

WATER INSTITUTE



Water Institute is fully Accredited by the
National Council for Technical and Vocational Education
and Training (NACTVET)



PROSPECTUS 2023/2024

Start your future with us

WI is committed in providing 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 NACTVET to offer technician and engineering programs leading to the qualifications of National Technical Awards (NTA) Levels 6 (Ordinary Diploma), Level 8 (Bachelor Degree) and Level 9 (Masters Degree) respectively.



Dr. Adam O. Karia (PhD)

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

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

Currently, WI through various projects has procured modern equipment which ensures the 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 resources management and development.

VISION

A leading Institution for providing technical education and training in water and sanitation for sustainable development

MISSION

To deliver state of art quality products and services in technical education, training, research and consultancy for sustainable water management

SLOGAN

Wataalamu wa Maji kwa Maendeleo Endelevu

PHILOSOPHY

Water expertise for sustainable development

CORE VALUES

Teamwork: We work as a group of individuals passionately committed and focused to meet our goal

Professionalism: We perform our duties by using the highest standard of skills and expertise to create a better world

Accountability: We are responsible for our actions and rendered services

Integrity: We are honesty, fair and transparent - free from bias and favouritism in delivering services to our customers

Innovation and creativity: We strive to invent and adopt emerging technologies to improve our products and service delivery

Customer focused: We are committed to deliver timely and high quality customer services

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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THE MINISTERIAL ADVISORY BOARD

Dr. Rehema Nchimbi (Chairperson),
Senior Lecturer,
St. John University of Tanzania –
Dodoma
P.O. Box 35059,
DAR ES SALAAM.

Dr. Adam O. Karia (Secretary),
Rector,
Water Institute,
P. O. Box 35059,
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Dr. Felician Komu (Member),
Principal Consultant,
Majengo Estates Developers Ltd,
P.O. Box 32309,
DAR ES SALAAM.

Lucy Engels Mrikaria (Member),
Senior Internal Auditor,
Tanzania Commission for Universities
(TCU),
P.O. Box 10754,
DAR ES SALAAM.

Joyce Ally Msiru (Member),
Director of Water Supply and
Sanitation,
Ministry of Water,
P.O. Box 456
DODOMA.

Dr. Said Mohammed Ally (Member),
Executive Secretary,
National Examination Council of
Tanzania (NECTA),
P.O. Box 2624,
DAR ES SALAAM.

Dr. Masudi Athumani Senzia (Member),
Manager,
Environmental Management Unit,
Rural Water Supply and Sanitation Authority (RUWASA),
P.O. Box 412,
DODOMA.

MANAGEMENT TEAM OF THE WATER INSTITUTE

INSTITUTE EXECUTIVES

Rector/Chief Executive Officer

Dr. Adam O. Karia: PgD in Leadership at Uongozi Institute Technician (Dar es Salaam), PhD in Business Administration (Kisii University – Kenya), MSc in IT & Management PgD in IT and Management (India), Advanced Diploma in IT (UK), Diploma in Water Supply Management (Germany), Diploma in Technical Education (Kleruu) and Certificate in Civil Engineering (Misungwi).

Deputy Rector- Planning, Finance and Administration

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

Deputy Rector- Academic, Research and Consultancy

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

Singida Campus Manager

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

Ngurdoto Defluoridation Research Centre Manager

Dr. Mihayo Nkinda Sahani: Ph.D in Environmental Science & Engineering (NM-AIST) MSc. in Chemistry (UDSM), BSc. General (OUT Tanzania), FTC in Water Resources Eng. (RWI).

Director of Academics Support Services

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

Director of Academics

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

HEAD OF UNITS

Legal Services Unit

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

Internal Audit Unit

Ag. Head of Unit: *CPA (T) Japhet Simon Mtigile:* CPA (T) - NBAA Tanzania and Bachelor Degree in Business Accounting and Finance (MU Tanzania).

Quality Assurance Control Unit

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

Procurement Management Unit

Head of Unit: *Mr. Mgata Renuus Mgata:* CPSP – (PSPTB Tanzania), BA- Procurement and Logistics Management (MU - Morogoro) and Diploma in Accountancy (CBE Tanzania).

Communication and Marketing Unit

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

ICT Unit

Head of Unit: *Mr. Juma Masoud Mchiro:* MSc. in ICT for Development (CBE), PgD in Scientific Computing (UDSM), Advance Diploma in Information Technology (IAA) and Diploma in Education (Morogoro TTC).

DIRECTORATE OF ACADEMIC AND DEPARTMENTS

Directorate of Academics

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

Water Supply and Irrigation Engineering Department

Head of Department: *Dr. Lusajo Henry Mfwango,* PhD in Water Management (Hydrology and Water Resources Management) (ACEWM, Addis Ababa) MSc.

Tech. in Irrigation Water Management (IIT – Roorkee, India), BSc in Food Science and Technology (SUA).

Water Resources Department

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

General Studies Department

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

DIRECTORATE OF ACADEMICS SUPPORT SERVICES AND DEPARTMENTS

Directorate of Academic Support Services

Director of Academic Support Services: *Ms. Neema Aaron Mpayo:* MA with Education (UDSM), BA with Education (UDSM), Diploma in Education (Mpwapwa TTC).

Admission Office

Admission Officer: *Mr. Dickson Mwanyika:* MSc in Computer Application Technology (Central South University-China), PgD in Computer Application Systems (Central South University-China), Bachelor of Library and Information Studies (Makerere University), Diploma in Information Systems (Dublin University).

Assistant Admission Officer: *Ms. Catherine J. Salim:* BA in Geography and Environmental Studies (UDSM), MSc. in Environmental Engineering (CUG–Wuhan PRC-China)

Examination Office

Examination Officer: *Mr. Geofrey Mwanahanja:* MEd. Science Education (UDSM) and BEd. in Science (UDSM)

Assistant Examination Officer: *Ms. Sofia Marsel Roghat:* Bachelor of Science in Computer Science (UDSM).

Student Support Office

Head: Eng. Mathias Mhangwa Masonga: B.Eng. in Civil and Irrigation Engineering (Arusha Tech.), Diploma in Irrigation Engineering (MATI-IGURUSI), Certificate in General Agriculture (MATI- TUMBI) and Registered Graduate Engineer (ERB- Tanzania).

Library Service

Head of Library Service and Documentation: Mr. James Mhoja Dosa: MSc. of Information Studies (UDSM), BSc. In Library and Information Management (MU Morogoro) and Diploma in Library Archives and Documentation Studies. (School of Library and Archives Documentations -SLADS).

RESEARCH, CONSULTANCY AND PUBLICATION UNIT

Manager: Ms. Josephine John Gobry: MSc. in Integrated Water Resources Management (UDSM), BSc with Education (UDSM) and Diploma in Education (DTC).

HEAD OF SECTIONS

Loan Officer

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

Curriculum Development Coordinator

Mr. Dotto A, Salim, MSc. Mathematics Modelling (UDSM), and BED (SAUT-MWANZA).

Industrial Liaison Officer

Ms. Zenorina Prosper Anthony: MSc. in Integrated Environmental Management (UDSM) and BSc. with Education (UDSM).

Irrigation Engineering Section Officer

Eng. Sebastian Kanoli Maziku: MSc. of Science in Water Resources Management (Flinders University, Australia) and Bachelor of Science in Agricultural Engineering (SUA).
(RWI).

Water Quality and Laboratory Technology Section Officer

Mr. Paulo Martin Sanka: MSc. in Hydrology & Water Resources Engineering (NM-AIST), BSc. in Environmental Laboratory Science & Technology (ARU) and Diploma in Water Quality Laboratory Technology (WI - Dar es Salaam),

Hydrology and Meteorology Section Officer

Eng. Nancy Praygod Mduma: Professional Engineer (P.E), MSc. in Hydrology and Water Resources Engineering (NM-AIST), BSc. of Engineering in Civil Engineering (St. Joseph University in Tanzania - SJUIT)

Hydrogeology and Water Well Drilling Section Officer

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

HEAD OF ADMINISTRATIVE UNITS

Students' Service Unit

Dean of Student: Ag. Dr. Magori Jackson Nyangi: B.ED in Science (UDSM), MSc. in Chemistry (UDSM), PhD in Water Management Specialized in Water Science and Technology (Addis Ababa University – Ethiopia).

Human Resource Management and Administration Unit.

Manager: Ms. Witness Shoo: MSc. in Human Resource Management (MU - Morogoro), Advanced Diploma in Public Administration (Institute of Development Management – MU-Morogoro).

Planning and Finance Unit

Manager: Ms. Regina Vicent Sekao: MBA in Corporate Management (MU Morogoro), BA in Accounting and Finance (MUCCOBS Kilimanjaro) and Diploma in Cooperative and Management Accounting (MUCCOBS Kilimanjaro).

Estate and Assets Management Unit

Head: Head of Department: *Eng. Riziki Mashaka Chambuso:* Professional Engineer (P.E) and BSc. in Civil and Structural Engineering (UDSM).

ICT Unit

Head of Unit: *Mr. Juma Masoud Mchiro:* MSc. in ICT for Development (CBE), PgD in Scientific Computing (UDSM), Advance Diploma in Information Technology (IAA) and Diploma in Education (Morogoro TTC).

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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.

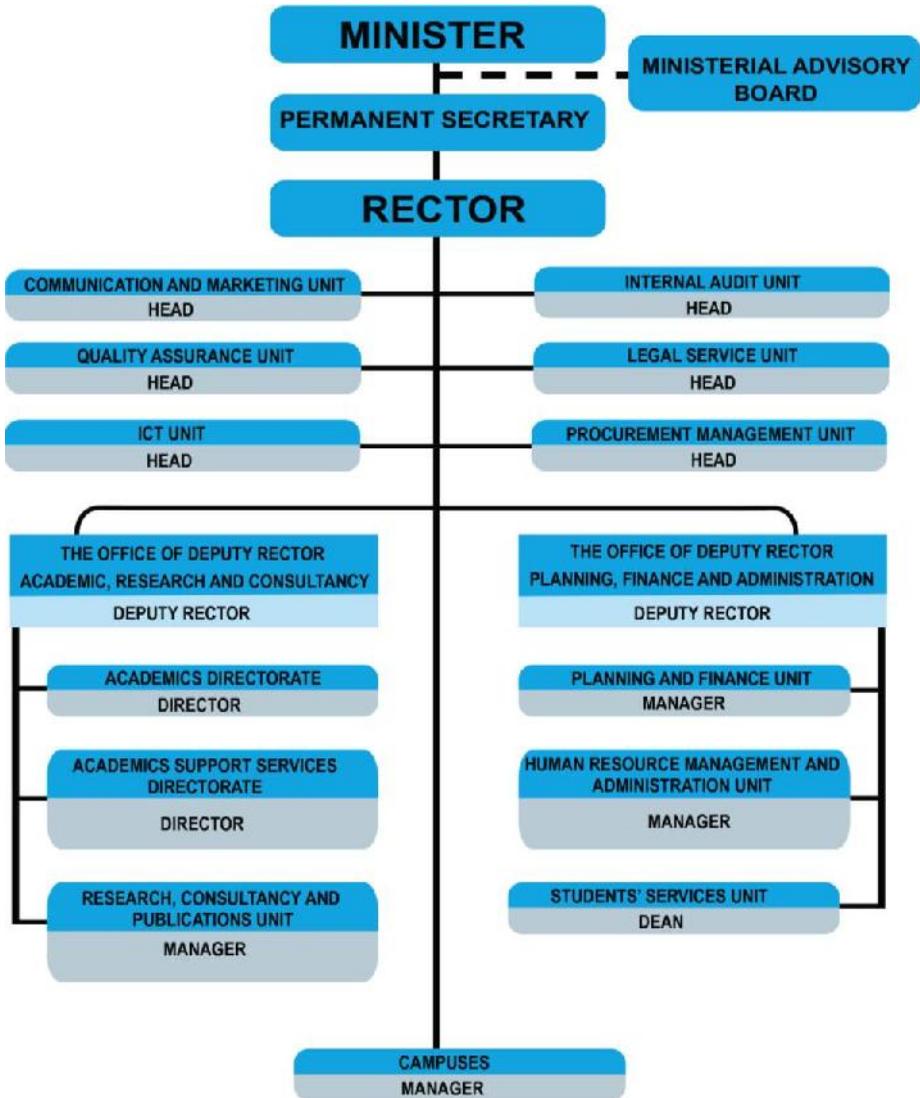
Following reforms in the public sector, which were geared towards improving service delivery among interventions undertaken by the Government, some of Government functions were delegated to semi - autonomous bodies such as Executive Agencies. The RWRI being one of the Ministry of Water and Irrigation 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, Bachelor and Masters 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, 8 and 9. 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 NTA 4, 5, 6, 7, 8 and 9 levels namely; the Ordinary Diploma, the Bachelor Degree and Master Degree.

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 2023/2024 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 (NACTVET) 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 Degree.

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 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
- f) Ordinary Diploma in Sanitation Engineering

- g) Ordinary Diploma in Operation and Maintenance of Water Systems Engineering

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 Degree (NTA 8) Programmes

- a) Bachelor Degree in Water Resources and Irrigation Engineering,
- b) Bachelor Degree in Sanitation Engineering,
- c) Bachelor Degree in Community Development for Water Supply and Sanitation,
- d) Bachelor Degree in Hydrogeology and Drilling and
- e) Bachelor Degree in Engineering Hydrology

The programmes run in 6 semesters which is three academic years.

2.6 Master Degree (NTA 9) Programmes

- a) Master of Water Resources and Utility Management
- b) Master of Water Supply and Sanitation Engineering

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 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

- 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 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 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 Water Quality Laboratory Technology

- 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 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 Water Quality Technology.

3.1.1.4 Irrigation 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 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 Agricultural Science or Irrigation Engineering.

