

# MWALIMU NYERERE UNIVERSITY OF AGRICULTURE AND TECHNOLOGY



**PROSPECTUS 2025 - 2026**

**JUNE, 2025**

# MWALIMU NYERERE UNIVERSITY OF AGRICULTURE AND TECHNOLOGY



## PROSPECTUS 2025/2026

### **Prepared by:**

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## **MESSAGE FROM THE VICE CHANCELLOR**

We are pleased that you have decided to pursue your higher education at the Mwalimu Nyerere University of Agriculture and Technology (MNUAT). MNUAT is a relatively new public university located in Butiama District, Mara Region. It is the first public university in the Lake Zone with a highly conducive learning environment and life experience.

This Prospectus describes programmes and courses that will be offered for the next academic year (2025/2026) and different activities conducted at the University. MNUAT provided a unique learning natural environment with high scenic values. The University is also well connected to Butiama and Bunda townships, as well as Musoma Municipal, and only 200 km to Mwanza City. Our aim is to provide the best possible environment for teaching, learning, research and public services. As a new University, we are committed to start with the right records of accomplishment of having graduates who can employ themselves, create jobs for others and become competitive in the labour market both locally and internationally. We intend to achieve this through the use of well-developed curricula with industrial and business linkages as a critical component in all developed Programmes.

We will make sure that your years of stay at this University are filled with excitement and experiences that you can treasure for a lifetime. We also recognise that the quality of student experience derives from more other interesting issues over and above academic studies. MNUAT is also at the interface of national and international higher education innovations, creativeness and appropriate social life. The University has taken all reasonable steps to making sure that the information in this prospectus about course contents, structure, teaching and learning facilities and staffing is accurate and up-to-date. I hope that you will find this prospectus useful and informative to help you make informed decisions. Should you not find what you are looking for in this prospectus, please do not hesitate to contact the Director of Undergraduate Studies for assistance.

Once again, I warmly welcome you to MNUAT, a vibrant University with unlimited opportunities and we look forward to having you here.

Prof. Lesakit S. Mellau  
**VICE CHANCELLOR**

## 1.0 UNIVERSITY PROFILE

Mwalimu Nyerere University of Agriculture and Technology (MNUAT), established in 2014, is a public institution situated in Butiama District, Mara Region, Tanzania. As a tribute to the nation's founding father, Mwalimu Julius Kambarage Nyerere, the University was envisioned to drive transformation in agriculture, science, and technology for sustainable national development. The university's mission is grounded in advancing Agricultural Education and Training (AET), scientific research, and innovation that address the socio-economic needs of Tanzania and the wider region. MNUAT is committed to operating as a third and fourth generation university, integrating education, research, community service, and enterprise into a coherent model of institutional advancement.

MNUAT has strategically developed a multi-campus structure to broaden its reach and impact. The three principal campuses: Main Campus in Butiama, Tabora Campus, and Oswald Mang'ombe Campus are designed to accommodate diverse academic programs and research initiatives. Each campus plays a distinct role in delivering quality education, facilitating innovation, and supporting inclusive development. The Main Campus in Butiama serves as the administrative and academic core of the University. Infrastructure developments at the campus include modern laboratories, lecture theatres, central library facilities, and hostels, all aimed at enhancing the learning environment and research productivity.

Tabora Campus marks MNUAT's expansion into western Tanzania, complementing the university's mission with new infrastructure tailored to agriculture, engineering, and applied sciences. This campus features administration buildings, laboratories, and welfare amenities, which collectively create a vibrant academic environment to support growing student and faculty populations. Similarly, the Oswald Mang'ombe Campus has undergone major renovations and expansions to support teacher education and science programs. The campus includes lecture halls, science laboratories, libraries, student dormitories, and staff housing. These facilities make the campus a crucial center for nurturing future educators and researchers.

MNUAT's academic programs span undergraduate and postgraduate levels across multiple disciplines, including agricultural sciences, engineering and technology, business and entrepreneurship, health sciences, and natural resources

management. These programs are designed to produce graduates with both theoretical knowledge and practical skills aligned with contemporary workforce demands.

In its pursuit of excellence, MNUAT promotes applied research and innovation that is responsive to community and industry needs. Through national and international collaborations, the university participates in initiatives such as climate-smart agriculture, occupational safety in small-scale mining, and youth employment schemes. These initiatives exemplify MNUAT's research agenda and its societal impact.

Looking forward, MNUAT aims to consolidate its role as a catalyst for innovation and economic transformation. Through initiatives like the proposed Entrepreneurial Service Support Unit, the university will equip graduates with mentorship and tools for enterprise development, thereby contributing to job creation and sustainable livelihoods. MNUAT remains committed to fostering academic excellence, practical innovation, and societal progress.

## **2.0 VISION, MISSION AND CORE VALUES**

### **2.1 VISION**

The Vision of the University is "To become an innovative science and technology center that serves as an engine for development"

### **2.2 MISSION**

The mission of the University is "To catalyze societal and industrial development through training; generation and diffusion of knowledge and technologies and delivery of outreach service

### **2.3 CORE VALUES**

In achieving its vision and fulfilling its mission, MNUAT will adhere to the following core values:

- (i) Commitment and professionalism,
- (ii) Pursuit of excellence in service delivery
- (iii) Collaboration and networking
- (iv) Entrepreneurial and innovative spirit,
- (v) Rigorous Standards and quality assurance

- (vi) Competitive orientation,
- (vii) Creativeness and innovations Integrity, Transparency and Accountability,
- (viii) Results/ Achievement oriented
- (ix) Diligence on duty,
- (x) Freedom of thought and expression
- (xi) Gender sensitive and mainstreamed
- (xii) Teamwork and fairness.

### **3.0 LEARNING FACILITIES SERVICES**

#### **3.1 STUDENTS' WELFARE**

The Students' Welfare at MNUAT is under the auspices of the Director of Students' Services Unit who is responsible for provision of students' welfare services. These range from residence to students, counselling and career guidance, students' governance, health and catering services. The following are some of the students' welfare services:

##### **3.1.1 University Students Accommodations Services**

MNUAT provides quality accommodation in the Halls of Residence at the main campus and Oswald Mang'ombe campus in Butiama District and at the Tabora campus in Tabora Municipality. Room charges per day is Tsh. 700.

##### **3.1.2 Students' Governance Services**

MNUAT has a running students' Governance Unit dealing with students' leadership under the auspices of Mwalimu Nyerere University of Agriculture and Technology Students' Organization (MNUAT-SO). It is the responsibility of this unit to guide, counsel and coordinate the organizations' activities (such as academic, political, social, outreach and recreational) to ensure that they are fairly run with integrity and mutuality among students by taking into consideration gender balance. Nonetheless, the unit plays the role of bridging the gap between students and MNUAT management. It also supervises the implementation of Student By-Laws.

### **3.1.3 Health and Catering Services**

Health and Catering Services include the sanitation in all catering services and assists sick students in collaboration with the University Dispensary to find medical treatment. In addition, this unit handles National Health Insurance Fund (NHIF) activities in collaboration with NHIF Office to make sure that all students get their NHIF cards to use whenever they fall sick. As for Catering Services, the University offers cafeteria services to students at subsidized rates. There is a well-established cafeteria on each campus, which has the capacity to serve the present student population.

### **3.1.4 Games and Sports**

The University's main campus has several sporting facilities, including netball, volleyball, basketball, football, and swimming pool. Similar playground facilities are present in Oswald Mang'ombe and Tabora campuses.

## **3.2 COUNSELLING SERVICES**

Counseling services are under the Director of Students' Services, which is under the Deputy Vice Chancellor, Planning, Finance and Administration. This Unit provides integrated guidance and counseling services, as well as support to students and staff of MNUAT in various areas such as:

- (i) Psycho-social concerns: e.g. sexual harassment, social abuse, discrimination, stigmatization, bullying, anger and stress management, anxiety and depression, retirement and retrenchment, marital issues, grief/loss, work and life balance, prevention, special needs, rehabilitation, conflict resolution, sexuality, relationships, and suicide.
- (ii) Academic concerns: e.g. academic underperformance, low productivity, absenteeism, professional misconduct and work-related stress, career guidance and counselling.
- (iii) Health-related concerns: e.g., diabetes, HIV/AIDS, cancer, high and low blood pressure, and psychological disorders.
- (iv) Economic and Financial concerns; e.g., handling of finances, debt, and other economic challenges.

**Contact address:**

Director of Students' Services,

MNUAT,

P.O. Box 976,

Musoma.

Tel: +255672254024/0768547987

Email: [counselling@mnuat.ac.tz](mailto:counselling@mnuat.ac.tz)

### **3.3 LIBRARY SERVICES**

The University Library is the heart of the University's academic and research endeavors, which provide information services to support teaching, learning, research, and innovation. The library is operating in three library buildings at Butiama main campus, Oswald Mang'ombe campus, and Tabora campus. The library is run by both academic and administrative staff, whereby the former are involved in teaching, research, consultancy services, as well as managerial functions, and the latter are involved in the provision of library services. Library buildings have a collection of various reading materials, including books, journals, research reports, Government, and University publications. Also, there is adequate e-reading material that the university has subscribed to.

Each library has an ICT section which is managed by systems administrators, overseeing the smooth running of the ICT networks and equipment. The library buildings at Butiama main campus, Oswald Mang'ombe campus and Tabora campus provide reading space to 2000, 100 and 120 students, staff, and other external users at a time, respectively.

**Library opening hours:**

DURING SEMESTER TIME			
WEEK DAYS	DAY TIME (Open Hours)	BREAK	NIGHT (Open Hours)
Monday - Saturday	8:00 am - 18:30 pm	1 Hour	19:30 - 22:30 pm
Sunday	14:00 - 18:30 pm	1 Hour	19:30 - 22:30 pm
Public Holidays	8:00 am - 18:30 pm	Closed	
DURING VACATION			
Monday – Friday	8:00 am- 17:00 pm	Closed	
Saturday	8:00 am – 15:30 pm	Closed	
Sunday & Public Holidays	Closed	Closed	

**3.4 WORSHIP AND SPIRITUAL COUNSELING SERVICES**

As stipulated in the University charter, students and staff have complete freedom of worship based on their spiritual beliefs, within the limitations of the laws of the country and student by-laws. At present, facilities are available a few kilometers outside each campus for all denominations.

**3.5 SECURITY AND SAFETY MANAGEMENT SYSTEMS**

MNUAT Security and Safety Management Systems comprise the University Auxiliary Police Unit and the Private Security Companies, which have security contracts with the University. All students are cautioned to secure themselves and their colleagues by instilling in their minds the attitude of being always alert with a security consciousness spirit and self-awareness against unpredictable crimes. Whenever Police assistance is needed, students and/or staff are advised to report immediately by using the following mobile numbers:

Office	Mobile numbers
Auxiliary Police	+255716626568/0782836767

## **4.0 UNIVERSITY LEADERSHIP**

### **CHANCELLOR**

Honorable M. K. P. Pinda

LL. B (Dar)

### **COUNCIL CHAIRMAN**

Honorable P. Luhanjo

Diploma in Administration (Moro), M.A. in Public Administration (Southern California)

### **VICE CHANCELLOR**

Prof. L. S. Mellau

BVM (Moro), MVM (Moro and Copenhagen), Ph.D. RVAU (Copenhagen)

### **DEPUTY VICE CHANCELLOR (ACADEMIC, RESEARCH AND CONSULTANCY)**

Prof. J. S. Mtebe

BSc. Computer Science (Dar), MSc Computer Science (Southern Queensland),

Ph.D. in Interactive Technology/Human-Computer Interaction (Tampere)

### **DEPUTY VICE CHANCELLOR (PLANNING, FINANCE AND ADMINISTRATION)**

Prof. L. L. Melyoki

BCom (Dar), MBA (Twente), PhD. BA (Twente)

### **QUALITY ASSURANCE UNIT**

ACTING HEAD: Dr. A. S. Mgelwa

BSc. Wildlife Mngt (Moro), MSc. Biology (Brussels), MSc. Biology of Organisms and Ecology (Brussels), MSc. Tropical Biod and Ecosystems (Florence), PhD. Sc Ecology (Fujian)

## **RESEARCH, PUBLICATION AND POSTGRADUATE STUDIES UNIT**

ACTING DIRECTOR: Dr. J. J. Masana

BSc (Ed). Phy and Math, MSc. Physics (Dar), Ph.D Phy (Wuhan)

## **CONSULTANCY AND OUTREACH SERVICES UNIT**

ACTING DIRECTOR: Dr. J. J. Matiku

BED (Dar), M.A. A. Psych (Dar), Ph.D Ed Psych (Musoma), Ph.D Rural Dev. (Moro)

## **UNDERGRADUATE STUDIES UNIT**

ACTING DIRECTOR: Dr. Y. A. Kafula

BSc. Fisheries and Aquaculture (Dar), MSc. Health Aquatic Animals (Moro), Ph.D. Biology (Leuven)

## **LIBRARY SERVICES UNIT**

ACTING MANAGER: Dr. E. M. Bonephace

B.A Community Dev (Iringa), M.A Info Studies (Dar), PhD Info Science (Wuhan)

## **ADMINISTRATION AND HUMAN RESOURCE MANAGEMENT UNIT**

DIRECTOR: Mr. F. F. Ntakabanyula

BBA - HRM and MBA - HRM (Mwanza), PHR (Dar)

## **FINANCE UNIT**

DIRECTOR: CPA E. S. Mpangala

Advanced Diploma in Accountancy (Dar), MSc. Accounting and Finance (Moro), CPA (T)- NBAA

## **INTERNAL AUDIT UNIT**

HEAD: CPA W. F. Mafumba

ADA (TIA), PGDA (Arusha), MBA CM (Moro), CPA (T)- NBAA

## **PROCUREMENT MANAGEMENT UNIT**

HEAD: CPSP B. B. Donge

ADPLM (Arusha), MSc PSCM (Moro), CPSP (PSPTB)

## **PLANNING AND INVESTMENT UNIT**

DIRECTOR: Ms. M. N. Haule

Adv. Dipl. in Reg. Planning (Dodoma), M.Sc. in Dev. Policy (Morogoro)

## **ESTATES MANAGEMENT UNIT**

DIRECTOR: Eng. M. P. Jahulula

AD Dipl in Electrical Eng (Dar), Bachelor of Laws (Dar), Postgraduate Diploma in Scientific Computing (Dar), Masters BA (Dar), Masters of Eng Mngt (Dar)

## **STUDENTS' SERVICES UNIT**

ACTING DIRECTOR: Mr. T. C. Mpogole

BEd Psych (Dar), M.A. Ed (Dodoma)

## **LEGAL SERVICES UNIT**

COORDINATOR: Dr. G. C. Rwechungura

Bachelor of Laws (Arusha), Post Graduate Diploma in Legal Practice (Dar), Masters of Laws (Mwanza), Ph.D. Economic Law (Shanghai)

## **COMMUNICATION AND MARKETING UNIT**

HEAD: Mr. E. M. Emmanuel

Advance Dipl in Journalism and Mass Communication (Dar), Master of Arts in Mass Communication (Mwanza)

## **DIVERSITY UNIT**

ACTING HEAD: Dr. J. M. Ndossi

BSc. MSc. Rural Dev. PhD Agric and Rural Innov. (Moro)

## **HEALTH UNIT**

COORDINATOR: Dr.. E. P. Chami

Bachelor of Medicine and Surgery (Dar)

## **INFORMATION, COMMUNICATION TECHNOLOGY UNIT**

MANAGER: Mr. J. F. Mramba

Bachelor of Engineering (Computer Engineering) - (Arusha), MSc. in Info Tech and Mngt (Coimbatore)

## **DEANS OF SCHOOLS AND HEADS OF ACADEMIC DEPARTMENTS**

### **SCHOOL OF AGRICULTURE**

ACTING DEAN: Dr. S. D. Msungu

Dip Ed Chem and Bio (Iringa), BSc. Agric General (Moro), MSc. Crop Science (Moro), PhD Sust. Agric (Arusha)

### **DEPARTMENT OF AGRICULTURAL SCIENCES**

HoD: Dr. W. M. Mtemi

BSc. Agronomy (Moro), MSc. Natural Resources Management (Trondheim), Ph.D Sc Ecology (Nanning)

### **LECTURERS**

Dr. S. D. Msungu Dip Ed Chem and Bio (Iringa), BSc. Agric General (Moro), MSc. Crop Science (Moro), PhD Sust. Agric (Arusha)

Dr. Z. J. Ngoya BSc Agronomy (Moro), MSc. Soil Sc. And Land Mgt (Moro)

### **ASSISTANT LECTURERS**

\*Mr. H. D. Wambura BSc. and MSc. Crop Science (Moro)

\*Ms. N. F. Nyakeko BSc. Horticulture (Moro), MSc. Natural Resources Mngt. (Trondheim)

Mr. N. Masunzu BSc. MSc Food Sc. (Moro)

\*Mr. E. F. Mwakasege BSc Food Sc. And Tec (Moro), MSc. Food and Nutritional (Arusha)

Ms. L. R. Chappa BSc. Agronomy (Moro), MSc. Integrated Soil Fertility Mngt. (Nairobi)

Mr. M. B. Sulley BSc. Agric Gen (Moro), MSc. Plant Breeding (Ibadan)

### **TUTORIAL ASSISTANTS**

\*Mr. F. F. Mwesige BSc. Agron. (Moro), MSC NARAM (Dar)

\*Mr. S. J. Makungu BSc. Agric (Moro)

\*Mr. M. S. Lyaganda BSc. Hort. (Moro)  
\*Ms. S. Mathayo BSc. Agric General (Moro)  
\*Mr. F. M. Gwassa BSc. Agric General (Moro)  
Ms. G. D. Kanje BSc. Human Nutrition (Moro)

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**\* On Study Leave**

**INSTRUCTORS**

Dr. B. L. January BSc. Agric Gen (Moro), MSc. Crop Sc. (Moro), Ph.D Entomology (Moro)

\*Mr. R. N. Leonard BSc. Hort. (Moro) MSc. Hort. (Queensland)

\*Mr. J. F. Damian BSc. Agric General (Moro)

Mr. Y. Z. Hhayuma BSc. in Agric General (Moro)

**LABORATORY TECHNICIANS**

Mr. R. R. Mkondya Dip in Laboratory Science and Tech. (Arusha)

\*Ms. J. L. Mkwama Dip in Laboratory Science and Tech. (Arusha), BSc. in Biotechnology and Laboratory Sciences (Moro)

Ms. S. S. Rajabu Certificate of Teaching Grade III (Mtwara), Diploma in Laboratory Science and Technology (Mbeya)

**DEPARTMENT OF NATURAL RESOURCES**

HoD: Dr. G. L. Msaki

BSc. Wildlife Mngt (Moro), MSc. Environ and NRE (Moro), PhD Environmental Science and Eng (Arusha)

**LECTURERS**

Dr. G. L. Msaki BSc. Wildlife Mngt (Moro), MSc. Environ and NRE (Moro), PhD Environmental Science and Eng (Arusha)

Dr. W. M. Mtemi BSc. Agronomy (Moro), MSc. Natural Resources Management (Trondheim), Ph.D Sc Ecology (Nanning)

Dr. A. S. Mgela BSc. Wildlife Mngt (Moro), MSc. Biology (Brussels), MSc. Biology of Organisms and Ecology (Brussels), MSc. Tropical Biod and Ecosystems (Florence), Ph.D. Sc Ecology (Fujian)

### **ASSISTANT LECTURERS**

Mr. A. B. Nyanganoye BSc. Wildlife Mngt, MSc. Ecosystem Sciences and Mngt (Moro)

### **DEPARTMENT OF AQUACULTURE AND FISHERIES**

HoD: Dr. M. S. Mnyoro

BSc. Aquaculture, MSc. Health of Aquatic Animal Resources, Ph.D. Aquaculture (Moro).

### **LECTURERS**

Dr. M. S. Mnyoro BSc. Aquaculture, MSc. Health of Aquatic Animal Resources, Ph.D. Aquaculture (Moro).

Dr. Y. A. Kafula, BSc. Fisheries and Aquaculture (Dar), MSc. Health aquatic Animals (Moro), Ph.D. Biology (Leuven).

