaining student visa before leaving their countries to Tanzania. Apart from Tuition Fee, each student is required to pay for the following:

4.1.1 Registration Fee

All selected students shall be required to register annually and pay a registration fee of TZS. 10,000/= only per year.

4.1.2 Caution Money

Each student is required to pay TZS. 40,000/= as Caution Money. The money shall be refunded upon completion of course if a student was not involved in any loss or damage of the Institute property. Where losses/damage exceeds TZS. 40,000/=:, the student shall pay the difference.

4.1.3 Identity Card

Each student is required to pay TZS. 15,000/= for the cost of Identity Card. This amount is paid once. Replacement for a lost Identity Card shall be done after obtaining a loss report from Police Station and payment of TZS. 30,000/=:.

4.1.4 Membership to the WI Students' Organization

Every WI registered student is a member of the WI Students Organization (WISO). The membership registration fee for the first-year students is TZS. 5,000/=: . Membership subscription fee for every continuing student is TZS. 15,000/= each academic year.

4.1.5 Students National Health Insurance

Every WI fresh registered student is required to pay a total of TZS 50,400/= as a contribution for joining National Health Insurance Fund (NHIF). This amount is paid directly to the Institute Accounts Office. Students with health insurance cards are not required to pay

TZS. 50,400/= but shall have to produce evidence that they are covered with medical insurance.

4.1.6 Accommodation in the Hostels

Ordinary Diploma (NTA Level 4-6) Students who wants to be accommodated in WI hostels will pay TZS. 300,000/= or TZS. 400,000/= per academic year. Foreign students who desire to be accommodated in Institute hostels will pay USD 300 Per academic year. However, accommodation is subject to availability of rooms.

4.2 Specific Information on Students Sponsorship

Students pursuing Ordinary Diploma (NTA level 4-6) programmes join the Institute as privately sponsored candidates. Whereas students pursuing Bachelor of Engineering Degree are encouraged to apply for scholarship, loan from Higher Education Students Loan Board (HESLB) or third party. The fee structure for students pursuing Ordinary Diploma (NTA level 4-6) programmes is as shown in Table 1

Table 1: Fees/costs paid directly to WI by Sponsors of students pursuing Ordinary Diploma

S/N	Description	Tanzanian Student (TZS)			Foreign Student (USD)	
		FIRST SEMESTER				
		1 st Year	2 nd Year	3 rd Year	1 st Year	2 nd & 3 rd year
1	Registration Fee	10,000	-	-	15	-
2	Tuition Fee	600,000	600,000	540,000	1,235	1,235
3	NACTE Fees	15,000	15,000	15,000	15	15
4	Medical Capitation (non-refundable)	10,000	10,000	10,000	20	20
5	Library Membership Fee	10,000	10,000	10,000	10	10
6	Examination fee	25,000	25,000	25,000	120	120
7	Caution money	40,000	-	-	30	-
8	Student’s identity Card	15,000	-	-	10	-
9	Prospectus	5,000	-	-	10	-
	Sub-Total	730,000	650,000	600,000	1,465	1,400
SECOND SEMESTER						
10	Tuition Fee	400,000	400,000	360,000	-	-
11	Medical Capitation (Non- Refundable)	10,000	10,000	10,000	-	-
12	Certification	50,000	-	-	100	-
13	Examination Fee	25,000	25,000	25,000	-	-
	Sub-Total	485,000	435,000	395,000	-	-
	Grand-Total	1,215,000	1,095,000	995,000	1,565	1,400

Table 2: Fees/costs paid directly to WI by Sponsors of students pursuing Bachelor Degree

S/N	Description	Tanzanian Student (TZS)			Foreign Student (USD)	
		FIRST SEMESTER				
		1 st Year	2 ⁿ Year	3 rd & 4 th Year	1 st Year	2 nd , 3 rd & 4 th Year
1	Registration Fee	20,000	-	-	25	-
2	Tuition Fee	810,000	810,000	525,000	1,570	1,570
3	Quality Assurance Fee	20,000	20,000	20,000	20	20
4	Medical Capitation (non-refundable)	10,000	10,000	10,000	20	20
5	Library Membership Fee	10,000	10,000	10,000	10	10
6	Examination fee	60,000	60,000	60,000	120	120
7	Caution Money	40,000	-	-	40	-
8	Student’s Identity Card	15,000	-	-	10	-
9	Prospectus	5,000	-	-	10	
	Sub-Total	990,000	910,000	625,000	1,925	1,740
		SECOND SEMESTER				
10	Tuition Fee	540,000	540,000	525,000	-	-
11	Medical Capitation (Non- Refundable)	10,000	10,000	10,000	-	-
12	Certification	50,000	-	-	100	-
13	Examination Fee	60,000	60,000	60,000	-	-
	Sub-Total	660,000	610,000	595,000	-	-
	Grand-Total	1,670,000	1,520,000	1,235,000	2,025	1,740

Note 1: Students who do not have NHIF or any other medical insurance cards shall be required to pay TZS. 50,400/= per academic year for medical facilitation.

Note 2: Students benefiting from HESLB facility shall be required to pay the amount of fee which is not covered by the HESLB

4.3 Calculation of Tuition/Examination Fee for the Student Who Has Retake, Carry or Next Offered

Retake is a remark for a student who fail to attain the minimum required CA for particular module(s) but has a cumulative annual GPA ≥ 2.0 . The student is required to attend the lecture of the particular module(s) in order to attain the required competence by earning at least the minimum required CA to allow him/her to sit for the end of semester examination.

The calculation of retake tuition fee of such student will be under the following formula:

$$R.T = \left(\frac{C.M}{120} \times T.F \right) + S.E.F$$

Where: R.T is Retake Tuition Fee

C.M is Credit of a Module

T.F is Tuition Fee per year

S.E.F is Semester Examination Fee

Carry or Next offered is a remark for a student who sate for supplementary but did not attain the minimum pass mark of that particular module(s) or the one who failed to sit for supplementary due to valid reasons. The student is not required to attend the lecture. He is required to sit for the end of semester examination only and shall pay the semester examination fee.

Table 3: Costs paid directly to Sponsored Ordinary Diploma students by the Government and or Sponsors/parents/guardians

S/N	Description	Tanzanian student (TZS)	Foreign Student (USD)
1	Industrial Practical Training (IPT) per year	490,000	1000
2	Book/stationary costs -per year	250,000	250
3	Shared accommodation at the Institute -per year	300,000/400,000	300
4	Accommodation outside the Institute -per month	60,000	200-350
5	Meals	180,000	
6	Student Residence Permit -per year	0	200
7	Stipend per month	0	350

* IPT rate per day 7,000.00 x 70 days and 24,000.00 IPT transport (flat rate).

Table 4: Costs paid directly to Sponsored Bachelor Degree students by the Sponsors/parents/guardians

	Description	Tanzanian student (TZS)	Foreign Student (USD)
1	Industrial Practical Training (IPT)* -per year	700,000	1000
2	Research/Project per year	300,000	400
3	Book/stationary costs -per year	350,000	450
4	Shared accommodation at the Institute per year	300,000/400,0000	300
5	Accommodation outside the Institute-per month	60,000	200-350
6	Stipend per month	300,000	400
7	Special Faculty Requirement -per year	210,000	300
8	Student Residence Permit -per year	0	200

Special Faculty/Course Requirements for Bachelor Degree (BD) (NTA 7- 8) Programme

Faculty/Course requirements enable students to realize curriculum and participate effectively in both theoretical and practical studies in accordance with requirements of the curriculum. Cost for this item varies from one course to another depending on the respective curriculum requirements.

4.4 Final Project/Research Requirement

Bachelor Degree Students are required to undertake Senior Project I and II in the 7th and 8th semesters of their study respectively in accordance with the requirements of curriculum.

CHAPTER FIVE

5.0 STUDENTS' ACADEMIC ASSESSMENT REGULATIONS FOR NATIONAL TECHNICAL AWARD LEVEL 4 TO 8

5.1 PART I: INTRODUCTION

5.1.1 Background

Water Institute (WI) is fully accredited by National Council for Technical Education (NACTE) with training programmes, which lead to award of Ordinary Diploma (in areas of Water supply and Sanitation Engineering, Hydrology and Meteorology, Hydrogeology and Water Well Drilling, Water Quality Laboratory Technology and Irrigation Engineering) and Bachelor's Degree in Water Resources and Irrigation Engineering.

The Students' Academic Assessment Regulations (Regulations) are to be complied with by students, internal and external examiners. External examiners are for moderating examination papers before the same are administered to students and for verifying the marks awarded by internal examiners. These Regulations have been developed in accordance with NACTE requirements and apply to Certificates, Diploma and Bachelor Degree (NTA level 4 -8) programmes.

WI amended the Regulations and Students' By- Laws of 2014 "By- Laws" in the year 2017 which form part of the WI Prospectus.

5.1.2 Rationale

- a) To provide for appropriate penalties for the offences committed by WI students during exams.
- b) To provide for a forum for appeal to students against decision made under the Regulations.
- c) With the increase in number of students enrolled per year as well as advancement in technology, there has been increase in exam offences related to technology especially during exams. There is a need therefore to have in place strict regulations for protection of the Institute integrity.

5.1.3 Aim, Vision, Mission, Key result Areas, Goals and Objectives

5.1.3.1 Aim

The aim of Water Institute is to provide quality expertise (quality middle- level technical work force) in the water sector through training, consultancy, and research under the policy guidelines of the Ministry of Water.

5.1.3.2 Vision

A center of excellence for providing technical education on integrated water resources management in Africa.

5.1.3.3 Mission

To improve services in water sectors through quality training, research and consultancy to stakeholders.

5.1.3.4 Main Roles and functions

Main roles and functions of the Institute are:

- a) to provide high quality technical training programmes on water management and technology;
- b) to undertake consultancy services and research in the water sector; and
- c) to provide an efficient management of the Institute's resources.

5.1.4 Definition of Assessment

Assessment is the process of determining extent to which a student has attained the learning outcomes prescribed for a particular assessment work such as homework (assignment), class test, semester examination, project work, industrial practical training or a module of the programme of studies or whether he has met the requirements for educational award for the programme for which he is registered. Assessment is a means by which a student can demonstrate extent to which he has fulfilled the learning outcomes prescribed for each module of the programme and the award.

5.1.5 Purpose of Assessment

The purpose of assessment is to give the student an opportunity to demonstrate extent to which he has fulfilled the learning outcomes of a module or that he has achieved the required standards for the award. Assessment is also used for developmental purposes to support learning. The assessment process is integral to the maintenance of the academic standards of the awards conferred to students of this Institute.

5.1.6 Power of Assessment Regulations

- a) Assessment is integral to the responsibilities of the Institute to its current and prospective students and its graduates, NACTE (the accrediting authority of NTA study programmes that the Institute offers), prospective employers, and the public.
- b) The internal and external trust and confidence in the integrity of assessment processes and procedures of the Institute are central to the claims the Institute makes about awards and qualifications of students who complete successfully its study programmes.
- c) These Regulations present the actions (Regulation statements) the Institute shall take to deal with various assessment issues.
- d) The purpose of the Assessment Regulations is to enable the Institute to operate assessment of its students within a consistent set of procedures.
- e) These Regulations apply to all programs approved by NACTE that are implemented at the Institute.

5.1.7 Context of Assessment Regulations

These Regulations have been developed in the light of The National Council for Technical Education (Examinations) Regulations, 2004 to provide an articulation of the procedures and guidelines on which assessment is based. The Examination Regulations Framework form part of the Act and Regulations of NACTE and sets requirements for awards of educational institutions accredited by NACTE and decisions regarding students' achievement, progression, and award. The operation of assessment regulations shall take place together with other relevant Institute procedures.

5.1.8 Purpose of Assessment Regulations

The purpose of the Assessment Regulations is to provide:

- a) A broad framework for assessment design and practice at WI.
- b) A fair and equitable means of assessing each student's competence.
- c) A quality assessment process, which is subject to ongoing review and improvement.

5.1.9 Scope of Students' Assessment Regulations

These Regulations address the process of assessment of students' achievements in studies for all courses or programs of the WI that are accredited by NACTE.

The Regulations apply to the following National Technical Awards (NTA) in the fields of Water Supply & Sanitation Engineering, Hydrology and Meteorology, Hydrogeology and Water Well Drilling, Water Quality and Laboratory Technology, Irrigation Engineering and Water Resources and Irrigation Engineering:

- a) Basic Technician Certificate (NTA level 4)
- b) Technician Certificate (NTA level 5)
- c) Ordinary Diploma (NTA level 6)
- d) Higher Diploma (NTA 7)
- e) Bachelor Degree (NTA 8)

They will also apply to students at NTA level 7 (Higher Diploma) and NTA Level 8 (Bachelor's Degree) in Water Resources and Irrigation Engineering.

5.1.10 Regulations Implementation Authority and Responsibility

The Rector of WI has overall authority and responsibility for implementation of the Regulations. He is responsible to the Permanent Secretary (Ministry of Water) through Ministerial Advisory Board (the Board) for all assessment matters. Students are responsible for complying with the Regulations.

5.1.11 General Information on Studies and Assessment

- a) WI operates a modular competence-based system of studies. A module is a self-contained (independent) package of study, in

terms of content, learning objectives and assessment criteria. Several modules, together, make up a course of study.

- c) The academic year is divided into two semesters, each semester has a duration of 17 weeks.
- d) Field/industrial training term is of duration not exceeding 10 weeks and is implemented immediately after semester 2 examination.
- e) Project work (for NTA level 6 and NTA level 8) is scheduled for semester 1 and 2 of the academic year. Students must make arrangements with head of academic departments to have project proposals developed and submitted for approval and the approved proposals executed in good time so as to have project work assessed before commencement of semester 2 examination.
- f) Project work modules shall have the continuous assessment as other modules (for NTA Level 6 and 8, the minimum CA's shall be 20, and that students shall be assessed in the final internal presentation, failure to do that, he shall be required to repeat the project work in the next academic year.
- g) There is a variety of 'Core and Fundamental' modules.
- h) Except for field/industrial training and project work modules, assessment shall consist of two parts, namely: continuous assessment and semester examination.

5.2 PART II: PRELIMINARY PROVISIONS

5.2.1 Citation

These Regulations may be cited as the Institute Regulations, 2016.

5.2.2 Key Words and Phrases

In these Regulations unless the context otherwise requires:

- a) "He" shall stand for both feminine and masculine gender.
- b) "Academic Audit Units" means the duration or unit of study in which assessment of academic performance of students is

evaluated for progression into higher level of study. In this regulation the Academic Audit Unit is one academic year (two semesters).

- c) “Act” means the National Council for Technical Education Act, 1997;
- d) “Academic Programme” means a programme of studies, which leads to National Technical Award (NTA) to students, after successful completion of the programme requirements;
- e) “Cheating” means process of using unauthorized means or methods for the purpose of obtaining a desired score or grade. This may range from bringing and using notes during a closed book examination, to copying another test taker’s answer or choice of answers during an individual test.
- f) “Continuous Assessment” means any form of evaluation of learning attainment made during the course of the academic year such as classroom test, homework, project, and field attachment, which contributes to the final score in examinations;
- g) “NACTE” means the National Council for Technical Education;
- h) “Credit Module” means a module of study, successful completion of which shall count towards earning of the award;
- i) “Credit Hour” means a lecture of one-hour duration per week per semester or two or three contact hours in case of seminars, tutorials and laboratory work for a module countable towards a student’s Cumulative Grade Point Average;
- j) “Cumulative Grade Point Average also known in its acronym as GPA means the summation of grade points of all credit modules divided by the total number of credit hours taken by a student beginning from his admission till the last examination held;
- k) “Examination” means an assessment intended to measure a candidate’s knowledge, skill, aptitude or physical fitness;
- l) “Examination Offence” means any harm brought about before, during or after the examination by the conduct of a candidate in relation to examinations, which the Council desires to prevent by a threat of punishment;

- m) “Grade Point” means number of points representing letter grades scored by a student in a module examination;
- n) “Grade Points of a Credit Module” means total number of points scored by a student in the examined credit module representing the letter grade scored times the number of credit hours of the module;
- o) “Invigilator” means an officer in charge of candidates in an examination room to ensure that the examination is properly conducted and no candidate cheats;
- p) “Module” means an independent package of learning related to an academic programme studied by a student for a fixed number of hours during a semester that can be credited towards the final award at any given level;
- q) “Penalty” means punishment given to a student or any other person entrusted to handle examinations found guilty of an examination offence;
- r) “Private Candidate” means a candidate sitting for examination after failing at first sitting;
- s) “Regular Candidate” means a candidate who is a current student at a registered technical institution attending examinations at the first sitting;
- t) “Semester” means an academic period, in which one set of course modules in each discipline, is offered and examined;
- u) “Semester Grade Point Average also known in its acronym as (Semester GPA)” means the summation of grade points of all credit modules divided by the total number of credit hours taken by a student during a semester;
- v) Special examination means examination administered for candidates who could not attend the examination at normal time due to authorized absence or after the normal examination has been cancelled due to in masse irregularity.
- w) “Supervisor” means an officer in charge of candidates at an examination centre to make sure that the examinations are properly conducted and no candidate or invigilator cheats;

- x) “Supplementary Examination” means an Examination administered to candidates who fail to obtain a pass in the specified number of modules during regular examinations;
- y) “Statement of Results” means a written statement of certified examination results issued by the Institute
- z) Written tests/examinations are tests/examinations that are administered on paper or on a computer.

5.2.3 Preamble

- a) This document presents the Water Institute’s Regulations on administration of assessments.
- b) The Regulations set procedures to be followed in the administration of assessments.

5.2.4 Power to Amend

Where the Institute is of the opinion that it is necessary or expedient to do so, it may, by order, for reasons to be recorded in writing, recommend to the IAAB to amend any item of these Regulations.

5.2.5 Interpretation of the Regulations

If any question arises as to the interpretation of these Regulations, the decision of the IAAB shall be final.

5.2.6 Handling of Disputes Associated with Implementation of the Regulations

Any dispute arising out of the interpretation of these Regulations or their implementation, including decisions or orders made based on them, shall be subject to appeal to the IAAB whose decision shall be final.

5.3 PART III: CONDUCT OF EXAMINATIONS

5.3.1 Powers of the Rector on Examination Matters

- a) The Rector may order special examination or re-examination in one or more modules any time, according to the exigencies of the situation that may arise due to any examination malpractices or for any other reason or emergency.

- b) The Rector shall from time to time provide examination guidelines for supervisors, invigilators and candidates and issue rules relating to the duties of supervisors and invigilators.
- c) The Rector shall be responsible for all arrangements connected with the conduct of examinations and all matters connected therewith.
- d) The Rector shall appoint at least two instructors for invigilation in every examination room.
- e) The Rector, for reasons to be recorded in writing, if he is satisfied that a specified candidate is not a fit and proper person to be admitted thereto, has the power to exclude any candidate from examinations permanently or for a specified period.
- f) Where a candidate, after admission to an examination, commits an unethical/ immoral act or is discovered to have committed such an act, which, in the opinion of the Rector, is such that had it come to his knowledge in time he would have excluded him from the examination, the Rector shall:
 - i. cancel his candidature from that examination and order that his results be annulled; and/or
 - ii. disqualify him permanently or for a specified period from sitting for examinations.
- g) Where a candidate, subsequent to the issue of examinations number slip or card in line with these Regulations, is found to be ineligible to sit for examination, his candidature shall be cancelled.
- h) Notwithstanding anything contained in any other regulation, the Rector shall have power, in the case of a candidate with disability to lay down appropriate methods for assessing the candidate's academic ability and declare his assessment results; provided that in each case, the candidate shall produce such evidence to the satisfaction of the Rector as he may consider necessary, in proof of the statement that his disability is such that he deserves to be considered for the above facilities.

5.3.2 Attendance to Studies

- a) A student must attend to all study activities according to the timetable. The Minimum attendance accepted for any module shall be 80%.
- b) A candidate who fails to meet the minimum of 80% attendance in a module(s) shall not qualify to sit for semester examination in that module. He shall be required to repeat the module(s) when next offered.
- c) A student who absconds from studies shall be discontinued from studies.

5.3.3 Mode of Examination and Course Outlines

- a) Candidates for examination shall be examined by way of:
 - i. Written examination/test questions which the student shall be required to answer in writing within prescribed duration;
 - ii. Homework/assignment which the student shall submit in writing the response to the assigned task for marking at or before the prescribed date;
 - iii. Practical and oral examinations as provided for in the syllabus for the respective modules; and
 - iv. Project reports, Industrial Practical Training (IPT) reports, dissertations and theses.
- b) The management of practical and oral examinations, unless otherwise specified, shall be assessed by examiners appointed by the Rector or any other authority approved by the Rector in such manner as the Institute shall from time to time determine.
- c) If practical work has been prescribed in the curriculum in any module for the examination, a record of such work done by each candidate shall be duly maintained and attested by the department concerned and produced or forwarded for evaluation in such manner and according to such directions as may be issued by the Institute from time to time.

- d) Written examination in a module shall be by way of question paper and the question paper in the module shall be given to candidates simultaneously in every examination room.
- e) The Curriculum of each National Technical Award Level and the syllabus of each examinable module setting out the details of courses of study shall be prescribed by the Institute from time to time and shown in the course outline.
- f) The syllabus/curriculum of each NACTE-approved study programme, which sets out the details of study modules, shall be made available to students in the library.
- g) The medium of instruction for all study modules shall be English.

5.3.4 Dates and Timing of Examinations

- a) Examinations shall be conducted on such dates and at such time as the Institute may determine.
- c) Regular and private candidates shall be informed of timetables in respect of the dates and time of examinations at least one month before commencement of such examinations.

5.3.5 Admissions into Examinations

- a) The Institute shall conduct examinations in all modules.
- b) Eligibility for admission to semester examination shall be subject to completion and passing the prescribed continuous assessments, and meeting minimum attendance requirements.
- c) Ineligible candidates shall be prohibited from appearing in the examination except for valid reasons and with permission of the Rector.
- d) A student who has been expelled or is still under suspension or who has been barred from taking an examination for having used unfair means or for any other reason, is an ineligible examination candidate and shall not be admitted to any examination.