3.1.1.6 Sanitation Engineering

- a) Holder of Ordinary Certificate of Secondary Education (CSE) with four passes (D Grade) in non-religious subjects three of which should be in any of the following subjects: Mathematics, Physics/Engineering Science, Chemistry, Biology, Agriculture and Geography; or

- b) Holder of Ordinary Certificate of Secondary Education (CSE) 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 related fields

3.1.1.7 Operation and Maintenance of Water Systems Engineering

- a) Holder of Ordinary Certificate of Secondary Education (CSE) with four passes (D Grade) in non-religious subjects three of which should be in any of the following subjects: Mathematics, Physics/Engineering Science, Chemistry, Biology, Agriculture and Geography; or
- b) Holder of Ordinary Certificate of Secondary Education (CSE) 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 related fields

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

3.4.1 Entry Qualification

The minimum admission qualifications are as follows:

3.4.1.1 Bachelor's Degree in Water Resources and Irrigation Engineering.

- 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, Sanitation Engineering, Crop Production, Land Use Planning or General Agriculture with minimum GPA (NTA 6) of 3.0; or
- b) 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
- c) 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, Sanitation 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

- d) 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.

3.4.1.2 Bachelor's Degree in Community Development for Water Supply and Sanitation

- a) Ordinary Diploma in; Water-Related Programmes, Sociology, Anthropology, Social work, Community Development, Development Studies, Tourism, Hydrogeology & Well Drilling,

Hydrology & Meteorology, Water Supply and Sanitation Engineering, Mining Engineering, Sanitation Engineering, Public Administration and any Diploma related to community Development as will be agreed by the Water Institute; or

- b) 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
- c) Advanced Certificate of Secondary Education (ACSE) with a Principal pass in any two subjects excluding religious subjects and a pass in English in Ordinary Certificate of Secondary Education (OCSE) is Compulsory.

3.4.1.3 Bachelor's Degree in Hydrogeology and Drilling

- a) Holder of Ordinary Diploma in either of the following fields: Hydrogeology & Well Drilling, Hydrology & Meteorology, Water Supply and Sanitation Engineering, Mining Engineering, Sanitation Engineering, Water Resources Engineering, other Civil or Water-related Engineering programmes with GPA (NTA6) of 3.0; or
- b) 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
- c) Holder of Full Technician Certificate (FTC) in Water Resources Engineering, Hydrogeology & Well Drilling, Hydrology & Meteorology, Civil Engineering, Sanitation Engineering, Water

Quality Laboratory Technology with a minimum average score of 3.0 points (C grade) based on the following conversion scale: A=5, B=4, C=3 D=2; or

- d) Holder of Advanced Certificate of Secondary Education (ACSE) with two Principal passes with a total of 4.0 points based on the following conversions scale: A=5, B=4, C=3, D=2, E=1 from the following subjects: Mathematics, Physics and Chemistry.

3.4.1.4 Bachelor's Degree in Engineering Hydrology

- a) 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 two of the following subjects: Mathematics, Physics and Chemistry, or
- b) Holder of Ordinary Diploma in either of the following fields: Water Supply and Sanitation Engineering, Hydrogeology & Water Well Drilling, Hydrology & Meteorology, Civil Engineering, Irrigation Engineering, Sanitation Engineering, and other fields related to Civil Engineering or Water Resources Engineering with minimum GPA (NTA 6) of 3.0; or
- c) 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

- d) Holder of Full Technician Certificate (FTC) in Water Resources Engineering, Hydrogeology and Well Drilling, Hydrology & Meteorology, Water Laboratory Technology, Civil Engineering, Sanitation Engineering, and other fields related to Civil Engineering or Water Resources Engineering with a minimum average C grade based on the following conversion scale: A=5, B=4, C=3, D=2.

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 Master's Degree

3.6.1 Entry Qualification

Admission to the programme will be open to candidates who have bachelor degree qualifications or equivalent, who fulfil one of the following requirements:

3.6.1.1 Master of Engineering in Water Resources and Utility Management.

- a) At least a Lower Second-Class degree (GPA of 2.7) or its equivalent from a recognized institution of higher learning.
OR

- b) Holders of Bachelor degree in relevant field or Equivalent with PASS from a recognized higher learning institution and with three years working experience. OR
- c) Holders of Advanced Diploma in relevant field or Equivalent, with a PASS from a recognized higher learning institution and with a minimum of three years working experience.

3.6.1.2 Master of Water Supply and Sanitation Engineering

- a) Civil Engineering, Water supply and Irrigation Engineering, Sanitation Engineering, Environment Engineering, Chemical Engineering or Equivalent with a GPA of at least 2.7 from a recognized higher learning institution. OR
- b) Holders of Bachelor degree in related to Civil Engineering, Water and irrigation Engineering, Sanitation Engineering, Environment Engineering, Chemical Engineering or Equivalent with PASS from a recognized higher learning institution and with three years working experience. OR
- c) Holders of Advanced Diploma in related to Civil Engineering, Water and irrigation Engineering, Sanitation Engineering, Environment Engineering and Chemical Engineering, or Science with a PASS from a recognized higher learning institution and with a minimum of three years working experience.

3.7 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.

3.8 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;
 - 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 academic certificates, academic transcripts and statement of results;
 - vi) Birth certificate;
 - vii) Two (2) passport size and four (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 to 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.

3.9 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. The payment (Except Masters Students) will be by installment of 30% twice in the first semester and 20% twice in the second semester. 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 Dollar, 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 diploma and bachelor students shall be required to register annually and pay a registration fee of **TZS. 10,000/=** and **TZS. 30,000/=** for masters students only per year.

4.1.2 Caution Money

Each student is required to pay **TZS. 40,000/=** as Caution Money for diploma and bachelor students while masters student will be required to pay **TZS. 50,000/=**. This is money saved as the collateral security that shall be used to recover lost or damaged Institute property and it is non-refundable amount.

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 and for masters it will be **TZS. 20,000/=** as the membership registration together with membership subscription fee each academic year.

4.1.5 Students National Health Insurance

Every WI 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 want to be accommodated in WI hostels will pay **TZS. 400,000/=** per academic year. Foreign students who desire to be accommodated in Institute hostels will pay **USD 400** 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 or Master 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 is as shown in Table 1, 2 and 3

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

S/N	Description	Tanzanian/EAC/SADC Students (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	600,000	1,235	1,235	
3	NACTVET 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	660,000	660,000	1,465	1,400	
SECOND SEMESTER							
10	Tuition Fee	400,000	400,000	400,000	-	-	
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	435,000	-	-	
	Grand-Total	1,215,000	1,095,000	1,095,000	1,565	1,400	

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

S/N	Description	Tanzanian/EAC/SADC Students (TZS)		Foreign Student (USD)	
		FIRST SEMESTER			
		1 st Year	2 nd & 3 rd Year	1 st Year	2 nd , 3 rd Year
1	Registration Fee	20,000	-	25	-
2	Tuition Fee	810,000	810,000	1,570	1,570
3	Quality Assurance Fee	20,000	20,000	20	20
4	Medical Capitation (non-refundable)	10,000	10,000	20	20
5	Library Membership Fee	10,000	10,000	10	10
6	Examination fee	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	1,925	1,740
SECOND SEMESTER					
10	Tuition Fee	540,000	540,000	-	-
11	Medical Capitation (Non- Refundable)	10,000	10,000	-	-
12	Certification	50,000	-	100	-
13	Examination Fee	60,000	60,000	-	-
	Sub-Total	660,000	610,000	-	-
	Grand-Total	1,650,000	1,520,000	2,025	1,740

Table 3: Fees/costs paid directly to WI by Sponsors of students pursuing Master's Degree

S/N	Description	Tanzanian/EAC/SADC Students (TZS)		Foreign Student (USD)	
		FIRST SEMESTER			
		1 st Year	2 nd Year	1 st Year	2 nd Year
1	Registration Fee	30,000	-	15	-
2	Tuition Fee	1,500,000	1,500,000	1,500	750
3	Quality Assurance Fee	20,000	20,000	10	10
4	Medical Capitation (non-refundable)	-	-	-	-
5	Library Membership Fee	30,000	-	15	-
6	Examination fee	100,000	-	100	-
7	Caution Money	50,000	-	25	-
8	Student's Identity Card	15,000	15,000	10	10
9	Certificate/Academic Transcript	-	100,000	-	100
	Sub-Total	1,745,000	1,635,000	1,675	870
10	Tuition Fee	1,500,000	-	-	-
11	Medical Capitation (Non- Refundable)		-	-	-
12	Certification		-	-	-
13	Examination Fee	100,000	-	-	-
	Sub-Total	1,600,000	-	-	-
	Grand-Total	3,345,000	-	-	-

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

Note 3: Tuition fee and Caution money once paid shall not be refunded. However the tuition fee that is paid can be used to clear that particular student's payments but cannot be refunded or transferred to someone else's name/account.

4.3 Calculation of Tuition/Examination Fee for the Student Who has Retake.

Retake is a remark for a student who fail to attain the minimum required CA for particular module(s) or fail supplementary examination 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

Table 3: Recommended Costs paid Directly to Sponsored Ordinary Diploma Students by the Government and or Sponsors/parents/guardians

S/N	Description	Tanzanian/EAC/SADC Students (TZS)	Foreign Student (USD)
1	Industrial Practical Training (IPT) per year	1,000,000	1,000
2	Book/stationary costs -per year	350,000	350
3	Research/Project for NTA Level 6	300,000	300
4	Shared accommodation at the Institute -per year	300,000	300
5	Accommodation outside the Institute -per month	100,000	200-350
6	Student Residence Permit -per year	0	200
7	Stipend per year	2,400,000	1,200

Table 4: Recommended Costs Paid Directly to Sponsored Bachelor Degree Students by the Sponsors/parents/guardians

S/N	Description	Tanzanian/EAC/SADC Students (TZS)	Foreign Student (USD)
1	Industrial Practical Training (IPT)* -per year	1,000,000	1,000
2	Research/Project per year	500,000	450
3	Book/stationary costs -per year	350,000	350
4	Shared accommodation at the Institute per year	300,000	300
5	Accommodation outside the Institute-per month	100,000	200-350
6	Stipend per year	2,400,000	1,200
7	Special Faculty Requirement -per year	210,000	300
8	Student Residence Permit -per year	0	200

Table 5: Recommended Costs Paid Directly to Sponsored Master's Degree Students by the Sponsors/parents/guardians

S/N	Description	Tanzanian/EAC/SADC Students (TZS)	Foreign Student (USD)
1.	Stipend for 18 months	7,137,000	5,490
2.	Thesis/Dissertation Production	400,000	200
3.	Shared accommodation at the Institute per year	400,000	300
4.	Books	500,000	250
5.	Stationary	1,000,000	500
6.	Health Insurance Cover	200,000	200
7.	Research Fund	5,000,000	2,500

Table 6: Other Costs for All Students

S/N	Description	Tanzanian/EAC/SADC Students (TZS)	Foreign Student (USD)
1.	Graduation Gown Hiring	50,000	50
2.	Extra Copy Transcript	30,000	30
3.	Replacement of Lost Certificate	100,000	100
4.	Provisional Results	10,000	10
5.	Extension Fee per Month	1,000,000	500
6.	Health Insurance Cover	100,000	100

Special Faculty/Course Requirements for Bachelor Degree (BD) (NTA 7- 8) and Master (NTA 9) Programmes

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

Diploma students are required to undertake project in their final year while Bachelor Degree Students are required to undertake Senior Project I and II in the 8th semesters of their study respectively in accordance with the requirements of curriculum. Master's Degree Students are required to undertake research and produce thesis or dissertation in their final year.

5.0 STUDENTS' ACADEMIC ASSESSMENT REGULATIONS FOR NATIONAL TECHNICAL AWARD LEVEL 4 TO 9.

5.1 PART I: INTRODUCTION

5.1.1 Background

Water Institute (WI) is fully accredited by National Council for Technical and Vocational Education and Training (NACTVET) with training programmes, which lead to award of Ordinary Diploma in areas of Water Supply and Sanitation Engineering, Hydrogeology and Water Well Drilling, Hydrology and Meteorology, Irrigation Engineering, Sanitation Engineering, Water Quality Laboratory Technology and Operation and Maintenance of Water Systems Engineering. Award of Bachelor's Degree in Water Resources and Irrigation Engineering, Sanitation Engineering, Community Development for Water Supply and Sanitation, Hydrogeology and Drilling and Engineering Hydrology and award of Master of Water Supply and Sanitation Engineering together with Master of Engineering in Water Resources and Utility Management.

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 NACTVET requirements

and apply to Certificates, Diploma, Bachelor Degree and Master Degree (NTA level 4 - 9) 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 and Roles and Functions

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 leading Institution for providing technical education and training in water and sanitation for sustainable development.

5.1.3.3 Mission

To deliver state of art quality products and services in technical education, training, research and consultancy for sustainable water management.

5.1.3.4 Main Roles and functions

Main roles and functions of the Institute are:

- i. To provide high quality training programs on water development and management;
- ii. To conduct research and provide consultancy services in water sector;
- iii. To provide efficient management of Institute's resources; and
- iv. To offer an adequate and stimulating learning environment to students.

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, NACTVET (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 NACTVET 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 and Vocational Education and Training (Examinations) Regulations, 2016 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 NACTVET and sets requirements for awards of technical institutions accredited by NACTVET 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 NACTVET.

The Regulations apply to the following National Technical Awards (NTA) in the fields of Water Supply and Sanitation Engineering, Hydrogeology and Water Well Drilling, Hydrology and Meteorology, Irrigation Engineering, Sanitation Engineering, Water Quality Laboratory Technology and Operation and Maintenance of Water Systems Engineering, Bachelor's Degree in Water Resources and Irrigation Engineering, Sanitation Engineering, Community Development for Water Supply and Sanitation, Hydrogeology and Drilling and Engineering Hydrology and Master's Degree in Water Supply and Sanitation Engineering and Engineering in Water Resources and Utility Management:

- a) Basic Technician Certificate (NTA Level 4)
- b) Technician Certificate (NTA Level 5)
- c) Ordinary Diploma (NTA Level 6)
- d) Higher Diploma (NTA Level 7)
- e) Bachelor Degree (NTA Level 8)
- f) Master Degree (NTA Level 9)

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.
- b) The academic year is divided into two semesters, each semester has a duration of 17 weeks.
- c) Field/industrial training term is of duration not exceeding 10 weeks and is implemented immediately after semester 2 examination.
- d) Project work (for NTA level 6 and NTA level 8) is scheduled for semester 1 and 2 of the academic year and dissertation work for master's degree (NTA level 9) is scheduled for semester 3. Students must make arrangements with head of academic departments to have project or dissertation 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 examination.
- e) There is a variety of 'Core and Fundamental' modules.