Dr. H. V. Vedasto BSc. Aquaculture (Moro), MSc. Fisheries and Aquaculture (Hangzhou), PhD Ocean Tech (Hangzhou)

### **TUTORIAL ASSISTANTS**

\*Ms. L. G. Peter BSc. Aquaculture (Moro)

### **DEPARTMENT OF ANIMAL HEALTH AND PRODUCTION**

HoD: Dr. M. M. Kanyema

BSc BVM (Moro), MSc Public Health and Food Security (Moro), PhD agriculture (Jilin)

## **PROFESSORS**

Prof. L. S. Mellau BVM (Moro), MVM (Moro and Copenhagen), Ph.D RVAU (Copenhagen)

## **LECTURERS**

Dr. M. M. Kanyema BSc BVM (Moro), MSc Public Health and Food Security (Moro), PhD agriculture (Jilin)

## **ASSISTANT LECTURERS**

\*Dr. T. M. Katto BSc BVM (Moro), MSc CAP (Moro)

\*Dr. Y. S. Anatory BVM (Moro) MSc. Applied Microb. (Moro)

Ms. E. A. Komba BSc. Animal Sc, MSc. Tropical Animal Prod (Moro)

## **TUTORIAL ASSISTANTS**

\*Mr. R. B. Mdagadzule BSc. Animal Sc. (Moro)

Dr. D. V. Kazili BVM (Moro)

Mr. J. P. Lukindo BSc. Animal Sc (Moro)

## **SCHOOL OF ENGINEERING AND TECHNOLOGY**

ACTING DEAN: Dr. E. M. Focus

Dip (Ed). Physics and Mathematics (Mbeya), BSc (Ed). Physics and Mathematics (Dodoma), MSc. Physics (Dar), Ph.D Enviro Sc and Eng. (Arusha)

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**\* On Study Leave**

## **DEPARTMENT OF AGRICULTURAL AND IRRIGATION ENGINEERING**

ACTING HoD: Eng. R. M. Basheke

Bachelor Eng in Electronics and Communication Eng (Dar), Master Tech in Energy Tech (Tezpur)

## **ASSISTANT LECTURERS**

\*Eng. A. A. Hepautwa Dip in Interior Design (Lycee Prive En-Nadjan) BSc. Civ Eng (SUB) MSc Highway and Civ Eng Structures (SUB).

\*Eng. E. K. Kabyazi BSc. and MSc Agr. Eng. (Moro)

\*Eng. C. S. Katikizu BSc. Environmental Eng (Dar), MSc. Water Resources Eng (Dar)

Eng. E. C. Muga Master of Hydrology and Water Resources Engineering (Arusha), Bachelor of Science in Agricultural Engineering (Moro)

## **TUTORIAL ASSISTANTS**

\*Eng. N. L. Mwampamba BSc in Agricultural Eng (Moro)

\*Eng. G. L. Mwalusambo BSc. Metallurgy and Mineral Proc Eng. (Dodoma)

Eng. E. S. Martin BSc. Water Resources and irrigation engineering (Dar)

Eng. E. H. Rushema BSc. Civ Eng (Dar)

Eng. J. B. Kiritha BSc. Civ Eng (Dar)

Eng. M. B. Lugobi BSc. Computer Eng & IT (Dar)

Eng. N. Y. Zayumba BSc. Irrigation and Water Resources eng (Moro)

Eng. S. E. Kadya BSc. Agricl Eng and Mechanisation (Dar)

## **DEPARTMENT OF PROCESS, POST-HARVEST, FOOD AND ENERGY ENGINEERING**

ACTING HoD: Dr. H. V. Vedasto

BSc. Aquaculture (Moro), MSc. Fisheries and Aquaculture (Hangzhou), PhD Ocean Tech (Hangzhou)

## **ASSISTANT LECTURERS**

\*Eng. U. A. Matola: BSc. Process Eng. and MSc. Chem. Eng (Bordj Badji Mokhtar)

Eng. R. M. Basheke Bachelor Eng in Electronics and Communication Eng (Dar), Master Tech in Energy Tech (Tezpur)

## **TUTORIAL ASSISTANTS**

Eng. R. C. Johanes BSc. Bioprocess and Post-harvest Eng (Moro)

## **SCHOOL OF ICT AND BUSINESS STUDIES**

ACTING DEAN: Dr. L. L. Kironyi

B.A Rural Dev (Moro), MPA (Botswana), Ph.D Agric Econ and Agrib (Moro and Copenhagen)

## **DEPARTMENT OF BUSINESS, ECONOMICS AND FINANCE**

HoD: Dr. C. A. Kibona

BSc, MSc. Agrib Mngt (Tokyo), PhD Agric. Econ and Mngt (Jilin).

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**\* On Study Leave**

## **PROFESSORS**

L. L. Melyoki BCom (Dar), MBA (Twente), PhD. BA (Twente)

## **LECTURERS**

Dr. L. L. Kironyi B.A Rural Dev (Moro), MPA (Botswana), Ph.D Agric Econ and Agrib (Moro and Copenhagen)

Dr. C. A. Kibona BSc, MSc. Agrib Mngt (Tokyo), PhD Agric. Econ and Mngt (Jilin).

Dr. G. T. Budotela Professional certificate in SACCOS Mngt, PD in SACCOS mngt (Kilimanjaro), PD in procurement and logistics (Arusha), Bachelor degree in Accountancy (Mwanza), Master degree of BA in Finance (Mwanza), Ph.D (Kilimanjaro).

## **ASSISTANT LECTURERS**

\*Ms. O. M. Migowe BAF, MSc (Dodoma)

\*Ms. A. Kanyangemu BSc. Agric Econ and Agrib (Moro); MSc. Agric Econ (Haryana)

\*Ms. S. M. Masebo B.A Econ and Statistics (Dar), M.A. Economics (Dar)

\*Mr. E. A. Wabanhu BBA and Logistical Mngt (Mwanza), MSc. Proc. And Supply Chain Mngt (Moro)

\*Mr. N. S. Millao BSc. Agric NRE and Business (Dar), M.A. Economics (Dar).

Mr. A. A. Sirikwa, BSc Agric Econ and Agrib (Moro), M.A Economics (Moro)

### **TUTORIAL ASSISTANT**

\*Mr. A. J. Mtunguja, Bachelor of Banking and Finance (Dar)

\*Ms. N. G. Kaneno BBA (Mwanza)

Ms. A. G. Monyo, Bachelor in Marketing (Dar)

### **INSTRUCTORS**

CPSP M. W. Michael ADPSM (Dodoma), CPSP (T), PSPTB

### **DEPARTMENT OF INFORMATION, COMMUNICATION TECHNOLOGY (ICT)**

ACTING HoD: Ms. H. S. Chikusi

BSc. Comp Sc (Arusha), MSc. Embedded and Mobile System (Arusha)

### **PROFESSORS**

J. S. Mtebe BSc. Computer Science (Dar), MSc Computer Science (Southern Queensland), Ph.D in Interactive Technology/Human-Computer Interaction (Tampere)

### **ASSISTANT LECTURERS**

\*Ms. Z. J. Mgova: BSc Info Tech (Iringa), MSc. Comp Sc. (Kuopio)

\*Ms. H. S. Maleko BSc. IT (Kilimanjaro), Masters (Info Security (Arusha)

\*Mr. F. A. Nyange BSc Eng. in Elect and Comm. Eng (Dodoma), PGD EducVoA, MSc. Embedded and Mobile System (Arusha)

Ms. H. S. Chikusi Bachelor Comp Sc (Arusha), MSc. Embedded and Mobile System (Arusha)

Mr. J. S. Mahushi BSc. Comp Sc Software Eng (Mwanza), Master of Eng Comp Sc and Tech (Dalian)

\*Mr. R. S. Swai Cert. Dip in ICT, BSc Business ICT (Kilimanjaro), MSc. Embedded and Mobile System (Arusha)

\*Mr. E. K. Gilliard BSc. IT and Systems (Moro), MSc. CS and Tech. (Beijing)

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### **\* On Study Leave**

### **TUTORIAL ASSISTANTS**

Mr. H. I. Mzenzi BSc. Comp Sc (Dar)

Ms. S. M. Kesho BSc. Comp Sc (Dar)

### **INSTRUCTORS**

\*Mr. Z. E. Haule BSc. ICT (Iringa)

Mr. E. N. Oyuke, AD in Computer Science (Dar), MSc. IT and mgnt (Coimbatore)

Mr. M. Hamis BSc. Informatics (Moro), MSc. ICS and eng. (Arusha)

## **SCHOOL OF EDUCATION AND HUMANITIES**

ACTING DEAN: Dr. E. P. Mbwambo

BSc. MSc. Ph.D. Rural Development (Moro)

### **DEPARTMENT OF EDUCATION**

HoD: Dr. T. M. Kalenga

BSc (Ed). Chem and Bio (Zanzibar), MSc. Chem (Dar), PhD Chem (Dar)

### **LECTURERS**

Dr. J. J. Matiku BED (Dar), M.A. A. Psych (Dar), Ph.D Ed Psych (Mara), Ph.D Rural Dev. (Moro).

Dr. T. M. Kalenga BSc (Ed). Chem and Bio (Zanzibar), MSc. Chem (Dar), PhD Chem (Dar)

Dr. J. J. Masana BSc (Ed). Phy and Math, MSc. Physics (Dar), Ph.D Phy (Wuhan)

Dr. E. M. Focus Dip (Ed). Physics and Mathematics (Mbeya), BSc (Ed). Physics and Mathematics (Dodoma), MSc. Physics (Dar), Ph.D Enviro Sc and Eng. (Arusha)

### **ASSISTANT LECTURER**

\*Mr. E. H. Njale BSc (Edu). Chem and Bio, MSc. Chem (Dar)

\*Mr. P. M. Meza Dip Ed (Tanga), BAED (Mwanza), MA in Linguistics (Mwanza)

\*Mr. J. J. Mapinda BSc. Ed. Math and Informatics (Moro), MSc. Appl. Math and Computational Sciences (Arusha).

## **TUTORIAL ASSISTANTS**

\*Mr. E. N. Kayuni Bachelor of Education in Science (Dar)

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**\* On Study Leave**

## **DEPARTMENT OF HUMANITIES**

HoD: Dr. J. M. Ndossi

BSc. MSc. Rural Dev. (Moro), PhD Agric and Rural Innov. (Moro)

## **LECTURERS**

Dr. E. P. Mbwambo BSc. MSc, Ph.D Rural Development (Moro)

Dr. J. M. Ndossi BSc. MSc. Rural Dev. (Moro), PhD Agric and Rural Innov. (Moro)

## **ACADEMIC UNITS**

### **QUALITY ASSURANCE UNIT**

ACTING HEAD: Dr. A. S. Mgelwa

BSc. Wildlife Mngt (Moro), MSc. Biology (Amsterdam), MSc. Biology of Organisms and Ecology (Brussels), MSc. Tropical Biodiversity and Ecosystems (Florence), PhD. Sc Ecology (Fujian)

### **RESEARCH, PUBLICATION, AND POSTGRADUATE STUDIES UNIT**

ACTING DIRECTOR: Dr. J. J. Masana

BSc (Ed). Phy and Math, MSc. Physics (Dar), Ph.D Phy (Wuhan)

### **UNDERGRADUATE STUDIES UNIT**

ACTING DIRECTOR: Dr. Y. A. Kafula

BSc. Fisheries and Aquaculture (Dar), MSc. Health Aquatic Animals (Moro), Ph.D. Biology (Leuven)

## **LIBRARY SERVICES UNIT**

ACTING MANAGER: Dr. E. M. Bonephace

B.A Community Dev (Iringa), M.A Info Studies (Dar), PhD Info Science (Wuhan)

## **ADMINISTRATIVE STAFF LIST**

### **OFFICE OF THE VICE CHANCELLOR**

#### **Legal Services Unit**

Coordinator: Dr. G. C. Rwechungura Bachelor of Laws (Arusha), Post Graduate Diploma in Legal Practice (Dar), Master of Laws (Mwanza), Ph.D. Economic Law (Shanghai)

Mr. S. M. Rashid, Bachelor of Laws (Mwanza)

Mr. S. S. Said Degree of Bachelor of Laws (Dar), Postgraduate Diploma in Legal Practice, Diploma in Law (Tanga)

#### **Internal Audit Unit**

Head: CPA W. F. Mafumba ADA (Arusha) PGDA (IAA) MBA CM (Moro) CPA (T)-NBAA

\*CPA K. H. Hinju Bachelor of Commerce in Accounting (Dar), CPA (T)-NBAA

Mr. M. A. Mushi, Bachelor of Accounting (Dar)

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#### **\* On Study Leave**

#### **Procurement Management Unit**

Head: CPSP B. B. Donge ADPLM (Arusha), MSc PSCM (Moro), CPSP (PSPTB)

CPSP A. Mathayo BAPSM (Kilimanjaro), Masters of BM (Kilimanjaro), CPSP (T) (PSPTB)

CPSP R. Lwila PSM (Kilimanjaro), CPSP (T), PSPTB

Mr. H. M. Swafeni BCPLM (Mbeya), DPLM (Mbeya), BPLM (Mbeya)

CPSP I. J. Sindwa OD in PLM (Arusha), BPLM (Arusha), Cert of Registration-Graduate PSP, CPSP (PSPTB)

Ms. G. J. Nkya Adv Dipl in Procurement and Logistics Mgt (Mwanza)

### **Quality Assurance Unit**

Acting Head: Dr. A. S. Mgelwa BSc. Wildlife Mngt (Moro), MSc. Biology (Brussels), MSc. Biology of Organisms and Ecology (Brussels), MSc. Tropical Biodiversity and Ecosystems (Florence), PhD. Sc Ecology (Fujian)

### **Communication and Marketing Unit**

Head: Mr. E. M. Emmanuel, Advance Dipl in Journalism and Mass Communication (Dar), Master of Arts in Mass Communication (Mwanza)

Mr. F. A. Mnakatu Bachelor of Arts in Mass Communication (Dar)

Ms. E. F. Nzilu, Bachelor of Arts in Public Relations and Advertising (Dar)

## **OFFICE OF THE DEPUTY VICE CHANCELLOR (ACADEMIC, RESEARCH AND CONSULTANCY)**

### **Undergraduate Studies Unit**

Acting Director: Dr. Y. A. Kafula BSc. Fisheries and Aquaculture (Dar), MSc. Health Aquatic Animals (Moro), Ph.D Biology (Leuven).

### **University Examinations Section**

Examination Officer: Dr. W. M. Mtemi BSc. Agronomy (Moro), MSc. Natural Resources Management (Trondheim), Ph.D Sc Ecology (Nanning)

### **Students Admission Section**

Admission Officer: Mr. M. J. Njile BASO (Dar), PHR (Tabora)

### **Students Loan Section**

Loan Officer: Ms. M. H. Abeid, Bachelor of Arts in PS and PA (Dar)

### **Research, Publication and Postgraduate Studies Unit**

Acting Director: Dr. J. J. Masana BSc (Ed). Phy and Math, MSc. Physics (Dar), Ph.D Phy (Wuhan)

## **Library Services Unit**

Acting Manager: Dr. E. M. Bonephace, B.A Community Dev (Iringa), M.A. Info Studies (Dar), PhD Info Science (Wuhan)

### **Assistant Librarian:**

\*Mr. S. R. Jeremiah BSc. ICT with Business (Moro), MSc. CS (Dar).

### **Assistant Librarian Trainees:**

\*Mr. Msavange Dip in Information and Library Sc (Moro), BSc in Business ICT(Kilimanjaro)

\*Ms. E. W. Makho: Cert. Dip in Library and Inform. Studies (Moro), Bachelor of Info and Records Mngt (Moro)

\*Ms. U. C. Nzaligo Bachelor of Info and Records Mngt (Moro)

\*Mr. L. V. Chuwa B.A Lib and Info Studies (Dar)

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### **\* On Study Leave**

### **Library Administrative Officers:**

Ms. P. B. Mavika Bachelor of Arts in Library and Info Studies (Dar)

\*Ms. M. T. Goweke Bachelor of Arts in Library and Info Studies (Dar)

Ms. M. M. Joseph BLIS (Dar)

Mr. G. J. Petro Dip in Information and Library Sc. (Kilimanjaro)

Mr. F. S. Faraji, Bachelor of Science in Library and Information Management (Moro)

Ms. H. P. Mapondela, Bachelor of Information and Records Management (Moro)

Ms. S. H. Ramadhani, Bachelor of Arts in Library and Information Studies (Dar)

Ms. M. M. Mbaraka Certificate in Information and Library Sciences (Moshi)

Ms. C. A. Mwandemele certificate in Library, Records and Information studies (Dar)

## **OFFICE OF THE DEPUTY VICE CHANCELLOR (PLANNING, FINANCE AND ADMINISTRATION)**

### **Planning and Investment Unit**

Coordinator: Ms. M. N. Haule Adv. Dipl. in Reg. Planning (Dodoma), M.Sc. in Dev. Policy (Morogoro)

\*Mr. M. D. Lugina B.A Regional Dev Planning (Dodoma)

Mr. O. S. Isaka Bachelor degree in Population and Dev Planning (Dodoma)

### **Finance Unit**

Director: CPA. E. S. Mpangala, Advanced Diploma in Accountancy (Dar), MSc. Accounting and Finance (Moro), CPA (T)- NBAA

### **Expenditure Section**

CPA. P. S. Mambosho ADA (Dar), PGDA (Arusha), CPA (T)-NBAA

Mr. O. H. Hanya Bachelor of accounting (Dar)

### **Final Account Section**

CPA. P. S. Mambosho ADA (Dar), PGDA (Arusha), CPA (T)-NBAA

### **Revenue Section**

CPA. H. J. Razack, MSc. Finance and investment (Dar), CPA (T)-NBAA, BAF (Kilimanjaro)

### **Bank Reconciliation Section:**

CPA H. J. Razack MSc. Finance and investment (Dar), CPA (T)-NBAA, BAF (Kilimanjaro)

Mr. O. H. Hanya Bachelor of accounting (Dar)

### **Cash Office Section**

Mr. S. R. Salum BAF-BS (Moro)

### **Pre-Audit/Examination Section**

CPA F. M. Nyenza, BAF (Mwanza), CPA (T)-NBAA

### **Administration and Human Resources Management Unit**

Director: Mr. F. F. Ntakabanyula BBA- HRM and MBA- HRM (Mwanza), PHR (TPSC)

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### **\* On Study Leave**

#### **Administration Section**

Head: Mr. W. E. Nyasa BHRM (Moro), PHR (Mbeya)

Ms. M. H. Abeid, Bachelor of Arts in PS and PA (Dar)

\*Mr. G. P. Kimbi Bachelor of Human Resource Management (Moro)

Ms. S. H. Iddi, Bachelor of Arts in Human Resource Management (Kilimanjaro)

Mr. C. M. Mnyambwa, Bachelor in Human Resource Planning and Management (Dodoma)

Mr. A. A. Matimbili BPA-RAM (Moro)

Ms. M. Nelson Certificate of Education (Tanga), Diploma in Rec Mngt. (Tabora)

Ms. J. M. Shabi, Ordinary Diploma in Secretarial Studies (Tabora)

\*Ms. J. D. Kashoro Diploma in Records Management (Dar)

Ms. A. J. Mjinja, Ordinary Diploma in Secretarial Studies (Dar)

Ms. R. F. Ngalo, Ordinary Diploma in Secretarial Studies (Dar)

Ms. G. G. Patrick Ordinary Diploma in Records Management (Dar)

Ms. M. S. Kipingu Ordinary Diploma in Records, Archives and Information Management (Dodoma)

#### **Human Resource Management Section**

Head: Mr. M. J. Njile BASO (Dar), PHR (Tabora)

Mr. W. E. Nyasa BHRM (Moro), PHR (Mbeya)

Mr. J. C. Mwananzumi BA HRM (Kilimanjaro).