- e) Where a student who has been barred or expelled or is under suspension in accordance with Regulation 5.3.5 (d) enters the examination room and sits for such paper, his results shall be nullified
- f) All regular and private students who are dully registered to NACTE-accredited study programs at the Institute are prospective examination candidates.
- g) To qualify as an examination candidate, the student must pay the examination and tuition fees at the Institute on or before the last date the Institute has fixed for receipt of the fees.
- h) A candidate who is in tuition fees arrears for the semester shall be barred from sitting for semester examination.
- i) The fees referred to in Regulation 5.3.5 (g) shall not be negotiable or refunded or transferred.
- j) The Institute shall not be responsible for troubles students may get into if they fail to pay the fees within the required time.
- k) A candidate who deliberately absents himself from an examination without valid reasons shall be deemed to have absconded the examination and shall be discontinued.

5.3.6 Admission of Private Candidates for Examinations

- a) A candidate who has previously sat and failed but is eligible to re-sit as private candidate is required to re-sit the examination within a period of two academic years. The re-sit of examination shall be based on the curriculum of the current year.
- b) No candidate who has been barred from appearing in examination shall be eligible to sit as a private candidate unless he has met required conditions.
- c) A candidate who is eligible to re-sit as private candidate is required to register for the examination two weeks before commencement of examinations.

5.3.7 Exemption from Practical Examination

- a) Any candidate who qualifies in the practical but fails in theory examination, where the two are separately reported, and there exists circumstances that requires him to re-sit, shall have to re-appear in theory paper only in which case the marks obtained by him in practical at the main examination shall be considered.
- b) Any candidate who fails in practical examination but qualifies in the theory examination shall have to re-sit for practical examinations.

5.3.8 Requirement of Passing Continuous Assessment and Semester Examination

- a) Modules requiring continuous assessment have two components of module assessment namely continuous assessment (CA) carrying 40 marks and end of module/ semester examination (SE) carrying 60 marks of total marks (100) for the module.
- b) For modules whose outcomes are mostly in cognitive and affective domain (theoretical), continuous assessment shall consist of two written assignments each carrying 5 marks, and two written tests each carrying 15 marks, and one semester examination carrying 60 marks.
- c) For modules which have substantial number of outcomes in psychomotor domain (practical), continuous assessment shall consist of one written assignment carrying 5 marks, one practical assignment carrying 5 marks and one practical test carrying 15 marks, one written test carrying 15 marks, and one semester examination carrying 60marks.
- d) Each of the module assessment components is assessed independently. The threshold marks for each component at the respective levels shall be:
 - i. For NTA4 and NTA5, 50 % for continuous assessment (i.e. 20 out of 40 marks), for end of semester examination (i.e. 30 out of 60 marks) and module overall assessment (i.e. 50 out of 100 marks)

- ii. For NTA6, 45 % for continuous assessment (i.e. 18 out of 40 marks), for end of semester examination (i.e. 27 out of 60 marks) and module overall assessment (i.e. 45 out of 100 marks)
- iii. For Pre-NTA level 7, NTA level 7 and NTA level 8, 40 % for continuous assessment (16 out of 40 marks), for end of semester examination (i.e. 24 out of 60 marks) and module overall assessment (i.e. 40 out of 100 marks)
- iv. A student who fails to attain threshold performance in any continuous assessment (assignment/homework, class test, etc.) in the first attempt may be given an opportunity for re-assessment (only once). If he doesn't attain threshold performance, he shall be considered to have failed in that assessment results of continuous assessment for each module shall be reviewed before semester examination begins.
- v. If a candidate does not attain threshold performance in CA for a module the student shall not be allowed to sit for Semester Examination in that module, and shall be considered to have failed in that module.

5.3.9 Module Grades

- a) Module assessment results shall be out of 100 marks (i.e. sum of CA and SE), and a letter grade shall be assigned. Each letter grade is assigned a grade point. Module points are the product of grade points and module weight (credits). Module weight (credits) shall be used to calculate grade point average (GPA). See Table 5.
- b) Grade to be assigned for a candidate who failed to attain the threshold performance in CA in a particular module shall be F in the respective module and shall not qualify to sit for semester examination in that module.

Table 5: Grading system for modules

NTAs Level 4-5			NTAs Level 6			Pre-NTA Level 7 & NTAs Level 7-8		
Grade	Definition	Score Range	Grade	Definition	Score Range	Grade	Definition	Score Range
A	Excellent	80 - 100	A	Excellent	75 - 100	A	Excellent	70 - 100
			B+	Well Above Average (Very Good)	65-74	B+	Well Above Average (Very Good)	60-69
B	Above Average (Good)	65 - 79	B	Above Average (Good)	55-64	B	Above Average (Good)	50-59
C	Average (Satisfactory)	50-64	C	Average (Satisfactory)	45-54	C	Average (Satisfactory)	40-49
D	Below Average (Poor)	40-49	D	Below Average (Poor)	35-44	D	Below Average (Poor)	35-39
F	Failure	0-39	F	Failure	0-34	F	Failure	0-34
I	Incomplete		I	Incomplete		I	Incomplete	

Field/ industrial practical training and project work shall be scored out of 100 marks and shall be graded similar to taught modules. IPT and project work have 10 credits each.

5.3.10 Computation of GPA

- a) Computation of GPA shall be according to the following formula:

$$\text{GPA} = \frac{\sum[(\text{Grade Point}) \times (\text{Credits})]}{\sum(\text{Credits})}$$

- b) Semester GPA accounts for grade points and credits of all modules prescribed for that semester and annual GPA accounts for grade points and credits of all modules prescribed for that academic year.

5.3.11 Academic Audit Units for NTA Levels 4-8 programmes

Academic audit unit for programmes leading to the award of NTA levels 4-to 8 shall be one academic year. This means that review of students' academic performance for the purpose of deciding the progression of students from one NTA level to the next higher NTA level shall be done at the end of the respective academic year.

5.3.12 Progress from NTA Level to the next higher NTA Level

- a) Semester 1 and 2 examination results will be combined to form first sitting examination annual results.
- b) A candidate who had passed CA in all semester modules but failed the Semester Examination in one or more modules, but performed well in other modules such that he attains first sitting annual GPA (average of semester 1&2 GPA) equal to or greater than 2.0, shall be required to sit for supplementary examination in the failed modules.
- c) A candidate who failed in one or more modules due to failing CA in those modules but performed well in other modules such that he attains first sitting annual GPA equal to or greater than 2.0, he shall not be promoted to the next higher NTA level studies. He shall be required to re-take the module afresh when next offered, but only once for the programme registered for.
- d) A candidate who, due to failing in one or more modules, attains first sitting annual GPA less than 2.0 shall NOT be allowed to sit for supplementary examination. He shall be discontinued from studies.
- e) A candidate, who is discontinued from studies due to regulation 5.3.12 (d), can apply to repeat studies as a private candidate at the NTA level at which he had been studying. The offer to apply for repeating studies must be taken within two academic years.

5.3.13 Penalty for Absence from Continuous Assessment/ Examination

- a) A candidate who absents himself from any continuous assessment or fails to submit assignment(s) given during the course work without valid reasons shall be considered to have not attempted such assignment(s)/test(s) and shall be awarded a zero mark.
- b) A candidate who absents himself from end of semester examination without permission ('unauthorized absence') shall be given special examination upon payment of Tanzanian Shillings Fifty Thousand (50,000/=) per module.
- c) A candidate who absents himself from end of semester examination with permission shall be given special examination upon fulfilling the conditions below:
 - i. In case the absence is due to sickness, the student shall produce a written report signed by the Government District Medical Officer and a sick sheet from the WI Dispensary.
 - ii. For cases where the absence is due to loss of a parent/child/spouse five (5) days before examinations commencing or during examination the student shall produce a Burial Permit signed by the Incharge of Hospital/Health Centre/Dispensary where the person died from.
- d) No special examination shall be given to a student whose examination was cancelled due to examination irregularities.
- e) In these Regulations 'unauthorized absence' includes but not limited to; not attending the examination at all, or having started the examination, a candidate goes out of examination room without permission, or having been granted permission for temporary absence, a candidate stays out of the examination room for an unduly long period.

5.3.14 Postponement of Studies and End of Semester Examination

- a) If a student has problems that hinder him from attending any academic activity or continuing with studies he must communicate to and apply in writing, for permission for postponement of studies or examination from the Rector stating the reasons thereof.
- b) A student shall not apply for postponement of studies 2 weeks after the commencement of the semester.
- c) Notwithstanding the provisions of Regulation 5.3.14 (b) a student may be allowed to postpone studies/examinations under special circumstances provided that the student applying for the postponement, produces satisfactory evidence of the reasons for postponement.
- d) A student shall apply for special examination to the DR-ARC via the Dean of Students and Head of Department.
- e) Special circumstances referred to in Regulation 5.3.14 (c) above shall include but not limited to: sickness, serious family problems (each case to be considered on its own merit) and/or sponsorship problems.
- f) Where reason for postponement of studies/examinations is based on medical grounds, the student shall enclose as evidence a signed opinion of a qualified Medical Practitioner from either the WI Dispensary or Government Hospital.
- g) The maximum period allowed for postponement of studies shall be two academic years. A student staying out of the Institute after the first postponement of studies shall cease to be a bona fide WI student and can only rejoin the Institute after re-admission as a fresh candidate.
- h) A student permitted to postpone studies shall retain his registration and hence registration number, but shall be

required to pay appropriate fees and meet the costs of production of identity card and any other documents which relate to the re-admission process.

- i) A student permitted to postpone studies shall be required to hand in the identity card and other Institute property to the Department within two weeks from the date the permission comes into effect. A candidate who would not have fulfilled the condition shall have his registration withdrawn.
- j) A student shall be allowed to resume studies after submitting his application which, where applicable, is supported by evidence of ability to resume and undertake studies. Permission for resumption of studies shall be granted by the DR-ARC or any other authority as appointed by the Rector.
- k) A student shall be allowed to resume studies in the semester for which permission was granted.
- l) A student who does not sit for examination due to grounds set forth under Regulation 5.3.14 (d) or other genuine reasons as determined by the Institute, shall be eligible to sit for special examination. Such student shall communicate or apply in writing to the Rector for permission to do special examination 14 days after examinations.
- m) Consequence(s) where a student fails in a special examination. A student who fails in a special examination shall do supplementary examination when next offered and shall not be allowed to continue to the next level.

5.3.15 Fate of Discontinued Students

- a) A student who ceases to be a bona fide student of WI shall be required to fill in the clearance form and return all Institute properties including identity card to relevant authorities.
- b) A student who fails to return Institute property shall be liable for legal action and shall not be eligible for admission to any program at WI.

- c) A student who is discontinued on the basis of having failed to meet the minimum requirements for continuing with studies may be admitted as a fresh student, into a programme he failed or any other programme if applicable.

5.3.16 Supplementary/Special Examination

- a) All Supplementary and special examinations shall be conducted after the review of first sitting annual results. The Institute shall publish the timetable of such examinations at least two weeks before the start of such Examinations.
- b) Supplementary examinations for candidates who sat for special examinations shall be conducted when next offered and he shall not be promoted to the next higher NTA level.
- c) The marks to be recorded for a candidate who has passed supplementary examination are the minimum required for passing the examination (pass mark of C grade).
- d) If a candidate passes supplementary examination in all the modules he had failed, he shall qualify for promotion to undertake next higher NTA level studies.
- e) If a candidate fails in one or two modules after sitting for supplementary examination, he shall not be promoted to the next higher NTA level. He shall be required to register as private candidate so that he can repeat the examination in those modules when next offered.
- f) Special examinations shall be conducted under the circumstances set forth under regulation 5.3.14 (d) and the student must apply in writing to the Rector for permission to do special examination.

5.3.17 Identification and Reporting of Cheating and Misconduct

- a) The Invigilator must report to the Supervisor immediately when he detects that a particular candidate is using or is attempting to use unfair means in the examination.
- b) The Supervisor shall take possession of the answer book of the candidate along with the papers or other materials found with him and provide the candidate with a second answer book.
- c) The candidate shall not be expelled from the examination room.

- d) The Invigilator shall record on the first answer book, the time when it was taken away from the candidate and on the second answer book, the time when it was issued.
- e) The Invigilator shall write and give to the candidate the charge against him and shall require the candidate to submit a written statement in response to the charge before issuing him the second answer book.
- f) If the candidate refuses to give the statement in response to the charge, he should not be forced to do so only the fact of the refusal should be recorded by the Invigilator and attested by the Supervisor on duty at the time of the occurrence.
- g) The candidate shall then be allowed to continue with examination.
- h) The Supervisor shall call for the statements of the Invigilator and the candidate (or the attested statement of candidate's refusal to submit statement). He shall then submit to the Rector, in a separate sealed cover, the two answer books used by the candidate, the incriminating material duly signed; and the Invigilator and candidate's statements (or the attested statement of candidate's refusal to submit statement), and his own note on the case for further action by the Rector.
- i) The Invigilator must report to the Supervisor immediately when he detects that a particular candidate has smuggled out an answer book.
- j) The Supervisor must call for the student for securing the answer book. In case the answer book cannot be secured, the Supervisor shall report the matter to the Rector along with the statements of the Invigilators present in the room and the candidate. The statements should contain the time of the incident and details of the case as to how the candidate took away the answer book, and statement of the efforts made to recover the answer book.
- k) In case of impersonation, the Supervisor shall send to the Rector, the statement of the person found to be impersonating the real candidate. The Rector may report the matter to the police, if necessary.

- l) In case of misconduct of a serious nature, the Rector shall report the matter to the Police.
- m) If a candidate who has been barred to appear to examination due to the use of unfair means sits for examination during the period of serving the sentence, his examination results shall be nullified.
- n) If any Marker notices any case of copying of answer(s) either among two or more candidates or from any other source, he shall mark the relevant portion(s) of the answer(s) and send the cases immediately, along with his report on the same to his Chief Marker.
- o) The Chief Marker will scrutinize the case and forward it along with his own remarks, to the Panel Team Leader, who will send it to the head of marking centre before further submission to the Rector for necessary action.
- p) If such a case comes to the notice of the Chief Marker himself, he shall also mark the relevant portion(s) in the answer(s); consult the Panel Team Leader who will then forward the same immediately to head of the marking centre for further transmission to the Rector along with his remarks for further action.

5.3.18 Dealing with Cheating and Misconduct

- a) Before the examination session begins, the Invigilator shall inspect desks and shall call upon all the candidates to search their pockets and require them to part with and deliver to him all papers, books, or notes, and communication devices that they may have in their possession.
- b) When a latecomer is admitted into the examination room, the pocket searching and dispossession of disallowed materials will be done to him at the entrance to the room.
- c) The Supervisor shall sign a declaration duly witnessed by all the Invigilators on duty to the effect that he did as a matter of fact, call upon the candidates to search their pockets, and to surrender all papers, books or notes and communication

devices in their possession and that all the latecomers were also searched and dispossessed of disallowed materials.

- d) He shall submit the declaration to the Rector at the closure of the examination.
- e) The Supervisor of the examination shall report to the Deputy Rector Academic Research and Consultancy immediately and on the day of occurrence, if possible, each case where use of unfair means, including cheating cases, in the examination was suspected or discovered with full details of evidence and explanation of the candidate concerned on the special forms for the purpose.

5.3.19 Inappropriate Conduct by a Student Concerning Final Examinations Impairs Integrity, and Will Subject the Offending Student to Expulsion for a Period of Three Years. Such Examination Irregularities Include but not Limited to;

- a) Where during an examination, a candidate is found having in his possession or accessible to him papers, books, or notes due to inadvertence but which papers, books or notes could be of assistance to him/her;
- b) Where during an examination, a candidate is found having in his possession papers, books, or notes on clothes worn by him or any part of his body; or table or desk; or is found in possession of foot-rule and/ or instruments like set squares, protractors, slide rules, etc., with notes on them and which notes, papers, or books or the material Written on foot-rules or instruments etc., could be helpful to him during the examination and if his possession of such material is found to be intentional;
- c) Where during an examination, a candidate is found talking to another candidate or any person inside or outside the examination room, during the examination sessions, without the permission of invigilator, unless he has handed over his answer book;

- d) Where the answer book of an examinee shows or if it is otherwise established that he has received or attempted to receive help from or given help or attempted to give help to another candidate;
- e) Where during an examination, a candidate is found having copied or indulging in copying from any paper or notes or if he has allowed or is found allowing any other candidate to copy any matter from his answer book or to have in any manner rendered any assistance to another candidate in solving a question or a part of question set in the question paper;
- f) Where a candidate during an examination is found swallowing or attempting to swallow a note or paper or runs away with it or is guilty of causing disappearance or destroying any such material;
- g) Where a candidate during an examination is found consulting books, note books, or papers or any other material found with him while outside the examination room but during the examination hours and before he has handed over his answer book to the invigilator;
- h) Where a candidate who during the course of the examination writes on any other piece of paper, a question set in the paper, anything connected with, or relating to a question set in the paper or solution thereof;
- i) Where a candidate is found guilty of 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 any candidate;
- j) Where a candidate is found guilty of possession of a solution to a question set in the paper in connivance with any member of a supervisory or any other staff or someone outside the Institute;
- k) Where candidate found guilty of having made previous arrangements to obtain help in connection with the question paper. If the person who would have assisted the candidate unfairly should the arrangement be successful is a member of Institute's staff, the Rector shall take appropriate punitive action against that person according to Public Service Regulations and

Procedures on punishment to public servants who commit or help other people to commit examination offences;

- l) Where a candidate is found guilty of 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 Institute or of any agency within or outside Institute;
- m) If the person who has assisted the candidate to smuggle an answer book into or out of examination room is a member of Institute's staff, the Rector shall take appropriate punitive action against that person according to Public Service Regulations and Procedures on punishment to public servants who commit or help other people to commit examination offences.
- n) Where a candidate is found guilty of having written outside the examination room, an answer book or a continuation sheet of an answer book for an examination later smuggled it into the examination hall or of having managed otherwise to replace the answer book after the examination;
- o) If the candidate was helped by a member of the Institute's staff, the Rector shall take appropriate punitive action against that person according to Public Service Regulations and Procedures on punishment to public servants who commit or help other people to commit examination offences.
- p) Where a candidate is found guilty of serious misconduct in the examination room or misbehavior towards the Invigilator or any member of the supervisory staff outside the examination room;
- q) Where a candidate is found guilty of using abusive or obscene language in the answer book;
- r) Where a student of the Institute impersonates a candidate;
- s) If the impersonator is neither a student nor a member of staff of this Institute, the Rector shall report the matter to the Police. If the impersonator is a member of the Institute's staff, the Rector shall take appropriate punitive action against that person according to Public Service Regulations and Procedures on

punishment to public servants who commit or help other people to commit examination offences. The candidate for whom impersonation was attempted shall also be expelled from the Institute;

- t) Where a candidate leaves the examination room without delivering the answer book to the Invigilator concerned and takes away the same with him or intentionally tears off or otherwise disposes off his answer book or any part thereof or the continuation sheet or part thereof inside or outside the examination room;
- u) Where a candidate is found guilty of deliberately disclosing his identity or making distinctive marks in his answer book for that purpose such as telephone number, residence or name of the candidate;
- v) Where a candidate is found guilty of communicating or attempting to communicate directly or through a relative, guardian or friend with an examiner with the objective of influencing him in the award of marks;
- w) Where a candidate is found guilty of approaching or influencing directly or indirectly regarding his cheating case a member of the Institute management;
- x) Where a candidate refuses to obey the Invigilator of the examination or misbehaves in or around the examination room;
- y) Where the Institute is satisfied after enquiry that the integrity of examination had been violated at an examination room as a consequence of wholesale unfair assistance rendered to the examinees, the Rector may order re-examination in that respective paper, besides taking action under Regulations relating to unfair means;
- z) For cases of unfair means not covered by these Regulations, the Institute shall impose punishment according to the nature of the offence.
- aa) Where a candidate feels aggrieved by any decision given based on these Regulations shall appeal to the SAAB within 14 days from the date the decision was given.

5.3.20 Assessment of Industrial Practical Training (IPT)

- a) Students in NTA4, NTA5 and NTA7 levels of study shall undergo IPT term depending on curriculum requirements. Assessment of performance in IPT shall be according to the following main areas:

i. Oral Presentation	20
ii. Field Supervisor's Report	20
iii. Institute	20

Student's logbook:

• Daily Summaries	10
• Weekly Summaries	10
• Student Final Report	20
Total	100%

- b) Supervisors assess the student in the following areas:

- i. Ability to plan and carry out given assignments
- ii. Ability to select appropriate tools and use them properly
- iii. Skills to execute given assignments
- iv. Tidiness and Accuracy of finished assignments Self confidence
- v. Cooperation with other members of the staff Attendance and punctuality
- vi. Obedience to superior Initiative (self-drive)
- vii. Willingness to learn

The total score is 100 and is converted to 20 % during overall Assessment of IPT. Marks range for the ten items is as shown in Table 6:

Table 6: Marks range

Definition	Range
Excellent	10
Very Good	8 – 9
Good	6 – 7
Satisfactory	4- 5
Unsatisfactory	0 - 3

- c) The Institute Supervisor who visits students during field training, discuss with the Industrial Supervisors of the organizations to which students have been attached. They also do visual observation and discuss with the students themselves. The Institute Supervisors assesses the student in the following areas:
- i. Student's ability to execute assigned jobs.
 - ii. His work habits (punctuality/attendance)
 - iii. Ability to work in a group
 - iv. Attitude towards practical/manual work
 - v. Neatness, Clarity, and up to date reporting in the log book
 - vi. Student's understanding on what he has been doing
 - vii. Student's knowledge on what he has written in the log book
 - viii. Interest or willingness to learn new skills and knowledge
 - ix. Willingness to get new knowledge
 - x. Motivation to do given jobs
- The total score is 100 and is converted to 15% during overall Assessment of IPT. Marks range for the ten (10) items are as shown in Table 6 above.
- f) A student who fails in IPT shall not qualify for progression to undertake next higher NTA level studies. He shall be suspended from studies for one (1) year and during the suspension period he shall be required to register as a private candidate and repeat the IPT at his own cost. If he fails again shall be discontinued from studies.
- g) A student whose attendance in IPT is less than 80% of the time allocated to IPT of that particular term/year without a valid reason shall be considered to have failed in the IPT. The industrial supervisor shall record attendance of students during IPT.
- h) A student who absconds from IPT shall be discontinued from studies.
- i) Plagiarism is prohibited in writing and presenting IPT reports. A student who is found guilty of plagiarizing in respect IPT report shall be considered to have failed the IPT term.