- f) Except for Industrial Practical Training, Project and Dissertation 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 these regulations, 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.

- 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) “NACTVET” means the National Council for Technical and Vocational Education and Training;
- 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 center 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 MAB 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 MAB 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 MAB 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 without genuine reason 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) Where the examination is closed book examination, no unauthorized material will be allowed in the examination room.
- f) Whereas the examination is an open book examination subject to regulation 5.3.3 (e) above:
 - i. Specified books or other materials may be permitted to be taken into an examination, such materials will be limited to those specifically nominated by the examination setter and such materials will be listed on the examination paper cover sheet.
 - ii. The invigilator or other authorised person will inspect any such materials to ensure that they comply with the approval and do not contain any unauthorised materials.
- g) 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.
- h) The medium of instruction for all study modules shall be English.

5.3.4 Dates, Timing and Duration of Examination

- a) A candidate shall be responsible for maintaining an awareness of dates of normal, supplementary and special examinations.
- b) 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.
- d) In case where the duration of written examination is not stated in the curriculum, it shall be at least two hours for NTA Levels 4 and 5, two and half hours for NTA Level 6 and three hours for other NTA Levels (7 up to 9).

5.3.5 Admissions to Examinations

- a) Feedback on Continuous Assessment (CA) must be continuously provided to candidates and the cumulative CA marks must be shown to candidates before examination at least two weeks before the commencement of the examinations.
- b) The Institute may restrict a candidate from taking an examination for any other justifiable reason as directed by the MAB.
- c) The Institute shall conduct examinations in all modules.

- d) Eligibility for admission to semester examination shall be subject to completion and passing the prescribed continuous assessments, and meeting minimum of 80% attendance requirements.
- e) No candidate shall be eligible to take the examination of the autonomous technical institution in modules requiring continuous assessment unless he/she has completed 80% of attendance or otherwise allowed by the institution on sound approved.
- f) The Rector shall be the competent authority to condone a deficiency of attendance up to 25% attendance subject to the satisfaction that missed competencies have been realised. The following may be considered valid reasons for condoning shortage of attendance:
- i. Prolonged illness provided a certificate issued by a Medical Officer recognized by the Institute supports the application;
 - ii. Loss of parent/guardian or some other such incident leading to absence from the Institute which merits special consideration; and
 - iii. Any other justifiable reason approved by the MAB.
- g) Ineligible candidates shall be prohibited from appearing in the examination except for valid reasons and with permission of the Rector.

- h) 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.
- i) Where a student who has been barred or expelled or is under suspension in accordance with Regulation 5.3.5 (h) enters the examination room and sits for such paper, his results shall be nullified.
- j) All regular and private students who are duly registered to NACTVET-accredited study programs at the Institute are prospective examination candidates.
- k) 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.
- l) A candidate who is in tuition fees arrears for the semester shall be barred from sitting for semester examination.
- m) The fees referred to in Regulation 5.3.5 (k) shall not be negotiable or refunded or transferred.
- n) The Institute shall not be responsible for troubles students may get into if they fail to pay the fees within the required time.
- o) A candidate who deliberately absents himself from end of semester examination without valid reasons shall be deemed to

have absconded the examination and shall sit for that particular examination in the next academic year upon request.

- p) A candidate who deliberately absents himself from an examination without valid reasons twice shall be discontinued from studies.

5.3.6 Admission to Examination of Persons with Physical Disabilities

An Autonomous Technical Institution may arrange a special examination for such candidate based on the nature of his/her disability.

5.3.7 Conduct of Examinations

- a) A candidate shall be responsible for maintaining an awareness of dates of normal, supplementary and special examinations.
- b) Neither mass action nor political pressure shall be entertained in examination matter.

5.3.8 Chances to Appear at the Examination

- c) A candidate allowed to be absent (authorized absence) from the end of semester examination shall sit for special examination of the un-examined module(s) within the same academic audit unit and shall have to pass the respective examination(s)

- d) A candidate who absents oneself from any component of continuous assessment or fails to submit assignment without compelling reasons shall be considered to have attempted such assignment(s) and shall be awarded a zero mark.

5.3.9 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-take the module within a period of two academic years. The re-take of module 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-take as private candidate is required to register for the respective module within two weeks after the commencement of the semester.

5.3.10 Exemption from Practical Examination

- a) The Institute shall have power to set an alternative examination to practical examination that adequately measure the required skills of the candidate based on the nature of disability.
- b) 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.

- c) Any candidate who fails in practical examination but qualifies in the theory examination shall have to re-sit for practical examinations.

5.3.11 Requirement of Passing Continuous Assessment and Semester Examination

- a) Modules requiring continuous assessment have two components of module assessment namely continuous assessment (CA) carrying 60 marks and end of module/semester examination (SE) carrying 40 marks of total marks (100) for the NTA level 4 (except sanitation engineering program), NTA level 7_1&2 (except WRIE programme) and NTA level 9 modules. NTA level 4 sanitation engineering, NTA level 5, 6, Pre-NTA level 7 and WRIE programme (NTA level 7 and 8) will continue using the system of 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 three written assignments each carrying 10 marks, and two written tests each carrying 15 marks, and one semester examination carrying 40 marks for the NTA level 4 (except sanitation engineering program), NTA level 7_1&2 (except WRIE programme) and NTA level 9 modules. And for NTA level 4

- sanitation engineering, NTA level 5, 6, Pre-NTA level 7 and WRIE programme (NTA level 7 and 8), 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 three practical assignment each carrying 10 marks and one practical test carrying 20 marks, one written test carrying 10 marks, and one semester examination carrying 40 marks for the NTA level 4 (except sanitation engineering program), NTA level 7_1&2 (except WRIE programme) and NTA level 9 modules. And for NTA level 4 sanitation engineering, NTA level 5, 6, Pre-NTA level 7 and WRIE programme (NTA level 7 and 8), continuous assessment shall consist of one written assignments carrying 5 marks, one practical assignment carrying 5 marks, one practical test carrying 15 marks and one written test carrying 15 marks, and one semester examination carrying 60 marks.
- d) Each of the module assessment components is assessed independently. The threshold marks for each component at the respective levels shall be:
- i. For NTA level 4, 5 and NTA level 9, 50% for continuous assessment, end of semester examination and module overall assessment.

- ii. For NTA6, 45% for continuous assessment, end of semester examination and module overall assessment.
- iii. For Pre-NTA level 7, NTA level 7, and NTA level 8, 40% for continuous assessment, end of semester examination and module overall assessment.
- 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.
- 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.

5.3.12 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 7-9		
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	

Industrial practical training, project work and dissertation shall be scored out of 100 marks and shall be graded similar to taught modules.

5.3.13 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.

5.3.14 Academic Audit Units for NTA Levels 4-9 programmes

Academic audit unit for programmes leading to the award of NTA levels 4 to 9 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.

5.3.15 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 equal to or greater than 1.8, shall be required to sit for supplementary examination in the failed modules.
- c) A candidate who, due to failing in one or more modules, attains first sitting annual GPA less than 1.8 shall NOT be allowed to sit for supplementary examination. He shall be discontinued from studies.
- d) 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.

- e) A candidate who after supplementary examination due to failing in one or more modules, attains annual GPA less than 2.0 shall be discontinued from studies.
- f) A candidate who fails in a supplementary examination shall be required to re-take the respective module when next offered, provided that the candidate attains a GPA of at least 2.0.
- g) A candidate, who is discontinued from studies due to regulation 5.3.12 (c and e), can apply to repeat studies at the NTA level at which he had been studying. The offer to apply for repeating studies must be taken within two academic years.
- h) NTA level 7 students are allowed to carry-over a maximum of three modules of the first academic year (first and second semesters) while undertaking second academic year modules (third and fourth semester).
- i) NTA level 7 student who have failed more than three modules in the first academic year (first and second semesters) shall re-take the failed modules and pass before undertaking second academic year modules (third and fourth semesters).

5.3.16 Penalty for Absence from Continuous Assessment/ Examination

- a) A candidate who absents oneself 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 deliberately absents oneself from end of semester examination without valid reasons shall be deemed to have absconded the examination and shall sit for that particular examination in the next academic year upon request and payment of examination fee.
- c) A candidate who absents oneself from any continuous assessment or 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) A candidate allowed to be absent (authorized absence) from the end of semester examination shall sit for special examination of the un-examined module(s) within the same academic audit unit and shall have to pass the respective examination(s).

- f) 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.

5.3.17 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 two (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) 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.

- e) 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.
- f) 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.
- g) 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.
- h) 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.
- i) 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.

- j) A student shall be allowed to resume studies in the semester for which permission was granted.
- k) 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.
- l) 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 for NTA level 4, 5 and 7 second year shall not be allowed to continue to the next level.

5.3.18 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.

5.3.19 Supplementary and Special Examinations

- a) A candidate failing in a supplementary Continuous Assessment (CA) shall be required to re-take the module(s) when next offered, provided that he/she passes at least 50% of the total modules
- b) A candidate who fails in semester examination that is scoring below pass mark, shall be required to sit for supplementary examination for the failed module(s), provided that his/her GPA results is not below 1.8, unless stated otherwise in the respective curriculum.
- c) A candidate failing in a supplementary semester examination shall be required to re-take the respective module when next offered, provided that the candidate attains a GPA of at least 2.0.
- d) NTA level 7 students are allowed to carry-over a maximum of three modules of the first academic year (first and second semesters) while undertaking second academic year modules (third and fourth semester).
- e) NTA level 7 students who have failed in more than three modules in the first academic year (first and second semesters) shall re-take the failed modules and pass before undertaking second academic year modules (third and fourth semester).
- f) The highest grade for all supplementary examinations shall be the lowest pass mark of “C”.

- g) No candidate shall be allowed to sit for an examination of the passed module for the purpose of improving the Grades.
- h) 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.
- i) 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 for NTA level 4, 5 and 7 second year.
- j) 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).
- k) 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.
- l) 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 re-take those modules when next offered.
- m) 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.

- n) If the circumstances are out of set forth under regulation 5.3.14 (d) and the student applied in writing to the Rector for permission to do special examination shall be given such special examination upon the payment of special examination fee of TZs. 50,000/=.

5.3.20 Identification and Dealing with Examination Irregularities

- a) Subject to confirmation by Governing Board, any candidate found guilty of alleged unauthorized absence from examination, bringing/using unauthorized material into the examination room in any part of the examination process or found guilty of cheating in relation to any part of the examination process or found guilty of causing disturbance in or near any examination room shall be deemed to have committed an examination irregularity and shall be discontinued forthwith from studies. In this regulation:
- i. Unauthorized absence include going out of examination room, temporarily or otherwise, staying out of the examination room for an unduly long period, without authority or permission of the invigilator or one of the invigilators for the examinations in question.
 - ii. Unauthorized material includes any written or printed material that is generally or specifically prohibited from being brought into the examination room, cellular or mobile phones, radios, radio cassette or othet types of players, iPad, tablelts, computers, any other electronic device which has the capacity to store data, soft drinks, (except whwre water is

permitted), and alcoholic drinks and any other material as may be specified from time to time by the Autonomous Technical Institution.

- iii. Cheating in examination includes any form or kind of communication in and outside the examination room, dishonesty or destruction or falsification of an evidence of irregularity.
- b) Such a candidate shall be allowed to complete all the examinations as per the time table and be brought to the institutional hearing committee immediately after completion of the examinations.
- c) Subject to confirmation by the hearing committee, a candidate found guilty of committing an examination irregularity shall be suspended for a period of not more than three months pending approval by the MAB.

5.3.21 Identification and Reporting of Cheating and Misconduct

- d) The Invigilator shall take action immediately when he detects that a particular candidate is using or is attempting to use unfair means in the examination and report to the Supervisor to witness.
- e) The Invigilator 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.
- f) The candidate shall not be expelled from the examination room.

- g) 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.
- h) 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.
- i) 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.
- j) The candidate shall then be allowed to continue with examination. Such a candidate shall be allowed to complete all the examinations as per the table and be brought to the institutional hearing committee immediately after completion of the examinations.
- k) 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 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.

- l) The Invigilator must report to the Supervisor immediately when he detects that a particular candidate has smuggled out an answer book.
- m) 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.
- n) 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.
- o) In case of misconduct of a serious nature, the Rector shall report the matter to the Police.
- p) Subject to confirmation by the hearing committee, a candidate found guilty of committing an examination irregularity shall be suspended for a period of not more than three months pending approval by the MAB.
- q) 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.

- r) 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.
- s) 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.

5.3.22 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.

5.3.23 Inappropriate Conduct by a Student Concerning Semester Examinations Impairs Integrity, and SHALL 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 books, notes on clothes worn by him or any part of his body, table, desk, foot-ruler, set squares, protractors, slide rulers, or any other related things;
- b) Where during an examination, a candidate is found having in his possession a mobile phone, smart watch or tablet, iPad, computers or any other electronic device that has the capacity to store data;

- 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 a candidate shows 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 swallows or attempts 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, mobile phones, smart watches, tablets, notebooks, 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 a question paper, anything connected with, or relating to a question set in the question paper or solution thereof;
- i) Where a candidate is found guilty of passing on or attempting to pass on during the examination, a 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 question paper in connivance with any member of a supervisory or any other staff or someone outside the Institute;
- k) Where a candidate is 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 Act and Procedures on punishment to public servants;
- 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 act and Procedures on punishment to public servants.
- 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 room or 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 Act and Procedures on punishment to public servants.
- p) Where a candidate is found guilty of serious misconduct in the examination room or misbehaved 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 or has been impersonated;
- s) If the impersonator is neither a student nor a member of Institutes' staff, 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 Act and Procedures on punishment to public servants;

- 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 it off 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 or misbehaves in or around the examination room;

- y) For cases of unfair means not covered by these Regulations, the Institute shall impose punishment according to the nature of the offence.