#### **Information, Communication Technology Unit**

Head: Mr. J. F. Mramba Bachelor of Engineering (Computer Engineering) - (Arusha), MSc. in Info Tech and Mngt (Coimbatore)

Mr. E. N. Oyuke, AD in Computer Science (Dar), MSc. IT and Mgnt (Coimbatore)

Mr. Y. H. Misanga BENGCO (Dar), ODCO (Dar)

\*Mr. H. T. Malisa AD in Computer Science (Arusha)

Mr. M. P. Kilongo BSc. in Telecommunications Engineering (Dar)

### **Estates Management Unit**

Director: AD in Electrical Eng (Dar), Bachelor of Laws (Dar), Postgraduate Diploma in Scientific Computing (Dar), Master's BA (Dar), Master's of Eng Mgnt (Dar)

FRV R. S. Kijiba BSc. In LMV (Dar), Provisionally Registered Valuer Certificate (VRB)

QS O. B. Bujiku BSc. (Dar), Master of Eng.In Maint.Mngt (Dar)

Eng. P. M. Shenyagwa PGD in Scientific Computing (Dar), FTC in Civ Eng, Master of Eng Mgnt (Dar), Professional Engineer Registration Certificate

Mr. D. T. Joachim BSc. Land Mgnt and Valuation (Dar)

\*QS S. R. Chezeni BSc. In Building Economics (Dar), Registered Quantity Surveyor (AQRB)

\*Mr. N. W. Malima BSc. Land Mgnt and Valuation (Dar), Registered with the Valuers Registration Board of Tanzania

Ms. S. A. Mchalaganya, Bachelor of Technology in Architecture (Mbeya)

Ms. F. I. Kikwilili, Bachelor's Degree in Electrical and Electronic Engineering (Mbeya)

\*Mr. E. P. Mligo, Certificate in Electrical Installation (VETA)

Mr. E. D. Masele, Certificate - Carpentry and Joinery (VETA)

Mr. O. H. Litami, Certificate - Masonry and Bricklaying (VETA)

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### **\* On Study Leave**

### **Maintenance Section**

Head: F. I. Kikwilili, Bachelor's Degree in Electrical and Electronic Engineering (Mbeya)

Mr. D. E. Mwafongo Trade Test Cert Grade I and III (VETA), OD in Civ Eng with Community Development (CDTI)

### **Transport Section**

Head: FRV R. S. Kijiba BSc. In LMV (Dar), Provisionally Registered Valuer Certificate (VRB)

Mr. E. E. N (Driver II), Advance driver II VIP (Dar)

Mr. R. B. Bahemu (Driver II), Advance grade II VIP (Dar)

Mr. G. H. Massam (Driver II)

Mr. R. K. Salehe (Driver II)

Mr. B. A. Blanket (Driver II)

### **Security and Safety Section**

Head: A. S. Kipande (Auxiliary Police Corporal) - JKT

Mr. I. O. Mugasa (Auxiliary Police Constable) – (Moro)

### **Students' Services Unit**

Acting Director: Mr. T. C. Mpogole, BEd Psych (Dar), M.A. Ed (Dodoma)

Ms. E. E. Njau, Bachelor of Arts in Education (Dar)

Mr. K. R. John, Bachelor of Arts in Psychology (Dar)

Ms. N. G. Kawanara, Diploma in Education (Arusha)

Ms. A. I. Mponzi BSc. in Family and Consumer Studies (Moro)

### **Diversity Unit**

ACTING HEAD: Dr. J. M. Ndossi

BSc. MSc. Rural Dev. (Moro), PhD Agric and Rural Innov. (Moro)

### **Health Unit:**

Coordinator: Dr. E. P. Chami, Bachelor of Medicine and Surgery (Dar)

Mr. E. S. Agostino Cert in Nursing and Midwifery (Kilimanjaro), Enrolled Nurse, Enrolled Midwife

\*Mr. S. H. Hamadi Diploma in Pharmaceutical Sciences (Dar)

Mr. A. C. Tesha, BSc. in Environmental Health Sciences (Dar)

Mr. F. W. Shillingi, Ordinary Diploma in Medical Laboratory Sciences (Tabora)

Mr. J. O. Sabai, Technician Certificate in Medical Laboratory Sciences (Mbeya)

Mr. P. M. Joseph, Certificate in Community Health (Kilimanjaro)

Mr. R. A. Kinganga, Bachelor of Science in Environmental Health (Zanzibar)

Ms. W. H. Ali, Certificate in Community Health (Dodoma)

Ms. B. M. Sanga, Technician Cert in Nursing and Midwifery (Njombe)

Mr. D. S. Mawoo Ordinary Diploma in Nursing and Midwifery (Dar), Full Registration Certificate in Nursing and Midwifery

Mr. E. M. Anselemi Technician Certificate in Nursing and Midwifery (Mbeya)

Mr. N. M. Kasonoji Diploma in Clinical Medicine (Mwanza)

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**\* On Study Leave**

## **5.0 DEGREE AND NON-DEGREE PROGRAMMES OFFERED FOR THE UNIVERSITY DEGREE AWARDS**

Mwalimu Nyerere University of Agriculture and Technology (MNUAT) offers four (4) Bachelor degree and three (3) diploma programmes through its Schools and Departments. The minimum number of students required for any particular degree and non-degree programme to run shall be ten (10). Departments wishing to run programmes with fewer than ten (10) students shall first obtain special permission from the Deputy Vice-Chancellor (ARC). The set minimum number of students is subject to annual reviews by the Senate.

At MNUAT, Bachelor's degree programmes are offered in 3 years (6 Semesters) in full-time mode. Furthermore, Diploma and Ordinary Diploma programmes are offered in two years (4 semesters) and three years (6 semesters), respectively. The following is the list of all Schools and their respective undergraduate degree and

non-degree programmes, leading to the award of a Bachelor degree and Diploma qualifications at MNUAT.

## **6.0 LIST OF SCHOOLS AND THEIR RESPECTIVE PROGRAMMES**

### **6.1 SCHOOL OF AGRICULTURE**

- Bachelor of Science in Fisheries and Aquaculture
- Bachelor of Science in Crop Science and Production
- Diploma in Crop Science and Production
- Diploma in Animal Health and Production
- Ordinary Diploma in Agriculture Production (NTA Level 4 - 6)

### **6.2 SCHOOL OF INFORMATION, COMMUNICATION TECHNOLOGIES (ICT) AND BUSINESS STUDIES**

- Bachelor of Science in Agricultural Economics and Agribusiness
- Bachelor of Science in Business Information Technology

## **7.0 ADMISSION REGULATIONS**

1. All admission enquiries should be addressed to:

The Director of Undergraduate Studies,

MNUAT,

P. O. Box 976,

Musoma Mara (HQ- Butiama),

Tanzania.

E-mail: [undergraduatestudies@mnuat.ac.tz](mailto:undergraduatestudies@mnuat.ac.tz)

Tel. +255758594500

All applicants MUST submit their applications for admission online via <https://mnuat.admission.ac.tz>. Only applicants who meet the TCU minimum entry qualifications should submit their applications. Applications which do not meet the minimum entry qualifications will not be processed and the admission fee if paid will be forfeited.

**Note:** Invitations for application from qualified candidates are made between July and October of each year and successful candidates are notified between September and October after consideration and approval by the university. Academic year starts in October/November.

2. It is an offence to submit false information when applying for admission. Applicants who will be discovered to have submitted forged certificates or any other false information will not be considered and appropriate legal action will be taken against them. Former students who have already graduated cannot be admitted as undergraduate students under the Government loan sponsorship.
3. All new students are required to report for the orientation programme that normally takes place during the week preceding the beginning of the new academic year.
4. Successful applicants will be registered in their programmes only after they have paid the requisite University fees.
5. Fees paid will not be refunded.
6. All students, if accepted, are expected to conform entirely to University regulations.
7. After registration into the programme, students must register for Core and Elective courses, specifically designed for respective programmes to meet the required credit hours, within the first two weeks of each Semester. After this process, you are now ready to begin an amazing academic journey at MNUAT.
8. The deadline for registration of first-year students will be two weeks, from the first day of the orientation week, while for continuing students it will be the Friday of the second week after the beginning of the first semester.

9. Except in exceptional circumstances, no student will be allowed to change subjects/courses later than the Friday of the fourth week after the beginning of the first semester. Transferring from one academic programme to another will be allowed only where the student has the required admission criteria for the academic programme for which transfer is being sought and a vacancy exists in that programme.
10. (a) Students discontinued on academic grounds from one School may be allowed to apply to another School, provided that the sponsor approves.  
(b) Discontinued students wishing to reapply in the same School must show evidence of having followed further studies satisfactory to the School.
11. (a) Students entering this University as transfer students cannot transfer grades obtained elsewhere. They can, however, be exempted from taking corresponding courses.  
(b) Where degrees are classified, the maximum transferable load is one academic year.
12. Students will be allowed to be away from University studies for a maximum of two years if they are to be allowed for the re-admission into the same year of studies where they left off.
13. Students who discontinued from studies because of examination irregularities will be considered for readmission after they have been away for three years. They will be required to reapply and compete with other applicants for re-admission into the first year.
14. No change of names by students will be entertained during the course of study at the University and they will only be allowed to use names appearing on their certificates.
15. No student will be allowed to postpone studies after effective commencement of an academic year except under special circumstances. Permission to postpone studies will be considered after producing satisfactory evidence of the reasons for postponement and written approval from the sponsor. Special circumstances shall include: sickness, serious social problems (each case to be considered on its own merit) and severe sponsorship problems.

## **8.0 MINIMUM ENTRANCE REQUIREMENTS FOR DIRECT AND EQUIVALENT QUALIFICATION**

### **8.1 GENERAL ADMISSION REQUIREMENTS FOR ALL PROGRAMMES**

Minimum admission requirements for all bachelor programmes shall be as provided by the Commission for Universities (TCU) from time to time or as deemed appropriate by the MNUAT senate. For 2025/2026 academic year, a candidate shall be deemed eligible for consideration for admission to a first-degree programme of Mwalimu Nyerere University of Agriculture and Technology if the candidate has obtained: Certificate of Secondary Education Examination (C. S. E. E.) or equivalent, with passes in FOUR approved subjects, obtained before sitting for the Advanced Certificate of Secondary Education Examination (A. C. S. E. E.) or equivalent. For the Old Grading System (Before 2014), at least two principal level passes in appropriate subjects with total points not below 4.0 for Art subjects combination or 2.0 for science subjects combination based on the following grade to point conversion scale.

A = 5, B = 4, C = 3, D = 2, E = 1, S = 0.5, F=0 A, B+, B, C, D, E are principal passes; S is subsidiary pass.

For the new Grading System (2014 Onwards), at least two principal level passes in appropriate subjects with total points not below 4.0 for science subjects combination based on the following grade to point conversion scale.

A = 5, B+ = 4, B = 3, C = 2, D = 1, E=0. A, B+, B, C are principal passes; D is a pass, and E is a subsidiary pass.

**OR**

An appropriate equivalent Diploma such as International Baccalaureate (IB) Diploma, NACTE Ordinary Diploma or any other Diploma/Certificate of not less than Second class/Credit level from recognized institutions and approved by the University Senate.

**OR**

An appropriate Recognition of Prior Learning Certificate of not less than B grade from institutions recognized by the Tanzania Commission for Universities (TCU) and approved by the University Senate.

International students: The admission of international students holding foreign qualifications will follow the TCU guidelines for admission of applicants into academic programmes in Tanzanian Universities. Candidates wishing to join the MNUAT bachelor should submit their academic certificates and transcripts directly to the University. The University will determine the equivalent of foreign qualifications to Tanzania's Advanced Certificate of Secondary Education qualifications for direct entry and the National Council for Technical and Vocational Education level 6 for the equivalent entry.

## **8.2 SPECIFIC REQUIREMENTS BY PROGRAMMES**

### **8.2.1 SCHOOL OF AGRICULTURE**

#### **8.2.1.1 Bachelor of Science in Fisheries and Aquaculture**

The minimum entry requirements for admission into a Bachelor of Science degree programme in Fisheries and Aquaculture shall be in any of the following categories:

**Direct entry:** Two principal passes (**4 points**) from **only two subjects** in which **Biology is compulsory** and either Physics, Chemistry, Agriculture, Geography, Food and Human Nutrition, or Nutrition, in Advanced Secondary Education.

**OR**

**Equivalent entry:** This programme will also admit candidates with at least 2<sup>nd</sup> class Diploma (NTA 6) in Fisheries Science and Technology, Fisheries Management and Technology, Aquaculture, Forest Management and Nature Conservation, Agriculture, Education (with science subjects), Maritime, Environment and Coastal Resources Management; Fish Processing, Quality Assurance and Marketing from recognized institutions within and outside the country. In addition, an applicant must have a minimum of a "D" grade in Biology at O-Level.

#### **8.2.1.2 Bachelor of Science in Crop Science and Production**

The minimum entry requirements for admission into a Bachelor of Science degree programme in Crop Science and Production shall be in any of the following categories:

- (i) Advanced Certificate of Secondary Education Examination (A-Level) - Two principal level passes in the following subjects: Physics, Chemistry, Geography, Nutrition, Biology, Sports, Business, Computer, Mathematics, Science and Practices of Agriculture or any other Agricultural-related subject with a total of 4 points (where A = 5; B = 4; C = 3; D = 2; E = 1; S = 0.5).

**OR**

- (ii) Diploma in General Agriculture, Crop Production, Horticulture, Soil Science, Natural Resource Management, Biodiversity, Food Science and Technology, Laboratory Science and Technology, Biotechnology, Food Science and Nutrition, Agribusiness, Agriculture, Livestock, Chemistry, Biology, or other related diplomas with an average of B or GPA not less than 3.0 or any related programmes recognised by the National Council for Technical and Vocational Education and Training (NACTVET).

#### **8.2.1.3      Diploma in Crop Science and Production**

The candidates for Diploma in Crop Science and Production programme of MNUAT must have a principal level pass in Biology Science and Practices of Agriculture and any one of the following subjects: Physics, Chemistry, Nutrition, Geography, Economics, Commerce and Mathematics. Of these at least one must have a pass at principal level in ACSEE.

Alternatively, Basic Technician Certificate (NTA-4) in General Agriculture, Technician Certificate (NTA-5) in General Agriculture/Horticulture, Technician Certificate in Crop Production or other relevant disciplines from an accredited institution, and a pass in Biology and/or Chemistry in CSEE.

#### **8.2.1.4      Diploma in Animal Health and Production**

The minimum entry requirements for admission into a Diploma in Animal Health and Production programme shall be in any of the following categories:

- (i) Advanced Level passes in Biology and either of the following subjects: Chemistry, Science Practice of Agriculture, Physics, Nutrition, and Geography. The candidate must pass Biology at the Principal Level.

**OR**

- (ii) Holders of appropriate certificates such as Certificate in Animal Health, Certificate in Animal Health and Production (AHPC), Certificate in Agriculture and Livestock Production (CALP), and Certificate in Aquaculture.

#### **8.2.1.5 Ordinary Diploma in Agriculture Production**

Entry qualification for Ordinary Diploma in Agriculture Production is: **(a)** the holder of Certificate of Secondary Education Examination (CSEE) with a minimum of FOUR passes (D grade). Out of the four passes two must be science subjects such as Chemistry, Physics, Biology, Mathematics, Agriculture, Engineering science, Geography, Human nutrition and any two passes from non- religious subjects, OR **(b)** the holder of certificate in agricultural related course of National Vocational Award (NVA) Level III or equivalent with at least two D's passes from non- religious subjects of CSEE.

### **8.2.2 SCHOOL OF INFORMATION, COMMUNICATION TECHNOLOGIES (ICT) AND BUSINESS STUDIES**

#### **8.2.2.1 Bachelor of Science in Agricultural Economics and Agribusiness**

To qualify for admission into the Bachelor of Science in Agricultural Economics and Agribusiness through **direct entry**, applicants must have at least **two principal-level passes**, totalling a minimum of **4.0 points** based on the current **NECTA grading system**. These passes must be in any of the following subjects: **Advanced Mathematics, Economics, Commerce, Business Studies, Accountancy, Geography, Science and Practice in Agriculture, Physics, Chemistry, or Biology** in the **Advanced Certificate of Secondary Education Examination**

**(ACSEE; A-level)**. Candidates who did not take, or do not have a principal pass in, **Biology, or Science and Practice in Agriculture** at the **A-level** must have at least a **pass or credit** in one of these subjects at the **O-level (CSEE)**. Additionally, all applicants must have obtained at least a **D grade in Basic Mathematics at the O-level** to be eligible. For **equivalent entry**, candidates must hold a **Diploma in Agriculture** from a **recognized institution**, with a **minimum GPA of 3.0** or an **average grade of B**. In addition, applicants must have at least **four passes or three credits** in **relevant subjects** in the **Certificate of Secondary Education Examination (CSEE; O-level)**. Furthermore, they must have obtained a **D grade in at least two science subjects** and a **D grade in Mathematics at the O-level**.

#### **8.2.2.2 Bachelor of Science in Business Information Technology**

The minimum entry requirements for admission into a Bachelor of Science degree programme in Business Information Technology shall be in any of the following categories:

- (i) Advanced Certificate of Secondary Education Examination (A-Level) - Two principal level passes in the following subjects: Advanced Mathematics and Physics or Chemistry, or Computer Science, or Agriculture, or Business Studies or Economics or any other Business-related subject with a total of 4 points (where A = 5; B = 4; C = 3; D = 2; E = 1; S = 0.5).

**OR**

- (ii) Diploma in Mathematics, Statistics, Economics, or ICT-related subjects or Agriculture-related subjects with an average of “B+” or a minimum GPA of 3.0 or any related programmes recognised by the National Council for Technical and Vocational Education and Training (NACTVET). In addition, an applicant must have a minimum of a “D” grade in Mathematics at O-level.

These entry requirements have also considered recent overall changes in secondary school curricula and new subject combinations for Advanced Level secondary school education in Tanzania.

## **9.0 REGULATIONS ON STUDENTS' CREDIT TRANSFER**

### **9.1 GENERAL REGULATIONS**

- (i) Student credit transfer is allowed between Universities only.
- (ii) Credit transfer applies to undergraduate degree programmes.
- (iii) Credit transfer can only be allowed if such credits have been obtained within a period of not more than two years.
- (iv) Students discontinued from other universities are not allowed to transfer credits to the MNUAT.
- (v) Students will be required to undertake at least 2/3 of degree programme credits at MNUAT. Maximum credit allowable for transfer, therefore, is 1/3 of the required credits of the MNUAT degree programme.
- (vi) MNUAT students on study-abroad programmes shall be allowed to transfer credits obtained from the other university to MNUAT.

### **9.2 CONDITIONS GOVERNING CREDIT TRANSFER FROM OTHER UNIVERSITIES TO MNUAT**

- (i) The Higher Education institution from which a student wants to transfer credit must be a University with full accreditation by a recognized body in the country assigned to deal with such matters and the accreditation status of the institution shall be independently verified by MNUAT and the Tanzania Commission for Universities (TCU). If in doubt, MNUAT reserves the right to give any applicant a performance verification test or reject the application.
- (ii) The applying student must have an active degree programme registration at his/her institution.
- (iii) The applicant's academic entry qualifications in the previous respective programme's cut-off point in the relevant year.

### **9.3 CONDITIONS GOVERNING CREDIT TRANSFER FROM MNUAT TO OTHER UNIVERSITIES WILL BE GOVERNED BY THE REGULATIONS OF THE RECEIVING UNIVERSITY**

#### **9.3.1 CRITERIA FOR ESTABLISHING EQUIVALENCE OF COURSES**

Courses can be judged to be equivalent to MNUAT courses if they meet the following criteria:

- (i) The course must be from a programme of the same level as that of MNUAT i.e. Bachelor's degree course for undergraduate degree courses. Courses at intermediate levels such as Advanced Diploma, or Higher Diploma levels are not acceptable.
- (ii) The course must have a theoretical component, i.e., involving a final examination, excluding clinical-based or practical-only courses.
- (iii) Course content must be at least 75% similar to that of the MNUAT course.
- (iv) The number of teaching hours used to cover the course must not be less than 75% of those used at MNUAT.
- (v) Once a course has been accepted as being equivalent to a MNUAT course as per the criteria, the course shall be given the same number of credits as that of the course at MNUAT regardless of the credits in the other University.

### **9.3.2 RULES FOR CONVERSION OF GRADES**

- (i) Conversion of grades shall be done by anchoring the pass mark of the other university to that of MNUAT and accordingly determining the range of marks in the other University for the MNUAT grades.
- (ii) In the case where only grades (and not scored marks) are available, the lower equivalent grade shall be assumed.

### **9.3.3 PROCEDURES AND ADMINISTRATION OF STUDENT CREDIT TRANSFER**

- (i) Applications for credit transfer should be submitted to the DVC-ARC, in writing, and should include copies of all required supporting documents.
- (ii) All applications shall be scrutinized by the relevant committees responsible for admission at the Department, School, and the Unit of Undergraduate Studies levels before reaching the Senate for approval.
- (iii) Students transferring from other universities to MNUAT shall apply for credit transfer at least three (3) months before the beginning of the semester they want to join. Cases of MNUAT's study-abroad students shall be dealt with on a case-by-case basis.