5.3.21 Assessment of Project Work

- a) NTA6 and NTA8 students shall be given the opportunity to plan and carry out a technical work, with little guidance from tutors/instructors. This work (project work) could be investigative, design or construction.
- b) For the purpose of ensuring that students are carrying out project work activities according to the agreed schedule, they shall be required to submit progress reports, once in every two weeks.
- c) The Tutor/Instructor shall countercheck the validity of the reported data and information.
- d) Assessment of Project Work achievement shall be in the following areas:

Schedule on the distribution of scores to various areas of Project Proposal Work (NTA8)

i. Oral Presentation of Project I Proposal (to be evaluated by internal and external examiners in equalweight):

1.	Clarity of student's lecture and presentation of essential points before the panel	10
2.	Student's understanding of the importance and economic justification of his project	15
3.	Student's overall academic knowledge and understanding of the project	15
	Total	40%

ii. Written Project I Proposal (to be evaluated by external and internal examiner in equal weight):

1.	Introduction	10
2.	Literature Review	10
3.	Methodology	20
	Total	40%

iii. Progress project I proposal (to be evaluated by project supervisor)

1.	How closely the student followed events of project calendar	5
2.	Evaluation of student's work in his/her at least two mini-presentations	7
3.	Ability of the student to work independently with little guidance	8
	Total	20%
	Overall Total Score	100%

Schedule on the Distribution of Scores to Various Areas of Project Report Work (NTA 6 And 8)

i. Progress report (to be evaluated by project supervisor)

	How closely the student followed events of project calendar	5
2.	Evaluation of student's work in his/her at least two mini-presentations	7
3.	Ability of the student to work independently with little	8
	Total	20%

ii. Written Report (to be evaluated by external and internal examiner in equal weight):

1.	Introduction	5
2.	Literature Review	5
3.	Methodology	10
4.	Results and Analysis	10
5.	Discussion and Results	5
6.	Conclusion and Recommendation	5
	Total	40%

iii. Oral Presentation (to be evaluated by external and internal examiner in equal weight):

1. Clarity of student's lecture and presentation of essential points before the panel	10
2. Student's understanding of the importance and economic justification of his project	15
3. Student's overall academic knowledge and understanding of the project	15
Total	40%
Overall Total Score	100%

- a) A minimum pass in project work is 45% for NTA6 and 40% for NTA8 of the overall total marks. Student who gets less than 45% for NTA6 and less than 40% for NTA8 of the overall total marks shall be considered to have failed in project.
- b) A student who fails in Project Work shall not qualify for award of Ordinary Diploma or Bachelor's Degree. He shall be required to register as a private candidate and repeat the Project Work at his own cost. If he fails again shall be discontinued from studies.
- c) A student whose attendance in Project Work is less than 80% of the time allocated to Project Work of that particular term/ year without a valid reason shall be considered to have failed in the Project Work. The supervisor shall record attendance of students during Project Work.
- d) A student who absconds from Project Work shall be discontinued from studies.
- e) Plagiarism is prohibited in writing and presenting Project reports. A student who is found guilty of plagiarizing in respect of Project report shall be considered to have failed the Project.

5.4 PART IV: CONFIDENTIALITY, SAFETY AND SECURITY OF EXAMINATIONS

5.4.1 Paper Setting

- a) The Rector shall appoint instructors/lecturers of proven integrity for setting examination papers.
- b) The persons appointed as paper setters shall possess the minimum qualifications set by the NACTE from time to time.

5.4.2 Moderation

- a) All examinations will be moderated by external moderators.
- b) The Rector shall appoint the external moderators.
- c) A person shall not be appointed a moderator if his close relative is going to sit for the examination which is being moderated

5.4.3 Receipt of Answer Books

- a) Candidates shall be given fictitious dummy numbers to write on answer books instead of their names or registration numbers
- b) An officer designated by the Rector shall receive all the answer books.
- c) All answer books shall be deemed as confidential documents and no person except those authorized by the Rector shall be permitted to handle the same.
- d) A team of secrecy officers constituted by the Rector from year to year will carry out the conversion of real examination numbers to dummy numbers.
- e) The team of secrecy officers shall undertake to maintain the confidentiality of the assignment given to them.
- f) A person, who is in knowledge that his close acquaintance or near relative is appearing in the examination, shall not work as a secrecy officer or a member of such team.

5.4.4 Marking

- a) Appointed panels shall mark project reports according to approved marking guide.

- b) Appointed panels shall mark industrial supervisors, college supervisors, and student's IPT reports (daily summaries, weekly summaries, and general report) according to approved marking guide.
- c) Respective module tutors shall mark each of the continuous assessments (invigilated and non-invigilated) according to approved marking guides
- d) Marking of end of module/ semester examination shall be according to the following guidelines:
 - i. Appointed markers shall mark answer books.
 - ii. The answer books shall be marked centrally at such venues as approved by the Rector from time to time.
 - iii. No answer books may be marked outside the specified marking venues.
 - iv. Each examination paper shall be accompanied by detailed marking scheme, which should be revisited by markers before starting marking.
 - v. The marking scheme will indicate value points in respect of each answer.
 - vi. The Rector shall appoint Chief Markers for various modules from amongst the serving instructors of the Institute.
 - vii. The Chief Marker shall be responsible for ensuring uniformity in marking as per the norms prescribed by the Institute.
 - viii. The Chief marker shall bring to the notice of the Rector any discrepancies, anomalies and suspected use of unfair means identified during the course of marking.
 - ix. The Chief Marker shall recommend to the Rector in writing the names of such markers who have not carried out the instructions of the Institute and have not been punctual or have not observed code of conduct for such action as may be deemed fit by the Institute.

- x. A person to be appointed as a Chief Marker should possess the following qualifications:
 - He should have a teaching experience of not less than five years.
 - He should be conversant with the module curriculum by being engaged in teaching the concerned module to the classes.
- xi. The Rector shall appoint other markers who will mark the answer books in accordance with the approved marking scheme.
- xii. The panel of markers shall consist of serving instructors of the Institute who have experience of teaching the module for at least 3 years.

5.4.5 Checking of Marking

- a) The Chief Markers will appoint Checking Assistants as per the guidelines of the Institute who will assist them in summing marks, comparing the score lists with the answer scripts to ensure accuracy in the work and keeping watch that no portion of the script has remained unmarked.
- b) The Rector may appoint Spot Marking Coordinators in all marking venues to co-ordinate and facilitate the conduct of spot marking.
- c) The Spot Marking Coordinator shall bring to the notice of the Rector, in writing, discrepancies in the answer books, if any, and any such matter that affects the validity or reliability of evaluation.
- d) Marked scripts shall be scrutinized by external markers appointed by the Rector for that purpose.

5.4.6 Score Lists

- a) Score lists shall be prepared by marking panels after marking has been completed and marks have been verified. Score lists are confidential documents of the Institute.

- b) No other person except those authorized by the Rector shall be permitted to handle the score lists after they have been submitted by marking panels.
- c) No person shall be authorized to change the marks already in the score lists. Discrepancies, if any, identified during verification shall be communicated to the Rector through a separate communication.
- d) No person other than the Rector or an officer authorized by him shall be competent to communicate to NACTE the score lists and any change in the scores. All such communications shall be sent in writing duly attested and signed by the concerned officer.
- e) Marks score sheets shall be verified by external markers appointed by the Rector for that purpose.

5.4.7 Examination Results

- a) The Institutes' Academic Assessment Board (IAAB) of WI shall verify accuracy of semester assessment results and thereafter the Rector may release the results to students under caption that the results are provisional.
- b) Before submitting the results of an examination together with a statement of percentage of passes in the whole examination and in each subject for the current and the preceding year, the Institute shall present the results before the IAAB for review and advise accordingly.
- c) The IAAB shall give advice before the results are submitted to NACTE unless on scrutiny of submitted results, it is considered that, there has been a distinct change of standard on the whole examination or in a particular module. In that case the matter may be referred to the Rector for a report on the apparent change of standard and a proposal of how results can be improved. Upon receipt of the report and proposals from the Rector, the IAAB may recommend a specific action to be taken by the Institute towards improvement of the results.
- d) The Institute shall use NACTE guidelines relating to preparation of results including appointment of scrutinizers

and prescription of their duties, prescription of forms for the purposes of tabulation, checking of results, making provisions to guard against possible occurrence of mistake and other relevant matters.

- e) The results which indicate the marks and grades obtained by the candidates for all prescribed modules for the semester and the semester GPA shall be submitted to NACTE for archiving and other purposes.

5.4.8 Publication of Results

- a) For calculating pass marks fixed by the regulations for each examination, if a fraction is half or more it shall be rounded off to the next higher figure. Moreover, if a fraction is less than one- half, it shall be ignored.
- b) The Institute shall publish the results of examination according to the relevant policy, regulations, and procedures.
- c) The Institute may declare the results of the candidate(s) as 'withheld' due to inadequacy of data, lack of information from the candidate or receipt of inadequate fee from the candidate, or any other reason that may be raised by the Institute.
- d) The Institute shall normally declare the results of such candidates within a reasonable time from the date of normal publication of the examination results.
- e) If a candidate, whose results are withheld for want of any dues or due to non-compliance of any instructions, does not settle his fee account or settle the discrepancy in his admission form within two years from the date of declaration of results, his candidature shall stand suspended, provided that:
 - i. Such a candidate shall be given an opportunity to settle the discrepancy or remit the balance fee, if any within a fixed time.
 - ii. A candidate whose candidature is suspended shall pay a prescribed fee per year as candidature re-instatement fee.

5.4.9 Release of End of Semester Examination Results

- a) Provisional examination results as recommended by Head of Department and shall be approved by Examination Committee.
- b) Release of “provisional” examination results (as approved by Department, Examination Affairs Committee (EAC) shall be the responsibility of the respective Head of Department.
- c) Final approval of examination results is the mandate of Institutes’ Academic Assessment Board (IAAB).
- d) Publication and custody of the final approved examination results as approved by IAAB shall be the responsibility of the DR-ARC).
- e) Examination results will be released through Student Information System after the approval of IAAB; and such results shall be uploaded in Students’ Management System not later than 45 days from the last day of examination session. In publishing the results, the anonymity of the student must be protected.
- f) The final IAAB-approved results for each semester and for each academic shall be archived in a hard-bound booklet with a serial number and date and in a PDF soft copy of the same number and date.

5.4.10 Complaints on examination results

Student (s) shall be allowed to raise any examination complaints within ten (10) working days after the release of the examination results.

5.4.11 Maintenance of Answer Books

Answer books shall be maintained for a period of at least two years from the date of publication of results and shall thereafter be disposed of in the manner as may be decided by the Institute from time to time.

5.4.12 Maintenance of Confidentiality

Every person appointed by the Institute for confidential work like paper setting, printing, typing or otherwise producing the copies of the question papers, moderating the question papers, marking the answer books, coordinating the work of examiners, handling the answer books, computing, scrutinizing or moderating the results or assigned any other confidential work, shall maintain utmost secrecy of the Institute work.

5.5 PART V: CERTIFICATION AND AWARDS

5.5.1 Conditions for the Award

A student shall qualify for the award registered for if:

- He has successfully completed all modules for the award and achieved at least a cumulative Grade Point Average (GPA) of 2.0, which is equivalent to a pass.
- He has passed all Industrial Practical Training modules.
- He has passed Project work (where applicable)
- He has paid the required fees

5.5.2 Precision for Computations of Grade Points

The order of precision of Grade Points Computation shall be as follows:

- Computations of Cumulative Grade Points shall be made to the third decimal places
- Cumulative Grade Points shall be rounded off to two decimal places
- For award classification purposes, final Grade Points shall be truncated to the first decimal place.

5.5.3 Classification of Awards

Table 7: Classification of Award for NTA Level 4-5

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

Table 8: Classification of Award for NTA Level 6 – 8

Class of Award	Cumulative GPA
First Class	4.4 – 5.0
Upper Second Class	3.5 – 4.3
Lower Second Class	2.7 – 3.4

5.5.4 Certification and Transcript

a) **Pass Certification and Transcript**

A candidate, who has passed all the modules of the particular programme, shall be given certificate and transcript. If he passed fewer modules, he shall be given only the provisional/ statement of results.

- b) There shall be payment of Tshs. 10,000/= per any provisional results provided to a student upon request. Award certificates and the transcripts shall be issued by the Institute after completion of the programme and the former shall be issued only once for the same award.

5.5.5 Replacement of Lost Academic Certificates/Transcripts

The Institute may issue a copy of a degree/award certificate/transcript in case of loss of the original on the following conditions:

- a) The applicant must produce a loss report from the Police.
- b) The applicant must produce evidence that the loss had been publicly announced in a widely circulated newspaper (*Nipashe, Mwananchi, Majira and Daily News*) and such an announcement must stay for three months;
- c) The applicant produces a sworn affidavit.
- d) The applicant shall pay 50,000/= which has to be made to the Institute and the certificate or transcript so issued shall be marked “DUPLICATE” visibly.

5.5.6 Rejection and Revocation of Certificate

- a) The Rector shall have power to expel a student from the Institute who is found guilty of tampering with his own certificate, or

obtaining or attempting to obtain a certificate to which he is not entitled.

- b) The Rector shall have power to revoke any certificate which is obtained illegally or wrongly awarded to a student.

5.5.7 Fees for Academic Documents

The Institute shall issue transcripts at a fee as shown here under:

- a) Provisional Results 10,000/=
- b) Certification of transcripts and certificates (5 copies) 3,000/=
- c) Certification of transcripts and certificates (additional copy) 500/=
- d) Certificate/Full Transcript- No cost

5.5.8 Late Collection of Certificates

- a) Certificates collected within one year from the graduation date shall be issued without charge.
- b) After the first year from graduation 50,000/= will be charged.
- c) Any year or part thereof (after 2 years from graduation) should attract a 25,000/= surcharge.
- d) Cost due to errors made by WI will be borne by WI; while errors that should have been pointed out early by the graduate should be borne by the certificate bearer and shall attract the fee of Tshs. 30,000/=

These rates are subject to revision from time to time.

5.6 PART VI: APPEALS, CHECKING AND REMARKING OF EXAMINATIONS

5.6.1 Right of Candidates to Appeal

A candidate who has appeared in any of the first sitting examination conducted by the Institute may request for rechecking and/or remarking of his answer script within fourteen (14) days from the date of releasing the results (No rechecking for supplementary examinations). For the request to be valid he must pay a non-refundable fee of Tanzania Shillings Twenty-Five Thousand (25,000) per examination paper. Such request should be addressed to the Rector.

5.6.2 Checking and Remarking of Examination in Response to Appeal

- a) Checking and remarking of examination shall involve remarking of answer scripts, if unmarked questions are discovered, and rechecking of marks awarded for each question in the answer book, together with re-totaling of marks.
- b) The candidate who has appealed shall not be allowed to be present when scrutiny and rechecking of his paper is being done and shall not be allowed to see his answer book.
- c) Rechecking shall be done by the officials appointed for that purpose by the Rector.
- d) The Institute shall upon discovery of any mistake as a result of re-checking of answer scripts, rectify the result and communicate the outcome of rechecking to the candidate in writing.
- e) No candidate shall be entitled to any retrospective benefit by way of admission to any class/course/programme or such other benefit consequent upon any change in his result/marks.
- f) If the result of rechecking is declared after a candidate has appeared in subsequent examination of the Institute, he shall be given the benefit of the best of the awards obtained by him on rechecking or in the examination.
- g) In case of any increase in marks, the Institute shall revise the transcript/certificate of such candidate free of cost after he returns the previous transcript/certificate to the Institute.

5.6.3 Annulment of Results

The Rector shall have the power to annul the results of a candidate after it has been declared that the candidate is:

- a) Disqualified for using unfair means at the examination;
- b) Found ineligible to appear at the examination; and
- c) A person against whom action could have been taken, had the facts come to the notice of the Rector earlier.

5.6.4 Date of implementation

These Regulations shall come into operation on the date signed by the Rector.

5.6.5 Regulations review

These Regulations shall be reviewed by the Institute where necessary.

5.7 PART VII: BOARDS AND COMMITTEES

5.7.1 Ministerial Advisory Board

The Ministerial Advisory Board (MAB) is appointed by the Minister. The Ministerial Advisory Board (MAB) shall give advice to the Minister on;

- a) the development and maintenance of a policy framework,
- b) the acceptability of the Rector’s Strategic and business plans and associated budgets;
- c) setting of priorities and annual performance targets for the Institute;
- d) the evaluation of WI’s performance; and
- e) any other matters provided for under the Executive Agencies Act (Cap. 245).

5.7.2 Institutes’ Academic Assessment Board (IAAB)

There shall be established in the Institute the Institutes’ Academic Assessment Board (IAAB) whose members are appointed by the Rector. The IAAB is an approval authority for all academic matters such as students’ admissions, curriculum development, approval of examination results and award, examination irregularities reports and appeals reports.

The IAAB shall sit twice in a year and shall be composed of the following members:

- | | | |
|----|--|-------------|
| 1. | Rector | Chairperson |
| 2. | Deputy Rector – ARC | Secretary |
| 3. | Deputy Rector - PFA | Member |
| 4. | Registrar | Member |
| 5. | Head of Academic Departments | Member |
| 6. | Head Quality Assurance and Quality Control | Member |

7. Curriculum Development Coordinator	Member
8. Head Legal Services Unit	Member
9. Dean of Students	Member
10. President-WISO	Member
11. Minister for Education-WISO	Member
12. Examination Officer	Member
13. Admission Officer	Member
14. Head Human Resource and Administration	Member
15. Head Internal Audit	Member
16. Head Accounts and Finance	Member
17. Head Public Relation and Marketing	Member
18. Industrial Liaison Officer	Member
19. Singida Campus Director	Member

5.7.3 Management Team

This Team receives, discusses and approves reports from Head of Departments and Head of Sections. It receives, discusses and approves plans and budgets; as well as discussing matters of strategic importance to the Institute. The Chairperson uses the forum to give directives and notices on various important issues. This Team is composed of the following members.

1. Rector	Chairperson
2. Deputy Rector – PFA	Secretary
3. Deputy Rector – ARC	Member
4. Head of Units	Member

5.7.4 Academic Affairs Committee

This committee is established by the Rector where its responsibilities include student enrollment and admission, academic quality assurance and academic quality enhancement and related matters. It is composed of the following members:

1. Deputy Rector – ARC	Chairperson
2. Admission Officer	Secretary
3. Registrar	Member
4. Head of Academic Departments	Member
5. Curriculum Development Coordinator	Member
6. Head of Quality Assurance and Quality Control	Member
7. Examination Officer	Member

5.7.5 Examination Irregularities Committee

- a) The Examination Irregularities Committee (EIC) receives reports from the Rector, considers and determines cases of examination irregularities and reports to the IAAB on its findings. It also proposes the action that needs to be taken against the student who is accused to have violated or contravened Students Academic Assessment Regulations.
- b) The EIC is composed of the following:
 - i. Deputy Rector -ARC as the Chairperson
 - ii. Registrar – Secretary
 - iii. Legal Officer
 - iv. Other 2 academic members to be appointed by the Rector.

5.7.6 Examination Irregularities Appeals Committee (EIAC)

There shall be an Examination Irregularities Appeals Committee (EIAC) which shall be determining on students appeals against the decision of the EIC. The EIAC shall compose of the following members:

1. Head of Legal Services Unit who shall be the Secretary
2. A State Attorney from any public office preferably the Attorney General's Office;
3. At least two members appointed by the Rector, one among them shall be a Chairperson.

5.8 PART VIII: APPENDICES

5.8.1 Role of Invigilators

Invigilators are academic staff in the Institute; who will invigilate the examinations/ assessment conducted by the WI.

The main role of the examination invigilators shall be to ensure that the Institute examination are conducted according to the standard and quality expected. Hence the invigilators are expected to ensure a smooth running of Institute examinations.

5.8.2 Duties of Invigilators

Invigilators are charged with the following responsibilities:

- a) To observe carefully the examination timetable;
- b) Not to in any case leave the examination room during session unless he has asked another invigilator to take his position.

5.8.3 Role of Examination Supervisors

Supervisors refer to the academic staff in the same institution; that will monitor the examinations conducted by the institution. The main function of supervisors is to ensure that the examination is conducted in accordance with the rules and procedures determined by Institute.

Supervisors monitor examination rooms while the examination is in progress and report on, amongst others, the following:

- a) General management of the examination.
- b) Invigilation.
- c) Condition of examination rooms.
- d) Seating of candidates.
- e) Return of scripts.

5.8.4 Duties of Examination Supervisors

The supervisors shall:

- a) Be responsible for the proper conduct of the examinations;
- b) Submit a signed declaration that the regulations have been dully observed through the examination;
- c) Report to the Examination Irregularities Committee (EIC) exceptional circumstances considered likely to prejudice a candidate's performance;
- d) Report to the EIC all cases of irregularity or misconduct in the examination and any candidate who misconducts himself during examination. The candidate who misconducts himself during examination shall be allowed to continue with the examination while his case is being pursued; and
- e) Have the power to confiscate any unauthorized book, manuals, or other aid brought into the examination room.