5.3.24 Appeals against the EIC

- a) Appeal by an aggrieved party against a decision of EIC, shall lie to the Rector within 14 days from the date of the decision.
- b) For the appeal to be valid the student must pay a non-refundable fee of Tanzania Shillings Fifty Thousand (50,000/=).
- c) 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.

5.3.25 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 Supervisor's Report | 20 |

Student's logbook:

- | | |
|--------------------|----|
| i. Daily Summaries | 10 |
|--------------------|----|

ii. Weekly Summaries	10
iii. Student Final Report	20
Total	100%

- b) Each area of the IPT assessment is compulsory, failure to accomplish any of that area leads to fail of the IPT.
- c) Supervisors shall 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
 - vi. Attendance and punctuality
 - vii. Obedience to superior initiative (self-drive)
 - viii. 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

- d) The Institute Supervisor who visits students during field training, discusses 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 assess the student in the following areas:
- i. Student's ability to execute assigned jobs.
 - ii. Student's 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 20% during overall assessment of IPT. Marks range for the ten (10) items are as shown in Table 6 above.

- e) 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.

- f) 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.
- g) A student who absconds from IPT shall be discontinued from studies.
- h) Plagiarism is prohibited in writing and presenting IPT reports.
- i) A student who is found guilty of plagiarizing in respect IPT report shall be considered to have failed the IPT.

5.3.26 Assessment of Project Work

- a) NTA level 6 and NTA level 8 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 examiners):

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 internal examiner):

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
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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) Each area of the project assessment is compulsory, failure to accomplish any of that area leads to fail of the project.
- b) A minimum pass in project work is 45% for NTA level 6 and 40% for NTA level 8 of the overall total marks. Student who gets less than 45% for NTA level 6 and less than 40% for NTA level 8 of the overall total marks shall be considered to have failed in project.

- c) 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.
- d) 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.
- e) A student who absconds from Project Work shall be discontinued from studies.
- f) 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 NACTVET 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.
- 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 of Examinations

- a) The project reports shall be marked according to approved marking guide.
- b) The IPT shall be marked by industrial supervisors and college supervisors. The components of student's IPT reports (daily summaries, weekly summaries, and general report) shall be marked 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) The persons appointed as paper marker shall possess the qualification for technical teachers as set by NACTVET from time to time.
- e) The marking shall be conducted in panels consisting of technical teachers with proven integrity from respective programme.
- f) Each panel shall have a Chief Marker responsible for ensuring adherence to norms prescribed by the Water Institute.
- g) The external examiners must possess the qualifications for technical teachers have at least five (5) years in the concerned field.
- h) The external examiners shall be responsible for pre-moderation of examination papers to see their relevance, correctness, and consistency with the curriculum and also post-moderation of examinations scripts

including re-marking/checking the correctness of marking and transfer of marks.

- i) External examiners shall submit a report to the Rector Water Institute for improvement of both examinations papers as well as the marking of scripts.
- j) Marking of end of module/semester examination shall be conducted 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:
 - i. He should have a teaching experience of not less than five years.
 - ii. 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 Academic Affairs Board (AAB) shall verify accuracy of semester assessment results and thereafter the DR-ARC may release the results to students under caption that the results are provisional.
- b) 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, shall be presented to the MAB for deliberate and approve accordingly.
- c) The MAB shall give approve the results before they are submitted to NACTVET 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 Management 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 Management, the MAB may recommend a specific action to be taken by the Institute towards improvement of the results.
- d) The Institute shall use NACTVET 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 NACTVET for archiving and other purposes.

5.4.8 Publication of Results

- a) The Institute may publish the provisional results of candidates in every examination. Under this regulation provisional results may refer to examination results approved by other committee subject to the approval by the MAB. The results will become final results after approval of the MAB.
- b) The Institute shall not, except in its absolute discretion, communicate with the candidate's parents, or any other person claiming to act on behalf, on matters related to examination results.
- c) Candidates shall be responsible for maintaining an awareness of their academic performance.
- d) 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.
- e) The Institute shall publish the results of examination according to the relevant policy, regulations, and procedures;
- f) 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;
- g) The Institute shall normally declare the results of such candidates within a reasonable time from the date of normal publication of the examination results;
 - h) 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 AAB shall be approved by MAB;
- b) Release of “provisional” examination results as approved by Academic Affairs Board (AAB) shall be the responsibility of the DR-ARC;
- c) Final approval of examination results is the mandate of MAB;

- d) Publication and custody of the final approved examination results as approved by MAB shall be the responsibility of the DR-ARC;
- e) Examination results will be released through Student Information System after the approval of MAB; 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 MAB-approved results for each academic year 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 provisional results.

5.4.11 Maintenance of Answer Books

Answer books shall be maintained for a period of at least five 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:

- a) 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;
- b) He has passed all Industrial Practical Training modules;
- c) He has passed Project work (where applicable);
- d) 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:

- a) Computations of Cumulative Grade Points shall be made to the third decimal places;
- b) Cumulative Grade Points shall be rounded off to two decimal places;
- c) 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 – 9

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
Pass	2.0 – 2.6

5.5.4 Certification and Transcript

- a) The grading of marks and classification of awards shall be that of the council, no technical institution is allowed to formulate or amend the same.
- b) The issue of certification and awards shall be entirely at the discretion of the MAB.
- c) The Rector, subject to the approval of the MAB shall withhold or nullify an award of any candidate in proven cases of irregularity or any other forms of frauds, or to revoke, any certificate it has ready awarded, and to require the awarded certificate to be returned to the technical institution.
- d) The Rector, subject to the approval of the MAB shall set dates for issuing certificate and transcripts.
- e) 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.

- f) There shall be payment of **TZS. 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 certificate or transcript on the following conditions:

- a) In case of loss or total destruction of the original certificate, the duplicate certificate shall not be issued until a period of 12 months from the application date has elapsed.
- b) In case of partial destruction of the original certificate or a copy, the duplicate certificate may be issued within a shorter period.
- c) The applicant must produce a loss report from the Police;
- d) 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 twelve months;
- e) The applicant produces a sworn affidavit;
- f) The applicant shall pay **TZS. 50,000/=** which has to be made to the Institute and the certificate or transcript so issued shall be marked “DUPLICATE” visibly.
- g) Design of certificate awarded by Institute shall be subject to the approval of the MAB.

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 **TZS.10,000/=** ;
- b) Certification of transcripts and certificates (5 copies)
TZS. 3,000/= ;
- c) Certification of transcripts and certificates (additional copy)
TZS.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 **TZS.50,000/=** will be charged.
- c) Any year or part thereof (after 2 years from graduation) should attract a **TZS.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 **TZS. 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) Appeal shall be lodged through the mechanism established by the MAB within fourteen (14) working days from the date of publication of the provisional results, unless otherwise as directed by the MAB.
- b) 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 provisional 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) Appeals' results will be communicated to the Candidate through means approved by the MAB.
- g) 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;
- h) 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 MAB.

5.6.5 Regulations review

These Regulations shall be reviewed from time to time when the need arises.

5.7 PART VII: BOARDS AND COMMITTEES

5.7.1 Ministerial Advisory Board

The Ministerial Advisory Board (MAB) is appointed by the Minister.

The 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;
- e) The Institute's annual reports and accounts;
- f) Salaries, wages and allowances of the employees of the Institute; and
- g) Any other matters provided for under the Executive Agencies Act (Cap. 245).

5.7.2 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 Board (AAB)

This board is established by the Rector where its responsibilities include approval of examination provisional results, student enrollment and admission and related matters. It is composed of the following members:

- | | |
|---|-------------|
| 1. Deputy Rector – ARC | Chairperson |
| 2. Director Academic Support Services | Secretary |
| 3. Director Academics | Member |
| 4. Manager Research Consultancy & Publication
Unit | Member |
| 5. Dean of Students | Member |
| 6. Examination Officer | Member |
| 7. Admission Officer | Member |
| 8. Head of Academic Departments | Member |

- | | | |
|-----|---|--------|
| 9. | Curriculum Development Coordinator | Member |
| 10. | Head of Quality Assurance and Quality Control | Member |
| 11. | Head Public Relation and Communication | Member |

5.7.5 Examination Irregularities Committee

- a) The Examination Irregularities Committee (EIC) considers and determines cases of examination irregularities and reports to the Rector 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. Director Academic Support Services – Secretary
 - iii. Legal Officer - Member
 - 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. Deputy Rector-PFA as the Chairperson
2. A State Attorney from any public office preferably the Attorney General’s Office – Secretary
3. At least two members appointed by the Rector among WI staff.

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 throughout 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 **TZS. 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 avoid 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 returned 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. This area should be improved.

CHAPTER SEVEN

7.0 ACADEMIC PROGRAMMES AND STAFF PROFILES

7.1 ACADEMIC PROGRAMMES

The institute offers Ordinary Diploma (OD) Bachelor, Degree (BD) and Master Degree. 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 SANITATION ENGINEERING

This Department offers Ordinary Diploma (NTA Level 4 – 6) in Water Supply Engineering, Sanitation Engineering, Operation and Maintenance of water Systems Engineering, Irrigation Engineering; Bachelor Degree (NTA Level 7 – 8) in Water Resources and Irrigation Engineering, Sanitation Engineering and Community Development in Water Supply and Sanitation and Master Degree (NTA Level 9) in Water Supply and Sanitation Engineering.

SEMESTER 1: Modules

Module Code	Module Name	Distribution of Hours per Week				Credits
		L	T	P	AS	
GDT04101	Algebra	2	1	0	1	6
GDT04102	Basic Computer Application	2	0	2	2	9
WST04101	Technical Drawing	2	1	2	1	9
WST04102	Construction Materials	2	2	2	2	12
WST04103	Plumbing	2	1	4	1	12
WST04104	Electrical and Welding Workshop	2	0	1	1	6
HMT04101	Basics of Hydrology and Meteorology	2	0	1	1	6
Total		14	5	12	9	60

SEMESTER 2: Modules

Module Code	Module Name	Distribution of Hours per Week				Credits
		L	T	P	AS	
GDT04203	Communication Skills & Technical report writing	2	1	0	1	6
GDT04204	Statistics and Probability	2	1	0	1	6
GDT04206	Entrepreneurship	2	1	0	1	6
WST04205	Soil and Water Sampling Techniques	2	0	1	1	6
WST04206	Civil Engineering Drawing	2	1	2	1	9
WST04207	Basics of Construction of Water supply and Sanitation structures	2	1	2	1	9
WST04208	Water Pumps Technology	2	1	2	1	9
WST04209	Basic Surveying	2	1	2	1	9
Total		16	7	9	8	60

L = lectures P=practical work T=Tutorials and AS=Assignment
 Total Credits at NTA Level 4: 120

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

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

SEMESTER 1: Modules

Module Code	Module Name	Distribution of Hours per Week				Credits
		L	T	P	AS	
GDT04101	Algebra	2	1	0	1	6
GDT04102	Basic Computer Application	2	1	2	1	9
WST04101	Technical Drawing	2	1	2	1	9
IET04101	Basics of Plumbing	2	0	2	1	7
IET04102	Construction Materials and equipment of Irrigation structures	2	0	2	1	8
IET04103	Operation and Maintenance of irrigation systems	2	1	2	1	8
IET04104	Principles of Agronomy	2	1	2	1	9
HMT04101	Basics of Hydrology and Meteorology	2	0	1	1	6
Total		16	5	13	8	62

SEMESTER 2: Modules

Module Code	Module Name	Distribution of Hours per Week				Credits
		L	T	P	AS	
GDT04203	Communication Skills & Technical report writing	2	1	0	1	6
GDT04204	Statistics and Probability	2	1	0	1	6
GDT04206	Entrepreneurship	2	1	0	1	6
WST04206	Civil Engineering Drawing	2	1	2	1	9
IET04205	Basics of Agribusiness	2	0	1	1	6
IET04206	Soil-Plant -Water relationship	2	0	2	0	6
IET04207	Soil and Water Sampling	2	0	2	0	6
IET04208	Water Pumps Mechanic and Operation	2	0	2	1	7
WST04209	Basic Surveying	2	1	2	1	9
Total		18	5	11	7	61

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

Total Credits at NTA Level 4: 123

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

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

SEMESTER 1: Modules

Code	Module Title	Scheme of Study, hrs/wk					Credit
		L	T	P	AS	Total	
GST04101	Mathematical Functions	2	2	0	0	4	6
GST04102	Basic Chemistry	2	2	0	0	4	6
GST04103	Basic Computer Application	2	2	0	0	4	6
GST04104	Communication Skills	2	0	0	1	3	4
SET04101	Technical Drawing	2	2	0	2	6	9
SET04102	Basic Surveying	2	0	3	1	6	9
SET04103	Plumbing, Electrical and Welding Workshop	2	2	3	1	8	12
SET04104	Basics of Sanitation	2	0	2	2	6	9
	Total Contact hrs/wk	16	7	9	6	38	61

L=Lectures; P=Demonstrated performance; T=Tutorial; AS=Assignment

SEMESTER 2: Modules

Code	Module Title	Scheme of Study, hrs/wk					Credit
		L	T	P	AS	Total	
GST04205	Fundamental Algebra	2	2	0	0	4	6
GST04206	Mechanics and Fluid Dynamics	2	1	0	0	3	4
GST04207	Basics of Entrepreneurship	2	1	0	0	3	4
SET04205	Soil, Wastewater and Fecal Sludge Sampling Techniques	2	0	3	1	6	9
SET04206	Civil Engineering Drawings	2	2		2	6	9
SET04207	Basics of Construction of Sanitation Systems	2	0	3	1	6	9
SET04208	Fundamentals of Operation and Maintenance of Sanitation Systems	2	0	3	1	6	9
SET04209	Industrial Practical Training	0	0	0	0	0	10
	Total Contact hrs/wk	18	6	4	9	37	60