- (iv) Supporting documents for the credit transfer application shall include the following:
  - (a) Official transcript (to be sent by the other university)
  - (b) Letter of introduction/recommendation from the previous university
  - (c) Course description, catalogue, or syllabus (to include number of hours of teaching, method of assessment, and grading system)
  - (d) An official translation of the original documents (in case of non-English documents)
  - (e) Photo-attached personal identification documents, e.g., Birth certificate, passport, or ID
  - (f) Certified copies of the original certificates used to gain admission into the previous university.
- (v) The following are reasons that shall be acceptable for credit transfer, in addition to meeting credit transfer criteria:
  - (a) may be Courses not offered at the University of Registration (applies only for short-term transfers)
  - (b) Illness (to be certified by the MNUAT medical officer in charge)
  - (c) Exchange programmes
  - (d) Refugee situation
  - (e) Returning resident
  - (f) (Any other genuine reason as determined by the Senate.
- (vi) Application for credit transfer shall be accompanied by a non-refundable
- (vii) fee of Tsh. 50,000/= and as may be reviewed from time to time by the Council. However, MNUAT students on study-abroad programmes need not pay such fees as they had already paid the fee when applying for admission into the University.
- (viii) Any student admitted under credit transfer shall be required to complete the registration process at MNUAT.

## **10.0 ADMISSION OF SHORT-TERM STUDENTS TO UNDERGRADUATE DEGREE COURSES**

- (i) A short-term student is one, the duration of whose studentship at the MNUAT is for one academic year and who is not registered for the certificate, diploma or degree course of the University.
- (ii) Applications will only be considered from those candidates who possess the MNUAT entrance qualifications or equivalent (B average) or higher qualifications for admission to the undergraduate degree course.
- (iii)
  - (a) The application must be submitted through the applicant's University/School to reach the Director of Undergraduate Studies at least two months before the beginning of the semester in which admission is being sought.
  - (b) The applicant's University/School should, if it supports the application, send a letter of recommendation to this University.
- (iv) Short-term students are required to register as students of the University for one full academic year, to any year of study as long as they meet the prerequisites. As registered students, all regulations governing full-time students will apply to them unless otherwise stated.
- (v) Non-Tanzanian students are expected to conform to all immigration formalities in force in their countries before they depart for Tanzania. They must also obtain a Resident Permit from the nearest Tanzanian Embassy or High Commission before they arrive.
- (vi) Registration for all students, including short-term students, is in October/November of each year unless otherwise specified.
- (vii) At the end of the academic year, they have to sit for University examinations. They may also sit for supplementary examinations in the courses they failed.
- (viii) A short-term student may be discontinued on the following grounds: serious breach of University (including Examination) regulations, abscondment, and/or irregular attendance in classes.
- (ix) Short-term students may transfer to a degree programme provided their performance is satisfactory and to be awarded a degree of this University

must have done most of the work at least 2/3 of the requirements at the MNUAT.

- (x) Short-term students may be allowed to change the status of registration from audit to credit course by permission and subject to meeting other requirements or prerequisites.
- (xi) Short-term students under special programmes will pay fees as prescribed in the terms governing the respective programmes, while fees for other categories of short-term students will be paid proportionately as for regular students. Non-Tanzanian students will pay the fees in convertible foreign currency (e.g., US\$, etc.).

## **11.0 ADMISSION OF OCCASIONAL STUDENTS TO UNDERGRADUATE DEGREE COURSES**

- (i) An occasional student is one, the duration of whose studentship is less than one academic year. Occasional students should normally stay at the University for one or two semesters.
- (ii) The entrance qualifications are the same as for admission to undergraduate degree courses or equivalent.
- (iii) (a) The application must be submitted through the applicant's University to reach the Director of Undergraduate Studies at least two months before the beginning of the semester in which admission is being sought.  
(b) The applications must be submitted through the applicant's University School, which should, if it supports the application, send a letter of recommendation to this University.
- (iv) Non - Tanzanian students are expected to conform to all immigration formalities in force in their countries before they depart for Tanzania. They must also obtain a Resident Permit from the nearest Tanzania Embassy or High Commission before they arrive.
- (v) Admission is on a semester basis to any year of study.
- (vi) Occasional students will neither sit for exams nor get transcripts or grades, except in special circumstances or where regulations allow a special programme could be set up which is recognized by the University.

- (vii) An occasional student will be discontinued on the following grounds: any serious breach of University regulations, abscondment, or irregular attendance.
- (viii) Occasional students may be allowed to audit courses by permission.
- (ix) Occasional students under special programmes will pay fees as prescribed in the terms governing the respective programmes, while fees for other categories of occasional students will be paid proportionately as for regular students. Non-Tanzanian students will pay the fees in convertible foreign currency (e.g., US\$)

**All correspondences should be addressed to:**

The Director of Undergraduate Studies

P.O. Box 976, Musoma,

Tanzania.

E-mail: [undergraduatestudies@mnuat.ac.tz](mailto:undergraduatestudies@mnuat.ac.tz)

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## **12.0 GENERAL UNIVERSITY EXAMINATION REGULATIONS**

### **12.1 Registration for Studies and Courses**

#### **12.1.1 Registration for studies**

- (i) There shall be three (3) categories of registration for first-year and continuing students; Full year registration, where a student pays all annual tuition fees and prescribed direct costs,
  - (a) Semester registration, where a student pays 50% of tuition fees and prescribed direct costs.
  - (b) Conditional registration, where a student pays only prescribed direct costs but is not allowed to sit for the end-of-semester university examination unless he/she complete paying for the university-prescribed fees.

- (ii) A student shall be registered after paying the requisite University fees, and for first-year students, registration will be done after verification of original certificates.
- (iii) A candidate shall be registered using three full names and hence all initials that appear in O/A-Level and other Certificates shall need to be spelt out during registration.
- (iv) No candidate shall be registered using less than three names unless certificates of Primary and Secondary schools and other institutions bear only two names. Direct entrants shall be registered using the names that appear in the O-Level and A-Level/Birth Certificates, whereas an undergraduate equivalent candidate or a non-degree candidate shall be registered using full names as they appear in the O/A-Level Certificates and certificates from previous institutions.
- (v) In the exceptional case of a candidate being initially registered using two names due to these being the only ones on the submitted certificates, the candidate shall be required to submit a third (middle) name supported by a registered deed poll.
- (vi) Where differences in names exist between O/A- Level and Certificates from other institutions or birth certificates, the candidate shall be required to submit a registered deed poll as evidence of legal approval of the change of names. In the event of a lack of such evidence, such a candidate shall not be registered for studies.
- (vii) No candidate shall be allowed to change names during study unless there is a compelling reason supported by a registered deed poll.
- (viii) A candidate is regarded as a registered candidate for the MNUAT degree or non-degree programme only after being provided with the appropriate MNUAT student identity card bearing his/her passport-size photograph covering the full face without any obstruction as required for internationally accepted identification purposes.

#### **12.1.2 Registration for courses**

- (i) All new full-time students shall register for courses at the beginning of the first semester of an academic year and continuing students shall register for courses at the beginning of an academic year for a total **minimum of 60 course credits** and a **maximum of 72 course credits** per semester in the

academic year. The deadline for course registration for new students shall be **three weeks** from the first date of the orientation week. For continuing students, the course registration will be finalized **two weeks** after the commencement of studies.

- (ii) Candidates in Semester 1 shall be required to register for all courses in Semester 1. The deadline for registration for Semester 1 candidates shall be **three weeks** from the first date of the orientation week.
- (iii) For semesters 2-8, prospective candidates, the deadline for conditional registration for courses in a subsequent semester shall be **four weeks before the end of the ongoing semester**. The registration will be finalized two weeks after the commencement of studies for semesters 2-8
- (iv) A candidate failing within the prescribed period to register with the College/Department/School offering a course shall be deemed to have his/her registration status withdrawn.
- (v) A candidate who does not register for an elective course required in a given semester shall have lost the opportunity, but may be allowed to register for such a course when next offered. In case of failure to register again without compelling reasons, the candidate shall be **discontinued**.

## **12.2 Deregistration and Dropping of Courses**

### **12.2.1 Deregistration**

- (i) Deregistration refers to a withdrawal of the registration initiated by a student or by the University under conditions provided under these regulations.
- (ii) For any reason and at any stage of the studies, a student may deregister from MNUAT.
- (iii) A student who wishes to deregister him/herself shall write a letter to DVC-ARC under the first signature of the Head of Department and Dean of the School.
- (iv) A student who deregistered him/herself withdraws his/her registration and ceases henceforth to be a bona fide student of MNUAT.
- (v) Permission for deregistration from studies shall be granted after approval by the DVC-ARC and a completed clearance form.
- (vi) Deregistered students may apply for re-admission in the next academic year (except those with disciplinary offences)
- (vii) The University shall deregister a student under the following conditions:

- (a) If a student has applied for deregistration based on various compelling reasons (e.g., financial constraints, health challenges)
  - (b) If a student has been admitted/registered based on false information or incorrect details,
  - (c) If a student did not adhere to the deadline for the registration period without valid reasons,
  - (d) If a student has been expelled from the study programme for disciplinary reasons,
  - (e) If a student has been discontinued from studies on academic grounds,
  - (f) Successfully graduated from studies,
  - (g) Deceased students, and
  - (h) If the student has been transferred to another Higher Education Institution.
- (viii) All fees paid to the University by a deregistered candidate shall not be reimbursed.

### 12.2.2 Dropping courses

- (i) A candidate who drops a course after registering for the course must de-register.
- (ii) The deadline for dropping a course or courses shall be **TWO** weeks after the start of teaching.
- (iii) Dropping is allowed only for elective and not core courses.
- (iv) For an elective course to be offered, **the minimum number of candidates pursuing the course shall be 10 students.**

### 12.2.3 Intra-university transfer

- (i) Intra-university transfer shall mean transfer from one-degree programme to another within the University, provided the applicant meets the minimum entry criteria of such programmes.
- (ii) A student will not be allowed to transfer a degree programme he/she admitted unless the following conditions are met:
  - (a) He/she is a registered student at MNUAT,
  - (b) The student has submitted an online internal transfer application through MNUAT SR-MS <https://srms.mnuat.ac.tz/auth>
  - (c) Availability of a vacancy in the preferred programme,

- (d) Meet the minimum admission requirements for the sought programme,
  - (e) Payment of a non-refundable fee of Tshs. 50,000/= or as may be reviewed from time to time,
  - (f) The transfer shall be effective after the approval of the DVC-ARC.
  - (g) No candidate shall be allowed to start a transferred degree programme before approval of the DVC-ARC.
  - (h) Transfers shall be verified by TCU,
  - (i) The candidate shall be required to pay all prescribed fees and other related costs of the transferred new programme.
- (iii) Other related TCU regulations to Intra-university Transfer shall apply *mutatis mutandis*.

#### 12.2.4 Change of Degree Programmes During the First Year of Study:

- (i) Will depend on the availability of a slot in the sought programme and the candidate meeting the minimum admission requirements for the programme.
- (ii) Will only be permitted within **three weeks** after commencement of the first semester of studies.
- (iii) **Shall require:**
- (iv) Submission of the request/application addressed to the DVC-ARC. This shall be routed through the Department hosting the candidate's current degree or non-degree programme, and the college or school offering the sought degree or non-degree programme within the first week of commencement of studies.
- (v) Payment of a non-refundable fee of TAS 20,000/= (reviewed from time to time).
- (vi) Payments of costs related to the change of identity card.
- (vii) The fate of the application shall be known within **two** weeks of the commencement of studies.
- (viii) The maximum period for which a student can register and remain a candidate for an undergraduate degree or non-degree award **shall be the sum of total academic years plus two academic years** (but excluding approved period of postponement of studies, if any) for the degree or non-degree programme.

#### 12.2.5 Inter-University Transfer

- (i) Inter-University transfer shall mean transfer from one University to the other within the same or different programme provided the applicant meets minimum entry criteria of such programmes.
- (ii) The transfer from one institution to MNUAT shall be permissible under the following conditions:
  - (a) Must be an admitted applicant in other universities during that particular academic year.
  - (b) The programme to which transfer is sought must have empty slots to accommodate students;
  - (c) The applicant must possess the minimum entry requirements for that particular degree programme,
  - (d) The candidate submits an online application through his/her admission account available at the Online Application System (MNUAT-OAS), which can be accessed at <https://admission.mnuat.ac.tz> or as may be determined by the Senate from time to time.
- (iii) Before completing an application for Inter-University Transfer, a candidate shall be required to pay Tshs. 50,000.00/= non-refundable or as shall be determined by the University Council.
- (iv) The University shall approve transfers in writing and submit to TCU for validation within the set deadline.
- (v) Other related TCU regulations to Inter University Transfer shall apply *mutatis mutandis*.

#### **12.2.6 Attendance of Lectures/ Seminars/ Tutorials/ Practical Sessions/Field Practical, Training**

- (i) A candidate must attend all lectures/ seminars/ tutorials/ practical sessions/field practical training
- (ii) A candidate shall be required to attend all sessions of Field Practical Training (FPT) at the stations assigned by their respective; Colleges/Schools/Directorates/Departments.
- (iii) Depending on the programme requirements, a candidate shall be required to participate in the assigned small business projects as part of practical training on entrepreneurship

- (iv) A candidate seeking permission for absence from attending classes shall be required to seek permission from the DVC-ARC
- (v) The Director of Students Services (DSS) shall grant permission for absence from attending classes, for a period not exceeding two days, to a candidate with genuine social or medical reasons after consultation with the Regional Medical Officer (RMO).
- (vi) Permission sought based on academic reasons and for a period exceeding two days (for social and medical reasons) up to a **maximum of seven days** shall be granted by the Principal of the College/Dean of School /Director of the Institute hosting the degree programme.
- (vii) Permission of absence for a period exceeding **seven days** shall be granted by the Office of the DVC-ARC.
- (viii) Permission for absence from Field Practical sessions shall be granted by the Principal of the College or Dean of School/Director or Head of Department, or his appointee (i.e., FPT supervisor).

#### **12.2.7 Permission to Absent Classes**

- (i) No student shall be allowed to be absent from classes unless he/she has:
  - (a) Proved ill-health supported by MNUAT Medical Officer In-charge,
  - (b) Genuine social grounds,
  - (c) Any other reasons recognized or authorized by the University
- (ii) A student meeting the requirements of Regulation 12.2.7 above shall be required to submit a formal request by filling the online form through his/her MNUAT Students Records and Management System available at <https://srms.mnuat.ac.tz/auth>
- (iii) Permission of absence from classes for a student travelling outside Tanzania shall be granted by the Vice Chancellor.
- (iv) Students' permissions for absence from classes shall not exceed 25% of the total number of days of studies cumulatively in a semester. Otherwise, the student shall be advised to postpone studies. Upon returning, a student shall be required to complete all assessments done during his/her absence.

### 12.2.8 Postponement and Resumption of Studies

- (i) A candidate requesting for postponement of studies for compelling reasons, including inability to pay fees, shall write a letter to the Deputy Vice-Chancellor (ARC). A reply to such a request shall be expected within **two weeks of submission**.
- (ii) Postponement of studies shall be for one semester or one academic year. Under special circumstances, the postponement of studies can be extended for only one additional academic year. Such extension shall only be provided when supported by relevant documents. A candidate staying out of the University beyond two years or without permission after the first postponement of studies shall cease to be a bona fide MNUAT student and can only rejoin the University after re-admission as a fresh candidate.
- (iii) A candidate shall be allowed to resume studies after submitting his/her application, which, where applicable, is supported by evidence of capability to resume and undertake studies. Permission for resumption of studies shall be granted by the Deputy Vice Chancellor (ARC) or any other authority as appointed by the Vice Chancellor.
- (iv) A candidate shall be allowed to resume studies in the semester for which permission was granted.
- (v) A candidate permitted to postpone studies shall retain his/her registration and hence registration number, but shall be required to pay appropriate fees and meet the costs of production of the identity card and any other documents which relate to the re-admission process.
- (vi) A candidate permitted to postpone studies shall be required to hand in the identity card and other University properties to the relevant authorities within two weeks from the date of granting of permission. A candidate who would not have fulfilled the condition shall have his/her registration withdrawn.

### 12.3 University Examinations

- (i) Examinations shall include continuous assessment tests, quizzes, assignments, seminar presentations, practical and oral tests and end of semester examinations including oral examinations where applicable.
- (ii) There shall be written university examinations at the end of each semester for each course taught. There shall also be practical and oral examinations, where applicable.
- (iii) There shall be probation examinations before the beginning of the academic year for the failed core and elective courses which are required for a candidate to attain minimum credits (**60 for each semester and 120 for each academic year**).
- (iv) A candidate may be allowed to resit failed courses in Supplementary Examinations if he or she has attained an overall **GPA of 2.0 or above** in the First Sitting, calculated in accordance with the credit weighting of individual courses.
- (v) The maximum grade obtainable in a Supplementary Examination shall be the minimum passing grade, i.e., '**C**', which will incorporate the previous marks of the coursework.
- (vi) No candidate shall be allowed to repeat any year of study, except with special permission or approval of the Senate upon recommendation of a College, School, and SUGSC.
- (vii) For ordinary diploma, the assessment shall be as per methods indicated in Ordinary Diploma in Agriculture Production curriculum, including assignments, competence tests, written test, semester examination, project works and field practicum operations.

### 12.4 Postponement of University Examinations

- (i) Only students registered in that respective semester shall be allowed to apply for postponement of university examinations. No registered student shall be allowed to postpone examinations (**PEX**) unless he/she has established the following grounds:
  - (a) Approved sickness verified by an MNUAT Medical Officer in charge, or
  - (b) Financial constraints, or
  - (c) Failure to complete registration for conditional registered students

- (d) Death of a close relative, or
  - (e) Serious social problems (each case to be considered on its merit), or
  - (f) Any other reason(s) recognized or authorized by the University, which is
  - (g) Considered strong enough to prevent one from doing examinations effectively.
- (ii) A candidate who intends to postpone examination(s) shall submit a formal request by filling the online form through his/her MNUAT Students Records and Management System available at <https://srms.mnuat.ac.tz/auth> to the DVC-ARC. Any postponement of the examination(s) must be within the student's candidature.
  - (iii) A candidate shall not have secured permission for postponement of examination(s) until he/she has received a formal communication on the decision by the DVC-ARC. The Director of Undergraduate Studies is to be notified.
  - (iv) Once the student has been approved for postponement of his/her examination(s), the accumulated coursework shall be maintained.
  - (v) A candidate who has been granted permission to postpone examination(s) shall be required to sit for special examination(s) when next offered, as shall be determined by the Senate during that particular academic year.
  - (vi) A candidate who is required to sit for a special examination shall be assigned a "PEX" (Postponed Exam) status, and one who, for satisfactory reasons, has not completed his/her coursework shall be assigned an "I" (Incomplete) status in the MNUAT SRMS.
  - (vii) A student who has a "PEX" or "I" status in a course during any academic year is required to clear the course examination during the time of special examinations for that academic year. Except with the approval of the respective College/School, a student who will not clear any "PEX" or "I" status at the time of special examinations will be considered to have absconded and shall be discontinued from studies.
  - (viii) Any candidate who PEX in semester I and further POS in semester II of an academic year shall be required to sit for a special examination (postponed exams) at the end of the respective academic year, as shall be determined by the Senate.

## 12.5 Registration for Examination

There shall be no special registration of candidates for examinations. Registration and payment to the University of all required or prescribed fees by a candidate for a course of study shall be deemed as adequate registration for the requisite examinations in the particular course of study.

## 12.6 Eligibility for Examinations

- (i) No candidate shall be eligible for any examination in any subject unless the Instructor and the Head of Department have satisfied themselves that the candidate has undertaken the course by attendance. Records of attendance in each lecture/seminar/practical shall be maintained by the instructor for one academic year.
- (ii) A candidate will be eligible to sit for the scheduled university examination(s) only if he/she has attended at least 75% of the course's lectures, seminars, and tutorials, including online attendance through video conferencing facilities. Online attendance will be recorded through system-generated logs, participation tracking, and instructor verification. However, for practical sessions, 100% attendance is mandatory. Failure to meet the minimum attendance requirement—75% for lectures, seminars, and tutorials, and 100% for practical sessions—will result in the candidate being disqualified from sitting for the examination. In such cases, the candidate must retake the entire course when it is next offered to fulfil the attendance requirement and be eligible for assessment.
- (iii) Candidates are required to complete coursework before they can be allowed to sit for the University Examination.
- (iv) Where a candidate who has been barred by paragraph 12.6(ii) or 12.6(iii) enters the examination room and sits for the paper, his/her results in the paper shall be declared null and void.
- (v) A candidate shall be required to attend all sessions of Field Practical Training (FPT). A candidate who misses any session without the permission of the College Principal or Dean or Director or Head of Department, or his appointee (i.e., FPT supervisor) shall be **discontinued from studies**. In case permission to be absent from FPT is granted, the candidate shall be required to complete the training session using their own resources.