6.0 LIBRARY SERVICE REGULATIONS

6.1 Introduction

This chapter provides a brief introduction about the library. It creates awareness to library users on how well they can utilize library resources. The chapter covers library opening and closing hours, library collection, membership and registration, library services as well as the rules and regulations. Students and staff are encouraged to use WI library during their stay at Institute.

6.2 Opening and Closing Hours

Monday-Friday 08:30 a.m. - 8:00 p.m.

Saturday 09:00 a.m. - 13:30 p.m.

On Public Holidays the library is closed. Any change in this regard will be determined by Library Committee and will be posted on notice boards and in the WI website.

6.3 Library Collection

WI library contains books and non-book materials. Moreover, new books are added on regular basis. The collection is divided into three parts which are: - general collection, special collection and reference collection. Books from general collection are allowed to be borrowed and used outside the library while the reference and special collection are to be borrowed and used inside the library.

6.4 Membership and Registration

6.4.1 Registration to Internal Users

The entitled users of WI Library are the Institute's Society which comprises of students, teaching staff, non-teaching employees. Membership registration is done to students after being admitted as WI students while registration to staff is done whenever the new employee joins WI community.

6.4.2 External Users

WI is higher learning Institution therefore Scholars, Researchers, Scientists, Consultants, Professionals and other visitors who seek information or reference are welcomed to visit the Library. However, all external users and visitors mentioned above shall get access to the library resources upon the permission of the Deputy Rector Academics, Research and Consultancy.

6.5 Library Services

WI library offer a number of services to library users which make it to be a very conducive place for studying.

6.5.1 Internet Services

The library has a Computer Lab fully connected with internet allowing library users to access online materials. Moreover, students are allowed to come with their laptops and get access to internet services

6.5.2 Access to Online Databases

WI Library facilitates access to online databases which contains through Research4Life programs which is collective name for 4 databases of AGORA, HINARI, OARE and ARDI which provides free or low-cost access to academic and professional peer-reviewed content online to developing countries the databases contain journals and books relevant to the programs provided at the Institute

6.6 Circulation Services/ Borrowing and Returns

The circulation process involves the activities of borrowing and returning of library materials. During the registration students will be issued 3 borrowing tickets which will allow them to borrow 3books at a time and allowed to stay with them for not more than 7 days.

6.6.1 Borrowing /Lending Rules and Regulations

- a) Lending service /borrowing of library materials for home use/ outside of the Institute library, is the right accorded to registered library users only.
- b) Only the registered library users/members can borrow one to four (1-4) books for home use for not more than 7 days. During the vacations no books are borrowed.

- c) Library materials shall not be removed from the library until they have been officially issued to the borrower at the issue desk.
- d) Renewal for further borrowing will be granted where the said item has not been reserved for other readers.
- e) Subject to approval of the library committee, the librarian shall reserve the right to prohibit or restrict the borrowing of specified library materials.
- f) Re-shelving of library materials taken from the shelves by readers shall be the responsibility of the library staff.
- g) The borrower in whose name library material is issued shall be responsible for returning it.
- h) Failure to return library materials by the due date shall attract a fine of Tsh 1000/= per each item, per each day
- i) If the item remains unreturned six days after the due date, a final reminder notice will be issued to the borrower.
- j) Library materials that remain unreturned a week after the reminder notice, will be assumed to have been lost and the borrowed person shall be required to pay the lost item immediately.
- k) Materials may be reserved for borrowing provided they will be returned to the shelves if not claimed within three days.
- l) The finalists who have not returned borrowed materials nor paid fines shall never be required to be given their statement of results or transcripts.
- m) Fine for overdue Special Reserve items however is 500 shillings per hour. Any staff member who refuses to pay the fines or replacement costs of lost books will be liable to have these costs recovered from his salary through the account Department office
- n) The number of items which a student may have on loan at one time shall not exceed three volumes while the number of volume academic staff member may have on loan from the library at one time shall not exceed six volumes.

6.6.2 Overdue Book loans

- a) Books and other information resources are the property of the Institute library. Users who borrow library materials should return on or before due date. A penalty of Tshs. One Thousand (1,000/=) will be charged for each overdue day.
- b) Library staff will keep on writing overdue reminder notices to inform any user whose book(s) is /are overdue.
- c) Resistant users with overdue book loans will be reported to higher authority for further steps. A student can be restricted to access his or her examination results or any academic output he deserves if he further resists returning a book.
- d) Library clearance form has been designed to be completed by every student before acquiring his/her certificate or statement of results. Additionally, retirement benefits will be withheld for employee who holds any library item or fine until all the debts are recovered.

6.7 Misplaced, lost and damaged items

- a) Library user are required to handle the borrowed library materials with care. Any lost or damaged materials shall be charged twice of the original price for replacement/ based on the current market price.
- b) Users found defacing library materials, for instance mutilating books and other library items will be prosecuted followed by terminating library membership.
- c) Users are not allowed to return books or other library items back the shelves; To avoids misplacement of books from their proper locations all books must be left on the reading tables and it is the duty of the library staff to shelve all used books.
- d) Replacement of borrowing tickets will be charged Tshs. 1000/= per ticket and all borrowing tickets are required to retuned after the end of the study year.

6.8 Order and Discipline

- a) All students must show their valid identity cards at the entrance
- b) Observe silence, switch off your mobile phones or operate them in silence modes
- c) Food and any kind of a drink are prohibited in the library
- d) Do not leave your belongings in the library special deposit when attending lectures or other activities outside.
- e) Smoking and the use of matches or open light in any part of the library is strictly prohibited.
- f) No dispatch case/wallet of over 8” by 5” in size, coats, bags, parcels or attached case is allowed into the library. All these things must be deposited at the counter (check point) in return for a control card, which must be presented to retrieve the deposited materials on leaving the library.
- g) Readers must dress and behave in a manner that will not cause offence, damage or inconvenience to other users; dress code should be adhered.
- h) The assistant at the control counter in the entrance lobby will insist that a reader show all his books on leaving the library as precaution against the illegal removal of books. Borrowers are asked to give the assistant their full cooperation in this matter.

7.0 ACADEMIC PROGRAMMES AND STAFF PROFILES

7.1 ACADEMIC PROGRAMMES

The institute offers Ordinary Diploma (OD) and Bachelor Degree (BD). Students admitted for OD may exit at NTA level 4 and 5 with the award of Basic Technician Certificate (BTC) and Technician Certificate (TC) respectively. Successful students who complete Ordinary Diploma course are awarded an Ordinary Diploma at NTA level 6. While those for engineering degree courses may exit at NTA level 7 and are awarded a Higher Diploma (HD), including those who proceed to NTA level 8 will be awarded Bachelor degree.

7.1.1 Department of Water Supply and Irrigation Engineering

This Department offers Ordinary Diploma (NTA Level 4 - 6 in Water Supply and Sanitation Engineering and Irrigation Engineering) and Bachelor Degree (NTA Level 7 – 8). In addition, it has 22 teaching staff members who are supported by 3 Technicians.

7.1.1.1 Basic Technician Certificate (BTC) in Water Supply and Sanitation Engineering-NTA Level 4

SEMESTER 1: Modules

Code	Module Title	Scheme of Study,					Credit
		L	T	P	AS	Total	
	FUNDAMENTAL MODULES						
GST04101	Mathematical Functions	2	1	0	1	4	6
GST04102	Basic Chemistry	2	1	0	1	4	6
GST04103	Basic Computer Application	2	1	0	1	4	6
GST04104	Communication Skills	2	0	0	2	4	6
	Sub Total hrs/wk	8	3	0	5	16	24
	CORE MODULES						
WST04101	Technical Drawing	2	0	1	1	4	6
WST04102	Basic Surveying	2	1	2	1	6	9
WST04103	Construction Materials	2	1	2	1	6	9
WST04104	Plumbing	2	1	2	1	6	9
WST04105	Electrical and Welding Workshop	2	0	1	1	4	6
WLT04104	Health Sanitation and Water	2	1	0	1	4	6
HMT04101	Basics of Hydrology and Meteorology	4	0	2	2	8	12
	Sub Total hrs/wk	16	4	10	8	38	57
	Total Contact hrs/wk	24	7	10	13	54	81

L=lectures P=practical work T=Tutorials and AS=Assignment

SEMESTER 2: Modules

Code	Module Title	Scheme of Study, hrs/wk					Credit
		L	T	P	AS	Total	
	FUNDAMENTAL MODULES						
GST04205	Fundamental Algebra	2	1	0	1	4	6
GST04206	Mechanics and Fluid Dynamics	2	1	0	0	3	4
GST04207	Basics of Entrepreneurship	2	1	0	0	3	4
	Sub Total hrs/wk	6	3	0	1	10	14
	CORE MODULES						
WST04206	Soil and Water Sampling Techniques	2	0	1	1	4	6
WST04207	Traverse Surveying	2	1	2	0	5	8
WST04208	Civil Engineering Drawing	2	1	0	1	4	6
WST04209	Basics of Construction of Water supply systems	2	1	2	1	6	9
WST04210	Operation and maintenance of Water Pumps	2	0	1	0	4	6
WST04211	Fundamental of Operation and maintenance of Water supply systems	2	0	0	2	4	6
IPT04201	Industrial Practical Training	0	0	0	0	0	10
	Sub Total hrs/wk	12	3	6	6	28	51
	Total Contact hrs/wk	18	5	6	7	38	65

L = lectures P=practical work T=Tutorials and AS=Assignment

Total Credits at NTA Level 4: 140 Minimum credits required at level 4:120

7.1.1.2 Technician Certificate (TC) in Water Supply and Sanitation Engineering - NTA Level 5

SEMESTER 1: Modules

Code	Module Title	Scheme of Study, hrs/wk					Credit
		L	T	P	AS	Total	
	FUNDAMENTAL MODULES						
GST05101	Algebra	2	1	0	1	4	6
GST05102	Thermodynamics	2	1	0	1	4	6
GST05103	Microsoft Office Applications	2	0	2	2	6	9
	Sub Total hrs/wk	6	2	2	4	14	21
	CORE MODULES						
WST05101	Topographic Surveying	2	2	2	2	8	12
WST05102	Construction of Water Supply and Sanitation Structures	2	2	2	2	8	12
WST05103	Civil Engineering CAD Applications	2	1	2	1	6	9
WST05104	Quantity Surveying	2	1	2	1	6	9
WST05105	Engineering Mechanics	2	2	0	2	6	9
	Sub Total hrs/wk	10	8	8	8	34	51
	Total Contact hrs/wk	16	12	8	12	48	72

L = lectures P=practical work T=Tutorials and AS=Assignment

SEMESTER 2: Modules

Code	Module Title	Scheme of Study, hrs/wk					Credit
		L	T	P	AS	Total	
	FUNDAMENTAL MODULES						
GST05204	Calculus	2	1	0	1	4	6
GST05205	Electromagnetism, Waves and Optics	2	1	0	1	4	6
GST05206	Technical Report Writing	2	0	0	2	4	6
GST05207	Business Opportunities	2	0	0	2	4	6
	Sub Total hrs/wk	8	2	0	6	16	24
	CORE MODULES						
WST05206	Basics of Soil Mechanics	2	0	2	2	6	9
WST05207	Installation of Water Supply and Sanitation Systems	2	1	2	1	6	9
WST05208	Operation and Maintenance of Water Supply Systems	2	0	0	2	4	6
WST05209	Construction Management	2	1	2	1	6	9
IPT05201	Industrial Practical Training	0	0	0	0	0	10
	Sub Total hrs/wk	8	2	6	6	22	43
	Total Contact hrs/wk	16	4	6	12	38	67

L=lectures P=practical work T=Tutorials and AS=Assignment

Total Credits at NTA Level 5: 139 Minimum credits required at level 5: 120

7.1.1.3 Ordinary Diploma in Water Supply and Sanitation Engineering - NTA Level 6

SEMESTER 1: Modules

Code	Module Title	Scheme of Study, hrs/wk					Credit
		L	T	P	AS	Total	
	FUNDAMENTAL MODULES						
GST06101	Coordinate Geometry	2	1	0	1	4	6
GST06102	Supervisory Techniques	2	1	0	1	4	6
GST06103	Computer Networks	2	0	1	0	3	6
	Sub Total hrs/wk	6	2	1	2	11	16
	CORE MODULES						
WST06101	O&M of Water and Wastewater Treatment Plant	2	0	2	2	6	9
WST06102	GIS and Remote Sensing	2	0	2	1	5	8
WST06103	Hydraulics	2	1	2	1	6	9
WST06104	Structural Design	2	2	0	2	6	9
WST06105	Rainwater Harvesting	2	1	0	1	4	6
WST06106	Water Retaining Structures	2	2	0	2	6	9
	Sub Total hrs/wk	12	6	6	9	30	50
	Total Contact hrs/wk	18	8	7	11	41	66

L=lectures P=practical work T=Tutorials and AS=Assignment

SEMESTER 2: Modules

Code	Module Title	Scheme of Study, hrs/wk					Credit
		L	T	P	AS	Total	
	FUNDAMENTAL MODULES						
GST06204	Statistics and Probability	2	1	0	1	4	6
	Sub Total hrs/wk	2	1	0	1	4	6
	CORE MODULES						
WST06207	Control Surveying and Setting Out	2	1	2	1	6	9
WST06208	Sanitation Engineering	2	0	2	1	5	8
WST06209	Soil Mechanics	2	0	2	2	6	9
WST06210	Non-Revenue Water Management	2	0	0	2	4	6
WST06211	Commercial and Customer Orientation	2	0	0	2	4	6
WST06212	Design of Water Supply systems	2	0	2	2	6	9
HMT06205	Integrated Water Resources Management	2	0	0	2	4	6
HMT06206	Climate change and variability	2	1	0	0	3	4
PRJ06201	Project Work	0	0	7	0	7	10
	Sub Total hrs/wk	16	2	15	12	46	67
	Total Contact hrs/wk	18	3	15	13	49	73

L=lectures P=practical work T=Tutorials and AS=Assignment

Total Credits at NTA Level 6: 139 Minimum credits required at level 6:120

7.1.1.4 Higher Diploma in Water Resources and Irrigation Engineering -NTA Level 7 First Year Four Years Programme.

SEMESTER 1: Modules

Code	Module Title	Scheme of Study, hrs/wk					Credit
		L	T	P	AS	Total	
	FUNDAMENTAL MODULES						
GST04103	Basic Computer Applications	2	1	0	1	4	6
GST05103	Microsoft Office Applications	2	2	0	2	6	9
GST06102	Supervisory Techniques	2	1	0	1	4	6
	Sub Total hrs/wk	6	4	0	4	14	21
	CORE MODULES						
WST04101	Technical Drawing	2	0	1	1	4	6
WST04103	Construction Materials	2	1	2	1	6	9
WST04104	Plumbing	2	1	2	1	6	9
HMT04101	Basics of Hydrology and Meteorology	2	0	0	2	4	6
WST04102	Basic Surveying	2	1	2	1	6	9
WST05102	Construction of Water Supply and Sanitation Structures	2	2	2	2	8	12
	Sub Total hrs/wk	12	5	9	6	34	51
	Total Contact hrs/wk	18	9	9	10	48	72

SEMESTER 2: Modules

Code	Module Title	Scheme of Study, hrs/wk					Credit
		L	T	P	AS	Total	
	FUNDAMENTAL MODULES						
GST05206	Technical Report Writing	2	0	0	2	4	6
	Sub Total hrs/wk	2	0	0	2	4	6
	CORE MODULES						
WST04206	Soil and Water Sampling Techniques	2	0	1	1	4	6
WST04207	Traverse Surveying	2	1	2	0	5	8
WST04208	Civil Engineering Drawing	2	1	0	1	4	6
WST05206	Basics of Soil Mechanics	2	0	2	2	6	9
WST05207	Installation of Water Supply and Sanitation Systems	2	1	2	1	6	9
WST06210	Non-Revenue Water Management	2	0	0	2	4	6
	Sub Total hrs/wk	12	3	7	7	29	44
	Total Contact hrs/wk	14	3	7	9	33	50

L=lectures P=practical work T=Tutorials and AS=Assignment

Total Credits at Pre-NTA Level 7: 122 Minimum credits required at Pre-level 6:120

7.1.1.5 Higher Diploma in Water Resources and Irrigation Engineering -NTA Level 7: Three and Four Years Programmes.

SEMESTER 1: Modules

Code	Module Title	Scheme of Study, hrs/wk					Credit
		L	T	P	AS	Total	
	FUNDAMENTAL MODULES						
GSU07101	Advanced Calculus	2	1	0	2	4	6
GSU07102	Development Studies	2	0	0	1	3	4
	Sub Total hrs/wk	4	0	0	3	7	10
	CORE MODULES						
WRU07101	Water Quality Analysis	2	0	2	1	5	8
WRU07102	Engineering Surveying	2	0	2	2	6	9
WRU07103	Computer Aided Design	2	0	2	0	4	6
WRU07104	Hydrological Processes	2	0	2	0	4	6
WRU07105	Fluid Mechanics	2	2	2	1	7	10
WRU07106	Structural Analysis	2	2	0	1	5	7
WRU07107	Irrigation Soil-Plant Water Relationships	2	0	0	1	3	4
WRU07108	Epidemiology of Water Related Diseases	2	0	0	1	3	4
	Sub Total hrs/wk	16	4	10	7	37	54
	Total Contact hrs/wk	20	4	10	10	44	64

L=lectures P=practical work T=Tutorials and AS=Assignment

SEMESTER 2: Modules

Code	Module Title	Scheme of Study, hrs/wk					Credit
		L	T	P	AS	Total	
	FUNDAMENTAL MODULES						
GSU07203	Differential Equations and Complex Variables.	2	2	0	1	5	8
	Sub Total hrs/wk	2	0	2	2	5	8
	CORE MODULES						
WRU07209	Reinforced Concrete Design	2	2	0	0	4	6
WRU07210	Design of Steel Structures	2	0	2	0	4	6
WRU07211	Principles of Remote Sensing	2	1	2	1	6	9
WRU07212	Hydrological Analysis and Design	2	2	2	0	6	9
WRU07213	Soil Mechanics	2	0	3	0	5	7
WRU07214	Water Quality Management	2	0	2	1	5	8
WRU07215	Industrial Practical Training I	0	0	0	0	0	8
	Sub Total hrs/wk	12	5	11	2	30	53
	Total Contact hrs/wk	14	5	13	4	35	61

L=lectures P=practical work T=Tutorials and AS=Assignment

SEMESTER 3: Modules

Code	Module Title	Scheme of Study, hrs/wk					Credit
		L	T	P	AS	Total	
	FUNDAMENTAL MODULES						
GSU07304	Linear Algebra	2	2	0	0	4	6
	Sub Total hrs/wk	2	2	0	0	4	6
	CORE MODULES						
WRU07316	Planning and Design of Water Supply Systems	2	1	1	1	5	8
WRU07317	Control Surveying	2	1	2	0	5	8
WRU07318	Design of Timber Structures	2	2	0	0	4	6
WRU07319	Construction Management	2	2	0	0	4	6
WRU07320	Planning and Design of Irrigation Systems	2	2	1	1	6	9
WRU07321	Ground Water Resources Evaluation	2	2	0	0	4	6
WRU07322	Principles of GIS	2	0	2	0	4	6
WRU07323	Engineering Geology	2	2	0	1	5	8
WRU07324	Foundation Engineering	2	2	0	0	4	6
	Sub Total hrs/wk	18	1	6	3	41	63
	Total Contact hrs/wk	20	1	6	3	45	69

L=lectures P=practical work T=Tutorials and AS=Assignment

SEMESTER 4: Modules

Code	Module Title	Scheme of Study, hrs/wk					Credit
		L	T	P	AS	Total	
FUNDAMENTAL MODULES							
GSU07405	Probability and Statistics	2	2	0	0	4	6
GSU07406	Entrepreneurship	2	1	0	0	3	4
GSU07407	Research Methods	2	1	0	1	4	6
	Sub Total hrs/wk	6	4	0	1	11	16
	CORE MODULES						
WRU07426	Construction of Water Supply Systems	2	1	2	1	6	9
WRU07427	Dams Engineering	2	2	0	0	4	6
WRU07428	Construction of Irrigation	2	2	1	0	5	7
WRU07429	Water Supply Design	2	0	1	0	3	4
WRU07430	Integrated Water Resources	2	1	0	1	4	6
WRU07431	Quantity Surveying	2	2	0	0	4	6
WRU07432	Water Treatment	2	1	2	1	6	9
WRU07432	IPT	-	-	-	-	-	8
	Sub Total hrs/wk	14	9	6	3	33	54
	Total Contact hrs/wk	20	13	6	4	44	80

L=lectures P=practical work T=Tutorials and AS=Assignment

SEMESTER 5: Modules

Code	Module Title	Scheme of Study, hrs/wk					Credit
		L	T	P	AS	Total	
	FUNDAMENTAL MODULES						
GSU07501	Research Methods	2	1	0	2	5	8
	Sub Total hrs/wk	2	1	0	2	5	8
	CORE MODULES						
WRU07501	Construction of Irrigation Systems	2	2	2	2	8	12
WRU07602	Water Resources Management	2	1	0	4	7	11
WRU07503	Applied Hydrology	2	1	2	2	7	11
WRU07504	Engineering Geology	2	0	0	2	4	6
WRU07505	Planning and Design of Wastewater Systems	2	2	2	2	8	12
	Sub Total hrs/wk	10	6	8	10	34	52
	Total Contact hrs/wk	12	7	8	12	39	60

L=lectures P=practical work T=Tutorials and AS=Assignment

SEMESTER 6: Modules

Code	Module Title	Scheme of Study, hrs/wk					Credit
		L	T	P	AS	Total	
	CORE MODULES						
WRU07203	Quantity Surveying	2	1	0	2	5	8
WRU07601	Operation of Water Supply and Irrigation Systems	2	1	2	2	7	11
WRU07502	Construction and Operation of Wastewater Systems	2	1	2	2	7	11
WRU07603	Groundwater Resource Evaluation	2	1	2	2	7	11
WRU07604	Construction Management	2	1	0	2	5	8
WRU07605	Industrial Practical Training III	0	0	7	0	7	10
	Total Contact hrs/wk	10	5	11	12	38	59