L=Lectures; P=Demonstrated performance; T=Tutorial; AS=Assignment

Total Credits at NTA Level 6: 121 Minimum credits required at level 4: 120

SEMESTER 1: Modules

Code	Module Title	Scheme of Study, hrs/wk					Credit
		L	T	P	AS	Total	
	FUNDAMENTAL MODULES						
GST05101	Algebra	2	2	0	0	4	6
GST05102	Thermodynamics	2	2	0	0	4	6
GST05103	Microsoft Office Applications	2	2	0	0	4	6
	Sub Total hrs/wk	6	6	0	0	12	18
	CORE MODULES						
SET05101	Topographic Surveying	2	2	3	1	8	12
SET05102	Construction of Sanitation Structures	2	0	2	1	5	8
SET05103	Civil Engineering CAD applications	2	0	3	0	5	8
SET05104	Quantity Surveying	2	2	0	0	4	6
SET05105	Engineering Mechanics	2	2	0	0	4	6
SET05106	Quantification and Characterization of Wastewater and Faecal Sludge	2	2	1	0	5	8
	Sub Total hrs/wk	12	7	9	7	40	48
	Total Contact hrs/wk	18	13	9	7	71	66

L=Lectures P=Demonstrated performance 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	2	0	0	4	6
GST05205	Electromagnetism, Waves and Optics	2	0	2	0	0	6
GST05206	Technical Report Writing	2	0	0	2	4	6
GST05207	Sanitation Business Opportunities	2	0	0	2	4	6
	Sub Total hrs/wk	8	2	2	4	12	24
	CORE MODULES						
SET05207	Field and laboratory techniques in Soil, Waste water and Faecal sludge	2	0	2	2	6	9
SET05208	Installation of sanitary fittings and appliances	2	0	2	0	4	6
SET05209	Operation and Maintenance of Sanitation Systems	2	0	2	0	4	6
SET05210	Construction Management for Sanitation Project	2	0	2	0	4	6
SET05211	Industrial Practical Training	0	0	0	0	0	10
	Sub Total hrs/wk	8	0	8	2	18	37
	Total Contact hrs/wk	16	0	16	4	36	61

**L=lectures P=Demonstrated performance work T=Tutorials and AS=Assignment
Total Credits at NTA Level 6: 127 Minimum credits required at level 5: 120**

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	0	4	6
GST06102	Supervisory Techniques	2	2	0	0	4	6
	Sub Total hrs/wk	4	4	8	0	8	12
	CORE MODULES						
SET06101	GIS and Remote Sensing	2	2	1	1	6	9
SET06102	Control Surveying and Setting Out	2	0	3	1	6	9
SET06103	Structural Design	2	2	0	0	4	6
SET06104	Design of Wastewater Treatment Systems	2	2	2	1	7	10
SET06105	Sanitation Business Model	2	2	0	0	4	6
SET06106	Soil Mechanics	2	0	3	0	5	8
	Sub Total hrs/wk	12	8	9	3	32	48
	Total Contact hrs/wk	14	12	17	3	40	60

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						
GST06203	Computer Networks	2	2	0	0	4	6
GST06204	Statistics and Probability	2	2	0	0	4	6
	Sub Total hrs/wk	4	4	0	0	8	12
	CORE MODULES						
SET06207	Sanitation Engineering	2	2	2	0	6	9
SET06208	Sanitation Marketing and Demand	2	2	0	0	4	6
SET06209	Design of Sanitation Structures	2	2	0	0	4	6
SET06210	Integrated Sanitation Management	2	2	2	0	6	9
SET06211	Emergency Sanitation	2	2	2	0	6	9
PRJ06212	Project Work	0	0	7	0	7	10
	Sub Total hrs/wk	10	10	13	0	33	49
	Total Contact hrs/wk	12	13	13	0	41	61

L=Lectures P=Practical work T=Tutorials and AS=Assignment

Total Credits at NTA Level 6: 121 Minimum credits required at level 6: 120

*7.1.1.10 Basic Technician Certificate in Operation and Maintenance of Water Systems
Engineering –NTA Level 4*

SEMESTER 1: Modules

Code	Module Title	Scheme of Study, hrs/wk				Credit
		L	T	P	AS	
GST04101	Mathematical Functions	2	1	0	1	6
GST04102	Basic Computer Application	2	1	0	1	6
GST04103	Communication Skills	2	0	0	2	6
OMT04101	Technical Drawing	2	1	2	1	9
OMT04102	Basic Surveying	2	0	3	1	9
OMT04103	Construction Materials and Inventory Practices	2	0	2	1	8
OMT04104	Installation of Water and Wastewater Facilities	2	0	4	2	12
Total		14	3	11	9	56

SEMESTER 2: Modules

Code	Module Title	Scheme of Study, hrs/wk					Credit
		L	T	P	AS	Total	
GST04204	Fundamental Algebra	2	1	0	1	4	6
GST04205	Occupational Health, Safety and Gender	2	0	0	1	3	4
OMT04205	Electrical Control Systems and Welding	1	0	2	1	4	6
OMT04206	Civil Engineering Drawing	2	1	2	1	6	9
OMT04207	Operation and Maintenance of Water Pumping Systems	2	0	4	2	8	12
OMT04208	Operation and Maintenance of Water Supply Systems	2	0	4	2	8	12
OMT04209	Construction of water and Wastewater Structures	2	0	3	1	6	9
OMT04210	Industrial Practical Training (IPT)	0	0	0	0	0	10
Total		13	2	15	9	39	68

**L=Lectures P=Practical work T=Tutorials and AS=Assignment
Total Credits at NTA Level 4: 124 Minimum credits required at level 4: 120**

7.1.1.11 Higher Diploma in Engineering –PRE-NTA Level 7 Programme

SEMESTER 1: Modules

Code	Module Title	Scheme of Study, hrs/wk					Credit
		L	T	P	AS	Total	
	FUNDAMENTAL MODULES						
GST05103	Microsoft Office Applications	2	2	0	2	6	9
	Sub Total hrs/wk	2	2	0	2	6	9
	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
HMT04101	Basics of Hydrology and Meteorology	4	0	2	2	8	12
HDT04102	Principles of Hydrogeology	2	2	0	2	6	9
SET04104	Basics of Sanitation	2	0	2	2	6	9
	Sub Total hrs/wk	14	5	9	10	38	63
	Total Contact hrs/wk	16	7	9	12	44	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						
WST04208	Civil Engineering Drawing	2	1	0	1	4	6
WST05206	Basics of Soil Mechanics	2	0	2	2	6	9
HMT06206	Climate Change and Variability	2	1	0	1	4	6
HDT05207	Principles of Pumping Test	2	0	2	2	6	9
HDT05206	Water Well Pollution and Protection	2	2	0	2	6	9
HMT04206	Checking and Compilation of Raw Hydrological and Meteorological Data	2	0	1	1	4	6
IPT05201	Industrial Practical Training	0	0	0	0	0	10
	Sub Total hrs/wk	12	4	5	9	30	55
	Total Contact hrs/wk	14	3	7	9	33	61

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

Total Credits at Pre-NTA Level 7: 133 Minimum credits required at Pre-level 6:120

7.1.1.12 Higher Diploma in Water Resources and Irrigation Engineering –NTA Level 7

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

Total Credits at NTA Level 7: 274 Minimum credits required at level 7:240

SEMESTER 1: Modules

Code	Module Title	Scheme of Study, hrs/wk					Credit
		L	T	P	AS	Total	
CORE MODULES							
WRU08101	Planning and Design of Sewerage Systems	2	2	2	2	8	12
WRU08102	Solid Waste Management	2	2	0	2	6	9
WRU08103	Procurement Practice	2	2	0	2	6	9
WRU08104	Financial Management	2	1	0	1	4	6
WRU08105	Water and Environmental Law	2	2	0	4	8	12
WRU08106	Project Conceptualization	0	0	0	0	0	10
	Total Contact hrs/wk	10	9	2	11	32	58

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							
WRU08207	Construction of Sewerage Systems	2	2	0	2	6	9
WRU08208	Contract Management	2	2	0	2	6	9
WRU08209	O&M of Water and Irrigation Systems	2	2	0	4	8	12
WRU08210	Human Resources Management	2	2	0	0	4	6
WRU08211	Physical Resources Management	2	2	0	0	4	6
WRU08212	Environmental Impact Assessment and Audit	2	2	0	3	7	10
WRU08213	Wastewater Treatment Technology	2	2	2	2	8	12
WRU08214	Project Realization	0	0	0	0	0	10
	Total Contact hrs/wk	14	14	2	13	43	74

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

Total Credits at NTA Level 7: 132 Minimum credits required at level 8:120

**7.1.1.14 Master's Degree in Water Supply and Sanitation Engineering –
NTA Level 9**

SEMESTER 1: Modules

Module Code	Module Name	Distribution of Hours per Week				Credits
		L	T	P	AS	
WSG09101	Non – Revenue Water and Design of Water Transportation System	2	2	2	2	12
WSG09102	Water Treatment Plant Design and Quality Management	2	2	2	2	12
WSG09103	Management, Governance and Ethics	2	0	0	2	6
WSG09104	Sanitation System Design	2	0	2	2	12
WSG09105	Procurement and Project Management	2	2	0	2	9
WSG09106	Environmental and Risks Management	2	2	0	2	9
Total		12	8	6	12	60

SEMESTER 2: Modules

Module Code	Module Name	Distribution of Hours per Week				Credits
		L	T	P	AS	
WSG09207	Water and Sanitation System Operation and Maintenance	2	2	2	2	12
WSG09208	Water Systems Modelling	2	0	2	2	9
WSG09209	Research Methods and Publication	2	2	2	2	12
WSG09210	Monitoring and Evaluation of Water and Sanitation Operations	2	2	0	2	9
WSG09211	Water Policy and Laws	2	2	0	2	9
WSG09212	Design, Operation and Maintenance of Dams	2	2	2	0	9
Total		12	10	8	10	60

SEMESTER 3: Modules

WSG09313	Master's Dissertation					60
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L=lectures P=practical work T=Tutorials and AS=Assignment

Total Credits at NTA Level 9: 180 Minimum credits required at level 9:180

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	1	4	6
GSU07102	Development Studies	2	0	0	1	3	4
	Sub Total hrs/wk	4	1	0	2	7	10
	CORE MODULES						
WRU07102	Engineering Surveying	2	1	2	1	6	9
WRU07103	Computer Aided Design	2	0	2	0	4	6
SEU07101	Wastewater and Feecal Sludge Implementation and Operation	2	2	2	2	8	12
WRU07105	Fluid Mechanics	2	2	2	1	7	10
WRU07106	Structural Design	2	2	0	1	5	7
WRU07108	Epidemiology of Water Related Diseases	2	0	0	1	3	4
	Sub Total hrs/wk	12	7	8	6	33	48
	Total Contact hrs/wk	16	6	8	6	36	58

Key: L= Lecture; T= Tutorial; P= Practical; 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	2	0	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
SEU07202	Fundamentals of Big data and Artificial Intelligence	2	2	2	0	6	9
WRU07213	Soil Mechanics	2	0	3	0	5	7
SEU07203	Wastewater and Feecal Sludge Management	2	2	2	2	8	12
SEU07204	IPT	0	0	0	0	0	8
	Sub Total hrs/wk	12	7	11	3	33	57
	Total Contact hrs/wk	14	7	11	4	35	65

Key: L= Lecture; T= Tutorial; P= Practical; 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						
SEU07305	Planning and Design of Wastewater and Feecal Sludge Systems	2	2	2	2	8	12
WRU07317	Control Surveying	2	1	2	0	5	8
SEU07306	Introduction to Non-Sewered and Urban Sanitation	2	2	0	2	6	9
WRU07319	Construction Management	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	14	11	6	5	36	55
	Total Contact hrs/wk	18	14	6	3	41	61

Key: L= Lecture; T= Tutorial; P= Practical; 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						
SEU07407	Construction of Sanitation Systems and structures	2	1	3	2	8	12
SEU07408	Sanitation Service Delivery/Value Chain	2	2	0	0	4	6
WRU07431	Quantity Surveying	2	2	0	0	4	6
SEU07409	Wastewater and Feecal Sludge Treatment	2	2	2	2	6	12
SEU07410	IPT	0	0	0	0	0	8
	Sub Total hrs/wk	8	7	5	4	22	44
	Total Contact hrs/wk	16	11	5	5	33	60

Key: L= Lecture; T= Tutorial; P= Practical; AS= Assignment

Total Credits at NTA Level 7: 240 Minimum credits required at level 7:240

SEMESTER 1: Modules

Code	Module Title	Scheme of Study, hrs/wk					Credit
		L	T	P	AS	Total	
	CORE MODULES						
SEU08101	Procurement Procedures in Sanitation	2	2	0	4	8	12
SEU08102	Leadership Skills	2	2	0	2	6	12
SEU08103	Supervisory Skills	2	2	0	4	8	12
WRU08103	Financial Management	2	1	0	1	4	6
SEU08104	Wastewater and faecal Sludge Policies, Standards, Laws and Regulations	2	2	0	4	8	12
	Total Contact hrs/wk	10	9	0	13	32	54

Key: L= Lecture; T= Tutorial; P= Practical; AS= Assignment

SEMESTER 2: Modules

Code	Module Title	Scheme of Study, hrs/wk					Credit
		L	T	P	AS	Total	
	CORE MODULES						
SEU08206	Contract Management in Sanitation	2	2	0	2	6	9
SEU08207	Monitoring and Evaluation of Wastewater and faecal Sludge Management Systems	2	2	0	2	6	12
SEU08208	Shit Flow Diagram and other Sanitation Tools and Approaches	2	2	2	2	8	12
SEU08209	Environmental and Social Impact Assessment	2	1	2	1	6	9
WRU08210	Human Resources Management	2	2	0	0	4	6
SEU08210	Wastewater and faecal Sludge Treatment	2	2	2	2	8	12
SEU08211	Project II	0	0	0	0	0	10
	Total Contact hrs/wk	12	12	6	12	42	67