- (vi) Where a candidate who has not registered for studies or for a course sits for an examination, the examination results shall be nullified.

## 12.7 Fate of Discontinued Students

- (i) A candidate who ceases to be a bona fide student of MNUAT shall be required to fill in the clearance form and return all University properties including identity and examination number cards to relevant authorities. A candidate who fails to return university property shall be liable for legal action and shall not be eligible for admission to undergraduate and/or postgraduate studies at MNUAT.
- (ii) A candidate who is discontinued based on having failed to meet the minimum requirements for continuing with studies may be admitted as a fresh candidate into a programme other than the one he/she failed. Re-admission into the degree or non-degree programme from which the candidate had initially been discontinued shall only be after submitting evidence of having undertaken additional training in the form of a certificate/diploma or short courses in the relevant discipline.
- (iii) A candidate discontinued from studies based on examination irregularities at MNUAT or in any other institution of higher learning shall not be eligible for re-admission/admission into any study programme at MNUAT

## 12.8 Absence from Examinations

- (i) A candidate who absents oneself from an **end-of-semester examination** including probation examination(s), without compelling reasons shall be deemed to have absconded from examinations and shall be **discontinued** from studies.
- (ii) A candidate who absents oneself from any continuous assessment test or fails to submit assignment(s) given as part of the coursework without compelling reasons shall be considered to have attempted such examinations or assignment(s) and shall be **awarded a “zero” marks**.
- (iii) A candidate who fails to submit an **assignment on time** without compelling reasons may be penalized according to a penalty marking system pre-indicated in the course outline by instructor(s).
- (iv) A candidate who fails to sit for a continuous assessment test(s) or submit assignment(s) **because of compelling reasons** shall be required to complete

the same before attempting the end of semester examination(s) of the respective course. Such a candidate shall be responsible for **initiating a request** for the continuous assessment test or assignment.

- (v) A candidate allowed to be absent from the end of semester examination (s) shall carry forward the examination(s) as incomplete and shall have to sit for the respective examination(s) during the **subsequent probation examination session**.
- (vi) Permission for postponement of end-of-semester examination(s) shall be granted by the College Principal/Dean/Director after consultation with the Head of Department, Director of Student Services and, where applicable, the Resident Medical Officer.
- (vii) Postponement of course assessment tests shall be granted by the course instructor and reported to the Head of Department/Dean/Director of Institute/Directorate/Centre in writing.
- (viii) Request for postponement of end of semester examination(s) or course work assessment tests shall be made by writing a letter to the DVC-ARC.

## **12.9 Form of Assessment and Examination**

- (i) Course instructors must make sure that students are made aware of all required evaluation procedures at the beginning of the course.
- (ii) A candidate at any examination may, at the discretion of the respective course instructor, be required to attend an oral examination in addition to written and practical examinations.
- (iii) The percentages of the total marks awarded for written, practical, and oral examinations in any subject or course shall be determined by the Senate, on the recommendations of the appropriate College or School
- (iv) The pass mark shall be 50% for practical and theory, and each must be passed separately.
- (v) There shall be no compensation of marks scored in one paper for another paper, for example, practical marks to compensate those in theory, and, vice versa.
- (vi) Each course will be examined at the time of its completion and a grade awarded. The grade will be based on a final university examination and a course work assessment. The coursework assessment shall normally

constitute 40% and final university examination 60% of the total course assessment. Coursework assessment for courses that are practical / methodology / research Laboratory / field based, may however, with the approval of Senate, constitute up to 100% of the total course assessment provided that where it exceeds 40% the assignments on which it is based shall be available for scrutiny by the External Examiner.

- (vii) Assessment of the student's progress shall be based on the following grading system:

A: 70 – 100%	C: 50 – 59.9%
B+: 65 – 69.9%	D: 40 – 49.9%
B: 60 – 64.9%	E: 0 – 39.9%

- (viii) The above range of marks being a result of rounding of all decimals of the marks.
- (ix) The minimum pass grade shall be 'C'.
- (x) For ordinary diploma, all assessed work will be marked according to the following grading system which specifies range of scores for different grades, grade points and their definitions, as shown in the table.

S/N	Score Range	Grade	Grade Points	Definition
1	80-100	A	4	Excellent
2	65 – 79	B	3	Good
3	50 – 64	C	2	Average
4	40 – 49	D	1	Poor
5	0 – 39	F	0	Failure
6	–	I	-	Incomplete
7	0	Q	-	Disqualification

**12.10 Assessment of Courses which have Formal Practical Components  
Examinable During Coursework and at End of Semester shall be done as follows:**

- (i) Students' reports on practical work shall carry 5% of the assessment
- (ii) Practical test[s] conducted each semester shall carry 20% of assessment
- (iii) Take-home essays and assignments which will be given at appropriate stages during the semester session will carry 5% of the assessment.
- (iv) Tests and quizzes which will be given at appropriate stages during the semester session will carry 20% of the assessment and the weighting of individual assessment tool will be proportional to time allocated to it.
- (v) The end-of-semester written theory examination shall carry 25% of the semester final mark.
- (vi) The end-of-semester practical and oral examination shall account for 25% of the semester final mark for the subject.

**12.11 Assessment of Courses that have A Formal Practical During the Course, but no End-of-Semester Practical Examination shall be done as follows:**

- (i) Students' reports on practical work shall carry 10% of the assessment
- (ii) Practical test(s) conducted each semester shall carry 30 % of the assessment
- (iii) Take-home essays, assignments which will be given at appropriate stages during the semester session will carry maximum 5% of the assessment.
- (iv) Tests and quizzes which will be given at appropriate stages during the semester will carry 15% of the assessment and the weighting of individual assessment tool will be proportional to time allocated for the test/quiz.
- (v) The end-of-semester written theory examination shall account for 40% of the semester final mark for the subject.

**12.12 Assessment of courses that have no practical components shall be done as follows:**

- (i) Take-home essays and/or assignments shall account for 10% of the end-of-semester marks for the course.
- (ii) Seminar reports and presentations, where applicable, shall account for 10% of the end-of-semester marks for the course
- (iii) Tests/quizzes during the semester shall account for 20% of the marks or 30% of the marks for courses without assessed seminar reports and/or

presentations, with weighting of each test/quiz being proportional to time allocated for the test/quiz.

- (iv) The final written paper shall account for 60% of the end of semester final mark for the course.
- (v) **Notwithstanding the above-mentioned apportionment of marks**, there may be **course-dependent variation** that shall be clearly spelled out in the approved course curriculum.
- (vi) **A candidate at any examination may, at the discretion of the Board of Examiners, be required to attend an oral examination in addition to written and practical examinations.**
- (vii) At the designated semester for each degree or non-degree programme, each candidate will present a **research project proposal** to constitute examinable subject “Research Project I”, which must be passed.
- (viii) candidate who fails in Research Project I shall be required to re-submit the research project proposal within **one month** of the release of the results.
- (ix) Each finalist candidate shall be required to undertake a Research Project (to constitute the examinable subject “Research Project II”) being the execution of research project proposal developed in Research Project I and shall, before the start of the end- of- semester study break, be required to submit a **Research Project report** (in printed and electronic form) to the Head of Department in which the Research Project was conducted.
- (x) The Research Project report shall be marked. Passing in Research Project report is a requirement for the award of a degree or non-degree.
- (xi) A candidate who will not have submitted the Research Project report in time and without compelling reasons will be deemed to have failed in Research Project II (hence awarded zero marks).
- (xii) In deciding whether or not to accept a Research Project report which has been submitted late, circumstances leading to late submission of the Research Project report would have to be taken into consideration by the respective Department.
- (xiii) A candidate who fails in Research Project II will be allowed to resubmit the report within **six months** from the date of the release of examination results or within such period as shall be recommended to Senate, by the board of the relevant college/Institute/ Directorate/Centre.

- (xiv) **Field practical training** is an essential requirement of all programmes and shall be conducted and assessed as spelt out in the respective curricula. A pass grade in the field practical training shall be required before a candidate is allowed to proceed to the next academic year of study or to graduate in the case of a final year candidate.

**12.13 For the Undergraduate Engineering Programmes, the following special regulations shall apply:**

- (i) Every Industrial Practical training shall be treated as a subject of the succeeding Semester, and the results shall contribute to the particular academic year.
- (ii) Practical Training reports shall be handed in for assessment before the end of the second week of the succeeding semester.

**12.14 Dates of Examination**

- (i) Examinations in all Schools shall be held at a time to be determined by the Senate, which shall normally be at the end of each semester, subject to such exceptions as the Senate may allow upon recommendation by a College or School, as the case may be.
- (ii) Candidates who are referred and are required to do supplementary examinations shall be re-examined in the referred subjects at a time to be determined by the Senate or in particular cases by the relevant School/ College, as the case may be, which shall not be less than one month after the ordinary examinations at the end of the second semester in the academic year.
- (iii) A candidate who, for reasonable cause, was unable to present him/herself in the ordinary examinations may, with the special permission of the Senate or in that behalf the School/college as the case may be, present him/herself for examination at a time fixed for any supplementary/special examination.

**12.15 Conduct of Examinations.**

- (i) Overall co-ordination and control of the University Examinations shall be the responsibility of the office of the Deputy Vice Chancellor-ARC or such other officer of the university as the DVC-ARC may appoint.

- (ii) End of semester examinations shall be coordinated and conducted under the control of the Principal/Dean/Director, of the respective College/School/Directorate/ Centre in collaboration with the Head of Department.
- (iii) All end-of-semester theory examinations shall be administered for **three hours**. Duration of practical examinations (where applicable) shall be course-dependent as recommended by the examiners. As far as possible, no end of semester examination shall be conducted by the course instructor as a sole internal examiner.

### **12.16 Examination Irregularities**

- (i) All cases of alleged examination irregularities, including alleged unauthorized absence from examination, possession of unauthorized material in the examination room, causing disturbances in or near any examination room and any form of or kind of dishonesty, destruction or falsification of any evidence of irregularity or cheating in examination, shall be reported to the Senate Undergraduate Studies Committee, which shall have power to summon the students and members of staff of the University, as it deems necessary and make decisions, subject to confirmation by Senate.
- (ii) No unauthorized materials shall be allowed into the examination room.
- (iii) Subject to confirmation by the Senate, any candidate found guilty of bringing unauthorized materials into the examination room in any part of the examination process shall be deemed to have committed an examination irregularity and shall be discontinued forthwith from studies in the University.
- (iv) Any candidate found guilty of cheating concerning any part of the examination process shall be deemed to have committed an examination irregularity and to have failed in the whole of that examination for that year and shall be discontinued from studies in the University, subject to confirmation by the Senate.
- (v) Any candidate found guilty of causing disturbance in or near any examination room shall be deemed to have committed an examination irregularity and to have failed in the whole of that examination for that year and shall be discontinued from studies in the University, subject to confirmation by the Senate.

- (vi) Any candidate found guilty of commission of an examination irregularity and is aggrieved by the decision may appeal to the Senate by the provisions of regulation 12.28 of these Regulations.
- (vii) A candidate who submits or presents the work of another person, including AI-generated content, as their own without proper citation or acknowledgment is considered to have committed plagiarism.
- (viii) A candidate who pays or otherwise engages a third party to complete a research project, assignment, or academic task, either partially or fully, including excessive reliance on Generative AI without critical oversight, analysis, or citation, is violating academic honesty policies.
- (ix) A candidate who uses AI-generated content in a research project, dissertation, or assignment without proper citation, critical evaluation, or independent intellectual contribution is failing to uphold scholarly standards.
- (x) **In this regulation:**
  - (a) “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 other types of players, computers, soft drinks (except where water is permitted) and alcoholic drinks and any other material as may be specified from time to time by the DVC-ARC;
  - (b) “Unauthorized absence from examination” includes going out of the examination room, temporarily or otherwise, or staying out of the examination room for an unduly long period, without authorization or permission of the invigilator or one of the invigilators for the examination in question; and
  - (c) “Cheating in examination” includes any form or kind of dishonesty or destruction or falsification of any evidence of irregularity.
- (xi) The Senate may impose such a lesser penalty on a candidate found guilty of commission of an examination Irregularity, depending on the gravity of the facts or circumstances constituting the offence, as the Senate may deem appropriate.

## **12.17 Publication of Examination Results**

- (i) The provisional results of candidates in every examination, arranged in a manner as prescribed by Senate or, in that behalf, as provided under internal examination regulations of the relevant College/School approved by Senate and not in conflict with these Regulations, shall be published by the Coordinator of the relevant College/School soon after the College/School Board meeting but the results shall not be regarded as final until they are confirmed by Senate.
- (ii) The results may be published on notice boards, newspapers, information systems, or websites at the discretion of the relevant College/School. The anonymity of the student must be protected in publishing results, e.g. using the student's registration/examination number rather than names.
- (iii) Examination results having been recommended by the College/School Board to the Senate Undergraduate Studies Committee, the Committee shall approve the results and such approval shall have to be confirmed by the Senate.
- (iv) Senate shall confirm the results of examinations for both Semesters at a time to be determined by the Senate, which shall normally be at the end of the Second Semester.
- (v) Feedback on Coursework Assessment (CA) must be continuously provided to students and the cumulative CA marks must be shown to students before they sit for the University Examination. A copy of the students' CA marks must be submitted to the Head of Department at the same time.

### **12.18 Progress from Year to Year**

- (i) Candidates who are full time students are required to pass a total minimum of 120 course credits in examinations in the academic year and attain a minimum overall GPA of 2.0 before proceeding to the following year of study. Such a candidate shall have passed a minimum of 60 credits per semester.
- (ii) A candidate failing to get a total of 80 credits and a GPA of 2.0, and for unclassified degree programmes a candidate that fails to get a weighted average of 50%, based on the best 120 credits, including all core and elective courses in that academic year, shall be **discontinued** from studies.
- (iii) A candidate failing in one or more paper(s) and having passed at least 80 credits with the GPA of at least 2.0 and for unclassified degrees a weighted

average of more than 50% in that academic year shall be required to sit for probation examination(s) when next offered in the subsequent academic year. The maximum grade obtainable in a probation/Supplementary Examination shall be the minimum passing grade, i.e. 'C'.

(iv) **Progression of candidates who fail probation examinations shall be as follows:**

- (a) Except for the special case of the unclassified degrees, where subsequent courses require passing prerequisite courses as indicated below, a candidate who fails probation examinations shall be allowed to proceed to the next academic year as a probation candidate. Such a candidate shall be required to retake the examination(s) as a third attempt during the subsequent probation examination session.
- (b) A candidate who fails to graduate after failing probation examination(s) shall be required to sit for the respective examination as a third attempt when next offered, except where, upon request on account of extenuating circumstances, a written permission to postpone the third attempt to probation session has been granted.

(v) **Carrying over of courses shall be guided by the following:**

- (a) A candidate who scored an overall GPA pass mark of 2.0 or above in the First Sitting but failed the Supplementary Examination(s), shall be allowed to carry over flexibly into the subsequent academic year such number of failed courses as are requisite for the fulfillment of the requirement of passing a total minimum number of course credits for the programme. The minimum overall GPA shall be calculated by the credit weighting of the individual courses.
- (b) Carrying over failed courses into subsequent years shall imply repeating the failed courses in the subsequent years by fulfilling all requirements of the course. The maximum grade for a carried-over course shall be the minimum passing grade, i.e. 'C'.
- (c) Carryover of elective courses will only be allowed in exceptional circumstances, normally only when those credits are needed to meet the minimum number of credits required to fulfill requirements for the undergraduate programme award.

- (d) All carried-over courses shall be cleared within the allowable maximum period of registration; otherwise the student will be **discontinued** from studies. The maximum period of registration is five years for a programme that takes three years and six years for a four-year programme.
- (vi) A candidate with incomplete results for courses that could not be completed by the end of the year for acceptable reasons must complete the courses before he/she can be allowed to continue with studies in the following year.
- (vii) Final year students who return to the University to clear a carry over or an incomplete shall pay tuition fees with or without direct cost as the case may be and as shall be determined by the Council from time to time. Tuition fee shall be paid on a pro-rata basis depending on the number of course credits to be taken out of the annual 120 credits.
- (viii) To qualify for a degree award, the cumulative total minimum number of course credits shall be a multiple of the minimum number of course credits required per academic year under regulation 12.18 (i) the duration of each degree programme. That is:
- (a) For a three-year degree programme, such a cumulative total minimum shall be 360 credits.
  - (b) For a four-year degree programme, it shall be 480 credits and
  - (c) For a five-year degree programme, it shall be 600 credits.
- (ix) Provided that, subject to approval by the Senate, the internal examination regulations of a College/School shall provide for a cumulative maximum number of course credits for which a candidate may register and take for credit.

### **12.19 Classification of Degrees**

- (i) For classification of degree and non-degree awards, a Five-Point System shall be used in averaging the final grades.
- (ii) Letter grades shall be assigned points based on equations, which take into account the candidate's raw marks in calculating the Grade Point (GP) for individual subjects. For all degree and non-degree programmes, except for the BVM degree, the grading system shall be as follows:

#### **Grade Range (Marks) and Equation for Grade Point Calculation**

A: 70 – 100%	$Y = 0.02x + 3$	(4.4 – 5.0)
B+: 65 – 69.9%	$Y = 0.08x - 1.2$	(4.0 – 4.39)
B: 60 – 64.9%	$Y = 0.2x - 9$	(3.0 – 3.99)
C: 50 – 59.9%	$Y = 0.1x - 3$	(2.0 – 2.99)
D: 40 – 49.9%	$Y = 0.1x - 3$	(1.0 – 1.99)
E: 0 – 39.9%	$Y = (0.025) x$	(0.0 – 0.99)

Where Y = Grade point; X = Raw marks

- (iii) Regarding the Grade Point Average (GPA), this shall be calculated (as shown below) on the basis of weight (credits) of the courses taken.
- (iv) The Bachelor of Veterinary Medicine (BVM) degree shall be awarded following a successful completion of the degree programme and this degree shall not be classified.
- (v) The BVM course grading system shall be as hereunder, save for the cases where a course is offered by College/School/Department where the grading system is different. In that case, the course grading system of the College/School/Department offering the course shall be used.

A	75 - 100%
B+	70 - 74.9%
B	60 – 69.9%
C	50 – 59.9%
D	0 – 49.9%

## 12.20 Classification of Diplomas

- (i) No diploma of the University shall be classified except with the special permission of the Senate and recommendations of the Board of a relevant School.
- (ii) Where the Senate grants special permission for classification of a diploma, the provisions of regulation 12.19 shall apply subject to such necessary

modifications, variations and conditions as the Senate may impose or prescribe.

- (iii) For ordinary diploma, all assessed work will be marked according to the following grading system which specifies range of scores for different grades, grade points and their definitions, as shown in the table.

S/N	Score Range	Grade	Grade Points	Definition
1	80 – 100	A	4	Excellent
2	65 – 79	B	3	Good
3	50 – 64	C	2	Average
4	40 – 49	D	1	Poor
5	0 – 39	F	0	Failure
6	–	I	-	Incomplete
7	0	Q	-	Disqualification

### 12.21 Classification of Certificate

No certificate of the University shall be classified except with the special permission of the Senate and upon recommendations of the Board of relevant College/School and subject to such terms and conditions as the Senate may prescribe.

### 12.22 Award

- (i) The Board of Examiners in a College/School upon its satisfaction that the standard required under relevant regulations for the award of a degree, diploma, certificate or other award, as the case may be, has been attained by a candidate in University examinations applicable to him/her, may recommend to Senate through the relevant Board of a College/School that such degree, diploma, certificate or other award be conferred upon or granted to such successful candidate.
- (ii) The Senate may confer degrees and grant diplomas, certificates or other awards of the University on or to candidates who satisfy and are

recommended in accordance with regulation 12.22 (i) for such conferment or grant by, the Board of Examiners in a College/School.

- (iii) A candidate, who had been admitted into a MNUAT degree programme under credit transfer system from equivalent degree programme in another university shall only be granted MNUAT degree award if in the sum of credits acquired for the award of the degree, is not less than 65% of total credits for core courses were acquired from MNUAT.