L=lectures P=practical work T=Tutorials and AS=Assignment

Total Credits at NTA Level 7: 349 Minimum credits required at level 7:360

7.1.1.6 Bachelor's Degree in Water Resources and Irrigation Engineering - NTA Level 8

SEMESTER 1: Modules

Code	Module Title	Scheme of Study, hrs/wk					Credit
		L	T	P	AS	Total	
	CORE MODULES						
WRU08101	Planning and Design of Water Supply Systems	2	2	2	2	8	12
WRU08102	Physical and Human Resources Management	2	1	0	3	6	9
WRU08103	Environmental Management	2	1	0	4	7	11
WRU08104	Financial Management	2	1	0	2	5	8
WRU08105	Procurement Practices	2	1	0	4	7	11
WRU08106	Project I	0	0	7	0	7	10
	Total Contact hrs/wk	10	6	9	15	40	61

L=lectures P=practical work T=Tutorials and AS=Assignment

SEMESTER 2: Modules

Code	Module Title	Scheme of Study, hrs/wk					Credit
		L	T	P	AS	Total	
	CORE MODULES						
WRU08201	Construction of Water Supply Systems	2	2	2	2	8	12
WRU08202	Contract Management	2	1	0	2	5	8
WRU08203	Water and Environmental Laws	2	1	0	3	6	9
WRU08204	Water Supply, Wastewater and Irrigation Systems Operations and Management	2	2	2	4	10	15
WRU08205	Solid Waste Management	2	0	0	2	4	6
WRU08206	Project II	0	0	7	0	7	10
	Total Contact hrs/wk	10	6	11	13	40	60

L=lectures P=practical work T=Tutorials and AS=Assignment

Total Credits at NTA Level 8: 121 Minimum credits required at level 8:120

7.1.1.7 Basic Technician Certificate (BTC) in Irrigation Engineering - NTA Level 4

SEMESTER 1: Modules

Code	Module Title	Scheme of Study, hrs./wk.					Credit
		L	T	P	AS	Total	
	FUNDAMENTAL MODULES						
GST04101	Mathematical Functions	2	1	0	1	4	6
GST04102	Basic Chemistry	2	1	0	1	4	6
GST04103	Basic Computer Application	2	1	0	1	4	6
GST04104	Communication Skills	2	0	0	2	4	6
	Sub Total hrs/wk	8	3	0	5	16	24
	CORE MODULES						
IRT04101	Basic Crop Classification	2	0	1	1	4	6
IRT04102	Soil and Water Sampling	2	0	1	1	4	6
IRT04103	Construction materials and equipment.	2	2	2	0	6	9
WST04101	Technical Drawing	2	0	1	1	4	6
WST04102	Basic Surveying	2	1	2	1	6	9
HMT04101	Basics of Hydrology and Meteorology	4	0	2	2	8	12
WLT04104	Health Sanitation and Water	2	1	0	1	4	6
	Sub Total hrs/wk & Credits	16	4	9	7	36	54
	Total Contact hrs/wk & Credits	24	7	9	12	52	78

L=lectures P=practical work T=Tutorials and AS=Assignment

SEMESTER 2: Modules

Code	Module Title	Scheme of Study, hrs/wk					Credit
		L	T	P	AS	Total	
	FUNDAMENTAL MODULES						
GST04205	Fundamental Algebra	2	1	0	1	4	6
GST04206	Mechanics and Fluid Dynamics	2	1	0	1	4	6
GST04207	Basics of Entrepreneurship	2	1	0	0	3	4
	Sub Total hrs/wk	6	3	0	1	10	14
	CORE MODULES						
IRT04204	Inspection of Irrigation System	2	0	1	1	4	6
IRT04205	Operation & Maintenance of Irrigation Structures and Equipment	2	1	1	2	6	9
IRT04206	Management of Irrigation Scheme	2	0	1	1	4	6
WST04207	Traverse Surveying	2	1	2	1	6	9
WST04208	Civil Engineering drawing	2	0	2	2	6	9
IPT04201	Industrial Practical Training	0	0	0	0	0	10
	Sub Total hrs/wk	10	2	7	7	26	49
	Total Contact hrs/wk	16	5	7	8	36	63

L=lectures P=practical work T=Tutorials and AS=Assignment

Total Credits at NTA Level 4: 141 Minimum credits required at level 4:120

7.1.1.8 Technician Certificate (TC) in Irrigation Engineering - NTA Level 5

SEMESTER 1: Modules

Code	Module Title	Scheme of Study, hrs/wk					Credit
		L	T	P	AS	Total	
	FUNDAMENTAL MODULES						
GST05101	Algebra	2	1	0	1	4	6
GST05102	Thermodynamics	2	1	0	1	4	6
GST05103	Microsoft Office Applications	2	2	0	2	6	9
	Sub Total hrs/wk	6	4	0	4	14	21
	CORE MODULES						
IRT05101	Principles of Agronomy	2	0	2	2	6	9
IRT05102	Processing of Hydro-meteorological and Agronomical Data	2	2	0	2	6	9
IRT05103	Soil and Water Analysis	2	0	2	2	6	9
WST05101	Topographic surveying	2	2	2	2	8	12
WST05103	Civil Engineering CAD Applications	2	1	2	1	6	9
WST05104	Quantity Surveying	2	2	0	2	6	9
	Sub Total hrs/wk	12	7	8	11	38	57
	Total Contact hrs/wk	18	11	8	15	52	78

L=lectures P=practical work T=Tutorials and AS=Assignment

SEMESTER 2: Modules

Code	Module Title	Scheme of Study, hrs/wk					Credit
		L	T	P	AS	Total	
	FUNDAMENTAL MODULES						
GST05204	Calculus	2	1	0	1	4	6
GST05205	Electromagnetism, Waves and Optics	2	1	0	1	4	6
GST05206	Technical Report Writing	2	0	0	2	4	6
GST05207	Business Opportunities	2	0	0	2	4	6
	Sub Total hrs/wk	8	2	0	6	16	24
	CORE MODULES						
IRT05204	Principles of Cartography	2	0	2	2	6	9
IRT05205	Land Levelling and Grading	2	0	2	2	6	9
IRT05206	Construction of Simple Irrigation Systems	2	2	2	2	8	12
WST05206	Basics of Soil Mechanics	2	0	2	2	6	9
WST05209	Construction Management	2	1	2	1	6	9
IPT05201	Industrial Practical Training	0	0	0	0	0	10
	Sub Total hrs/wk	10	3	10	9	32	58
	Total Contact hrs/wk	18	5	10	9	48	82

L=lectures P=practical work T=Tutorials and AS=Assignment

Total Credits at NTA Level 5: 160 Minimum credits required at level 5: 120

7.1.1.9 Ordinary Diploma in Irrigation Engineering -NTA Level 6

SEMESTER 1: Modules

Code	Module Title	Scheme of Study, hrs/wk					Credit
		L	T	P	AS	Total	
FUNDAMENTAL MODULES							
GST06101	Coordinate Geometry	2	2	0	2	6	9
GST06102	Supervisory Techniques	2	1	0	1	4	6
GST06103	Computer Networks	2	0	1	1	4	6
	Sub Total hrs/wk	6	3	1	4	14	21
	CORE MODULES						
IRT06101	Operation and Maintenance of Irrigation Systems	4	1	2	0	7	9
IRT06102	Irrigation Water Requirement	6	1	0	1	8	12
IRT06103	Land Suitability for Irrigation	4	2	2	1	9	9
WST06102	GIS and Remote Sensing	2	0	2	1	5	8
WST06103	Hydraulics	2	1	2	1	6	9
WST06106	Water Retaining Structures	2	2	0	2	6	9
	Sub Total hrs/wk	20	7	8	6	41	56
	Total Contact hrs/wk	26	10	9	10	55	77

L=lectures P=practical work T=Tutorials and AS=Assignment

SEMESTER 2: Modules

Code	Module Title	Scheme of Study, hrs/wk					Credit
		L	T	P	AS	Total	
	FUNDAMENTAL MODULES						
GST06204	Statistics and Probability	2	1	0	1	4	6
	Sub Total hrs/wk	2	1	0	1	4	6
	CORE MODULES						
IRT06205	Design of Simple Irrigation Structures	4	1	2	0	7	9
IRT06206	Planning Construction of Irrigation System	4	1	2	1	8	12
WST06207	Control Surveying and Setting Out	2	1	2	1	6	9
WST06209	Soil Mechanics	2	0	2	2	6	9
HMT06205	Integrated Water Resources Management	2	0	0	2	4	6
HMT06206	Climate Change and Variability	2	1	0	1	4	6
PRJ06201	Project Work	0	0	7	0	7	10
	Sub Total hrs/wk	16	4	15	7	42	61
	Total Contact hrs/wk	18	5	15	8	46	67

L=lectures P=practical work T=Tutorials and AS=Assignment

Total Credits at NTA Level 6: 149 Minimum credits required at level 6: 120

7.1.2 Department of Water Resources

This Department offers Ordinary Diploma (NTA Level 4 - 6 in Water Quality and Laboratory Technology, Hydrology and Meteorology and Hydrogeology and Water Well Drilling). In addition, it has 15 teaching staff members who are supported by 1 technician.

7.1.2.1 Basic Technician Certificate (BTC) Water Laboratory Technology - NTA Level 4

SEMESTER 1: Modules

Code	Module Title	Scheme of Study, hrs/wk					Credits
		L	T	P	AS	Total	
	FUNDAMENTAL MODULES						
GST04101	Mathematical Functions	2	1	0	1	4	6
GST04102	Basic Chemistry	2	1	0	1	5	6
GST04103	Basic Computer Application	2	0	2	1	5	8
GST04104	Communication Skills	2	0	0	2	4	6
	Sub Total hrs/wk	8	2	3	5	18	28
	CORE MODULES						
WLT04101	Laboratory Safety Practices	2	0	2	4	8	12
WLT04102	Fundamentals of Water Analysis	2	1	2	2	7	9
WLT04103	Basics of Analytical Chemistry	2	1	2	2	7	9
WLT04104	Health Sanitation and Water	2	1	0	1	4	6
WST04101	Technical Drawing	2	0	1	1	4	6
	Sub Total hrs/wk	10	3	7	10	30	42
	Total Contact hrs/wk	18	5	10	15	48	70

L=lectures P=practical work T=Tutorials and AS=Assignment

SEMESTER 2: Modules

Code	Module Title	Scheme of Study, hrs/wk					Credit
		L	T	P	AS	Total	
	FUNDAMENTAL MODULES						
GST04205	Fundamental Algebra	2	1	0	1	4	6
GST04206	and Fluid dynamics	2	1	0	1	4	6
GST04207	Basics of Entrepreneurship	2	0	0	1	3	4
	Sub Total hrs/wk	6	2	0	3	11	16
	CORE MODULES						
WLT04205	Water Quality Surveillance	2	2	0	2	6	9
WLT04206	Physicochemical Analysis of Water	2	2	2	2	8	12
WLT04207	Analytical and Equilibrium Chemistry	2	2	2	2	8	12
WLT04208	Basic Microbiology	2	0	1	1	4	6
IPT04201	Industrial Practical Training	0	0	0	0	0	10
	Sub Total hrs/wk	8	6	5	7	26	49
	Total Contact hrs/wk	14	8	5	10	37	65

L=lectures P=practical work T=Tutorials and AS=Assignment

Total Credits at NTA Level 4: 135 Minimum credits required at level 4:120

7.1.2.2 Technician Certificate (TC) Water Quality and Laboratory Technology- NTA Level 5

SEMESTER 1: Modules

Code	Module Title	Scheme of Study, hrs/wk					Credit
		L	T	P	AS	Total	
	FUNDAMENTAL MODULES						
GST05101	Algebra	2	1	0	1	4	6
GST05102	Thermodynamics	2	1	0	1	4	6
GST05103	Microsoft Office Applications	2	2	0	2	6	9
	Sub Total hrs/wk	6	4	0	4	14	21
	CORE MODULES						
WLT05101	Chemical Analysis of Water	2	1	2	1	6	9
WLT05102	Instrumentation Techniques	2	0	2	0	4	6
WLT05103	Quantitative and Qualitative Chemistry	2	1	2	1	6	9
WLT05104	Morphology of Microorganisms	2	1	0	1	4	6
WLT05105	Water Treatment Processes	2	2	2	2	8	12
	Sub Total hrs/wk	10	5	8	5	28	42
	Total Contact hrs/wk	16	9	8	9	42	63

L=lectures P=practical work T=Tutorials and AS=Assignment

SEMESTER 2: Modules

Code	Module Title	Scheme of Study, hrs/wk					Credit
		L	T	P	AS	Total	
	FUNDAMENTAL MODULES						
GST05204	Calculus	2	1	0	1	4	6
GST05205	Electromagnetism, Waves and Optics	2	1	0	1	4	6
GST05206	Technical Report Writing	2	0	0	2	4	6
GST05207	Business Opportunities	2	0	0	2	4	6
	Sub Total hrs/wk	8	2	0	6	16	24
	CORE MODULES						
WLT05206	Bacteriological Analysis of Water	2	1	2	1	6	9
WLT05207	Gravimetric and Electro Analytical Methods in Water Analysis	2	1	2	1	6	9
WLT05208	Application of Instruments in Water Analysis	2	0	2	0	4	6
WLT05209	Environmental Chemistry	2	1	2	1	6	9
WLT05210	Wastewater treatment	2	1	0	1	6	9
IPT05201	Industrial Practical Training	0	0	0	0	0	10
	Sub Total hrs/wk	10	4	8	4	28	52
	Total Contact hrs/wk	18	8	8	12	48	76

L=lectures P=practical work T=Tutorials and AS=Assignment

Total Credits at NTA Level 5: 139 Minimum credits required at level 5: 120

7.1.2.3 Ordinary Diploma in Water Quality and Laboratory Technology-NTA Level 6

SEMESTER 1: Modules

Code	Module Title	Scheme of Study, hrs/wk					Credit
		L	T	P	AS	Total	
	FUNDAMENTAL MODULES						
GST06101	Coordinate Geometry	2	2	0	2	6	9
GST06102	Supervisory Techniques	2	1	0	1	4	6
GST06103	Computer Networks	2	0	1	1	4	6
	Sub Total hrs/wk	6	3	1	4	14	21
	CORE MODULES						
WLT06101	Water Quality Monitoring	2	0	2	2	6	9
WLT06102	Nutrients and Heavy metals analysis in water and wastewater	2	1	2	1	6	9
WLT06103	Physical Chemistry	2	1	2	1	6	9
WLT06104	Water Treatment Technologies	2	1	2	1	6	9
WLT06105	Environmental Management	2	1	2	1	6	9
WST06102	GIS and Remote sensing	2	0	2	1	5	8
	Sub Total hrs/wk	12	8	11	11	43	53
	Total Contact hrs/wk	18	11	12	15	57	74

L=lectures P=practical work T=Tutorials and AS=Assignment

SEMESTER 2 Modules

Code	Module Title	Scheme of Study, hrs/wk Credit					
		L	T	P	AS	Total	Credit
	FUNDAMENTAL MODULES						
GST06204	Statistics and Probability	2	1	0	1	4	6
	Sub Total hrs/wk	2	1	0	1	4	6
	CORE MODULES						
WLT06206	Laboratory Management	2	0	2	2	6	8
WLT06207	Soil Analysis	2	0	1	1	4	6
WLT06208	Bacteria extraction and Organic matter analysis	2	2	2	2	8	12
WLT06209	Wastewater Management	2	1	2	1	6	9
HMT06205	Integrated Water Resources Management	2	0	0	2	4	6
HMT06206	Climate Change and Variability	2	1	0	1	4	6
PRJ06201	Project Work	0	0	7	0	7	10
	Sub Total hrs/wk	12	5	14	10	41	57
	Total Contact hrs/wk	14	6	14	11	45	63

L=lectures P=practical work T=Tutorials and AS=Assignment

Total Credits at NTA Level 6: 137 Minimum credits required at level 6: 120

7.1.2.4 Basic Technician Certificate (BTC) in Hydrology and Meteorology - NTA Level 4

SEMESTER 1: Modules

Code	Module Title	Scheme of Study, hrs./wk.					Credit
		L	T	P	AS	Total	
	FUNDAMENTAL MODULES						
GST04101	Mathematical Functions	2	1	0	1	4	6
GST04102	Basic Chemistry	2	1	0	1	4	6
GST04103	Basic Computer Applications	2	1	0	1	4	6
GST04104	Communication Skills	2	0	0	2	4	6
	Sub Total hrs/wk	8	3	0	5	16	24
	CORE MODULES						
HMT04101	Basics of Hydrology and Meteorology	2	0	0	2	4	6
HMT04102	Hydrological Processes	2	1	0	1	4	6
HMT04103	Installation of Secondary Hydrological and Meteorological Instruments	2	0	2	2	6	9
WST04101	Technical Drawing	2	0	1	1	4	6
WST04102	Basic Surveying	2	1	2	1	6	9
WST04103	Construction materials	2	1	2	1	6	9
WLT04104	Health Sanitation and Water	2	1	0	1	4	6
	Subtotal	14	4	7	9	34	51
	Total Contact hrs./wk.	22	7	7	15	50	75

L=lectures P=practical work T=Tutorials and AS=Assignment

SEMESTER 2: Modules

Code	Module Title	Scheme of Study, hrs/wk					Credit
		L	T	P	AS	Total	
	FUNDAMENTAL MODULES						
GST04205	Fundamental Algebra	2	1	0	1	4	6
GST04206	Mechanics and Fluid dynamics	2	1	0	1	4	6
GST04207	Basics of Entrepreneurship	2	0	0	1	3	4
	Sub Total hrs/wk	6	2	0	3	11	16
	CORE MODULES						
HMT04204	Maintenance of Secondary Hydrological and Meteorological Instruments	2	0	1	1	4	6
HMT04205	Collection of Hydrological and Meteorological Data by Secondary Instruments	2	1	2	1	6	9
HMT04206	Checking and Compilation of Raw Hydrological and Meteorological Data	2	0	1	1	4	6
WST04207	Traverse Surveying	2	1	2	1	6	9
WST04208	Civil Engineering drawing	2	0	2	2	6	9
IPT04201	Industrial Practical Training	0	0	0	0	0	10
	Subtotal	10	2	8	6	26	49
	Total Contact hrs./wk.	16	4	8	7	37	65

L=Lectures, T=Tutorials, P=Practical Work, and AS=Assignments

Total Credits at NTA Level 4: 150 Minimum credits required at level 4:120

7.1.2.5 Technician Certificate (TC) in Hydrology and Meteorology - NTA Level 5

SEMESTER 1: Modules

Code	Module Title	Scheme of Study, hrs/wk					Credit
		L	T	P	AS	Total	
	FUNDAMENTAL MODULES						
GST05101	Algebra	2	1	0	1	4	6
GST05102	Thermodynamics	2	1	0	1	4	6
GST05103	Microsoft Office Applications	2	2	0	2	6	9
	Sub Total hrs/wk	6	4	0	4	14	21
	CORE MODULES						
HMT05101	Establishment of hydrometric and meteorological stations	6	1	0	1	8	12
HMT05102	Maintenance of hydrometric and meteorological stations	6	0	1	1	8	12
WST05101	Topographic surveying	2	2	2	2	8	12
WST05104	Quantity Surveying	2	1	2	1	6	9
	Sub Total hrs/wk	16	4	5	5	30	45
	Total Contact hrs/wk	22	8	5	9	44	66

L=lectures P=practical work T=Tutorials and AS=Assignment

SEMESTER 2: Modules

Code	Module Title	Scheme of Study, hrs/wk					Credit
		L	T	P	AS	Total	
	FUNDAMENTAL MODULES						
GST05204	Calculus	2	1	0	1	4	6
GST05205	Electromagnetism, Waves and Optics	2	1	0	1	4	6
GST05206	Technical Report Writing	2	0	0	2	4	6
GST05207	Business Opportunities	2	0	0	2	4	6
	Sub Total hrs/wk	8	2	0	6	16	2
	CORE MODULES						
HMT05203	Collection of hydrometric and meteorological data	2	2	2	2	8	1 2
HMT05204	Processing of Hydrological and meteorological data	2	2	2	2	8	1 2
WST05209	Construction Management	2	1	2	1	6	9
IPT05201	Industrial Practical Training	0	0	0	0	0	1
	Sub Total hrs/wk	6	6	4	5	22	4
	Total Contact hrs/wk	14	8	4	12	38	6

L=lectures P=practical work T=Tutorials and AS=Assignment

Total Credits at NTA Level 5: 133 Minimum credits required at level 5: 120

7.1.2.6 Ordinary Diploma in Hydrology and Meteorology - NTA Level 6

SEMESTER 1: Modules

Code	Module Title	Scheme of Study, hrs/wk					Credit
		L	T	P	AS	Total	
	FUNDAMENTAL MODULES						
GST06101	Coordinate Geometry	2	2	0	2	6	9
GST06102	Supervisory Techniques	2	1	0	1	4	6
GST06103	Computer Networks	2	0	1	1	4	6
	Sub Total hrs/wk	6	3	1	4	14	21
	CORE MODULES						
HMT06101	Basic Design of Hydrometric and Meteorological Networks	2	2	2	2	8	12
HMT06102	Basic Hydrological Analysis	2	2	2	2	8	12
HMT06103	Basic Meteorological Analysis	2	2	0	2	6	12
WST06102	GIS and Remote sensing	2	0	2	1	5	8
WST06103	Hydraulics	2	1	2	1	6	9
	Sub Total hrs/wk	10	7	8	8	33	53
	Total Contact hrs/wk	16	11	8	12	47	74