Key: L= Lecture; T= Tutorial; P= Practical; AS= Assignment

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

7.1.1.17 Higher Diploma in Community Development in Water Supply and Sanitation –NTA Level 7

SEMESTER 1: Modules

Code	Module Title	Scheme of Study, hrs/wk					Credit
		L	T	P	AS	Total	
	FUNDAMENTAL MODULES						
GCU07101	Fundamentals of Algebra	2	2	0	2	6	9
GCU07102	Communication Skills	2	2	0	2	6	9
	Sub Total hrs/wk	4	4	0	4	10	18
	CORE MODULES						
CDU07103	Essentials of Facilitation Skills	2	2	0	2	6	9
CDU07104	Community Mobilization in Water Supply and Sanitation Projects	2	2	0	2	6	9
CDU07105	Community Engagement in Water Supply and Sanitation Projects	2	2	2	2	8	12
CDU07106	Sanitation and Hygiene Practices	2	2	2	2	8	12
	Sub Total hrs/wk	12	8	4	8	28	42
	Total Contact hrs/wk	16	12	4	12	38	60

Key: L= Lecture; T= Tutorial; P= Practical; AS= Assignment

SEMESTER 2: Modules

Code	Module Title	Scheme of Study, hrs/wk					Credit
		L	T	P	AS	Total	
	FUNDAMENTAL MODULES						
GCU07207	Descriptive Statistics	2	2	0	2	6	9
GCU07208	Development Studies	2	2	0	2	6	9
	Sub Total hrs/wk	4	4	0	4	12	18
	CORE MODULES						
CDU07209	Principles of Customer Services	2	2	0	2	6	9
CDU07210	Community Participatory Approaches	2	2	2	2	8	12
CDU07211	Grievance Management	2	2	2	2	8	12
CDU07212	Industrial Practical Training	0	0	0	0	0	10
	Sub Total hrs/wk	6	6	4	6	22	43
	Total Contact hrs/wk	10	10	4	10	36	61

Key: L= Lecture; T= Tutorial; P= Practical; AS= Assignment

SEMESTER 3: Modules

Code	Module Title	Scheme of Study, hrs/wk					Credit
		L	T	P	AS	Total	
	FUNDAMENTAL MODULES						
GCU07313	Business and Entrepreneurship	2	2	0	2	6	9
GCU07314	Computer Applications	2	3	0	2	7	10
	Sub Total hrs/wk	4	5	0	4	13	19
	CORE MODULES						
CDU07315	Customer Management	2	2	2	2	8	12
CDU07316	Customer Service in Water Supply and Sanitation Projects	2	2	0	2	6	9
CDU07317	Principles of Customer Satisfaction	2	2	0	2	6	9
CDU07318	Community Participatory Facilitation Approaches	2	2	2	2	8	12
	Sub Total hrs/wk	8	8	4	8	28	42
	Total Contact hrs/wk	12	13	4	12	41	61

Key: L= Lecture; T= Tutorial; P= Practical; AS= Assignment

SEMESTER 4: Modules

Code	Module Title	Scheme of Study, hrs/wk					Credit
		L	T	P	AS	Total	
	FUNDAMENTAL MODULES						
GCU07419	Research Methodology	2	2	0	2	6	9
	Sub Total hrs/wk	2	2	0	2	6	9
	CORE MODULES						
CDU07420	Facilitation Techniques.	2	2	1	2	7	10
CDU07421	Customers Expectation Management	2	2	1	2	7	10
CDU07422	Community Hygiene and Sanitation Facilitation	2	2	2	2	8	12
CDU07423	Community Heath Improvement	2	2	0	2	6	9
CDU07424	Industrial Practical Training	0	0	0	0	0	10
	Sub Total hrs/wk	8	8	4	8	28	51
	Total Contact hrs/wk	10	10	4	10	34	60

Key: L= Lecture; T= Tutorial; P= Practical; AS= Assignment

Total Credits at NTA Level 7: 242 Minimum credits required at level 7:240

SEMESTER 1: Modules

Code	Module Title	Scheme of Study, hrs/wk					Credit
		L	T	P	AS	Total	
	FUNDAMENTAL MODULES						
GCU08101	Information and Communication Technology	2	0	3	0	5	8
GCU08102	Financial Management	2	2	0	0	4	6
	Sub Total hrs/wk	4	2	3	0	9	14
	CORE MODULES						
CDU08103	Sustainability of Water Supply and Sanitation Projects	2	0	2	3	5	8
CDU08104	Legal and Regulatory Framework	2	2	0	0	4	6
CDU08105	Institutional Framework and Management	2	0	2	0	4	6
CDU08106	Land Acquisition and Resettlement plans Processes	2	2	0	2	6	9
CDU08107	Stakeholders and Community Consultations	2	2	0	2	6	9
CDU08108	Project Conceptualization	0	0	0	0	0	10
	Sub Total hrs/wk	10	6	4	7	25	48
	Total Contact hrs/wk	14	8	7	7	34	62

Key: L= Lecture; T= Tutorial; P= Practical; AS= Assignment

SEMESTER 2: Modules

Code	Module Title	Scheme of Study, hrs/wk					Credit
		L	T	P	AS	Total	
	CORE MODULES						
CDU08209	Customer Relations Management Processes	2	2	0	2	6	9
CDU08210	Project Management	2	2	0	0	4	6
CDU08211	Human Resources Management	2	2	0	0	4	6
CDU08212	Environmental and Social Impact Assessment and Audit	2	2	0	0	4	6
CDU08213	Physical Resources Management	2	2	0	2	6	9
CDU08214	Fundamentals of Integrated Water Resources Management (IWRM)	2	2	0	2	6	9
CDU08215	Water, Wastewater and Feecal Sludge Quality Services in Management of Water Supply and Sanitation Projects	2	2	0	0	4	6
CDU08216	Project Realization	0	0	0	0	0	10
	Total Contact hrs/wk	14	14	0	6	34	61

Key: L= Lecture; T= Tutorial; P= Practical; AS= Assignment

Total Credits at NTA Level 8: 123 Minimum credits required at level 8:120

7.1.2 DEPARTMENT OF WATER RESOURCES MANAGEMENT

This Department offers Ordinary Diploma (NTA Level 4 – 6) in Water Quality and Laboratory Technology, Hydrology and Meteorology and Hydrogeology and Water Well Drilling); Bachelor Degree (NTA Level 7 – 8) in Engineering Hydrology and Hydrogeology and Water Well Drilling and Master Degree (NTA Level 9) in Water Resources and Utility Management.

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

SEMESTER 1: Modules

Module Code	Module Name	Distribution of Hours per Week				Credits
		L	T	P	AS	
GDT04101	Algebra	2	1	0	1	6
GDT04102	Basic Computer Applications	2	0	2	1	6
WLT04101	Laboratory Safety Practices	2	0	2	4	12
WLT04102	Fundamentals of Water Analysis	2	2	2	2	12
WLT04103	Basics of Analytical Chemistry	2	2	2	2	12
WLT04104	Health Sanitation and Water	2	1	2	1	9
Total		12	6	10	11	57

SEMESTER 2: Modules

Module Code	Module Name	Distribution of Hours per Week				Credits
		L	T	P	AS	
GDT04203	Communication Skill and Technical Report Writing	2	0	0	2	6
GDT04204	Statistics and Probability	2	1	0	1	6
GDT04206	Entrepreneurship	2	1	0	1	6
WLT04205	Water Quality Surveillance	2	2	0	2	12
WLT04206	Physicochemical Analysis of Water	2	2	2	2	12
WLT04207	General and Equilibrium Chemistry	2	2	2	2	12
WLT04208	Basic Microbiology	2	1	2	1	9
Total		14	9	6	11	63

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

Module Code	Module Name	Distribution of Hours per Week				Credits
		L	T	P	AS	
GDT04101	Algebra	2	1	0	1	6
GDT04102	Basic Computer Application	2	0	2	2	9
HMT04101	Basics of Hydrology and Meteorology	2	0	1	1	6
HMT04102	Installation of Hydrological and Meteorological Instruments	2	2	3	1	12
WST04101	Technical Drawing	2	1	2	1	9
WST04102	Construction materials	2	2	2	2	12
Total		12	6	10	8	54

SEMESTER 2: Modules

Module Code	Module Name	Distribution of Hours per Week				Credits
		L	T	P	AS	
GDT04203	Communication Skills & Technical Report Writing	2	1	0	1	6
GDT04204	Statistics and Probability	2	1	0	1	6
GDT04205	Mechanics and Fluid Dynamics	2	1	0	1	6
GDT04206	Entrepreneurship	2	2	1	1	6
HMT04203	Maintenance of Hydrological and Meteorological Instruments	2	2	3	1	12
HMT04204	Collection of Hydrological and Meteorological Data	2	2	3	1	12
WST04208	Civil Engineering Drawing	2	0	2	2	9
WST04209	Basic Surveying	2	1	2	1	9
Total		16	10	11	9	66

L=Lectures, T=Tutorials, P=Practical Work, and AS=Assignments
Total Credits at NTA 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

Module Code	Module Title	Distribution of Hours per Week				Credits
		L	T	P	AS	
GDT04101	Algebra	2	1	0	1	6
GDT04102	Basic Computer Application	2	0	2	2	9
HDT04101	Shallow Well Surveys	2	2	0	2	9
HDT04102	Principles of Hydrogeology	2	2	0	2	9
HDT04103	Water Wells Protection	2	1	2	1	9
WST04101	Technical Drawing	2	1	2	1	9
WST04102	Construction materials	2	2	2	2	12
Total		14	9	8	11	63

SEMESTER 2: Modules

Module Code	Module Title	Distribution of Hours per Week				Credits
		L	T	P	AS	
GDT04203	Communication Skills & Technical report writing	2	1	0	1	6
GDT04204	Statistics and Probability	2	1	0	1	6
GDT04205	Mechanics and Fluid Dynamics	2	1	0	1	6
GDT04206	Entrepreneurship	2	1	0	1	6
HDT04204	Construction of Shallow Wells	2	0	2	2	9
HDT04205	Maintenance of Shallow Wells and Equipment	2	0	2	2	9
WST04205	Soil and Water Sampling Techniques	2	0	1	1	6
WST04209	Basic Surveying	2	1	2	1	9
Total		16	5	7	10	57

L=lectures P=practical work T=Tutorials and AS=Assignment
Total Credits at NTA 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

7.1.2.10 Higher Diploma in Hydrogeology and Water Well Drilling - NTA Level 7

SEMESTER 1: Modules

Code	Module Title	Scheme of Study, hrs/wk					Credit
		L	T	P	AS	Total	
	FUNDAMENTAL MODULES						
GSU07101	Advanced Calculus	2	0	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						
HDU07101	Principles of Hydrogeology	2	0	2	1	5	8
HDU07102	Fundamentals of Geology	2	1	1	1	5	8
HDU07103	Introduction to Hydrology	2	1	1	1	5	8
HDU07104	Theory of Groundwater Flow	2	2	1	1	6	9
HDU07105	Basic Hydrological Data Processing	2	1	1	1	5	8
HDU07106	Measuring and Monitoring Groundwater	2	1	1	1	5	8
HDU07107	Geohydrochemistry and Pollution	2	1	1	1	5	8
	Sub Total hrs/wk	14	7	8	7	36	57
	Total Contact hrs/wk	18	7	8	10	43	67

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	0	2	1	5	8
	Sub Total hrs/wk	2	0	2	2	5	8
	CORE MODULES						
HDU07208	Geophysical Methods for Groundwater Investigations	2	2	1	1	6	9
HDU07209	Groundwater Data Analysis	2	2	0	1	5	8
HDU07210	Well Drilling Techniques	2	2	1	1	6	9
HDU07211	Well Completion	2	0	1	1	4	6
WRU07212	Principles of Remote Sensing	2	1	2	1	6	9
HDU07212	Groundwater Resources Management	2	2	0	1	5	8
HDU07213	IPT 1	0	0	0	0	0	8
	Sub Total hrs/wk	12	9	5	6	32	57
	Total Contact hrs/wk	14	9	7	8	37	65

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						
HDU07314	Hydrogeological Mapping	2	1	1	1	5	8
HDU07315	Well Rehabilitation	2	1	1	0	4	6
HDU07316	Maintenance of Drilling Equipment	2	1	1	0	4	6
HDU07317	Geophysical Well Logging Techniques	2	1	1	1	5	8
HDU07318	Professional Report Writing	2	2	0	0	4	6
WRU07319	Supervisory Techniques	2	2	0	0	4	6
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
	Sub Total hrs/wk	18	11	6	4	39	60
	Total Contact hrs/wk	20	13	6	4	43	66

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						
HDU07419	Pumping Test Procedures	2		1	1	4	6
HDU07420	Managing Saline Water Intrusion	2	2	0	0	4	6
WRU07430	Integrated Water Resources Management	2	1	0	1	4	6
HDU07421	IPT 2	-	-	-	-	-	8
	Sub Total hrs/wk	6	3	1	2	12	26
	Total Contact hrs/wk	12	7	1	3	33	42

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

Total Credits at NTA Level 7: 240 Minimum credits required at level 7: 240

7.1.1.11 Bachelor's Degree in Hydrogeology and Water Well Drilling - NTA Level 8

SEMESTER 1: Modules

Code	Module Title	Scheme of Study, hrs/wk					Credit
		L	T	P	AS	Total	
	CORE MODULES						
HDU08101	Managing Groundwater Recharge Systems	2	2	2	2	8	12
HDU08102	Contaminants Transport Mechanisms and Principles	2	2	0	2	6	9
WRU08103	Procurement Practice	2	2	0	2	6	9
WRU08104	Financial Management	2	1	0	1	4	6
WRU08105	Water and Environmental Law	2	2	0	4	8	12
HDU08103	Project Conceptualization	0	0	0	0	0	10
	Total Contact hrs/wk	10	9	2	11	32	58