### **12.23 Posthumous Award**

- (i) MNUAT shall award a posthumous qualification to a student who died when close to completion of a programme.
- (ii) The Head of Department in which the deceased student was registered shall formally make a request to the relevant examination body for the award of a posthumous degree to the student in question.
- (iii) MNUAT shall award an unclassified degree in cases where there is strong evidence that the deceased student would have achieved a degree, as long as the amount of study the student carried out deserves the posthumous award to be given to the candidate.
- (iv) The request for a posthumous degree shall be directed to the Chairperson of the University Senate through the Principal/Dean/Director of Undergraduate Studies and Deputy Vice Chancellor – Academic, Research and Consultancy.
- (v) Posthumous degrees shall be awarded in the name of the deceased student and shall be announced at the next relevant graduation ceremony if the next of kin so desires.
- (vi) MNUAT shall ensure that, the word “posthumous” is endorsed on all official documents associated with the award of a posthumous qualification, which shall include transcripts, testimonial statements, and other student academic records.

### **12.24 Aegrotat Award**

- (i) An Aegrotat award of MNUAT shall be awarded to a student who left the University on the established medical reasons when close to completion of a degree programme after the University having satisfied that the student’s prior performance shows a balance of probabilities that he/she would have passed

the respective examinations but the illness which occurred prevented him/her to sit for the examinations.

- (ii) MNUAT Aegrotat award shall be considered as a terminal award which does not entitle the holder to practice a profession or to pursue postgraduate studies although it may be used for nonprofessional related employment.
- (iii) The request for MNUAT Aegrotat award shall be directed to the Chairperson of the University Senate by the student or representative through the head of Department, Principal/Dean/Director of Undergraduate Studies, and the Deputy Vice Chancellor – Academic, Research, and Consultancy.
- (iv) An aegrotat award shall be unclassified, and in all other respects, ungraded.

#### **12.25 Procedure for Calculating Overall Grade Point Average (GPA) and Classification of Degrees**

- (i) In calculating the GPA, credits for all core courses shall be used as well as the credits from electives, making the minimum required for the degree programme. However, where a candidate takes electives over and above the minimum required, credits from electives with highest scores adding to minimum degree requirement shall be used in calculating the GPA. The scores for the remaining electives shall be entered into the transcript.
- (ii) The total credits for each course taken by a candidate shall have to be obtained in order to get the weight for courses.
- (iii) To get a score for each course, multiply the points obtained by its corresponding credits
- (iv) The total score for the degree shall be the sum of scores for all courses.
- (v) Grade Point Average (GPA) score for the degree shall be computed by dividing the Total Score by the total credits.
- (vi) For ordinary diploma, the GPA shall be computed from credits and grade weights as indicated in Ordinary Diploma in Agriculture Production curriculum.
- (vii) The final degree classification for a classifiable degree and diploma shall be as follows: -

Class	Grade	GPA range
First Class	A	4.4 - 5.00
Upper Second	B+	3.5 - 4.39
Lower Second	B	2.7 – 3.49
Pass	C	2.0 - 2.69

- (viii) The final degree classification for a classifiable ordinary diploma shall be as follows: -

Class of Award	Cumulative GPA
First class	3.5 – 4.0
Second class	3.0 – 3.4
Pass	2.0 – 2.9
Fail	< 2

## 12.26 Certificates, Certification and Transcripts

- (i) The Senate shall issue certificates for degrees, diplomas, certificates or other awards to such candidates as shall be declared to have satisfied the appropriate Board of Examiners and shall have been recommended to and approved by the Senate for the conferment or grant of such degree, diploma, certificate or other award.
- (ii) A certificate shall be issued only once for the same degree or award.
- (iii) Upon application for a transcript, a student or former student shall be given a transcript of his/ her academic performance record. The transcript shall be charged a fee as described hereunder;
  - (a) Partial transcripts will cost Tshs. 10,000/=
  - (b) Full transcript will cost Tshs. 20,000/=

- (c) Certification of transcripts and certificates will be charged a minimum of Tshs. 3000/= for five copies and Tshs. 500/= for each extra copy.

These rates are subject to revision from time to time.

- (iv) Any finalist student desirous of obtaining a transcript(s) shall submit an application for a transcript(s), a clearance form and one passport size photograph for the preparation of transcript(s).
- (v) The final grades of all courses taken by a student shall be entered in the transcript.
- (vi) A student is required to verify the grades/information on his/her transcript/certificate before accepting it. Once taken, no certificate/transcript shall be returned for correction.
- (vii) A fee payable as Council may from time to time prescribe shall be charged for certifying each copy of a degree certificate and academic transcript

#### **12.27 Loss of Certificate**

In case of loss or total or partial destruction of the original certificate or a copy thereof, the Office of the DVC-ARC may authorise in writing the issuing of a copy or another copy on condition that:

- (a) The applicant produces an affidavit.
- (b) The certificate so issued shall be marked "COPY" across it.
- (c) The replacement certificate will not be issued until a period of **12 months** from the date of such loss has elapsed; except that such replacement may be issued within a shorter period where there has been partial destruction of the original certificate or a copy thereof.
- (d) The applicant must produce evidence that the loss has been adequately publicly announced with a view to its recovery in an officially recognized form or manner in the applicant's home country or where the loss is believed to have taken place.
- (e) A non-refundable fee of Tshs. 30,000/= or equivalent (US\$ 30) shall be charged, for the copy of the certificate or transcript issued.

## 12.28 Appeals

- (i) Except where unfair marking, wrongful computation of marks or grades or other like irregularity committed in the conduct of any University examination is alleged, no appeal shall lie in respect of any such examination on any other ground.
- (ii) Any appeals made under regulation 12.28 (i) shall be lodged with the Board of the appellant's College/School, which shall forward the appeal with observations to the Senate Undergraduate Studies Committee, whose observations and recommendations will be forwarded to the Senate for approval.
- (iii) Any student or candidate aggrieved by a decision of the Senate in terms of the provisions of regulation 12.16 (iv) may appeal to the Senate for reversal or moderation of the decision.
- (iv) Any member of the appellant's College/School who participated in the making of the decision against which the appeal is lodged shall not have a voting right in the Senate over such an appeal and may participate therein only in terms of presentation of findings and recommendation of the appellant's College/School or answering queries, as the case may be, and shall otherwise be absent from the Senate session considering any such appeal.
- (v) Appeals made under regulation 12.28 (iii) shall be lodged directly with the DVC-ARC who shall forward them to the Senate with observations and recommendations thereon.
- (vi) No appeal pertaining to the conduct of any University examination and the marking of scripts thereof shall be entertained unless an appeal is lodged with the appropriate University authorities in accordance with these regulations within one year from the date of publication of the results by or under the authority of the Senate.
- (vii) No appeal will be considered where:
  - (a) The candidate appeals for re-marking of examination script but fails to establish reasonable grounds for prejudice, incompetence, or lack of integrity on the part of the internal examiner;

- (b) It rises for the first time issues concerning the supervision, teaching or coursework assessment. Such matters will only be considered if they have been raised by the student promptly and in writing, at the time they first arose; or
  - (c) A student alleges illness or other factors but where she/he had an opportunity to postpone studies or examination(s) but voluntarily opted not to take that opportunity.
- (viii) False claims of illness and/or the submission of false supporting medical or other documentation constitute an academic offence that will result in discontinuation from studies.
- (ix) All appeals in an academic year shall be lodged soon after Senate's approval of results at the end of the academic year and shall be decided upon only once at the Senate schedule for the appeals.
- (x) A student may appeal to the Chairman of Senate against the decision of the Senate on his/ her appeal by lodging the appeal through the DVC-ARC. Such an appeal shall only be entertained if it had at first been rejected by the Senate and if the student presents new developments and/or grounds that were not and could not be made available to the Senate.
- (xi) The Chairman of the Senate's decision on an appeal, which shall be reported to the Senate, shall be final and conclusive and no further appeal shall be entertained regarding the same issue.

#### **12.29 Appeal Fee**

- (i) All appeals shall be accompanied by a non-refundable appeal fee of Tshs. 20,000/= only, which shall be subject to revision from time to time.
- (ii) The same rates or any other rates as approved by relevant organs shall be charged for any further appeal decisions.

#### **12.30 Disposal of Examination Answer Books and Other Scripts**

- (i) On the cover of the MNUAT answer books there shall be a space for entry of the date of examination.
- (ii) To forestall illegal use of examination answer books before and after examinations, invigilators should ensure candidates enter both the examination number and the serial number of the answer book in the candidate-signed examination list.

- (iii) Examination scripts are sensitive university property and therefore all instructors/ invigilators shall have full responsibility for safe custody and care to forestall loss or fall into hands of unauthorized persons and any case of loss or mishandling of examination scripts shall be dealt with in accordance with MNUAT staff regulations or any other guidelines.
- (iv) The University shall preserve examination scripts, for the purpose of reference, for a period of at least three academic years after the end of the respective examinations.

### **12.31 Instructions to Candidates**

- (i) All students sitting for examinations shall be in possession of a **valid Student ID card**, which is to be placed on the top right-hand corner of the desk throughout the examinations for Invigilators to check. Students without their ID card shall not be permitted an entry to the examination room. In case of loss of ID card, students shall apply for the new one at the ID Office before the examination period at a charge rate of Tsh 10,000 for local students (i.e. Tanzanians) and 5 USD for international students. However, in cases where the candidate has applied and failed to get the ID Card in time from the examination ID Office, the ID office should issue such a student with a letter identifying him/her as a student and reasons for not getting such ID Card in time. In addition, all students shall be in possession of **a valid Examination Number** provided by the Examination Officer or any other relevant examination personnel **after paying tuition fees and other direct costs**. Ensure that the Examination Number has MNUAT stamp.
- (ii) Candidates must acquaint themselves with the examination timetable and seating arrangement for their respective examinations in advance.
- (iii) Candidates are advised to be at the examination centre at least **thirty minutes** before the commencement of the examinations.
- (iv) The seating arrangement shall be determined by the invigilators of the respective examination room.
- (v) Candidates will be admitted by the invigilator(s) to the examination room **ten minutes** before the time the examination is due to begin. Papers will be placed ready on the desks before they enter. Candidates must not begin writing before they are told to do so by the Chief Invigilator. Where large

numbers of candidates are affected, invigilators may admit candidates to the examination room **fifteen minutes** in advance. During these ten minutes the Chief Invigilator will:

- (a) make an announcement to the effect that all unauthorized materials should be removed from the examination room;
- (b) make an announcement to the effect that candidates should satisfy themselves that they are in possession of the correct paper;
- (c) call attention to any rubric at the head of the paper which seems to require attention; and
- (d) announce that both sides of the paper must be used.
- (e) Give the candidates **five minutes** to read the paper.
- (f) He/she will then tell students when they may begin writing.
- (g) No unauthorized materials should be taken by candidates into the examination. Candidates are not allowed to borrow or exchange items such as rulers, pens, pencils and calculators during the examination.
- (vi) Candidates are permitted to do rough work on the scripts on the understanding that this is **crossed through** at the end of the examination.
- (vii) Students who wish to leave the venue during an examination session must:
  - (a) first ensure that the answer book(s) or booklets and papers bear their Examination Numbers, **degree programme and course code** (even if no attempt has been made to answer any question); and
  - (b) raise a hand and wait for an invigilator; and leave only when the invigilator has signified his/her assent and accompanies the student.
- (viii) No books, bags or attached cases may be taken by candidates into the room. Candidates are not normally allowed to use their own logarithmic tables. Candidates' attention is specifically drawn to General University Examination Regulation No.12:16 (1) to 12:16 (iii) Students should bring only permitted items to the examination, the University assumes no responsibility for personal property lost in or near any examination room.
- (ix) Once a student is found with unauthorized materials, he/she **should sign on the materials to confirm they are his or hers**.
- (x) No candidate will be permitted to enter the examination room after the lapse of **thirty (30) minutes** from the commencement of the examination and no

candidate will be permitted to leave the examination room until **thirty minutes** have expired.

- (xi) A candidate who is allowed to leave the examination on medical grounds before expiration of **30 minutes** from the commencement of a particular end of semester university examination shall not be allowed to continue with that particular university examination
- (xii) A student denied admission to the examination under regulations 12.31(i) **and** 12.31(x) may apply to the School for a special university examination; such application shall, however, be subject to scrutiny of the veracity of the claim.
- (xiii) At the end of the examination period, and on instructions from the Invigilator(s), candidates must stop writing and assemble their scripts, which they should personally hand to the invigilators unless instructed otherwise. Candidates must remain seated till the Invigilator tells them to leave the room. Candidates are not allowed to take any examination material out of the examination room. A candidate in violation of this regulation shall be deemed to have committed an examination irregularity.

### **12.32 Instructions to Invigilators Before the Examination**

- (i) University Examinations shall be invigilated by academic members of staff (other than the course instructor) or any other persons as shall be approved by the DVC-ARC.
- (ii) Course instructors shall only be allowed in the examination room in the first ten minutes to provide clarifications on the examination questions, if any.
- (iii) Invigilators should be present in the examination room at **least twenty (20 minutes)** before the commencement of the examination.
- (iv) Invigilators will be provided with the following items by the Head of Department:
  - (a) The question papers to be attempted by candidates.

Note: Sealed envelopes containing question papers must be personally collected by each invigilator from the said Examination Officer **at least thirty (30) minutes** before the examination. All invigilators who have reported to the Examination Officer within this period should immediately proceed to their respective examination room.

- (b) A list showing the names of the papers to be attempted in the room  
(This will be distributed to invigilators in advance).
- (c) Answer books (booklets).
- (d) Candidates' examination attendance sheet.
- (e) Examination invigilation report form/sheet.
- (f) Candidates' restroom frequency form/sheet.
- (v) Invigilators must ensure that **ONLY ONE** answer book (booklet) is provided for each candidate unless the rubric on the question paper requires otherwise. The answer book (booklet) must be filled before any additional paper is provided.
- (vi) Question papers and any other material prescribed in the rubric (e.g. log-tables, charts etc.) should be set out by the invigilators.
- (vii) Candidates must write their **examination numbers** and **degree programmes** on the cover page of the answer book (booklet) before they start to write the examination.
- (viii) Food, drinks (except where water is permitted - see below), cigarettes, laptops, recording or playback devices, and other electronic communication devices such as a cell or smart phones, smart watches, bags, purses, hats, sweaters/jackets/coats, books attached cases, papers and other related items are not permitted in the examination room. The University assumes no responsibility for personal property lost in or near any examination room.
- (ix) Students with approved health conditions may bring (transparent) bottled water into the examination room. Such students will have to be seated away from other students to avoid accidental spillage.
- (x) Invigilators should admit candidates to the examination room **ten minutes** before the commencement of the examination, and they should ensure that they take the right places. Where a large number of candidates are involved, invigilators may admit candidates to the examination room **fifteen minutes** in advance.

\*Invigilators are requested to stick to this arrangement. During these ten minutes, the invigilator should:

- (a) make an announcement to the effect that unauthorized materials are not allowed in the examination room;
  - (b) make an announcement to the effect that candidates should satisfy themselves that they are in possession of the correct paper;
  - (c) call attention to any rubric at the head of the paper that seems to require attention; and Announce that, where this is practicable, both sides of the paper must be used. He/she should then tell students when they may begin writing. Candidates will normally be allowed **a maximum of five minutes** to read the paper.
- (xi) It is mandatory for all students sitting examinations to be in possession of **a valid Student ID card and Examination Number**, which are to be placed on the top right-hand corner of the desk throughout the examination for Invigilators to check. Students without their ID card and Examination Number shall not be permitted entry to the examination room, and shall be directed to the ID Office to obtain a valid ID card or to the Examination Officer to get a valid examination number.
  - (xii) Invigilators should not admit candidates to the examination room after **half an hour (i.e. 30 minutes)** from the commencement of the examination and should not permit them to leave the room until **thirty minutes** have expired.
  - (xiii) The invigilator shall inspect the candidates before and at any time during the examination period to ensure that they do not bring to the examination venue unauthorized materials.
  - (xiv) All invigilators must ensure that they seriously and solely invigilate the examinations rather than engaging in other activities unrelated to examinations.
  - (xv) An invigilator who breaches these instructions shall be required to explain in writing to the DVC – ARC through his/her Head of Department and Principal/Dean and Director of Undergraduate Studies why disciplinary measures should not be instituted against him/her.

### **12.33 During the Examination**

- (i) At the commencement of the examination, invigilators should remind candidates to ensure that they are attempting the right examination paper and

that, they should write their examination number on the booklets and question papers.

- (ii) At the end of **the first half hour** the total numbers of students present should be noted down. Invigilators should then collect the blank answer-books (booklets) from all vacant places. Spare question papers should be returned to the correct envelopes. It is at this time that candidates should start to sign the examination attendance sheet. During the exercise, invigilators should also make sure that **the photo on the candidate's ID** card matches the candidate's face.
- (iii) Invigilators should minimize announcements during the examination.
- (iv) An invigilator shall not allow candidates to borrow or exchange items such as rulers, pens, pencils and calculators during the examination.
- (v) During the examination, invigilators should ensure that candidates are provided with any additional requirements (e.g. scripts, blotting-paper, log-tables etc.). **All rough work must be done in the Answer Book (booklet) and crossed through.**
- (vi) No candidate should be permitted to leave his/her place during the examination except to leave the examination room.
- (vii) A candidate may, with the permission of the Invigilator, leave the examination room briefly only if accompanied by an assigned assistant Invigilator. Candidates will not be readmitted to the examination room after they have left the examination room unless, during the full period of their absence, they have been under approved supervision.
- (viii) Permission to leave the examination room shall be granted in exceptional circumstances as invigilators are expected to remind candidates to go for short calls before they enter the examination room.
- (ix) A candidate who contravenes the regulations and instructions governing the examinations, especially by unfair practices such as copying from or communicating with other candidates, shall be reported immediately to the Examinations Officer.
- (x) Once a student is found with unauthorized materials, the invigilator should ask the student to sign the materials to confirm that they are his/her. PROVIDED that where a candidate/student refuses to sign the material, the examination

officer shall request another invigilator to witness and counter sign stating the candidate has refused to sign the material.

- (xi) The candidate shall be informed that he/she has contravened the regulations and that he/she has been reported, but shall not be prevented from continuing with his/her paper. A written report must be sent to the Head of Department, through the Examination Officer, including full details of the contravention. **It is part of the invigilator's duty to move about the examination room as quietly as possible at frequent intervals.**
- (xii) Invigilators shall have the power to confiscate any unauthorized book, manuscript, or other aid brought into the examination room and to expel from the examination room any candidate who creates a disturbance. They shall report to the Examinations Officer any case of a candidate suspected of giving or obtaining unauthorized assistance or of attempting to do so, and that officer shall have the power to take any further steps he/she may consider necessary. He/she shall then report the matter to the DVC-ARC.
- (xiii) Cases of illness during examination should be reported to the Examination Officer as soon as possible for assistance.
- (xiv) Invigilators should announce the time remaining **after every sixty (60) minutes (i.e. 1 hour)**. However, Invigilators should minimize announcements during the examination.

#### **12.34 At the End of the Examination**

- (i) Invigilators shall not permit candidates to leave their places before their scripts have been collected. Candidates who wish to leave the examination room before the end of the examination shall hand over their scripts to the invigilator before leaving the examination room. However, candidates shall not be allowed to leave the room **within the last 30 minutes** into the end of the said examinations (except in case of emergency) until all papers have been collected. **At ten minutes** before the conclusion of the examination period, the Invigilator shall announce the time remaining. At the end of the examination period, invigilators shall instruct the candidates to stop writing and then collect all the scripts.
- (ii) Invigilators shall enter the number of examination scripts collected from the candidates on the attendance sheet provided by the Examination Officer at

the time of collecting the examination papers. Invigilators shall sign the said attendance sheet before they hand over all the scripts to the Examinations Officer. The attendance sheets and other forms/materials must be handed to the Examinations Officer at the end of each session.

- (iii) Invigilators shall hand over all examination papers and answer books (booklets) to the Examination Officer.

### **12.35 General Notes and Instructions**

- (i) Internal Examiners (or their deputies) are required to attend the examination rooms at the commencement of each period to assist the invigilators and to collect the scripts. Instructions, which the examiners (or their deputies) may wish to be given, should be announced by the invigilators.
- (ii) The Use of Calculators in Examinations:
  - (a) Any calculator permitted to be taken into an examination must be hand-held, self-powered, and noiseless. It must not make use of an audible alarm or facilities for 'wireless' transmission or reception of information.
  - (b) For examinations with School approved (standard) calculators, the examination invigilator will ensure that only the specified calculator is used for the examination; otherwise the instructors are responsible for ensuring that only the calculators they have specified are brought into the examination room.
  - (c) If a range of calculators is allowed in a test or examination, consideration should be given to ensure fairness by setting a test or examination that takes into account the differing capabilities of the calculators.
- (iii) "Examinations Officer" includes the Examination Officer's deputies.