L=lectures P=practical work T=Tutorials and AS=Assignment

SEMESTER 2: Modules

Code	Module Title	Scheme of Study, hrs/wk					Credit
		L	T	P	AS	Total	
	FUNDAMENTAL MODULES						
GST06204	Statistics and Probability	2	1	0	1	4	6
	Sub Total hrs/wk	2	1	0	1	4	6
	CORE MODULES						
HMT06204	Fundamentals of Agro, Marine and Environmental Meteorology	2	2	2	2	8	12
HMT06205	Integrated Water Resources Management	2	0	0	2	4	6
HMT06206	Climate Change and Variability	2	1	0	1	4	6
WST06207	Control Surveying and Setting Out	2	1	2	1	6	9
WST06211	Commercial and Customer Orientation	2	0	0	2	4	6
PRJ 06201	Project Work	0	0	7	0	7	10
	Sub Total hrs/wk	10	6	11	08	35	49
	Total Contact hrs/wk	12	7	11	09	39	55

L=lectures P=practical work T=Tutorials and AS=Assignment

Total Credits at NTA Level 6: 129 Minimum credits required at level 6: 120

7.1.2.7 Basic Technician Certificate (BTC) in Hydrogeology and Water Well Drilling - NTA Level 4

SEMESTER 1: Modules

Code	Module Title	Scheme of Study, hrs/wk					Credits
		L	T	P	AS	Total	
	FUNDAMENTAL MODULES						
GST04101	Mathematical Functions	2	1	0	1	4	6
GST04102	General Chemistry	2	1	0	1	4	6
GST04103	ICT Essentials	2	1	0	1	4	6
GST04104	Communication Skills	2	0	0	2	4	6
	Sub Total hrs/wk	8	3	0	5	16	24
	CORE MODULES						
HDT04101	Shallow Well Surveys	2	0	2	0	4	6
HDT04102	Principles of Hydrogeology	2	2	0	2	6	9
WLT04104	Health Sanitation and Water	2	1	0	1	4	6
WST04101	Technical Drawing	2	0	1	1	4	6
WST04102	Basic Surveying	2	1	2	1	6	9
WST04103	Construction materials	2	1	2	1	6	9
WST04104	Plumbing	2	1	2	1	6	9
	Sub Total hrs/wk	14	6	9	7	36	54
	Total Contact hrs/wk	20	7	11	11	49	78

L=lectures P=practical work T=Tutorials and AS=Assignment

SEMESTER 2: Modules

Code	Module Title	Scheme of Study, hrs/wk					Credits
		L	T	P	AS	Total	
	FUNDAMENTAL MODULES						
GST04205	Fundamental Algebra	2	1	0	1	4	6
GST04206	Classical Mechanics and Fluid Dynamics	2	1	0	1	4	6
GST04207	Basics of Entrepreneurship	2	0	0	0	3	4
	Sub Total hrs/wk	6	2	0	2	11	16
	CORE MODULES						
HDT04203	Construction of Hand Dug Wells	2	0	2	0	4	6
HDT04204	Construction of Tube Wells	2	0	2	0	4	6
HDT04205	Maintenance of Shallow Wells and Equipment	2	0	2	2	6	9
HDT04206	Water Wells Protection	2	1	0	1	4	6
WST04207	Traverse Surveying	2	1	2	1	6	9
IPT04201	Industrial Practical Training	0	0	0	0	0	10
	Sub Total hrs/wk	10	2	8	4	24	46
	Total Contact hrs/wk	16	4	8	6	35	62

L=lectures P=practical work T=Tutorials and AS=Assignment

Total Credits at NTA Level 4: 140 Minimum credits required at level 4:120

7.1.2.8 Technician Certificate (TC) in Hydrogeology and Water Well Drilling - NTA Level 5

SEMESTER 1: Modules

Code	Module Title	Scheme of Study, hrs/wk					Credit
		L	T	P	AS	Total	
	FUNDAMENTAL MODULES						
GST05101	Algebra	2	1	0	1	4	6
GST05102	Thermodynamics	2	1	0	1	4	6
GST05103	Microsoft Office Applications	2	1	0	1	4	6
	Sub Total hrs/wk	6	3	0	3	12	18
	CORE MODULES						
HDT05101	Ground water Prospecting	2	2	0	2	6	9
HDT05102	Principles of Water Well Drilling	2	2	0	2	6	9
HDT05103	Geology	4	2	0	2	8	12
WST05101	Topographic Surveying	2	2	2	2	8	12
WST05104	Quantity Surveying	2	1	2	1	6	9
	Total	12	9	4	9	34	51
	Total Contact hrs/wk	18	12	4	12	46	69

L=lectures P=practical work T=Tutorials and AS=Assignment

SEMESTER 2: Modules

Code	Module Title	Scheme of Study, hrs/wk					Credits
		L	T	P	AS	Total	
	FUNDAMENTAL MODULES						
GST05204	Calculus	2	1	0	1	4	6
GST05205	Electromagnetism, Waves and Optics	2	1	0	1	4	6
GST05206	Technical Report Writing	2	0	0	2	4	6
GST05207	Business Opportunities and its Environment	2	0	0	2	4	6
	Sub Total hrs/wk	8	2	0	6	16	24
	CORE MODULES						
HDT05204	Geophysical Instrument	2	0	2	0	4	6
HDT05205	Applied Geophysics	2	2	2	2	8	12
HDT05206	Water Well Pollution and Protection	2	0	2	0	4	6
HDT05207	Principles of Pumping Test	2	0	2	0	4	6
WST05209	Construction Management	2	1	2	1	6	9
IPT05201	Practical Industrial Training	0	0	0	0	0	10
	Total	10	3	10	3	26	49
	Total Contact hrs/wk	18	5	10	9	42	73

L=lectures P=practical work T=Tutorials and AS=Assignment

Total Credits at NTA Level 5: 142 Minimum credits required at level 5: 120

7.1.2.9 Ordinary Diploma in Hydrogeology and Water Well Drilling -NTA Level 6

SEMESTER 1: Modules

		Scheme of Study hrs/wk					
Code	Module Title	L	T	P	AS	Total	Credit
	FUNDAMENTAL MODULES						
GST06101	Coordinate Geometry	2	2	0	2	6	9
GST06102	Supervisory Techniques	2	1	0	1	4	6
GST06103	Computer Networks	2	0	1	1	4	6
	Sub Total hrs/wk	6	3	1	4	14	21
	CORE MODULES						
HDT06101	Analysis and Interpretation of Hydrogeological Data	2	2	2	2	8	12
HDT06102	Water Well Design and Construction	2	2	2	2	8	12
HDT06103	Water Well Drilling Rig Operation	2	2	2	2	8	12
WST06102	GIS and Remote Sensing	2	0	2	1	5	8
	Sub Total hrs/wk	8	6	8	7	29	44
	Total Contact hrs/wk	14	9	9	11	43	65

L=lectures P=practical work T=Tutorials and AS=Assignment

SEMESTER 2: Modules

Code	Module Title	L	T	P	AS	Total	Credits
	FUNDAMENTAL MODULES						
GST06204	Statistics and Probability	2	1	0	1	4	6
	Sub Total hrs/wk	2	1	0	1	4	6
	CORE MODULES						
HDT06204	Groundwater Monitoring	2	0	2	2	6	9
HDT06205	Water Well Maintenance and Rehabilitation	2	2	2	2	8	12
HDT06206	Groundwater Data Collection and Analysis	2	0	2	2	6	9
HDT06207	Groundwater Recharge and Conservation	2	2	0	2	6	9
WST06211	Commercial and Customer Orientation	2	0	0	2	4	6
HMT06205	Integrated Water Resources Management	2	0	0	2	4	6
HMT06206	Climate Change and Variability	2	1	0	1	4	6
PRJ06201	Project Work	0	0	7	0	7	10
	Sub Total hrs/wk	14	5	13	13	45	67
	Total Contact hrs/wk	16	6	13	14	49	73

L=lectures P=practical work T=Tutorials and AS=Assignment

Total Credits at NTA Level 6: 138 Minimum credits required at level 6: 120

7.1.3 Department of General Studies

This is a service Department that provides services to all academic departments for the teaching of Mathematics, Physics, Chemistry Communication Skills, Research Methodology and Entrepreneurship. It has 15 teaching staff members on full time basis.

7.2 PROFILE OF ACADEMIC DEPARTMENTS

7.2.1 Ag. Deputy Rector – ARC

Eng. Dr. Tulinave B. Mwamila, BSc. in Civil and Water Resources Engineering, (UDSM), MSc. in Water Resources Engineering (UDSM), PhD in Civil and Environmental Engineering (Seoul National University, South Korea)

7.2.2 List of Academic Staff in the Department of General Studies

Senior Tutor I and Head of Department

Mr. Sylvanus Alfred Ntirumolekwa BSc. in Physics & Chemistry (UDSM), MSc. in Medical Radiation Physics (Swansea, UK)

Senior Tutor II

*****Ms. Lightness Eliamringi Mrema**, BSc. Education (Mathematics and Computer) (UDSM), MSc. in Mathematical Modelling (UDSM)

Senior Tutor I

Ms. Neema Aaron Mpayo, Diploma in Education (Mpwapwa TTC), BA in Education (UDSM), MA in Education (UDSM)

Senior Tutor I

Mr. Geoffrey George Mwanahanja, BED in science (UDSM) M. Ed (Science Education) (UDSM)

Senior Tutor II

Mr. Joseph B. Jumbe, BED in science (SUA) MSc (ED) Infomatics and Mathematics (UDSM)

Senior Tutor

Mr. Dotto A, Salim BED (St Augustino) MSc. Mathematics Modelling (UDSM)

Senior Tutor I

Ms. Nyamizi Luytigarda Kazungu, Advanced Diploma in Accountancy (DSA), PGD in Accountancy (IAA), PGD in Education (UDSM), MSc. in Finance (University of Strathclyde, UK)

Assistant Lecturer

Mr. Hassan S. Mrutu, Advanced Diploma in Computer Science (IAA), MSc. in Information Technology and Management (Avinashillingam University-India), Cyberoam Certified Network and Security Professional (USA), Security Intelligence Engineer Master Award (IBM – USA)

Senior Tutor

Mr. Abdul Salum Madodi, Bed. Mathematics (IUCO), MSc. Mathematical Modeling (UDSM)

Tutor I

*****Ms. Furaha Laurian Ntamanwa**, Certificate in Customer Care, Diploma in Education, Bachelor Degree in Social Work (ISW), M.A Social Work (ISW)

Tutor II

Mr. George Japhet Mdeme, BA with Education (UDSM), MA in Education (UDSM – DUCE)

Tutor I

Mr. Gosbert Felix Bikogoto, FTC in Water Resource Engineering, (Hydrogeology) – (RWRI), BSc. in Mathematics and Economics (OUT)

Tutor I

Mr. Alistides Shumbusho Alfred, Certificate in Teacher's Education Grade A (Butimba TTC) BA in Gender and Development (WMA)

Tutor II

Mr. Christian Leder Hall, Postgraduate Diploma in Economic Diplomacy, Centre for Foreign Relations (CFR), Bachelor of Applied Science (RMIT University), Postgraduate Diploma in Information Technology (AMITY University),

Tutor II

Mr. Godwin Masua Samora, Bachelor of Science in Geology (UDSM)

7.2.3 List of Academic Staff in the Department of Water Supply and Irrigation Engineering

Tutor II and Head of Department

Eng. Riziki Mashaka Chambuso, BSc. in Civil and Structural Engineering (UDSM), Registered Engineer (ERB)

Chief Tutor I

Mr. Charles Kalonga Perus, Advanced Diploma (Bldg Econ) (ARU), MBA (Marketing) (MU)

Principal Tutor II

Eng. Gonsalves Rwegasira Ruyakyamirwa, FTC in Water Resource Engineering (Rwegarulila), Advanced Diploma in land surveying (Ardhi Institute), MSc in Water Resources Management in Groundwater Monitoring (ITC – The Royal Netherland), MSc. in Water Resources Engineering (UDSM), Registered professional engineer (ERB- Tanzania)

Chief Tutor II

Mr. Ezekiel Sangija Salila, FTC in Water Resource Engineering (RWD), Advanced Diploma in Land Surveying (UDSM), Master of Science in Geomatics (ARU).

Chief Tutor II

Eng. Dr. Ezrael Josephat Massawe, BSc (Civil Eng), UDSM (MSc in Water Resources Eng. (KU/VU Belgium), PGD in Hydraulic Engineering in River Basins (HRI-Egypt), Registered professional engineer (ERB- Tanzania), Registered Consulting Engineer (ERB- Tanzania)

Principal Tutor II

Mr. Samwel Michael Tendwa, FTC in Building & Civil Engineering (ATC), Dip in Ed (Kleruu), Advanced Diploma in Civil Engineering (MIST), PGD in Construction Economics & Management (ARU), MSc. in Construction Economics and Management (ARU).

Lecturer

Eng. Dr. Dickson K. Gidion, FTC in Civil Engineering (Dar es salaam Institute of Technology, Tanzania), BSc. in Civil Engineering (Mbeya University of Science and Technology, Tanzania), MSc. in Urban Water

and Sanitation (Water Supply Engineering) (IHE Delft Institute for Water Education, Netherlands), PhD in Management Science and Engineering (University of Science and Technology of China, School of Management, China), Registered professional engineer (ERB- Tanzania).

Lecturer

Dr. Edmund Ishengoma Mutayoba, BSc. in Environmental Sciences (SUA), MSc. in Integrated Water Resources Management (UDSM), PhD in Water Resources Management (SUA)

Senior Tutor I

Mr. Godwin Makali Lyaki, FTC (Civil Eng), Diploma (Technical Education), PGD (AU)

Senior Tutor II

Dr. Sekela Simon Twisa, BSc. in Environmental Science and Management (SUA), MSc. in Integrated Water Resources Management (UDSM), PhD in Integrated Management of Water, Soil and Waste (United Nations University-Institute of Integrated Management of Material Fluxes and of Resources (UNU-FLORES) and Technische Universität of Dresden (TUD), Dresden, Germany).

Senior Tutor I

Eng. Livingstone Mtandizi Swilla, B.Sc. in Civil Engineering (PFUR-Russia), MSc. in Civil Engineering (PFUR-Russia), R. Eng. (T),

Senior Tutor I

Ms. Anna Stephen Mremi, B.A in Geography and Environmental Studies (UDSM), MSc. in Integrated Sanitation Management (UDSM)

Senior Tutor II

******Ms. Douglas Benjamin Mmasi***, BSc. in Environmental Engineering (UDSM), MSc. in Environmental Technology & Management (UDSM)

Senior Tutor II

Eng. Omari Juma Mazola, B.Sc. in Environmental Engineering (UDSM), MSc. in Water Supply Engineering (UNESCO-IHE, Delft, Netherland)

Senior Tutor II

*****Mr. Lusajo Henry Mfwango**, BSc. in Food Science and Technology (SUA), M. Tech. in Irrigation Water Management (IIT – Roorkee, India)

Tutor I

Ms. Sado Lufega Masunga, BSc. in Agronomy (SUA), MSc. in Soil & Land Management (SUA)

Senior Tutor II

Eng. Sebastian Kanoli Maziku, BSc. in Agricultural Engineering (SUA), MSc. in Water Resources Management (Flinders University, Australia).

Tutor II

Eng. Mathias J Lissu, Certificate in General Agriculture (MATI – TUMBI), Diploma in Irrigation Engineering (MATI - IGURUSI), Bachelor Degree in Water Resource and Irrigation Engineering (WI), Registered Graduate engineer (ERB- Tanzania).

Tutor II

Mr. Frank T. Beichumila, Full Technician Certificate in Water Resource Engineering, Bachelor of Science (OUT), MSc. in Chemistry (UDOM).

Tutor Assistant

Mr. Moses Kahabi Matogoro, Bachelor of Science in Civil Engineering (UDSM).

Senior Instructor II

Mr. Noeye Sophen Mwampeta, Certificate in Land Surveying (Morogoro Institute), FTC in Civil Eng. (ATC), Diploma in Water Supply & Sanitation (Berlin)

Hydraulics Laboratory Technician II

***Ms. Upendo Ezekiel Minja**, Ordinary Diploma (NTA 6) in Irrigation Engineering (WI)

Soil Laboratory Technician II

***Mr. Ally Abdallah Ally**, Ordinary Diploma (NTA 6) in Irrigation Engineering (WI)

Plumbing Workshop Technician I

***Ms. Happy O. Mgondo:** Diploma in Water Supply and Sanitation Engineering (WI),

7.2.4 List of Academic Staff in the Department of Water Resources

Senior Tutor II and Head of Department

Mr. George John Ishabairu, BSc. in Geology (UDSM), MSc. in Structural Geology (UDSM)

Chief Tutor I

Eng. Pantaleo Tumbo Kyissima, FTC in Water Resources Engineering (RWI), Advanced Diploma in Building Economics (ARU), BSc. in Geohydrology (South Africa), MSc. in Water Resources Engineering (UDSM).

Senior Tutor I

*****Ms. Josephine John Gobry,** Diploma in Education (DUCE), BSc with Education (UDSM), MSc. in Integrated Water Resources Management (UDSM)

Senior Tutor I

Ms. Grace F. Mvungi, Diploma in Education (Klerruu TTC), BSc. with Education. (UDSM), MED in Science (UDSM).

Senior Tutor II

Dr. Magori Jackson Nyangi, BED in Science (UDSM), MSc. in Chemistry (UDSM), PhD in Water Management Specialized in Water Science and Technology (Addis Ababa University – Ethiopia)

Senior Tutor I

Catherine Joyce Salim, BA in Geography and Environmental Studies (UDSM), MSc. in Environmental Engineering (CUG–Wuhan PRC-China)

Senior Tutor II

*****Mr. Mihayo Nkinda Sahani,** FTC in Water Resource Eng. (RWI), BSc. General (OUT), MSc. in Chemistry (UDSM)

Senior Tutor I

****Ms. Zenorina Prosper Anthony*, BSc. with Education (UDSM), MSc. In Integrated Environmental Management (UDSM)

Senior Tutor II

Dr. William Senkondo, BSc. in Civil and Water Resources Engineering (UDSM), MSc. in Water Science and Engineering (UNESCO-IHE), PhD in Physical Geography (Stockholm University–Sweden)

Instructor I

Ms. Neema Yoram Mwitula, Certificate of Civil Drafting grade I (WRI) Certificate in Teaching Methodologies (VETA), FTC in Hydrogeology (WRI), Diploma of Business Administration (Teophilo Kisanji University), Bachelor of Business Administration (Tumaini University)

Assistant Lecturer

Eng. Nancy Praygod Mduma, Bachelor of Engineering in Civil Engineering (St. Joseph University in Tanzania - SJUIT), Masters in Hydrology and Water Resources Engineering (Nelson Mandela Institute of Science and Technology - NMAIST), Registered Professional Engineering (ERB)

Tutor I

****Ms. Clarence Paul Kisiki*, BSc. in Geology (UDSM), PGD in Shared Water Resource Management (Cairo University, Egypt), MSc. in Integrated Water Resources Management (UDSM), Certificate of Attendance in Water Well Drilling Techniques (Nairobi – Kenya)

Tutor II

***Mr. Jackson Nkwama*, BSc. in Applied Geology (UDOM)

Tutor II

Eng. Stephano M. Alphayo, BSc. in Environmental Engineering (ARU), MSc. Tech. in Environmental Management of Rivers and Lakes (IIT – Roorkee, India), R. Engineer (T),

Tutor I

****Ms. Ghanima Hamisi Chanzi*, BSc. In Environmental Laboratory Science, Technology (ARU), MSc. in Water Resources Engineering (UDSM)

Technician I

Mr. Emmanuel Efrass Chugu, Diploma in Water Quality Laboratory Technology (WI). BD in WRIE (WI)

Tutor II

Mr. Mussa John Makoba, Ordinary Diploma in Auto-Electrical and Electronic Engineering (Arusha Technical College), Bachelor in Mechanical Engineering (NIT).

Laboratory Technician II

Ms. Zawadi Mohamed Twahib, Diploma in Science and Laboratory Technician (Institute of Technology)

7.3 PROFILE OF ADMINISTRATIVE STAFF

7.3.1 EXECUTIVE OFFICER

Chief Executive Officer

Dr. Adam O. Karia, Technician Certificate in Civil Engineering (Misungwi), Diploma in Technical Education (Kleruu), Diploma in Water Supply Management (Germany), Advanced Diploma in IT (UK), Postgraduate Diploma in IT and Management, MSc in IT & Management (India), PhD in Business Administration (Kisii University – Kenya).

Ag. Deputy Rector – ARC

Eng. Dr. Tulinave B. Mwamila, BSc. in Civil and Water Resources Engineering, (UDSM), MSc. in Water Resources Engineering (UDSM), PhD in Civil and Environmental Engineering (Seoul National University, South Korea)

Ag. Deputy Rector - PFA

Mr. Ibrahim Ahabu Wikedzi, BSc. in Agronomy (SUA), MSc. in Agricultural Economics (SUA)

7.3.2 HUMAN RESOURCE AND ADMINISTRATION DEPARTMENT

Head of Human Resources & Administration

Ms. Agatha Cecily Ng'ingo, BA in Sociology (UDSM), MSc. in Human Resource Management (Mzumbe University).

Chief Human Resources Officer I

Mr. John A. Masondore, Advance Diploma in Public Administration (MU), MSc in Human Resource Management (MU), Postgraduate Diploma in Law, Mediation and Arbitration (ISW), International Certificate in Human Resource Management (GIMI), Certificate in Directorship and Mastery in Directorship (IoDT).

Principal Human Resources Officer I

Ms. Esteria Gissawa Mrigo, Bachelor of Arts in Public Administration and International Relations (UDSM), MSc in Human Resource Management (MU).