SEMESTER 2: Modules

Code	Module Title	Scheme of Study, hrs/wk					Credit
		L	T	P	AS	Total	
	CORE MODULES						
HDU08204	Groundwater Modelling	2	2	0	2	6	9
HDU08205	Procurement of Hydrogeological and Drilling Works	2	2	0	0	4	6
HDU08206	Hydrogeological and Drilling Contract Management	2	2	0	4	8	12
WRU08210	Human Resources Management	2	2	0	0	4	6
HDU08207	Managing Hydrogeological and Drilling Projects	2	2	0	2	6	9
WRU08212	Environmental Impact Assessment and Audit	2	2	0	3	7	10
HDU08208	Project Realization	0	0	0	0	0	10
	Total Contact hrs/wk	12	12	0	11	35	62

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

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

7.1.2.12 Higher Diploma in Engineering Hydrology - NTA Level 7

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	1	4	6
GSU07102	Development Studies	2	0	0	1	3	4
	Sub Total hrs/wk	4	1	0	2	7	10
	CORE MODULES						
HYU07101	Principles of Hydrology and Meteorology	2	0	0	2	4	6
HYU07102	Design of Hydrometric and Meteorological Networks	2	2	0	1	5	7
HYU07103	Hydrological Processes	2	0	0	2	4	6
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
WRU07105	Fluid Mechanics and Open Channel Hydraulics	2	2	2	1	7	10
WRU07106	Structural Analysis	2	2	0	1	5	7
	Sub Total hrs/wk	16	6	8	10	40	59
	Total Contact hrs/wk	20	7	8	12	47	69

Key: L = Lecture; T = Tutorial; P = Practical; 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	1	5	8
	CORE MODULES						
HYU07204	Establishment of Hydrological and Meteorological Stations	2	0	1	1	4	6
HYU07205	Collection of Hydrological and Meteorological Data	2	0	1	1	4	6
HYU07206	Processing of Hydrological and Meteorological data	2	0	0	1	3	4
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
WRU07213	Soil Mechanics	2	0	3	0	5	7
WRU07215	Industrial Practical Training I	0	0	5	0	5	8
	Sub Total hrs/wk	14	3	14	4	35	52
	Total Contact hrs/wk	16	3	16	5	40	60

Key: L = Lecture; T = Tutorial; P = Practical; 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						
HYU07307	Meteorological Analysis and Forecasting	2	2	0	1	5	8
HYU07308	Groundwater Hydrology	2	2	0	1	5	8
HYU07309	Sedimentation Analysis and Control	2	0	2	0	4	6
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
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	13	6	3	40	62
	Total Contact hrs/wk	20	15	6	3	44	68

Key: L = Lecture; T = Tutorial; P = Practical; 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						
HYU07410	Hydrological Analysis, Forecasting and Design	2	2	0	1	5	8
HYU07411	Planning and Design of Hydraulic Structures	2	2	0	1	5	8
HYU07412	Application of Statistics and Probability in Hydrology	2	1	0	1	4	6
WRU07430	Integrated Water Resources Management	2	1	0	1	4	6
WRU07431	Quantity Surveying	2	2	0	0	4	6
WRU07432	Industrial Practical Training II	0	0	5	0	5	8
	Sub Total hrs/wk	10	8	5	4	27	42
	Total Contact hrs/wk	16	12	5	5	38	58

Key: L = Lecture; T = Tutorial; P = Practical; AS = Assignment

Total Credits at NTA Level 7: 255 Minimum credits required at level 7: 240

**7.1.1.13 Bachelor's Degree in Engineering Hydrology -
NTA Level 8**

SEMESTER 1: Modules

Code	Module Title	Scheme of Study, hrs/wk					
		L	T	P	AS	Total	Credit
CORE MODULES							
HYU08101	Construction of Hydraulic Structures	2	2	4	2	10	15
HYU08102	Operation and Maintenance of Hydraulic Structures	2	2	2	2	8	12
HYU08103	Applications of Mathematical Models in Hydrology	2	1	3	4	10	15
WRU08103	Procurement Practice	2	2	0	2	6	9
WRU08104	Financial Management	2	1	0	1	4	6
WRU08105	Water and Environmental Law	2	2	0	4	8	12
WRU08107	Project Conceptualization	0	0	0	0	0	10
	Total Contact hrs/wk	12	10	9	15	42	79

Key: L = Lecture; T = Tutorial; P = Practical; AS = Assignment

SEMESTER 2: Modules

Code	Module Title	Scheme of Study, hrs/wk					
		L	T	P	AS	Total	Credit
CORE MODULES							
WRU08209	Contract Management	2	2	0	2	6	9
WRU08211	Human Resources Management	2	2	0	0	4	6
WRU08212	Physical Resources Management	2	2	0	0	4	6
WRU08213	Environmental Impact Assessment and Audit	2	2	0	3	7	10
WRU08215	Project Realization	0	0	0	0	0	10
	Total Contact hrs/wk	8	8	0	5	21	41
	TOTAL CREDITS						120

Key: L = Lecture; T = Tutorial; P = Practical; AS = Assignment

Total Credits at NTA Level 7: 255 Minimum credits required at level 7: 240

7.1.1.14 Master of Engineering in Water Resources and Utility Management - NTA Level 9

SEMESTER 1: Modules

Module Code	Module Title	Distribution of Hours per Week				Credits
		L	T	P	AS	
WUG09101	Integrated Water Resources Management	3	1	0	4	12
WUG09102	Principles of GIS and Remote Sensing	2	0	2	2	9
WUG09103	Non-Revenue Water Management	2	0	2	2	12
WUG09104	Management, Governance and Ethics	3	1	0	2	9
WUG09105	Disaster Management	2	2	0	2	9
WUG09106	Environmental and Social Impact Assessment	2	2	0	2	9
Total		14	6	4	14	60

SEMESTER 2: Modules

Module Code	Module Title	Distribution of Hours per Week				Credits
		L	T	P	AS	
WUG09207	Procurement and Project Management	3	1	0	2	9
WUG09208	Organization Financial Resources Management	2	2	0	2	9
WUG09209	Water Policy and Laws	2	2	0	2	9
WUG09210	Transboundary Water Resources Management	3	3	0	2	12
WUG09211	Research Methods and Publication	2	2	0	4	12
WUG09212	Water Systems Modelling	2	2	0	2	9
Total		14	12	0	14	60

SEMESTER 3: Modules

WSG09313	Master's Dissertation					60
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**L=lectures P=practical work T=Tutorials and AS=Assignment
Total Credits at NTA Level 9: 180 Minimum credits required at level 9:180**

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, Computer, Gender and Entrepreneurship.

7.2 PROFILE OF ACADEMIC DEPARTMENTS

7.2.1 Rector/Chief Executive Officer

Dr. Adam O. Karia: PgD in Leadership at Uongozi Institute Technician (Dar es Salaam), PhD in Business Administration (Kisii University – Kenya), MSc in IT & Management PgD in IT and Management (India), Advanced Diploma in IT (UK), Diploma in Water Supply Management (Germany), Diploma in Technical Education (Kleruu) and Certificate in Civil Engineering (Misungwi).

7.2.2 Deputy Rector – Academic, Research and Consultancy

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

7.2.3 Deputy Rector- Planning, Finance and Administration

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

7.2.4 List of Academic Staff in the Department of General Studies

Assistant Lecturer and Head of Department

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

Assistant Lecturer

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

Assistant Lecturer

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

Assistant Lecturer

Mr. Dotto A, Salim, MSc. Mathematics Modelling (UDSM), and BED (SAUT-MWANZA).

Assistant Lecturer

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

Assistant Lecturer

****Ms. Furaha Laurian Ntamanwa*, M.A Social Work (ISW Tanzania), BD. in Social Work (ISW Tanzania), Diploma in Education (Korogwe TTC) and Certificate in Customer Care.

Assistant Lecturer

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

Assistant Lecturer

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), Masters of Information Studies (UDSM).

Senior Tutor I

****Mr. Geoffrey George Mwanahanja*, MEd. Science Education (UDSM) and BEd. in Science (UDSM),

Senior Tutor I

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

Tutor I

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

Tutor I

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

Senior Tutor II

*****Mr. Joseph B. Jumbe**, MSc (ED) (UDSM), BSc with Education (Informatics and Mathematics) (SUA), Diploma in Business English (Sevendale Manchester England), Diploma in Education (Science) (Klerruu TC),

Senior Tutor II

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

Tutor II

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

Assistant Lecturer

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

7.2.5 List of Academic Staff in the Department of Water Supply and Sanitation Engineering

Assistant Lecturer and Head of Department

Dr. Lusajo Henry Mfwango, PhD in Water Management (Hydrology and Water Resources Management) (ACEWM, Addis Ababa) MSc. Tech. in

Irrigation Water Management (IIT – Roorkee, India), BSc in Food Science and Technology (SUA).

Chief Tutor II

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

Chief Tutor II

Eng. Dr. Ezrael Josephat Massawe, PhD in Water Resources Engineering at (UDSM), MSc in Water Resources Eng. (KU/VU Belgium), BSc Civil Engineering(UDSM) PgD in Hydraulic Engineering in River Basins (HRI-Egypt),

Principal Tutor I

Mr. Samuel Michael Tendwa: MSc. in Construction Economics and Management (ARU), PGD in Construction Economics & Management (ARU), Advanced Diploma in Civil Engineering (MIST), Diploma in Education (Kleruu TTC) and FTC in Building & Civil Engineering (ATC).

Lecturer

C. Eng. Dr. Dickson K. Gidion, PhD in Management Science and Engineering (University of Science and Technology of China, School of Management, China), Registered professional engineer (ERB-Tanzania).MSc. in Urban Water and Sanitation(Water Supply Engineering)(IHE Delft Institute for Water Education, Netherlands,)BSc in Civil Engineering (MUST), FTC in Civil Engineering (DIT).

Lecturer

Eng. Dr. Douglas Benjamin Mmasi, MSc. in Environmental Technology & Management (UDSM), B.Sc in Environmental Engineering (UDSM).

Assistant Lecturer

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

Assistant Lecturer

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

Assistant Lecturer

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

Assistant Lecturer

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

Senior Tutor I

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

Senior Tutor II

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

Senior Tutor II

Eng. Sebastian Kanoli Maziku: MSc. of Science in Water Resources Management (Flinders University, Australia) and Bachelor of Science in Agricultural Engineering (SUA).

Tutor II

Eng. Riziki Mashaka Chambuso, Professional Engineer (P.E) and BSc. in Civil and Structural Engineering (UDSM).

Tutorial Assistant

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

Tutorial Assistant

****Eng. Mathias Mhangwa Masonga**, B.Eng. in Civil and Irrigation Engineering (Arusha Tech.), Registered Graduate Engineer (ERB- Tanzania), Diploma in Irrigation Engineering (MATI- IGURUSI), Certificate in General Agriculture (MATI- TUMBI)

Tutorial Assistant

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

Tutorial Assistant

Mr. Jacob Joseph Tyenyi, BSc. in Irrigation and Water Resource Engineering (SUA), Diploma in Hydraulic Engineering in River Basin (Hydraulic Research Institute).

Tutor II

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

Senior Instructor II

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

Laboratory Technician II

Ms. Upendo Ezekiel Minja, Bachelor (NTA 8) in Water Resources and Irrigation Engineering (WI), Ordinary Diploma (NTA 6) in Irrigation Engineering (WI)

Soil Laboratory Technician II

Mr. Ally Abdallah Ally, Bachelor (NTA 8) in Water Resources and Irrigation Engineering (WI), Ordinary Diploma (NTA 6) in Irrigation Engineering (WI)

Plumbing Workshop Technician I

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

7.2.5 List of Academic Staff in the Department of Water Resources Management

Assistant Lecturer and Head of Department

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

Lecturer

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

Lecturer

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

Lecturer

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)

Lecturer

Eng. Dr. Eunice Jestu Makungu, PhD (Hydrology) (Rhodes University SA), Msc. in Water Resources Engineering (UDSM), Bsc. In Civil and Water Resources Engineering (UDSM), Professional Engineer (P.E).

Assistant Lecturer

Mr. Paulo Martin Sanka: MSc. in Hydrology & Water Resources Engineering (NM-AIST), BSc. in Environmental Laboratory Science & Technology (ARU) and Diploma in Water Quality Laboratory Technology (WI - Dar es Salaam).

Assistant Lecturer

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

Assistant Lecturer

Eng. Nancy Praygod Mduma, Professional Engineer (P.E), MSc. in Hydrology and Water Resources Engineering (NM-AIST), BSc. of Engineering in Civil Engineering (St. Joseph University in Tanzania - SJUIT).

Assistant Lecturer

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

Assistant Lecturer

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

Assistant Lecturer

Mr. Mussa Njige Paul, MSc. Biochemistry (SUA), BSc. with Education (NMTC).

Assistant Lecturer

Mr. Musiba Masamba Musiba, MSc. in Hydrology of Water Resources Engineering (NMAIST), PGD in Meteorology (University of Nairobi, Kenya), BSc. in Environmental Science Management (SUA), Technician Certificate in Meteorology (NMTC).

Senior Tutor I

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

Senior Tutor I

Dr. Mihayo Nkinda Sahani: Ph.D in Environmental Science & Engineering (Nelson Mandela African Institution of Science & Technology) MSc. In Chemistry (UDSM), BSc. General (OUT Tanzania), FTC in Water Resource Engineering (RWI).

Senior Tutor I

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

Senior Tutor I

***** Ms. Grace F. Mvungi,** BSc. with Education. (UDSM), MEd in Science Education (UDSM) and Diploma in Education (Kleruu TTC).

Tutor I

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

Senior Tutor II

Dr. Clarence Paul Kisiki, PhD in Hydrology and Water Resources Management (Specialization in Hydrogeology)- Addis Ababa University, Ethiopia, MSc. in Integrated Water Resources Management (UDSM), BSc in

Geology (UDSM), PGD in Shared Water Resource Management (Cairo University, Egypt).