## **13.0 MNUAT FEE STRUCTURE FOR ACADEMIC PROGRAMMES**

At the beginning of the academic year, all students will be required to produce evidence of sponsorship by the Government or any other organizations, otherwise they will be expected to pay full tuition and University fees (or the portion not covered by the sponsor) by the beginning of the term/semester before they can be permitted to use the University facilities. All local payments for fees should be paid

by using control numbers. Payment using the control numbers can be made at the nearest bank or through mobile money. All payments must be receipted. The fee structure shall comprise cost lines related to direct university fees [Part A], non-direct University costs [Part B], and direct student costs as follows:

**Table [1] Direct university fees payable per annum**

**A. Degree programmes**

S/N	Degree Programme	Tanzanians (TZS)	Foreigners (USD)
1	Bachelor of Science in Fisheries and Aquaculture	1,100,000	500
2	Bachelor of Science in Agricultural Economics and Agribusiness	1,000,000	500
3	Bachelor of Science in Business Information Technology	1,000,000	500
4	Bachelor of Science in Crop Science and Production	1,100,000	500

**Table [2] Direct University fees payable per annum**

**B. Diploma programmes**

S/N	Diploma Programme	Tanzanians (TZS)	Foreigners (USD)
1	Diploma in Crop Science and Production	850,000	500
2	Diploma in Animal Health and Production	850,000	500
3	Ordinary Diploma in Agriculture Production (NTA Level 6)	850,000	500

**Table [3] Non-direct university fees (indicative values/ figures)**

S/ N	Fee Description	Tanzanians (TZS)	Foreigners (USD)
1	Registration fee per academic year	5,000	10
	Student ID Card fee (paid only once)	10,000	5
2	Accommodation fee per semester	83,300	100
3	Application Fee (paid only once)	10,000	20
4	Student's Union Fees	5,000	10
5	Library and ICT Service Fees*	60,000	80
6	Examination fee per semester	15,000	20
7	Caution Money (paid only once in semester 1)	20,000	30
8	Medical Fee per year (NHIF)	50,400	100
9	Medical emergency fee (paid only once)	10,000	NA
10	Graduation fee (paid once for finalists only)	30,000	25
11	Graduation Gown Hiring	20,000	20
12	Quality Assurance incl. External moderation*	50,000	70
	<b>Total</b>	<b>368,700</b>	<b>490</b>

\*Advisory only, more may be required; paid annually

**Table [4]: Direct Students Costs (minimum, payable per annum)**

S/N	Fee Description	Tanzanians (TZS)	Foreigners (USD)
1	Books and Stationery Allowance	500, 000.00	500
2	Meals and Accommodation	2,100,000.00	1000
	<b>Total</b>	<b>2,600,000.00</b>	<b>1,500</b>

N.B. In addition, students are required to have sufficient funds to cater for special College/School requirements. Such requirements may be in the form of boots, overalls, compass set, drawing board, track suits, gloves, masks, etc. as well as funds for industrial/practical training or teaching practice, depending on the programme. Applicants are urged to consult the latest University prospectus for specific requirements by their Colleges/Schools for more details, including indicative cost implications. Students also need to have separate funds to cater for stationery, books, meals, and accommodation.

## **14.0 ACCOMMODATION RATES**

### **14.1 Campus Hostels**

TZS. 700.00 per student per day. Students with special needs are given first priority concerning admission and provision of requisite physical infrastructure, including hostels.

### **14.2 Accommodation Caution Money**

TZS. 10,000/= payable once during the first year, but an extra TZS. 10,464.46 per month or TZS. 41,860.00 per semester will be charged when the University provides additional facilities like refrigerators, cookers, etc.

### **14.3 Field Practical Training**

Those who will register for courses listed below will have to take practical training for the duration, location, and timing as indicated. Equipment and materials will be procured by the College/ Schools and distributed to students.

### 14.3.1 Practical Training/Field Research

Degree and non-degree programmes	Duration	Location	Timing	Remarks
<b>School of Agriculture – Degree Programmes</b>				
1. Bachelor of Science in Fisheries and Aquaculture	5 weeks	Various	After semester two	Field practical training
	8 weeks	Various	After semester four	Field practical training
	15 weeks	Various	Entire semester five	Industrial attachment
2. Bachelor of Science in Crop Science and Production	8 weeks	Various	After the first semester examination (last week of February or 1st week of March) until the third week of April	Field practical training
	8 weeks	On campus	Same as the 1 <sup>st</sup> PT schedule above	Field practical training
	14 weeks	Various	Fifth semester	Industrial attachment

School of Agriculture – Non-degree Programmes					
1. Diploma in Animal Health and Production	5 weeks	Various	Semester two	Field training	practical
	5 weeks	Various	Semester four	Field training	practical
2. Diploma in Crop Science and Production	5 weeks	Various	Semester two	Field training	practical
	5 weeks	Various	Semester four	Field training	practical
3. Ordinary Diploma in Agriculture Production	8 weeks	Various	Semester two	Field Operations	Practicum
School of Information and Communication Technology (ICT) and Business					
Degree programmes					
1. Bachelor of Science in Agricultural Economics and Agribusiness	8 weeks	Various	Semester two	Field training	practical
	8 weeks	Various	Semester four	Field training	practical
	15 weeks	Various	Entire semester six	Industrial attachment	
2. Bachelor of Science in Business Information Technology	8 weeks	Various	Semester two	Field training	practical
	8 weeks	Various	Semester four	Field training	practical


## **15.0 REGULATIONS GOVERNING AWARD OF UNDERGRADUATE DEGREE AND NON-DEGREE PROGRAMMES AND COURSES OFFERED BY SCHOOLS**

### **15.1 SCHOOL OF AGRICULTURE**

The School of Agriculture consists of four departments, namely: Agricultural Sciences, Natural Resources, Animal Science and Production, and Aquaculture and Fisheries.

- (i) **Degree programmes offered by the Department of Aquaculture and Fisheries:**
  - Bachelor of Science in Fisheries and Aquaculture
- (ii) **Degree programmes offered by the Department of Agricultural Sciences:**
  - Bachelor of Science in Crop Science and Production
- (iii) **Diploma programmes offered by the Department of Animal Science and Production:**
  - Diploma in Animal Health and Production
- (iv) **Diploma programmes offered by the Department of Agricultural Sciences:**
  - Diploma in Crop Science and Production
  - Ordinary Diploma in Agriculture Production

#### **15.1.1 DEGREE PROGRAMME DETAILS UNDER THE DEPARTMENT OF AQUACULTURE AND FISHERIES:**

##### **15.1.1.1 PROGRAMME DETAILS**

1. **Proposed programme title:** Bachelor of Science in Fisheries and Aquaculture
2. **Programme cluster:** Agriculture
3. **Programme sub-field:** Fisheries and Aquaculture
4. **UQF level:** Level 8

**5. Programme Duration and Credits:**

Number of Years	Total Number of Semesters	Total Credits
3	6	360

**6. Programme status:** Full-time

**7. Mode of delivery:** Blended

**8. Location of the delivery:** MNUAT- Butiama District, Mara Region.

**9. Proposed intake number of students:**

Enrolment Year		Year 1	Year 2	Year 3
Number of students	Male	50	75	100
	Female	50	75	100
	Total	100	150	200

**10. Programme-Specific Entry Requirements for Admission**

- (i) **Direct entry:** Two principal passes (**4 points**) from **only two subjects** in which **Biology is compulsory** and either Physics, Chemistry, Agriculture, Geography, Food and Human Nutrition, or Nutrition, in Advanced Secondary Education.

**OR**

- (ii) **Equivalent entry:** This programme will also admit candidates with at least 2<sup>nd</sup> class Diploma (NTA 6) in Fisheries Science and Technology, Fisheries Management and Technology, Aquaculture, Forest Management and Nature Conservation, Agriculture, Education (with science subjects), Maritime, Environment and Coastal Resources Management; Fish Processing, Quality Assurance and Marketing from recognized institutions within and outside the country. In addition, an applicant must have a minimum of a “D” grade in Biology at O-Level.

### **11. Practical Project/Training or Fieldwork Attached to the Programme.**

The practical training will be an essential component of the course, designed to impart hands-on practical skills and experience in undertaking one or a combination of the following;

- (i) Fisheries and Aquaculture enterprise production activity/project
- (ii) Fisheries and Aquaculture enterprise processing activity/project
- (iii) Fisheries and Aquaculture enterprise marketing activity/project
- (iv) Fisheries and Aquaculture project planning and implementation activity/project

The activities will involve participation in the daily operations of the enterprise, investigating ongoing challenges, proposing solutions, overseeing their implementation, and monitoring, recording, and analyzing results to produce reports. The training will be supervised by the enterprise owners and managers, who, along with instructors from MNUAT, will develop and agree on a training package. This package will outline its duration, expected outcomes, and a schedule of activities for each trainee. The number of candidates assigned to each enterprise will vary based on its size and diversity of operations. Additionally, students may be tasked with conceiving, planning, and implementing a production project within one of the MNUAT production units, taking the project to the point of sale, and marketing the final product. The practical training will last five weeks after semester 2, year 1, and eight weeks following semester 2, year 2. To provide students with the opportunity to experience a diverse range of activities, they may be rotated between different enterprises for two to three weeks. The fieldwork and final report will be evaluated and graded by both the field supervisor and the instructor, following an established protocol.

#### **Assessment of Field Practical Training (FPT) shall be done as follows:**

- (i) Local supervisor (enterprise owner) shall award a maximum of 20%
- (ii) MNUAT field practical supervisor shall award a maximum of 20%
- (iii) The FPT logbook shall be awarded a maximum of 20%
- (iv) The FPT report and presentations shall be awarded a maximum of 40%

Field Practical training shall not have countable credit hours. However, the pass mark shall be 60%.

**(i) Industrial attachment (IA)**

The purpose of the industrial attachment is to provide MNUAT students with practical skills and competencies directly related to aquaculture and fisheries. This attachment will last for a duration of 15 weeks, covering the entire fifth semester. During this time, students are expected to collaborate with the enterprise owner, manager, or supervisor to participate in daily activities, identify industry challenges, and develop suitable solutions. To enhance self-employability, students will also be involved in these enterprises and encouraged to initiate and manage their own fish production or processing ventures. Profits generated from these activities will be shared according to mutually agreed-upon terms between the enterprise owners and the students.

**Assessment of Industrial Attachment.**

- (i) Local supervisor (enterprise owner) shall assess the students face-to-face and award a maximum of 20%
- (ii) MNUAT Industrial attachment supervisor shall assess students (face to face and/or online) and award a maximum of 20%
- (iii) Monthly reports (sent to respective supervisors by email or through LMS) shall be awarded a maximum of 20%
- (iv) The final report and presentations shall be awarded a maximum of 40%

The above assessments shall cut across the following subjects:

- (a) Industrial training (Teamwork, interpersonal, leadership and management skills (12 credits)
- (b) Fisheries and Aquaculture business development skills (12 credits)

The pass mark for all industrial attachment subjects shall be 60%.

**15.1.1.2 PROGRAMME MANAGEMENT**

**1. Entry Arrangement**

Application, selection, admission, and appeal procedures will be guided by the general regulations for Undergraduate Degrees of the Mwalimu Nyerere University of Agriculture and Technology, which are available on the university website

([www.mnuat.ac.tz](http://www.mnuat.ac.tz)). Applicants must have attained at least UQF Level 6 (Ordinary Diploma) or NQF Level 5 (Advanced Certificate of Secondary Education) or recognized equivalent prior learning qualifications. Applicants will have to apply through the developed online application system ([www.admission.mnuat.ac.tz](http://www.admission.mnuat.ac.tz)). The system integrates different important interface including NACTVET verification number, NECTA to facilitates automatic filtering and selection of qualifies applicants. The selected applicants are then submitted to the respective department for validation followed by school and finally the university senate. After senate approval, the applicants are submitted to TCU for further processing before they receive their admission letters.

## **2. Credit transfer and progression to higher levels**

A candidate after successful completion of Bachelor of Science in Fisheries and Aquaculture at MNUAT can progress to UQF Level 9 to study postgraduate certificate /diploma and MSc degree. Horizontal articulation options shall be possible for a candidate to transfer accumulated credits to and from recognized institutions offering similar courses to a level similar to that of MNUAT.

### **(a) Transfer arrangement.**

Admission into MNUAT Bachelor programmes under the credit transfer system is conditional on:

- (i) The courses in the University of Origin being accredited or recognized by TCU.
- (ii) MNUAT having a credit transfer arrangement with the University from which the credits have to be transferred and MNUAT having approved equivalency of subjects/modules/courses from which the credits originate.
- (iii) Proof (through authenticated detailed transcript) of acquisition of credits for courses prerequisite for the entry point.

## **3. Learning assumed to be in place [pre-requisite-formal learning]**

The general regulations for Undergraduate Degrees of the MNUAT shall apply. Applicants must have attained at least UQF Level 6 (Ordinary Diploma) or NQF Level 5 (Advanced Certificate of Secondary Education) or recognized equivalent prior learning qualifications.

Candidates seeking admission through Recognition of Prior Learning (RPL) shall be required to have valid RPL certificate obtained after passing RPL examination relevant to the Bachelor of Science in Fisheries and Aquaculture programme as recommended by senate. Admission into MNUAT undergraduate degree programmes by credit transfer shall follow the description in section B above.

### 15.1.1.3 NORMAL LEARNING MATRIX AND COURSE MATRIX [WITH COURSE CREDITS HOURS, CORE AND ELECTIVES/ OPTIONS

Semester 1, Year 1									
			Scheme of study (Hours/Credits)						
Cours e Code	Course Name	Core or Electi ve	Lectu re Hrs	Tutoria l/Semi nar Hrs	Assignm ent Hrs	Independ ent Study Hrs	Practic al Hrs	Tota l Hrs	Credi ts
BFA 111	Introduction to Aquaculture and Fisheries	Core	30	10	10	10	20	80	8
BFA 112	Ichthyology		40	10	10	10	30	100	10
BFA 113	Aquatic Ecology		30	10	10	10	20	80	8
COM 100	Communicat ion skills		30	15	15	20	0	80	8
BFA 114	Fishing technology		30	10	10	10	20	80	8
ASP	Animal		40	10	10	10	10	80	8

112	Genetics								
DS 111	Developmen t perspectives		30	25	15	10	0	80	8
Sub Total			230	90	80	80	100	580	58
CSC 100	Computer Applications	Electiv e	30	15	15	20	0	80	8
SS 115	Introduction to Sociology		30	20	20	10	0	80	8
BFA 115	Ornamental Fish Culture		40	10	10	10	30	100	10
Sub Total			100	40	40	30	60	270	27
Grand Total			330	130	120	110	160	850	85

Semester 2, Year 1									
			Scheme of study (Hours/Credits)						
<b>Cours e Code</b>	<b>Course Name</b>	<b>Core or Electi ve</b>	<b>Lectu re Hrs</b>	<b>Tutoria l/Semi nar Hrs</b>	<b>Assignm ent Hrs</b>	<b>Independ ent Study Hrs</b>	<b>Practic al Hrs</b>	<b>Tota l Hrs</b>	<b>Credi ts</b>
BFA 121	Biology of Invertebrate		40	10	10	10	30	100	10
BFA 122	Oceanograp hy and Marine Biology		35	10	10	10	15	80	8
BFA	Biodiversity		35	10	20	10	25	100	10

123	and Fish Systematics	Core							
BFA 124	Fish Biochemistry		40	20	10	10	20	100	10
BFA 125	Swimming and Survival in Water		15	10	5	5	25	60	6
AEA 126	Financial Literacy		30	20	10	10	10	80	8
Sub Total									52
BFA 127	Inland Water Fisheries	Elective	32	8	8	8	24	80	8
BFA 128	Marine Water fisheries		32	8	8	8	24	80	8
Sub Total									16
Grand Total									68

Semester 1, Year 2									
			Scheme of study (Hours/Credits)						
Course Code	Course Name	Core or Elective	Lecture Hrs	Tutorial/Seminar Hrs	Assignment Hrs	Independent Study Hrs	Practical Hrs	Total Hrs	Credits
BFA 211	Fish Nutrition and Feed		40	10	10	10	30	100	10

	Technology	Core							
BL 213	Biostatistics		30	20	10	20	20	100	10
BFA 212	Aquaculture Systems Engineering		30	10	10	10	40	100	10
BFA 213	Fish Population Dynamics and Stock Assessment		20	10	10	10	10	60	6
BFA 214	Aquatic Pollution and Toxicology		24	6	6	6	18	60	6
BFA 215	Limnology		30	10	10	5	25	80	8
BFA 216	Integrated and Climate Smart Aquaculture		32	8	8	8	24	80	8
Sub Total			206	74	64	69	167	580	58
BFA 217	Integrated Watershed Managemen t	Electiv e	32	8	8	8	24	80	8
DS 211	Gender and Developmen t		35	15	15	15	0	80	8
BFA	GIS and		32	8	8	8	24	80	8

218	Remote Sensing in Fisheries								
<b>Sub Total</b>									<b>24</b>
<b>Grand Total</b>									<b>82</b>

Semester 2, Year 2									
			Scheme of study (Hours/Credits)						
<b>Cours e Code</b>	<b>Course Name</b>	<b>Core or Electi ve</b>	<b>Lectu re Hrs</b>	<b>Tutoria l/Semi nar Hrs</b>	<b>Assignm ent Hrs</b>	<b>Independ ent Study Hrs</b>	<b>Practic al Hrs</b>	<b>Tota l Hrs</b>	<b>Credi ts</b>
BFA 221	Mariculture	Core	30	5	10	5	30	80	8
BFA 222	Hatchery Technology and Live Feed Production		30	10	10	10	40	100	10
BFA 223	Aquatic Products Processing and Value Addition		32	8	8	8	24	80	8
BFA 224	Aquatic Microbiology		32	8	8	8	24	80	8
BFA	Entrepreneu		30	10	20	20	0	80	8

225	rship and Aqua business								
BFA 226	Fish Breeding Techniques and Genetics		32	8	8	8	24	80	8
BFA 227	Aquafarm Management		32	8	8	8	24	80	8
Sub Total			218	57	72	67	166	580	58
BFA 228	Aquatic Resources and Climate Change	Elective	40	10	10	10	30	100	10
BFA 229	Aquatic Ecosystems Assessment		32	8	8	8	24	80	8
Sub Total			72	18	18	18	54	180	18
Grand Total			290	75	90	85	220	760	76

Semester 1, Year 3									
			Scheme of study (Hours/Credits)						
Cours e Code	Course Name	Core or Electi	Lectu re Hrs	Tutoria l/Semi nar	Assignm ent Hrs	Independ ent Study Hrs	Practic al Hrs	Tota l Hrs	Credi ts

		ve		Hrs					
BFA 311	Research Methods: Proposal Development	Core	20	20	20	20	40	120	12
BFA 312	Industrial training (Teamwork, Interpersonal, Leadership, and Management Skills)		20	20	20	20	40	120	12
BFA 313	Industrial training: Aquaculture/ Fisheries Business Development		20	20	20	20	40	120	12
BFA 314	Fisheries and Aquaculture Economics		40	20	20	10	30	120	12
BFA 315	Fisheries Management		30	20	20	30	20	120	12
Sub Total			140	100	100	90	170	600	60
BFA	Environment		30	10	10	25	45	120	12

316	al and Social Impact Assessment and Auditing	Elective							
<b>Sub Total</b>			30	10	10	25	45	120	12
<b>Grand Total</b>			<b>170</b>	<b>110</b>	<b>110</b>	<b>115</b>	<b>215</b>	<b>720</b>	<b>72</b>

Semester 2, Year 3									
			Scheme of study (Hours/Credits)						
Course Code	Course Name	Core or Elective	Lecture Hrs	Tutorial/Seminar Hrs	Assignment Hrs	Independent Study Hrs	Practical Hrs	Total Hrs	Credits
BFA 321	Research Project II: Report Writing	Core	0	15	0	35	70	120	12
BFA 322	Fisheries and Aquaculture Extension		45	20	15	20	0	100	10
BFA 324	Aquatic Resources Policies and Legislation		40	15	15	10	20	100	10
BFA 325	Fish Diseases and Health		30	10	20	10	30	100	10

	Managemen t								
BFA 326	Molecular Biology and Fish Biotechnolo gy		30	10	10	10	40	100	10
<b>Sub Total</b>									<b>52</b>
BFA 323	Wetland Managemen t and Conservatio n	Electiv e	30	10	10	10	20	80	8
BFA 328	Human Resource Managemen t in Fisheries		35	15	15	15	0	80	8
<b>Sub Total</b>									<b>16</b>
<b>Grand Total</b>									<b>68</b>

#### 15.1.1.4 ASSESSMENT DETAILS

##### 1. Programme assessment Strategy (for both formative and summative assessment).

During the learning process formative assessment will be conducted to improve learning and, at the end of the semester summative assessment, will be done to provide feedback for instructors to modify subsequent learning activities and experiences; to identify and remediate group or individual deficiencies. Frequent, ongoing assessment allows both for fine-tuning of instruction and student focus on progress.