Human Resources Officer I

Mr. Frank A. Ndelemba, Bachelor Degree of Public Administration in Human Resource Management (Mzumbe University)

Senior Administrative Officer I

Ms. Rebecca Elias Kajiru, Bachelor Degree of Political Science and Administration (OUT); Quality Law (Administration) (Tanzania Public Service College)

Senior Records Management Assistant I

Ms. Mary Moses Makala, Certificate in Accounts (CBE- Dodoma), BBC II (CBE- Dodoma), NABE I (CBE- Dodoma), Basic Level Certificate in MS-Office (International Computer Training Centre), Advanced Microcomputer Application (UDSM Computing Centre), Advanced Diploma in Computer Studies (International Computer Training Centre).

Records Management Assistant I

Ms. Felista P. Kiungo, Basic Certificate in Records Management (Tanzania Public Service College), Certificate in Records Management (Tanzania Public Service College), Diploma in Records Management (Tanzania Public Service College)

Records Management Assistant II

Mr. Hassan J. Said, Basic Certificate in Certificate in Records Management (Tanzania Public Service College), Certificate in Records Management (Tanzania Public Service College), Diploma in Records Management (Tanzania Public Service College)

Records Management Assistant II

Mr. Robert B. Bunto, Diploma in Records and Archives Management (TPSC–Tabora).

Personal Secretary I

Ms. Christina Clement Mdoe, Certificate of Secretary Studies (VETA), Certificate in Management and Development of Executive Assistant (MDEA I) (TPSC–Tanga), Certificate of Management and Development of Executive Assistant (MDEA II) (TPSC–Tanga)

Senior Office Attendant

Ms. Grace Lazaro, Certificate in Office Management Services (TIA)

Senior Driver I

Revocatus Thomas Madawa, Mechanics and Driving (Vocational Education and Training Authority (VETA).

Driver II

Winfred Francis Ntanga, Advanced Driving Certificate Grade Two National Institute of Transport (NIT).

7.3.3 LEGAL SERVICES UNIT

Senior Legal officer and Head of Unit

Ms. Adelina Rogath Massae, Bachelor of Laws (LLB) (KIU - Uganda), Postgraduate Diploma in Legal Practice (Law School of Tanzania), Master of Laws (LLM) in General Law (KIU-Tanzania)

Legal Officer II

Mr. Godfrey Ernest Kituli, Bachelor of Laws (LLB) (Tumaini University), Postgraduate Diploma in Legal Practice (Law School of Tanzania).

7.3.4 INTERNAL AUDIT UNIT

Senior Internal Auditor Officer and Ag. Head of Unit

Mr. Japhet Simon Mtigile, Bachelor Degree in Business Accounting and Finance (MU), CPA (T)

7.3.5 PROCUREMENT MANAGEMENT UNIT

Senior Procurement Officer and Head of Unit

Mr. Mgata Renatus Mgata, Diploma in Accountancy (CBE), BA in Procurement and Logistics Management (MU), CPSP

7.3.6 DEAN OF STUDENTS OFFICE

Tutor I and Dean of Students

Mr. Alistides Shumbusho Alfred, Certificate in Teacher's Education Grade A, (Butimba TTC) BA. in Gender and Development (The Mwalimu Nyerere Memorial Academy)

Instructor I

Mr. Noeye Sophen Mwampeta, Certificate in Land Surveying (Morogoro Institute), FTC in Civil Eng (ATC), Diploma in Water Supply & Sanitation (Berlin)

Medical Officer I

Mr. Owden Mwansyange Mwamafupa, Diploma in Clinical Medicine (MTC – Kibaha), BSc. in Medicine (IMTU)

Principal Nursing Officer II

Ms. Mary Julius Ngoda, Certificate in Sports Medicine (TASMA – Dar es Salaam), Diploma in Nursing and Midwifery (MMC – Dar es Salaam), Advanced Diploma in Paediatrics (KCMC)

Assistant Nurse I

Ms. Grace D. Msengi, Certificate in Nursing (Shirati Nursing School), Certificate in Typing (DSM – Baptist Centre), Certificate in Computer (Rwagarulila Institute), Certificate in Sports (TASMA – Dar es Salaam)

7.3.7 ACCOUNTS AND FINANCE DEPARTMENT

Chief Accountant and Head of Department

Ms. Regina Vicent Sekao, Diploma in Cooperative and Management Accounting (MUCOBs), BA in Accounting and Finance (MUCOBs), MBA in Corporate Management (Mzumbe University)

Senior Accountant

Ms Halima Abdallah Mghana, Diploma in Business Administration (CBE) Postgraduate Diploma in Accountancy (IAA), BSc. of Commerce in Accounting (UDSM), Msc. of Business Administration (Mzumbe University)

Accountant II

Mr. Samwel J. Kazimili, BSc. in Accounting and Finance in Public Sector (Mzumbe University)

Accountant II

Mr. Oscar R. Mgowole, Bachelor of Accounts and Finance (St. John University)

Assistant Accountant I

Mr. Saidi Ibrahim Mohamed, Diploma in Accountancy (TIA)

7.3.8 PLANNING MONITORING AND EVALUATION DEPARTMENT

Senior Planning Officer and Head of Department

Mr. Ibrahim Ahabu Wikedzi, BSc. in Agronomy (SUA), MSc. in Agricultural Economics (SUA)

7.3.9 ICT AND STATISTICS DEPARTMENT

Senior ICT Officer and Head of Department

Mr. Juma Masoud, Diploma in Education (Morogoro Teachers' College), Advance Diploma in Information Technology (Institute of Accountancy Arusha), PGD in Scientific Computing (University of Dar es salaam), Master in ICT for Development (CBE)

Admission Officer

Mr. Dickson A. Mwanyika, Diploma in Information Systems (Dublin University), Bachelor of Library and Information Studies (Makerere University), Postgraduate Diploma in Computer Application Systems (Central South University-China), MSc in Computer Application Technology (Central South University-China).

Computer Operator Grade I

Ms. Epiphania P. Lyakurwa, Diploma in Computer Science with Maintenance (INTEL Training Centre),

7.3.10 LIBRARY AND DOCUMENTATION SERVICES DEPARTMENT

Library Assistant II and Head of Department

Ms. Tumpale Alfred Mwakasangula, Diploma in Library Archives and Documentation Studies (School of Library and Archives Documentations -SLADS), BSc. in Library and Information Studies (Tumaini University)

Library Assistant II

Mr. James Mhoja Dosa, Diploma in Library Archives and Documentation Studies (School of Library and Archives Documentations - SLADS), BSc. In Library and Information Management (Mzumbe University)

7.3.11 ESTATE AND ASSETS MANAGEMENT DEPARTMENT

Senior Estate Officer and Head of Department

Arch. Dr. Juma Hamisi Nzige, Bachelor of Architecture (UDSM), Master of Architectural design and Theory (Harbin Institute of Technology-China), PhD in Management Science and Engineering (Chongqing University-China)

Principal Technician II

Mr. Christopher Mtani Lugina, Certificate in Electrical Installation-Trade Test Grade I (Water Institute), Certificate in Vocational Instructors Training (VETA-Morogoro).

Key

- *** Implies On study for PhD
- ** Implies On study for Masters
- * Implies On study for First Degree

CHAPTER EIGHT

8.0 ACADEMIC CALENDAR FOR ACADEMIC YEAR 2021/2022

8.1 FULL TIME ACADEMIC PROGRAMMES

Implementation of all programs shall be in accordance with the following schedule of activities/events:

S/N	Activity/ Event	Start	Finish
1.	Departmental Meeting	October 19, 2021	October 19, 2021
2.	Academic Staff Meeting	October 22, 2021	October 22, 2021
3.	Semester 1 OY 2021/ 2022- Registration & Orientation - NTA4 and 7 - 1	October 25, 2021	October 29, 2021
4.	Semester 1&2 OY 2020/2021- Lessons	November 1, 2021	February 26, 2022
5.	IPT report presentations	November 1, 2021	November 5, 2021
6.	Staff Meeting	November 11, 2021	November 11, 2021
7.	MAB- meeting	November 16, 2021	November 16, 2021
8.	Project Concept Note Presentation (NTA6&8)	November 15, 2021	November 19, 2021
9.	Writing project proposal (NTA6 and 8)	November 22, 2021	January 14, 2022
10.	45 th Graduation Ceremony	November 26, 2021	November 26, 2021
11.	Semester 1& 2 – Test 1	November 29, 2021	December 3, 2021
12.	SHIMIVUTA	December 6, 2021	December 17, 2021
13.	Semester 1& 2 – Test II	December 20, 2021	December 23, 2021
14.	Mid-Semester I & 2 Break	December 24, 2021	January 2, 2022
15.	Departmental Meeting	January 3, 2022	January 6, 2022
16.	SHIMIWI	January 4, 2022	January 14, 2022
17.	Staff Regulation	January 4, 2022	January 14, 2022
18.	Budget Preparation and Personnel Emoluments (PE)	January 17, 2022	January 21, 2022
19.	Recruitments Committee Meeting	January 22, 2022	January 23, 2022
20.	Staff Training Programme	January 24, 2022	January 30, 2022
21.	Project proposal Presentation (NTA6&8)	January 31, 2022	February 4, 2022

S/N	Activity/ Event	Start	Finish
22.	Scheme of Service Preparation	January 31, 2022	February 9, 2022
23.	Submitting project final proposal (NTA8)	February 7, 2022	February 11, 2022
24.	Workers Council	February 10, 2022	February 11, 2022
25.	End of Semester 1&2 Examinations	February 14, 2022	February 25, 2022
26.	MAB- Meeting (Sub Committee)	February 16, 2022	February 16, 2022
27.	MAB- Meeting	February 17, 2022	February 17, 2022
28.	NTA4-8 Semester 1&2 Vacation	February 26, 2022	March 19, 2022
29.	End of Semester 1&2 Exam - Marking	February 28, 2022	March 11, 2022
30.	March Intake Supplementary Exams	March 14, 2022	March 18, 2022
31.	Writing project report	March 14, 2022	May 6, 2022
32.	March Intake Supplementary Marking	March 21, 2022	March 22, 2022
33.	Semester 1& 2 - OY 2021/2022	March 21, 2022	July 1, 2022
34.	HIV/AIDs, Gender and Anti-Corruption Seminars	March 23, 2022	March 25, 2022
35.	Disciplinary Committee	March 28, 2022	March 28, 2022
36.	Students' Assessment Board Meeting	March 29, 2022	March 29, 2022
37.	Staff Meeting	March 31, 2022	March 31, 2022
38.	Recruitments Committee Meeting	April 2, 2022	April 6, 2022
39.	Succession Plan	April 10, 2022	April 17, 2022
40.	Semester 1&2 – Test I	April 25, 2022	April 29, 2022
41.	Mini-presentation of project results	May 9, 2022	May 13, 2022
42.	Semester 1& 2 – Test II	May 16, 2022	May 20, 2022
43.	MAB- Meeting (Sub Committee)	May 18, 2022	May 18, 2022
44.	MAB- Meeting	May 19, 2022	May 19, 2022
45.	Internal final presentation of project reports (NTA 6& 8)	May 30, 2022	June 3, 2022
46.	Carry out corrections, and loose bound Submitting of the project books (NTA 6&8)	June 6, 2022	June 10, 2022
47.	Staff Meeting	June 10, 2022	June 10, 2022

S/N	Activity/ Event	Start	Finish
48.	External presentation of project reports (NTA 6&8)	June 13, 2022	June 17, 2022
49.	Disciplinary Committee	June 17, 2022	June 20, 2022
50.	Carry out corrections, Binding and Submitting project books (NTA 6&8)	June 20, 2022	June 24, 2022
51.	OPRAS Training Meeting	June 27, 2022	July 1, 2022
52.	End of Semester 1& 2 Exam	July 4, 2022	July 15, 2022
53.	Semester 1& 2 vacation	July 18, 2022	August 21, 2022
54.	End of Semester 1& 2 Exam – Marking	July 18, 2022	July 29, 2022
55.	MAB- Meeting (Sub Committee)	July 13, 2022	July 13, 2022
56.	MAB-Meeting	July 14, 2022	July 14, 2022
57.	Departmental Meeting	August 2, 2022	August 2, 2022
58.	Students' Assessment Board Meeting	August 9, 2022	August 9, 2022
59.	Semester 1 & 2 Supp/Special Exam	August 22, 2022	August 26, 2022
60.	Industrial/ Field Practical Training	August 29, 2022	October 22, 2022
61.	Semester 1 & 2 Supp/Special Marking	August 29, 2022	September 2, 2022
62.	Departmental Meeting	September 6, 2022	September 6, 2022
63.	Students' Assessment Board Meeting	September13,2022	September13,2022
64.	Workers Council	September 15, 2022	September 16, 2022
65.	MAB- Meeting (Sub Committee)	October 4, 2022	October 4, 2022
66.	MAB-Meeting	October 5, 2022	October 5, 2022
67.	Semester 1& 2 OY 2022/2023- Lessons	October 24, 2022	
68.	IPT report presentations	October 24, 2022	October 28, 2022

CHAPTER NINE

9.0 STUDENTS' BY-LAWS

9.1 PREAMBLE

Whereas the Institute was established and exists to develop knowledge and generate potential specialists in the world of work;

AND

Whereas the Institute's vital perseverance can be reached only if its training/teaching and learning setting is secure and embrace freedom of thought and expression within a framework of respect for the rights of other persons and the Institute authorities;

NOW THEREFORE

These By-Laws pertain to actions that are obligatory and those that are forbidden for the purpose of maintaining harmony, respect and order at the Institute, as well as protect the Institute's image to the general public and its members.

The By-Laws are applicable to National Technical Award Levels 4 to 8 students at the Water Institute.

9.2 SECTION A: PRELIMINARY PROVISIONS

1. a) These By-Laws shall be cited as the Water Institute Student's By-Laws 2014.
- b) Definitions;

In these By-Laws, unless the context otherwise requires:

“Dean of students” is the WI staffs who is responsible for students' affairs within the Institute

“Disciplinary Actions” includes actions provided under Section B of these By-Laws;

“Disciplinary Committee” is the committee established under Section D of these By-Laws;

“Halls of Residence” shall mean and include hostels and blocks of residence supervised by the Institute;

“The Institute” means the Water Institute (WI) established by the Government Notice (GN) Order No. 138 of 2008 as amended by GN No.216 of 2016.

“Institute property” means any property movable or immovable which belongs to WI;

“Ministerial Advisory Board (MAB)” is the board established under Section 6 of the Executive Agencies Act Cap 245 as amended from time to time;

“Natural Justice” shall include the right to be heard by an impartial body; the right to be informed of the specific offence alleged to have been committed and the specified law alleged to have been violated; the right of tender defense and the right to appeal;

“Student” means any person duly registered by the Institute as a candidate for a degree, diploma, certificate or other award of the Institute including short term and occasional students, and shall include any person authorized to pursue programmes of study at the Institute pending registration;

“**WISO**” means Water Institute Students’ Organization;

“**WI staff**” refers to the employees of the WI and any other person working in the WI premises;

- c) Wherever it appears in these By-Laws, a singular shall include a plural form and vice-versa;
- d) Wherever it appears in these By-Laws, “He” shall include both feminine and masculine gender.

9.3 SECTION B: DISCIPLINARY ACTIONS

2.
 - a) Upon breach of any of the disciplinary actions specified in these By-Laws, the Disciplinary Committee may impose penalties including warning, reprimand, fine, compensation, exclusion from Halls of Residence, suspension and dismissal as herein under provided;
 - b) When exercising the powers vested upon them, the Disciplinary Committee shall have to comply with the principles of Natural Justice;
 - c) Before passing any penalty, the Disciplinary Committee shall look at the gravity and circumstances of each case on deciding whether to give a warning to a guilty student, suspension or dismissal.
3. For the purpose of these By-Laws, general disciplinary actions shall include the following;
 - a) Disobedience of any orders, directions or instructions issued by Competent Authority in the superintendence of the students of the Institute;
 - b) Breach of any By-Laws, Regulations, Rules and established procedures at the Institute;
 - d) Conduct that is likely to put the Institute into disrepute or erode or otherwise undermine the administration of the students or Institute affairs;
4. Without prejudice to the generality of Rule 3 of these By-Laws the following shall constitute disciplinary actions;
 - a) Conduct which does or is likely to cause damage, defacement or violence to person or property within the Institute provided that such conduct is that of a student towards another student, member or members of the Institute Community or any other employee or employees of the Institute, provided further that the conduct in question occurred on the Institute premises shall lead to a penalty of :
 - i) two weeks suspension;
 - ii) one academic year suspension

- iii) dismissal
- b) Using force or offering violence or threats against or striking a fellow student, an officer or any member of the Institute community provided that such violence occurs on the Institute premises may lead to:
 - i) a suspension for one academic year
 - ii) dismissal
- c) Any student who Maliciously damage, deface or destroy a wall, gate, fence, post or any other property of the Institute whether or not such property has been leased to any public or private company or person shall:
 - i) pay compensation to the value of the damaged property or
 - ii) Suspension of one Academic year
 - iii) Both compensation and suspension of 1 academic year
- d) Act or conduct which is likely to obstruct or obstructs or to frustrate or frustrates the holding of any academic or administrative activity(ies) or both academic and administrative activities authorized by the Institute may cause a student to be:
 - i) suspended for a period of one academic year
 - ii) dismissal
- e) A student who has been arraigned or who has a case to answer in a court of law shall be suspended from studies until the case is finalized.
- f) If he is found guilty, he shall be dismissed.
- g) Where a student is found with the key to Institute property without permission from the authority shall face a disciplinary action. The penalty to that shall be;
 - i. a written warning or
 - ii. Two weeks suspension
- h) Refusal or failure to comply with a lawful order or directive given by any officer of the Institute acting on his behalf or under an order from any competent organ or officer of the Institute shall lead to two weeks suspension;

- i) A student who Knowingly gives information known to be false or not believed to be true commits a disciplinary action and the penalty to that shall be;
 - i. Written warning or
 - ii. Two weeks suspension
- j) Use of slanderous, abusive, obscene or threatening language by any student against any other student or students or against any officer or employee of the Institute in the course of performance of such officer's or employee's duties is not allowed. The penalty for that is a maximum of two weeks suspension;
- k) A student who forges a document or utters a false document or perpetrating forgery with intent to cause loss to any person, Institute, or any other institution whether in cash or otherwise shall be;
 - i. suspended for a maximum of one academic year; or
 - ii. Dismissed
- l) Knowingly inviting or entertaining a student or students in the Institute whose name or names appear on the Institute notice board as having been barred or otherwise known to have been barred from the Institute premises by a competent authority is forbidden. Breach to the rule shall lead to;
 - i. a written warning or
 - ii. Two weeks suspension
- m) No students' organization shall engage in any political party's activities on the Institute premises, conduct its affairs or have a constitution which in any way or manner whatsoever offends or conflicts with the provisions of these By-Laws or of any other written law. Breach to this shall lead to:
 - i. Two weeks' suspension
 - ii. one academic year suspension or
 - iii. Dismissal

“engaging in political parties’ activity” includes regular recruitment, training, registering or enrollment of political party members, regular organization of meetings, seminars and conferences for a political party or political parties, operating a

branch office or cell or the like of a political party or political parties and matters of a similar nature;

- n) Mismanagement and/or embezzlement of student's organization funds and/or of any other recognized student society established under the auspices of the students' organization in accordance with the relevant provisions of the students' organization's constitution for the time being in force attract a disciplinary action. Penalty to that shall be
 - i. Compensation for the money mismanaged/unaccounted for or embezzled or
 - ii. suspension for a maximum of one academic year;
- o) Collecting or charging money from any student or student groups without prior permission of the Institute organs; namely the Dean of Students, the Students' organization, or in special cases, the Rector/Deputy Rector Academics, Research and Consultancy or the Head of the relevant Department, as the case may be is prohibited. Breach of this may lead to
 - i. Refund the money collected and unaccounted for
 - ii. Two weeks suspension.
- p) Instigating or inciting students to boycott classes is forbidden. A student who instigates or incites others to boycott classes shall lead to;
 - i. a suspension for a maximum of one academic year;
 - ii. Dismissal
- q) For the avoidance of doubt, instigating or inciting shall mean and include persuasion, pressure, threats or encouragement with the intention that the student or students persuaded, pressured, threatened or encouraged commit(s) the offence in question;
- r) Planning or participating in an unlawful demonstration which shall include planning the route for the demonstration, encouraging the organizers of the demonstration and providing banners or posters for the demonstration shall amount to a disciplinary action and the penalty thereto may lead to:
 - i. a suspension for a maximum of one academic year;

ii. dismissal

- s) A student who refuses or fails to obey any lawful order issued under the Institute regulations or rules promulgated by a competent organ of the Institute shall be suspended for a maximum of two weeks;
- t) Failure or refusal to attend a meeting called or authorized by the Disciplinary Committee or any other competent organ of the Institute when summoned to do so by a proper written notice by such Committee or organ commits a disciplinary action and shall be suspended for a maximum of two weeks;
- u) i) Willful obstruction of the work of or proceedings conducted by the Disciplinary Committee, Appeals Committee or any other competent organ of the Institute or interference with witnesses in disciplinary proceedings conducted under these By-Laws amounts to a disciplinary action and the penalty thereto shall be suspension for a maximum of one academic year;
ii) If a student, having been called upon to give evidence before the Disciplinary Committee, turns hostile or refuses without lawful excuse to give evidence or to answer a question or to produce a document or any other thing required by such a panel may be suspended for a maximum of one academic year;
- v) A student who refuses or fails to abide by the ruling, decision and/or penalty made or imposed by the Disciplinary Committee or any other competent authority of the Institute shall be suspended for a maximum of two weeks;

5. Accommodation Service in Halls of Residence

The following shall be mandatory rules relating to residence the breach of which shall constitute disciplinary actions;

- (a) Students are expected to take good care of the rooms they occupy in halls of residence. They are themselves responsible for the cleanliness of their rooms;

Breach of this rule shall lead to:

- i. Written warning or

ii. Deprivation of accommodation

- (b) Students must report to the Dean of Students without delay, any damage to equipment or furniture in their rooms, whether accidental or otherwise. Failure to do so shall result in all occupants of that room or hostel to compensate for the damage or loss.
- (c) Off campus students are not allowed to spend a night in the Halls of Residence.