Tutor II

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

Senior Instructor II

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

Laboratory Technician I

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

Assistant Instructor II

Ms. Zawadi Mohamed Twahil, Ordinary Diploma in Science and Laboratory Technology (DIT)

7.3 PROFILE OF ADMINISTRATIVE STAFF

7.3.1 EXECUTIVE OFFICER

Chief Executive Officer

Dr. Adam O. Karia: PgD in Leadership at Uongozi Institute Technician (Dar es Salaam), PhD in Business Administration (Kisii University – Kenya), MSc in IT & Management PgD in IT and Management (India), Advanced Diploma in IT (UK), Diploma in Water Supply Management (Germany), Diploma in Technical Education (Kleruu) and Certificate in Civil Engineering (Misungwi).

Deputy Rector – ARC

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

Deputy Rector - PFA

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

7.3.2 HUMAN RESOURCE AND ADMINISTRATION UNIT

Head of Human Resources & Administration

Ms. Witness Shoo: MSc. in Human Resource Management (MU - Morogoro), Advanced Diploma in Public Administration (Institute of Development Management – Mzumbe).

Principal Human Resources Officer I

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

Human Resources Officer I

Mr. Frank A. Ndelemba, BD of Public Administration in Human Resource Management (MU Morogoro).

Senior Administrative Officer I

Ms. Rebecca Elias Kajiru, BD of Political Science and Administration (OUT); Quality Law (Administration) (TPSC Tanzania).

Records Management Assistant I

Ms. Felista P. Kiungo, Diploma in Records Management (TPSC Tanzania), Basic Certificate in Records Management (TPSC Tanzania) and Certificate in Records Management (TPSC Tanzania),

Senior Records Management Assistant I

Mwanaidi John Bibangamba: Ordinary Diploma in Records & Archives Management TPSC, Basic Certificate in Records Management TPSC, Certificate in Records TPSC.

Records Management Assistant II

Mr. Robert B. Bunto, Ordinary Diploma in Record Management (TPSC), Certificate Basic Technician in Records Management (TPSC),

Senior Driver I

Revocatus Thomas Madawa, Advanced Driving Grade II Certificate, Senior

Driver II

Edward Lugaila Abdon, Advanced Driving, National Institute of Transport (NIT), Certificate of Professional Competence National Institute of Transport (NIT), Certificate of Basic Driving Course - Vocational Education and Training Authority (VETA),

Driver II

Edward Romanus Nachinguru, Certificate Red Cross Congolese/Rundian Refugees Relief Operation Driver,

Driver II

Winfred Francis Ntanga: Advanced Driving Certificate Grade II National Institute of Transport (NIT), Basic Certificate in Driving - Vocational Educational Training Authority, Advanced Driving Certificate Grade Two

Senior Office Attendant

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

7.3.3 LEGAL SERVICES UNIT

Principal Legal officer and Head of Unit

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

Legal Officer I

Adv. 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

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

7.3.5 PROCUREMENT MANAGEMENT UNIT

Senior Procurement Officer and Head of Unit

Mr. Mgata Renatus Mgata, CPSP – (PSPTB Tanzania), BA Procurement and Logistics Management (MU - Morogoro) and Diploma in Accountancy (CBE Tanzania).

Supplies Officer II

Mr. Joseph Rocky Ildefonsi, Bachelor in Procurement & Logistics Management (TIA-Singida), Diploma in Procurement and Logistic Management (TIA-Singida), Basic Technician Certificate in Procurement and Logistic Management (TIA-Singida).

7.3.6 DEAN OF STUDENTS OFFICE

Lecturer and Dean of Student

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 II

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

Medical Officer I

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

Principal Nurse I

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

7.3.7 ACCOUNTS AND FINANCE UNIT

Chief Accountant and Head of Department

Ms. Regina Vicent Sekao: MBA in Corporate Management (MU Morogoro), BA in Accounting and Finance (MUCCOBS Kilimanjaro) and Diploma in Cooperative and Management Accounting (MUCCOBS Kilimanjaro).

Senior Accountant

Ms Halima Abdallah Mghana, MSc. of Business Administration (MU Morogoro), BSc. of Commerce in Accounting (UDSM,) Diploma in Business Administration (CBE Tanzania) PgD Accountancy (IAA Tanzania).

Accountant II

CPA (T). Samwel J. Kazimili, BSc. in Accounting and Finance in Public Sector (MU Morogoro).Diploma IPSAS (NBAA)

Assistant Accountant I

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

7.3.8 PLANNING MONITORING AND EVALUATION DEPARTMENT

Senior Planning Officer and Head of Department

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

7.3.9 ICT AND STATISTICS DEPARTMENT

Senior ICT Officer and Head of Department

Mr. Juma Masoud Mchiro, MSc. in ICT for Development (CBE), PgD in Scientific Computing (UDSM), Advance Diploma in Information Technology (IAA) and Diploma in Education (Morogoro TTC).

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

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

Assistant Lecturer II and Head of Department

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

Assistant Lecturer

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

Senior Librarian Assistant II

Mr. Oscar S. Nsemwa, Diploma in Library, Archives and Documentation Studies (School of Library and Archives Documentations - SLADS)

7.3.11 ESTATE AND ASSETS MANAGEMENT DEPARTMENT

Senior Estate Officer and Head of Department

Eng. Moses Kahabi Matogolo, Professional Engineer (P.E). BSc. in Civil Engineering (UDSM).

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 Ph.D
- ** Implies On study for Masters
- * Implies On study for First Degree

CHAPTER EIGHT

8.0 ACADEMIC CALENDAR FOR ACADEMIC YEAR 2023/2024

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.	SHIMIWI	October 2, 2023	October 14, 2023
2.	Management Meeting	October 2, 2023	October 2, 2023
3.	Scheme of Service Presentation and Submission	October 2, 2023	November 16, 2023
4.	Staff Regulation Submission	October 2, 2023	November 16, 2023
5.	Departmental Meeting	October 10, 2023	October 10, 2023
6.	Academic/Administration Staff Meeting	October 12, 2023	October 12, 2023
7.	Semester 1 OY 2023/ 2024- Registration & Orientation – (NTA4, 7 – 1)	October 16, 2023	October 20, 2023
8.	IPT report presentations	October 16, 2023	October 20, 2023
9.	MAB committee meeting	October 16, 2023	October 17, 2023
10.	Staff Training Programme Presentation	October 16, 2023	October 17, 2023
11.	General Staff Meeting	October 19, 2023	October 19, 2023
12.	Semester 1 OY 2023/2024- Lessons (NTA 4 – 8)	October 23, 2023	February 16, 2024
13.	MAB meeting	October 23, 2023	October 23, 2023
14.	47 th Graduation	November 2, 2023	November 2, 2023
15.	Project Concept Note Presentation (NTA6&8)	November 13, 2023	November 17, 2023
16.	Semester 1 OY 2023/2024- Registration & Orientation – (NTA 9)	November 20, 2023	November 24, 2023
17.	Writing project proposal (NTA6 and 8)	November 20, 2023	December 15, 2023

S/N	Activity/Event	Start	Finish
18.	Semester 1 OY 2023/2024- Lessons (NTA 9)	November 27, 2023	March 15, 2024
19.	Semester 1 – Test 1 (NTA 4 -8)	November 20, 2023	November 24, 2023
20.	SHIMIVUTA	December 8, 2023	December 22, 2023
21.	New Year Holiday Vacation	December 25, 2023	January 2, 2024
22.	Semester 1 – Test II (NTA 4 -8)	January 8, 2024	January 12, 2024
23.	Recruitment Committee	January 8, 2024	January 12, 2024
24.	Management Meeting	January 15, 2024	January 15, 2024
25.	Worker's Council	January 18, 2024	January 19, 2024
26.	Budget Preparation	January 22, 2024	January 26, 2024
27.	Semester 1 – Test (NTA 9)	January 22, 2024	January 26, 2024
28.	Project proposal Presentation (NTA6&8)	January 24, 2024	January 26 2024
29.	International Maji Scientific Conference	January 31, 2024	February 2, 2024
30.	MAB committee meeting	February 5, 2024	February 6, 2024
31.	End of Semester 1 Examinations (NTA 4 -8)	February 5, 2024	February 16, 2024
32.	MAB meeting	February 16, 2024	February 16, 2024
33.	NTA4-8 Semester 1 Vacation (NTA 4 -8)	February 19, 2024	March 10, 2024
34.	End of Semester 1 Exam – Marking (NTA 4 -8)	February 19, 2024	March 8, 2024
35.	Submitting project final proposal (NTA8)	February 19, 2024	February 22, 2024
36.	March Intake Supplementary Exams	March 4, 2024	March 8, 2024
37.	End of Semester 1 Examinations (NTA 9)	March 4, 2024	March 15, 2024
38.	Semester 2 - OY 2024/2024 Lessons	March 11, 2024	July 5, 2024
39.	Writing Project Report	March 11, 2024	Mar 31, 2024
40.	Departmental Meeting	March 12, 2024	March 12, 2024
41.	Academic Affairs Board Meeting	March 14, 2024	March 14, 2024
42.	HIV/AIDS and Corruption Training	March 15, 2024	March 15, 2024

S/N	Activity/Event	Start	Finish
43.	Management Meeting	March 18, 2024	March 18, 2024
44.	Staff Meeting	March 28, 2024	March 28, 2024
45.	Disciplinary Committee	March 26, 2024	March 26, 2024
46.	Semester 2 - OY 2024/2024 Lessons (NTA 9)	April 2, 2024	July 26, 2024
47.	Recruitment Committee Meeting	April 2, 2024	April 5, 2024
48.	Semester 2 – Test I	April 2, 2024	April 5, 2024
49.	MAB committee meeting	April 11, 2024	April 12, 2024
50.	MAB-Meeting	April 18, 2024	April 18, 2024
51.	Mini-presentation of project results_1	April 22, 2024	April 25, 2024
52.	Semester 2 – Test II	May 6, 2024	May 10, 2024
53.	Water Institute Innovation Challenge	May 13, 2024	May 17, 2024
54.	Internal final presentation of project reports (NTA 6& 8)	May 20, 2024	May 24, 2024
55.	Carry out corrections, and loosely bound Submitting of the project books (NTA 6&8)	May 27, 2024	May 31, 2024
56.	Semester 2 – Test (NTA 9)	June 3, 2024	June 7, 2024
57.	External presentation of project reports (NTA 6&8)	June 10, 2024	June 14, 2024
58.	End of Semester 2 Exam	June 24, 2024	July 5, 2024
59.	Management Meeting	July 4, 2024	July 4, 2024
60.	Semester 2 vacation	July 8, 2024	August 12, 2024
61.	End of Semester 2 Exam – Marking	July 8, 2024	July 26, 2024
62.	Carry out corrections, Binding and Submitting project books (NTA 6&8)	July 8, 2024	July 12, 2024
63.	End of Semester 2 Examinations (NTA 9)	July 15, 2024	July 26, 2024
64.	MAB committee meeting	July 18, 2024	July 19, 2024
65.	MAB Meeting	July 25, 2024	July 25, 2024
66.	Departmental Meeting	July 26, 2024	July 26, 2024

S/N	Activity/Event	Start	Finish
67.	Academic Affairs Board Meeting	July 30, 2024	July 30, 2024
68.	Proposal Writing (NTA 9)	August 1, 2024	October 25, 2024
69.	Semester 1 & 2 Supp/Special Exam	August 12, 2024	August 16, 2024
70.	Industrial/ Field Practical Training	August 19, 2024	October 11, 2024
71.	Semester 1 & 2 Supp/Special Marking	August 19, 2024	August 30, 2024
72.	Departmental Meeting	August 21, 2024	August 21, 2024
73.	Academic Affairs Board Meeting	August 23, 2024	August 23, 2024
74.	Worker's Council	September 5, 2024	September 6, 2024
75.	Semester 1 OY 2024/ 2025- Registration & Orientation - NTA4, 7 – 1 and NTA 9	October 7, 2024	October 11, 2024
76.	IPT Oral Presentations	October 7, 2024	October 11, 2024
77.	48 th Graduation	October 10, 2024	October 10, 2024
78.	Semester 1 OY 2024/2025- Lessons	October 14, 2024	
79.	MAB committee meeting	October 16, 2024	October 17, 2024
80.	MAB Meeting	October 25, 2024	October 25, 2024
81.	Proposal approved by the Supervisor Submission (NTA 9)	October 28, 2024	October 31, 2024

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

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:

- (i) “Dean of students” is the WI staffs who is responsible for students’ affairs within the Institute
- (ii) “Disciplinary Actions” includes actions provided under Section B of these By-Laws;
- (iii) “Disciplinary Committee” is the committee established under
- (iv) Section D of these By-Laws;
- (v) “Halls of Residence” shall mean and include hostels and blocks of residence supervised by the Institute;
- (vi) “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.
- (vii) “Institute property” means any property movable or immovable
- (viii) which belongs to WI;

- (ix) “Ministerial Advisory Board (MAB)” is the board established under Section 6 of the Executive Agencies Act Cap 245 as amended from time to time;
 - (x) “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;
 - (xi) “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;
 - (xii) “**WISO**” means Water Institute Students’ Organization;
 - (xiii) “**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
- l) 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.
- m) 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

1. 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

2. 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.

3. 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.

3. 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

1. Disciplinary Committee

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

2. 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.

3 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;

4. 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.

5. 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

1. 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) Deputy Rector-PFA who shall be a Chairperson;
 - b) Legal Officer who shall be a Secretary;
 - c) A State Attorney from any public office preferably the Attorney General's Office; and
 - c) One Institute member to be appointed by the Rector.
2. 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.
3. 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) 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;
 - b) 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;

4. 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.

9.7 . 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.

98. Amendments/Repeals

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

99. Availability and applicability of these By-Laws

- a) These By-Laws shall be made available to every student through SIMS on arrival at the Institute.

- c) Each student will be expected to know and follow the By-Laws throughout the time he will be a student of the Institute.

Continuing Education/ Professional Development Courses

There are no specific rules 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.

Amendment

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