Breach of this rule shall lead to punishment for both the invitee and the room resident:

- i. Written warning or
 - ii. Evict from the room in which he/she is residing for the resident student or
 - iii. Two weeks suspension for the off-campus student
- (d) Students are not allowed to move furniture and other equipment from other areas of the Institute into their rooms or vice-versa. Breach of this rule shall lead to;
- i. Written warning or
 - ii. Deprived of accommodation for the room occupant and pay for any damage or loss caused
- (e) i) Loss of keys by a student must be immediately reported to the Dean of Students.
- ii) The key will be replaced on payment of the cost of a new lock by the student responsible for its loss or for its safe custody;
- iii) At the end of each semester students must return all Institute property and room keys. Failure to do so shall involve the paying of full residential charges from the beginning of vacation to the time the key is returned;
- iv) Each key holder must ensure that he has signed in the key book when the key is returned to the Dean of Students.

- v) All students shall be required to vacate the Halls of Residence at the end of each semester when the Institute closes for vacation;
 - vi) A student shall not be allowed to live in the Halls of Residence during vacation without permission from the Dean of students. Breach of this Rule shall attract penalty of TZS 50,000 (Fifty Thousand) as accommodation fee for the time spent in the Hall of Residence regardless of the number of days the offender has been in that room.
 - vii) Students may, under special circumstances not specified above, be permitted to live in Halls of residence during the vacation with recommendation of the Dean of Students;
6. Students are not allowed to change rooms without the permission of the Dean of Students.
- a) Breach of this rule will lead to:
 - i. Written warning or
 - ii. Deprived of the accommodation
 - b) Students are expected to be in their own Halls of Residence by 2300-hours. Beyond this time, the guards shall refuse entry to that student, and shall report the incidence to the Dean of students;
 - c) Off campus students are supposed to leave the Institute premises by 2300-hours. Beyond this time, the guards shall require them to leave, and shall report the incidence to the Dean of students;
 - d) A student who consistently spends night outside his/her room may be deemed not to need the room and therefore be deprived of the same;
7. It is forbidden for a resident student to allow any person/student to be in his/her room or spend a night therein. All guests shall be entertained at the Institute cafeterias or any other public place within the Institute. Breach of this rule shall result in the resident student being deprived of the accommodation forthwith.

- a) Students may use the following electrical appliances; reading lamps, radio receiver/radio- cassette player, table fan, electric iron, electric razor, electric hair dryer, radio, record player, computer, computer adapter, mobile phone charger, TV and an iron. Other electrical appliances are not allowed. Student insisting on having such un-allowed electrical appliances are breaching the rule and shall be deprived of the accommodation
 - b) Musical appliances and equipment, such as record player, radio, TV, VCR, computer and other noise making equipment may be used provided that music shall not be played at noise levels that are a nuisance and annoyance to other residents of the hall; breach to that shall lead to;
 - i. Written warning or
 - ii. Two weeks suspension or deprived from resident halls for resident students or both
 - c) Students shall not use electric appliances which exceed the maximum current of 13 amps at wall power points;
8. Students are prohibited from;
- a) Bringing into the Institute premises and hostel any substances that are forbidden by law for anyone to possess or use firearms, sticks, knives, machetes, clubs, illicit drugs and ammunition,
 - b) Possessing, using, administering, distributing or otherwise offering to any person or dealing in any prohibited drugs, narcotics or any other illicit intoxicating substances,
 - c) Bringing alcoholic/intoxicating drinks into the halls of residence or lecture halls,
 - d) Intoxicating themselves by alcohol while they are in the Institute premises
 - e) Smoking in classrooms, the library, laboratories, cafeteria, hostels, in workshops or at any other public place within the Institute;

Breach of this rule shall lead to:

- i. Written warning or
- ii. Two weeks suspension

- iii. One academic year suspension or
 - iv. Dismissal
- 9. Resident students shall be responsible for any damage or loss of property in their halls of residence rooms as well as in the corridors and stairs;
 - a) If the person who caused the damage or loss cannot be identified, the cost of replacement or damage shall be compensated by residents of the entire floor or block;
 - b) Where the person who caused loss or damage is known, that person shall be made to compensate for the whole damage within fourteen days. Failure to that shall lead to;
 - i. Suspension for one academic year or
 - ii. Dismissal
- 10. Students shall be expected to live peacefully with one another in their allocated rooms. If at all one student is found to be misbehaving towards his/her roommate the misbehaving student shall be evicted from the room; Failure to that shall lead to;
 - i. Written warning or
 - ii. Suspension for one academic year or
 - iii. Dismissal

For avoidance of any doubt misbehavior includes but is not limited to being drunk, smoking and/or drug abuse inside the room, bringing unauthorized guests into the room, immoral acts in the presence of roommates in the room and/or within the hall/hostel premises;
- 11. Male students are strictly prohibited from entering female dormitories and vice versa, unless authorized by responsible organs. Failure to comply shall lead to;
 - i. Written warning or
 - ii. Two (2) weeks suspension
- 12. Permission to Leave Campus
 - a) No student shall travel during semester time outside Dar es Salaam Region without permission;
 - b) Permission for travel for a weekend outside Dar es Salaam Region may be granted by the Dean of Students;

- c) Permission for travel for less than a week and involving missing lectures, seminars and/or laboratory work may be obtained in writing from the Deputy Rector Academic Research and Consultancy (DR-ARC)/Head of the relevant Department and notified to the Dean of Students;
 - d) Permission to travel for more than a week shall be obtained from the Rector.
13. Nuisances, Violence, Crime and Damage or Loss of Institute Property
- a) Noise and Disorderly Conduct
Any noise or disorderly conduct by a student that annoys or inconveniences people (other students included) is not allowed. Breach of this rule shall lead to:
 - i. Written warning or
 - ii. Two weeks suspension or
 - iii. Dismissal
 - b) Violence
It is prohibited for a student to insult or cause grievous bodily harm or bodily harm to WI staff or another student, whether due to anger or in a fight or other form of violence. Breach of this rule shall result in;
 - i. A maximum of three weeks suspension or
 - ii. A maximum of nine months or one academic year or
 - iii. Dismissal
 - c) Damages and Loss of Institute Property
A student who causes loss or damage to Institute property shall be made to pay for the loss or damage he has caused. If he does not pay within a given time,
 - i. shall be suspended for two weeks or
 - ii. shall have his course completion certificate and transcript withheld until he clears the debt or
 - iii. to both. (i) and (ii)
14. Use of Institute Facilities
The facilities meant for the use by the Institute teaching staff, and other employees are out of bounds for the students unless prior

permission is obtained from the officer-in-charge of that facility. Breach of this Institute Rule shall lead to:

- i. Written warning or
 - ii. Two weeks suspension
15. Students are not allowed to use telephone and fax facilities of the Institute for outgoing calls. They should first seek and obtain permission from the Dean of students. Breach of this rule shall lead to:
 - i. Written warning or
 - ii. Two weeks' suspension
16. Students -Staff Relationship
 - a) It is an offence for students to rebuke any member of the staff. Any complaints by students concerning a member of staff must be addressed to the officer in-charge of the section. In case of failure to settle differences at that level, the matter should be referred to the Dean of Students who will forward it to the Chairman of the Institute's Disciplinary Committee.

Breach of this Institute Rule shall lead to:

 - i. Written warning or
 - ii. Two weeks suspension
17. Correspondence
 - a) It is a disciplinary action for a student to Invite outsiders as guest speakers and/or social entertainers without the permission of the relevant organs of the Institute namely, Dean of Students, Rector/Head of relevant Department, or Students' Organization, as the case may be depending on the intended audience and status of the guest speaker/social entertainers;
 - b) Forming and/or establishing unauthorized students' groups which are likely to cause disunity and disorder at the Institute or in the wider Community is disallowed;
 - c) Any student or group of students wishing to send Letters or other forms of communication to the press or any organization including any Government Office must route such correspondence through the office of the Rector.

- d) The Rector (or the person to whom this power has been delegated to by him) is the only spokesman for the Institute. It is an offence for a student or students association or club to communicate to institution or organizations on behalf of the Institute.

Breach of this Rule shall lead to:

- i. Written warning or
- ii. Two weeks suspension or
- iii. Dismissal from the Institute

18. Kitchen and Dining Hall

- a) Food shall be taken in the dining hall and not elsewhere, unless the Dean of students has assented. Any student in breach of this rule shall be punished as follows

- i. Written warning or
- ii. Two weeks suspension

- b) Suggestions, comments or complaints about food, should only be made to the Dean of Students through the relevant Students' Association representatives, and not directly to the service provider.

Breach of this rule shall lead to:

- i. Written warning or
- ii. Two weeks suspension

- c) Students are expected to be properly dressed and well behaved in the dining hall. Dressing or behaving otherwise is an offence.

Breach of this rule shall lead to:

- i. Written warning or
- ii. Two weeks suspension

19. Institute Dressing Code

Students are required; at all times, to be tidy and to wear nationally accepted kinds of dress (as approved by the Ministry responsible for Education);

- a) Female students are not allowed to wear mini and micro skirts or clothes which do not cover fully the groins and the abdomen or transparent clothes and too tight cloths;
- b) Male students are prohibited from wearing capes, too tight trousers, shorts, plaiting, dyeing, undesirable haircut and wearing of ear rings;
- c) The wearing of sandals, tracksuits during office or class hours and in the dining hall at all times is prohibited;

Breach of this Institute Rule shall lead to:

- i. Written warning or
- ii. Two weeks suspension

20. Meetings

- a) Before any students' meeting is held, a prior notification of the agenda shall have to be given to the Dean of Students at least two days before meeting day for the Dean to approve the meeting. Any meeting held without approval from the Dean of Students will cause those who conducted the meeting to face a disciplinary action;
- i) No unauthorized holding of Institute general meeting. For avoidance of doubt, such meetings scheduled in the Institute Almanac currently in force shall be deemed to be authorized. Emergency meetings may be held only after the Rector has approved provided that the same have the effect of obstructing or frustrating the holding of any lecture, class or laboratory work given or authorized by the Institute, provided further that in any other case three days' notice be given to the Dean of Students prior to the holding of such emergency meeting;
- ii) All students' meetings will be conducted during day time in the students' cafeteria or in classrooms depending on the size of the audience. Meetings conducted anywhere else during night time will be considered illegal, and those concerned shall face disciplinary action;
- iii) All students' meetings must be chaired by a recognized student leader (from WISO) who has to appoint a secretary to take minutes of the meeting. A copy of these minutes must be

submitted to the Dean of Students within 24 hours from the time the meeting ended;

- iv) Meetings without a recognized chairman shall be considered illegal, and those concerned will be taken to be rioters.
- v) For meetings chaired by a recognized chairman, but whose minutes are not submitted to the Dean of Students within 24 hours as required; the chairman of the meeting shall face disciplinary action;

Breach of the above rule 20 sub rule (a) and, paragraphs (i), (ii), iii) (iv) and (v) may lead to the following;

- i) a maximum of one academic year suspension and/or
- ii) Dismissal from the Institute.

21. Illness

- a) An ill student shall fill a sick sheet which must be handed over to the Dean of Students as soon as the ill student returns from the dispensary. Breach of this rule shall lead to:
 - i) Written warning or
 - ii) Two weeks suspension
- b) Ill students, who are exempted from duty and cannot attend classes, or students with special leave from the Institute must not leave the Institute premises without the written permission of the Dean of Students. Breach of this rule shall lead to:
 - i) Written warning or
 - ii) Expulsion from hostel for a student who stays in Hostel

22. Wall Literature/ Posting of Announcements

Announcements on Notice Boards or elsewhere within the Institute, whether from the Students' Association or from individual students must be composed in clean language. Posting of caricatures/ cartoons or other graphic or textual material intended for annoying, defaming or offending any person or group is prohibited. Breach of any this Institute rule shall lead to:

- i) Written warning, or

- ii) Two weeks suspension or
- iii) Dismissal

23. Sexual Harassment

- a) Relationship between female and male students or staff shall be of respect.

The following shall be acts of sexual harassment and shall constitute disciplinary actions:

- i) Sexual jokes, innuendoes, noises, lewd suggestions, foul language, obscene gestures;
- ii) Belittling comments on a person's anatomy, persistent demands for dates;
- iii) Pressuring for sexual activity or favours;
- iv) Asking about personal sex life, explicit sexual suggestions in return for reward;
- v) Telling lies or spreading rumours about
- vi) a person's sex life with the purpose assassinating the character of the victim;
- vii) Unwanted physical contact of any sort which is sexual in nature including touching of sensitive body parts, brushing against another's body, hair or clothes, kissing, pinching, patting, grabbing, or cornering;
- viii) Displaying of pornographic and sexually suggestive pictures and/or sexual objects;
- ix) Transmitting offensive written, telephone or electronic communications of sexual nature;
- x) Indecent exposure;
- xi) The use of one's authority or power, either explicitly or implicitly, or coerce another into unwanted sexual relations or to punish another for his or her refusal;
- xii) The creation by a member or a group of people of an intimidating, hostile or offensive working or educational

environment through verbal or physical conduct of a sexual nature;

xiii) The creation by a member or a group of people of an intimidating, hostile or offensive working or educational environment through verbal or physical conduct of a sexual nature;

xiv) Rape or Indecent assault;

xv) Public and/or group sex;

b) Breach of this Rule shall lead to;

i) Written warning or

ii) A maximum of three weeks suspension or

iii) A maximum of one academic year suspension or

iv) Dismissal

24. Garbage throwing

All garbage shall be placed in respective dustbin provided in the Institute. Throwing garbage anywhere else is prohibited. Breach of this rule shall lead to;

i) Written warning or

ii) Two weeks suspension

iii) removal from the Institute Halls of Residence where the occurrence is in the Institute Halls of Residence.

25. Security Guards

The Institute's security guards are among enforcers of the regulations and must therefore be obeyed. Disobedient to security guards shall lead to written warning, two weeks suspension or dismissal.

9.4 SECTION C: NON-DISCIPLINARY ACTIONS

26. Transport Service

a) The Institute is not obliged to provide students with transport service. Students wishing to be offered transport service by the Institute should apply to the Institute's transport officer via the Dean of Students.

b) Officials of the students' association (WISO), or of other students' societies or clubs, may, with prior written permission

from the Transport Officer, make use of Institute transport in accordance with the conditions specified by the Transport Officer.

- c) Students shall meet the transport costs to and from their home for the end of semester leave (vacation). The Institute is not responsible for the cost of such travelling.
- d) The Institute shall not bear transport costs of students for private visits to their homes even if it is on emergency matter.
- e) The Institute shall provide transport service to students for educational tours arranged by the Institute

27. Damage or Loss of Student's Property

Students should take good care of their personal properties. The Institute is not responsible for any loss or damage to students' personal belongings.

28. Medical/ Dispensary

- a) The Institute has a Dispensary that provides medical consultation and treatment of common diseases. Every student is required to pay TZS Ten Thousands (10,000/=) at the beginning of each semester as a contribution to cost of medical services during his stay at the Institute. The medical capitation is not refundable.
- b) Any medical cases that cannot be attended by the Institute Dispensary shall be referred to municipal hospitals in the City of Dar es Salaam.
- c) In event the illness is too serious the officer in charge of Dispensary will issue a referral order and shall inform the Dean of Students of the referral order. The Dean of students shall inform the DR-ARC about the expected absence of the student from academic activities and how long the student is expected to be absent from studies, as recommended by the officer in charge of the Dispensary or the Medical Officer at the referral hospital.

Cost of medical services at the referral hospital shall be borne by the student.

d) Each student is required to have a health insurance cover.

29. Pregnancy

A student who becomes pregnant may postpone studies to the next semester or academic year if she finds it difficult to manage studies with her condition.

9.5 SECTION D: EXERCISE OF DISCIPLINARY POWERS

30. Disciplinary Committee

In the exercise of its functions, the Disciplinary Committee shall normally be composed of the members who will be appointed by the Rector from time to time.

31. Preliminary Procedure

When a complaint is made to, and information is received by the Disciplinary Committee that a student has committed a disciplinary action, the Disciplinary Committee shall make preliminary investigation of the case;

- a) Where a complaint is made by any person or body charging a student with a disciplinary action, such action shall be formulated in writing and addressed to the Disciplinary Committee;
- b) For the avoidance of doubt, the Disciplinary Committee may summon the student or any other student or person who is conversant or supposed to be conversant with the information or facts of the complaint to appear before the Disciplinary Committee or an investigation officer for examination or interrogation;
- c) If the Disciplinary Committee is of the opinion that no prima facie case has been made out against the student, he shall inform both the student and the complainant of his decision not to hold any disciplinary proceedings, in which case, no further proceedings shall lie in respect of that complaint or information;
- d) Where the Disciplinary Committee is of the opinion that a prima facie case for a disciplinary action is disclosed, disciplinary proceedings shall be held so as to determine the case in dispute;
- e) The Disciplinary Committee shall serve upon the student and the complainant a proper notice. Such notice shall specify the

charge or charges in respect of which the disciplinary proceedings are to be held, and shall inform the charged student (hereinafter referred to as “the student”) and the complainant of the time and place for holding the disciplinary proceedings;

- f) Either party shall, for the purpose of his defense or reply as the case may be and upon request in writing for that purpose to the Disciplinary Committee be entitled to be supplied with a copy of an explanation, answers or other documents given or sent to the Disciplinary Committee by or on behalf of the other party;
- g) Either the complainant or the student may at any time prior to the date of holding the disciplinary proceedings serve upon the other, notice in writing asking him to admit in writing any facts or produce any documents which are specified in such notice material to the complaint or information or defense, as the case may be
- h) The Disciplinary Committee may summon any witness to attend the disciplinary proceedings at the prescribed time on the appointed day
- i) Provided that the Disciplinary Committee may, if it thinks fit, at any stage of the disciplinary proceedings exclude the public generally or any particular person;
- j) At the opening of the disciplinary proceedings the charge or charges shall be read, and, if the student concerned is not present, the Disciplinary Committee shall satisfy itself that proper notice of the disciplinary proceedings was duly served on the student as prescribed in paragraph (e) of this sub-rule.

32. During Proceedings

- a) The complainant shall open the case and produce his evidence in support thereof;
- b) The Disciplinary Committee shall then give an opportunity to the student to state his case and produce evidence in support thereof;

- c) At the conclusion of the case by the student, the complainant shall not, without special leave of the Disciplinary Committee, make an address in reply;
 - d) The Disciplinary Committee shall investigate and determine any dispute referred to it with due regard to the law of evidence and subject to these By-Laws, shall be entitled to determine his own procedure for any proceedings before him;
33. Adducing Evidence
- a) Evidence may be taken by the Disciplinary Committee by oral or written statement
 - b) Where a witness is called by a party, he shall be first examined by the party which called him and then cross-examined by the other party and then if necessary, again by the party which called him.
34. Decision of Disciplinary Committee
- a) The decision of the Disciplinary Committee shall be arrived at consensus of the members.
 - b) The decision shall be recorded and shall be announced by the Chairperson in any manner he may deem fit;

9.6 SECTION E: APPEALS

35. Appeal by an aggrieved party against a decision, of the Disciplinary Committee shall lie to the Institute's Disciplinary Appeals Committee (IDAC) within 14 days from the date of the decision by the DC. The IDAC shall be composed of the following members:
- a) Rector who shall be a Chairperson
 - b) Head Legal Services Unit who shall be a Secretary and
 - c) Any other 3 members to be appointed by the Rector.
36. For the appeal to be valid the student must pay a non-refundable fee of Tanzania shillings fifty thousand (50,000=). Such appeal shall be addressed to the Rector who is the Chairman-IDAC.

37. Any person who was or is involved in the investigation, hearing or decision of any matter connected or otherwise associated with any particular appeal to the committee in which such matter is directly or indirectly relevant prior to the commencement of the appeal process, shall not take part in the hearing of such appeal;
- a) When an appeal has been lodged with IDAC, execution of any penalty imposed by the Disciplinary Committee shall be stayed pending the determination of such appeal;
 - b) At the hearing of an appeal by IDAC, the parties concerned shall be entitled to be heard. No other person in defense of or representative capacity for the aggrieved party shall be allowed to appear before the Appeal proceedings;
 - c) In determining an appeal IDAC shall have powers to confirm, vary or set aside any decision reached or, within the prescribed limits, to enhance, or to reduce or set aside any penalty imposed by the Disciplinary Committee;
38. The Disciplinary Committee shall institute all proceedings and may lodge or defend any appeal before IDAC.
- a) Where there is an emergency need for overt operations of security officials or policemen amidst students in student compounds, the students' organization will be informed as soon as possible of such presence
 - b) These By-Laws are not exhaustive of rules and regulations governing students conduct at the Institute and do not exclude the application of special regulations applicable in specific organs of the Institute such as the Institute Library and Students Academic Assessment Regulations.
 - c) All students are advised to open a Bank Account with any Bank in Tanzania.
39. Repeal Provision;
- a) The 2013/2014 Regulations for General Conduct of Students are hereby repealed;
 - b) Notwithstanding the repeal of the 2013/2014 Regulations for General Conduct of Students, nothing done or continuing to

be done and no pending proceedings commenced under those Regulations shall be deemed as void by virtue only of the repeal of the said Regulations and all other regulations not expressly repealed shall continue to be in force and shall have effect as if made under these By-Laws.

40. Amendments/Repeals

These By-Laws may be amended or repealed by Water Institute Management from time to time as deemed fit.

41. Availability to Student

- a) These By-Laws shall be made available to every student through SIMS on arrival at the Institute.
- b) Each student will be expected to know and follow the By-Laws throughout the time he will be a student of the Institute.

42. Continuing Education/ Professional Development Courses

There are no specific regulations for conduct on general matters for participants of continuing education/ professional development courses. However, they are required to obey the rules provided to them during induction period before training sessions begin.

This Prospectus can be reviewed or amended from time to time as deemed necessary and approved by the Water Institute Management.