Assessment criteria for continuous course assessments and end-of-semester University Examinations shall follow the General University Examination Regulations of MNUAT for undergraduate degree programmes. The Programme assessment will generally contain continuous assessments (tests/quizzes, independent assignments, Seminar presentations, practical sessions and fieldwork) and the University examinations. Except for the University Examinations, the rest of the assessments will either be done face to face or using different online learning management systems as may apply. The distribution of scores shall follow the respective course outlines. Practical training, and industrial attachment subjects will be assessed to 100% without university examinations.

## **2. Examination general format and examination regulations**

There shall be continuous assessment tests for theory and practical. There shall also be the End of Semester examination. MNUAT examination regulations, 2025 shall apply.

### **(a) Examination regulations**

- (i) Students' performance shall be assessed continuously throughout the semester. Such continuous assessments shall include tests throughout the semester and may also consist of field reports, seminars, and assignments.
- (ii) The overall pass mark for all courses shall be 50%, except field practical training and industrial attachment courses, these shall have a pass mark of 60%.
- (iii) Each candidate shall be required to undertake Field Practical Training (FPT) at the end of semester 2 year 1, semester 2 year 2, and be attached to an industry in the whole of semester 1 year 3. The FPT and industrial attachment shall be assessed.
- (iv) Where a candidate fails in the FPT or industrial training, University regulations on similar assessment shall apply. Failed students shall be required to repeat at their own expense.
- (v) A candidate who fails in a course that is assessed by continuous assessment only, shall be required to retake the failed course when it is next offered.

- (vi) Courses that are offered by other Schools and Colleges shall be governed by the regulations of this degree programme.

### **3. Examination moderation, practical and special projects assessment mode**

Moderation of examinations shall involve External Examiners, who shall be invited to participate in examination marking and overall assessment at the end of the academic unit.

External moderators shall be experienced senior instructors from recognized higher learning institutions outside MNUAT who are competent in Aquaculture and Fisheries. The moderators will serve for four years only and shall be obliged to make sure that all examinations are of the required standards. Moderation shall include evaluating the quality of semester course assessment tests and research project reports written by students.

In addition to the above, there shall be a Departmental Examination Moderation Committee responsible for moderating end of semester examinations. There shall also be a Board of Examiners at the Departmental level that shall consider and recommend end of semester examination results for presentation at the School Examiners' Board.

The Quality Assurance and Promotion Bureau's task will be to set quality standards, monitor and evaluate whether performance is in line with the set standards.

### **4. Condition for continuation and discontinuation**

MNUAT admission and examination regulations shall apply. Briefly, a student shall be allowed to progress to the next academic year after attaining a minimum GPA of 2.0. To qualify for supplementary exams, a student must attain a minimum GPA of 2.0.

### **5. Weight of each component in the final assessment of the programme**

The BSc. Fisheries and Aquaculture consists of coursework and a final University examination. Examination grading system shall follow the Regulations and

Guidelines for Undergraduate Degrees of MNUAT whereby students' raw marks shall be taken into account when calculating GPA. The grading system and equations for computing GPA shall be as indicated in Table 4.5

**Table 4.5: Grading system with its equivalent points**

Grade	Marks Range	Formula	Grade point
A	70 – 100%	$Y = 0.02x + 3$	4.4 – 5.0
B+	65 – 69.9%	$Y = 0.08x - 1.2$	4.0 – 4.39
B	60 – 64.9%	$Y = 0.2x - 9$	3.0 – 3.99
C	50 – 59.9%	$Y = 0.1x - 3$	2.0 – 2.99
D	40 – 49.9%	$Y = 0.1x - 3$	1.0 – 1.99
E	0 – 39.9%	$Y = (0.025)x$	0.0 – 0.99

Where Y = Grade point; X = Raw marks

The minimum passing grade shall be 'C' for all courses except FPT and IA which shall be 'B'

## 15.1.2 DIPLOMA PROGRAMME DETAILS UNDER THE DEPARTMENT OF ANIMAL SCIENCE AND PRODUCTION

### 15.1.2.1 PROGRAMME DETAILS

1. **Proposed Programme Title:** Diploma in Animal Health and Production
2. **Programme Cluster:** Agriculture
3. **Programme Discipline:** Animal Health and Production
4. **UQF Level:** Eight (6)
5. **Programme Duration and Credits**

Number of Years	Total Number of Semesters	Total Credits
2	4	240

6. **Programme Status:** Full time
7. **Mode of Delivery:** Blended
8. **Location of the Delivery:** Mwalimu Nyerere University of Agriculture and Technology - Butiama District, Mara Region, Tanzania
9. **Proposed Intake Number of Students**

Proposed intake number of students for each year in the next 2 years, is as follows.

Enrolment Year		Year 1	Year 2
Number of Students	Male	40	60
	Female	40	60
	Total	80	120

#### 10. General Minimum Entry Requirements for Admission

The minimum entry requirements for admission into a Diploma in Animal Health and Production programme shall be in any of the following categories:

- (i) Advanced Level passes in Biology and either of the following subjects: Chemistry, Science Practice of Agriculture, Physics, Nutrition and Geography. The candidate must pass Biology at Principal Level.

**OR**

- (ii) Holders of appropriate certificates such as Certificate in Animal Health, Certificate in Animal Health and Production (AHPC), Certificate in Agriculture and Livestock Production (CALP), and Certificate in Aquaculture.

**(a) Programme Specific Entry Requirements for Admission**

One principal pass in either Biology, or either of the following subjects: Chemistry, Science Practice of Agriculture, Physics, Geography, Food and Human Nutrition, Food and Human Nutrition and Sports, and Nutrition

**11. Practical Project/Training or Fieldwork Attached to the Programme**

The Diploma of Animal Health and Production will incorporate a practical component to equip students with hands-on experience, applicable skills, and an understanding of real-world challenges in the field of animal science. This component will consist of both on-campus and off-campus practical, and field practical training (FPT), providing a well-rounded approach to education that blends theoretical knowledge with practical application.

**(a) On-Campus Practical Sessions**

**(i) Lab and Field Practical Sessions:**

These practicals will take place in the institution's animal science labs and teaching farms, for the courses which need practical training. Students will work directly with livestock (e.g., cattle, poultry, small ruminants) under the supervision of faculty and farm staff, learning techniques in animal husbandry, farm management, and health monitoring. Both laboratory and field based practical training will be conducted during practical hours allocated for each course, throughout the academic semesters.

**(ii) Early Morning and Late Evening Practical Sessions**

There shall be a course under the name "Animal Husbandry Practices" consisting of early morning and late evening practical training. This practical course aims to equip students with practical skills and knowledge in day-to-day livestock husbandry practices. By engaging in hands-on tasks during morning and evening hours, students will learn to manage and care for livestock efficiently, while also developing a deeper understanding of animal health and welfare in real-world farming contexts.

This course will emphasize the importance of practical competence in the management of various livestock species, including cattle, poultry, pig, sheep, and goats. Average time for a student to work a day is 1 hour, half an hour in the morning and half an hour in the evening. Students will be required to work in rotations from one station/unit to another. However, every student will attend one station for three weeks before moving to another station. Additionally, this course will be assessed and will contribute six (6) credits in the first, second and third semester.

To assess this course, students will be required to fill in the logbook of activities during practical, including reflections on what they learned, challenges faced, and areas for improvement. The logbook must be signed by the supervisor on station on a weekly basis. Additionally, students will be required to submit weekly reports. At the end of semester, students will require to write and submit a report and oral presentation of the report. The report must indicate reflections on what they learned, challenges faced, and areas for improvement. This will assess their ability to reflect on their work and identify areas for growth. Students will be assessed basing on the following criteria:

- **On farm assessment**

- (i) Active participation and engagement in practical activities.
- (ii) Demonstration of professional behaviour and commitment to the task.
- (iii) Ability to apply practical skills in a real-world environment.
- (iv) Critical thinking and problem-solving in day-to-day tasks.
- (v) Ability to reflect on their work and identify areas for growth.

- **End-of-course assessment**

- (i) Clarity and organization of the presentation
- (ii) Accuracy and depth of knowledge
- (iii) Ability to explain technical concepts clearly to the audience.
- (iv) Engagement with the audience and the ability to answer questions
- (v) Ability to analyse real-world problems and provide actionable solutions.

**(b) Off-Campus Practical Training**

Students will be required to undertake off-campus practical training at the recognized farms, research institutions, animal husbandry establishments, feed industries,

veterinary clinics and the related programs. These placements will provide exposure to various aspects of Animal Health and Production, including animal care, breeding, nutrition, disease management, and ethical practices. The off-campus practical Training will be done in two ways.

#### **(i) Field Practical Training (FPT) I & II**

The FPT will be organized for a period of 5 weeks, typically after the completion of second and fourth semesters following the completion of relevant theoretical coursework. Students shall be required to submit field practical report at the end of the session. Field practical supervisors shall also be required to submit confidential assessment. Both student's and supervisor's reports shall be evaluated by a special committee, to give the final status of either pass or fail, where 60% will be a pass mark.

#### **(a) Study tours**

The tour will take place at least once during each study year, to provide students with practical exposure to animal management, livestock production systems, veterinary practices, and agricultural technologies. The study tour will offer comprehensive insights into key areas of animal health and production, reinforcing academic learning and providing opportunities for networking with industry professionals.

The tour will include visits to various facilities, such as commercial livestock farms (cattle, poultry, sheep, etc.), veterinary clinics, research centres, dairy farms, abattoirs or meat processing plants, and animal feed production facilities.

### **15.1.2.2 PROGRAMME MANAGEMENT**

#### **1. Entry Arrangement**

Application, selection, admission, and appeal procedures will be guided by the general regulations for non-degrees programmes of the Mwalimu Nyerere University of Agriculture and Technology (MNUAT), which are available on the university website ([www.mnuat.ac.tz](http://www.mnuat.ac.tz)). Applicants must have attained at least NQF Level 5 (Advanced Certificate of Secondary Education) or recognized equivalent prior learning qualifications. Applicants will have to apply through the developed online application system ([www.admission.mnuat.ac.tz](http://www.admission.mnuat.ac.tz)). The system integrates different

important interfaces including NACTVET verification number, NECTA to facilitate automatic filtering and selection of qualified applicants. The selected applicants are then submitted to the respective departments for validation followed by school and finally the university senate. After senate approval, the applicants are submitted to the Tanzania Commission for Universities (TCU) for further processing before they receive their admission letters.

## **2. Credit Transfer and Progression to Higher Levels of Studies**

A student may transfer to MNUAT with accumulated credits from other recognized institutions offering equivalent courses at UQF level 6. The transfer process must adhere to the guidelines outlined in the Credit Accumulation and Transfer General Guidelines for Undergraduate Degrees and Non-Degree Programmes of the MNUAT, and as guided by the TCU University Qualifications Framework (UQF).

### **(a) General Regulations**

Admission into MNUAT Diploma programmes under credit transfer system is subject to:

- (i) The courses in institution of origin being accredited or recognized by TCU.
- (ii) MNUAT having a credit transfer arrangement with the institution from which the credits have to be transferred and MNUAT having approved equivalency of subjects/topics/courses from which the credits originate.
- (iii) Proof (through authenticated detailed transcript) of acquisition of credits for courses prerequisite for the entry point.
- (iv) Credit transfer can only be allowed if such credits have been obtained within a period of not more than one year.
- (v) Students discontinued from other institution are not allowed to transfer credits to the MNUAT.
- (vi) Students will be required to undertake at least 2/3 of diploma programme credits at MNUAT. Maximum credit allowable for transfer, therefore, is 1/3 of the required credits of a MNUAT diploma programme.

**(b) Conditions Governing Credit Transfer from other Universities to MNUAT**

- (i) The institution from which a student wants to transfer credit must be a University with full accreditation by a recognized body in the country assigned to deal with such matters and the accreditation status of the institution shall be independently verified by MNUAT and TCU. If in doubt, MNUAT reserves the right to give any applicant a performance verification test or reject the application.
- (ii) The applying student must have an active diploma programme registration at his/her institution.

Conditions Governing Credit Transfer from MNUAT to other institutions will be governed by the regulations of the receiving institution

Graduates of the Diploma in Animal Health and Production programme from MNUAT will be eligible to pursue bachelor's degree studies in related fields such as Animal Science, Veterinary Science, or Agricultural Sciences, contingent upon meeting the specific requirements of the degree programme.

**15.1.2.3 NORMAL LEARNING MATRIX AND COURSE MATRIX**

Semester 1, Year 1									
Course Code	Course Name	Core or Elective	Scheme of study (Hours/Credits)						
			Lecture Hrs	Tutorial/Seminar Hrs	Assignment Hrs	Independent Study Hrs	Practical Hrs	Total Hrs	Credits
AHP 111	Veterinary Anatomy, Physiology and Histology	Core	45	10	10	10	45	120	12

AHP 112	Animal Health, Behaviour, and Welfare		30	5	15	10	20	80	8
AHP 113	Farm Structures and Farming Systems		30	5	15	10	20	80	8
AHP 114	Biochemistry and Molecular Biology		30	10	15	15	10	80	8
COM 100	Communication Skills		30	15	15	20	0	80	8
DBIT 124	Financial Literacy		30	20	10	10	10	80	8
AHP 115	Animal Husbandry Practices		0	0	0	0	60	60	6
Sub total									58
CSC 100	Computer Applications	Elective	30	10	10	10	20	80	8
EE 121	Principles of Administration and Management		30	10	10	10	20	80	8
DAQ 111	Introduction to		30	20	10	20	0	80	8

	Aquaculture							
<b>Sub total</b>								<b>24</b>
<b>Total</b>								<b>82</b>

### Semester 2, Year 1

Scheme of study (Hours/Credits)									
<b>Cour se Code</b>	<b>Course Name</b>	<b>Core or Electi ve</b>	<b>Lectu re Hrs</b>	<b>Tutoria l/Semi nar Hrs</b>	<b>Assignm ent Hrs</b>	<b>Independ ent Study Hrs</b>	<b>Practic al Hrs</b>	<b>Tota l Hrs</b>	<b>Credi ts</b>
AHP 121	Animal Nutrition and Pasture Management	Core	45	10	10	5	30	100	10
AHP 122	Microbiology, Parasitology, and Entomology		45	15	10	10	20	100	10
AHP 123	Animal Genetics and Breeding		45	15	10	10	20	100	10
AHP 124	Biostatistics		30	10	10	10	20	80	8
AHP 125	Dairy and Beef Cattle Husbandry		30	5	10	5	30	80	8
DCSP	Agricultural		30	10	10	10	0	60	6

223	extension								
AHP 126	Animal Husbandry Practices		0	0	0	0	60	60	6
<b>Sub total</b>									<b>58</b>
AHP 126	Climate Smart Livestock Production	Elective	30	15	10	15	10	80	8
DBIT 213	Farm Managemen t and Accounting		30	15	10	15	10	80	8
DBST 127	Introduction to Wildlife Ecology and Managemen t		30	20	10	10	10	80	8
<b>Sub total</b>									<b>24</b>
<b>Total</b>									<b>82</b>

Semester 1, Year 2									
			Scheme of study (Hours/Credits)						
Course Code	Course Name	Core or Electi ve	Lectu re Hrs	Tutoria l/Semi nar Hrs	Assignm ent Hrs	Independ ent Study Hrs	Practical Hrs	Total Hrs	Credits
APH 211	Special	Core	30	20	20	10	0	80	8

	Project I (Business developmen t and manageme nt skills)								
AHP 212	Pharmacolo gy and Therapeutic s		45	5	10	10	30	100	10
AHP 213	Livestock Diseases		45	5	5	5	20	80	8
AHP 214	Animal Reproductio n and Obstetrics		45	5	10	10	30	100	10
AHP 215	Small Ruminants Manageme nt		30	5	10	10	25	80	8
AHP 216	Non- ruminants Manageme nt		30	5	10	5	30	80	8
AHP 217	Animal Husbandry Practices		0	0	0	0	60	60	6
Sub total									58
AHP 215	Manageme nt of Livestock Wastes	Elective	30	5	5	5	15	60	6
DS 211	Gender and		30	15	10	10	15	80	8

	Developme nt								
DBIT 217	Entreprene urship Developme nt		30	10	10	10	20	80	8
<b>Sub total</b>									<b>22</b>
<b>Total</b>									<b>80</b>

Semester 2, Year 2									
			Scheme of study (Hours/Credits)						
Course Code	Course Name	Core or Elective	Lecture Hrs	Tutorial/Seminar Hrs	Assignment Hrs	Independent Study Hrs	Practical Hrs	Total Hrs	Credits
APH 221	Special Project (Project execution)	Core	0	5	5	5	65	80	10
AHP 222	Research Methodology		45	10	10	10	25	100	8
AHP 223	Basic Surgery		30	10	10	10	20	80	8
AHP 224	Systemic Pathology		45	15	10	10	20	100	10
AHP 225	Meat and fish		30	5	10	5	30	80	8

	Inspection and hygiene								
AHP 226	Livestock Products and By-products		30	5	10	10	45	100	8
AHP 227	Veterinary Legislation and Ethics		30	10	10	10	0	60	6
<b>Sub total</b>									<b>58</b>
DAQ213	Fish Health and Diseases Control		30	10	10	10	20	80	8
AHP 228	Companion Animals Diseases	Elective	30	5	10	5	10	60	6
AHP 229	Draught Animal Management		30	15	10	10	15	80	8
<b>Sub total</b>									<b>22</b>
<b>Total</b>									<b>80</b>

#### 15.1.2.4 ASSESSMENT DETAILS

##### 1. Programme Assessment Strategy (for both formative and summative assessment)

Programme assessment strategy shall be as per Admission Requirements, Examination Regulations and Guidelines for Undergraduate and Non-Degree Programmes at MNUAT. Both formative and summative assessments will be employed to assess student learning. Formative assessment will include

assignments, quizzes, participation in laboratory activities, projects and oral presentations, theory tests, practical tests, and practical reports. Summative assessment will include the end of semester university examinations.

## **2. Examination Moderations, Practical and Special Projects**

### **Assessment Mode**

All University examinations shall be subjected to internal and external examination moderation processes. Internal moderation processes will be done by the Department Moderation Committee to ensure that all University examinations are clear, error-free and are of high standards and external moderation processes shall be performed by the external examiners to maintain fairness and equity in student assessments as stipulated in the MNUAT's Quality Assurance Policy of 2024 and Examination Regulations of 2025. The practical and thesis assessments will also adhere to MNUAT's Examination Regulations and Guidelines for Undergraduate and Non-Degree Programmes. These moderation measures are necessary to ensure a rigorous and standardized assessment system, thus promoting academic integrity and quality in evaluations.

## **3. Condition for continuation and discontinuation**

The 2025 MNUAT admission and examination regulations shall apply. The following is a brief description of these conditions.

### **(a) General condition for continuation**

- (i) A candidate shall be allowed to proceed to the next academic year under a continuing status after passing the examinations in all core and elective courses that make a minimum of 120 credits. Such a candidate shall have passed a minimum of 60 credits per semester.

### **(b) General condition for discontinuation**

- (i) A candidate failing to get a total of 80 credits and a GPA of 2.0, based on the best 120 credits including all core and electives courses in a particular academic year shall be discontinued from studies.

### **(c) Progression of candidates who fail probation examinations**

A candidate failing in one or more paper(s) and having passed at least 80 credits with the GPA of at least 2.0 in a particular academic year shall be required to sit for probation examination(s) offered before the start of the subsequent academic year.

- (i) A candidate who fails to graduate after failing probation examination(s) shall be required to sit for the respective examination as a third attempt when next offered except where, upon request on account of extenuating circumstances, a written permission to postpone third attempt to probation session has been granted.
- (d) Carrying-over of courses shall be guided by the following conditions**
  - (i) A candidate who scored an overall GPA pass mark of 2.0 or above in the First Sitting but failed the Supplementary Examination(s), shall be allowed to carry over flexibly into the subsequent academic year such number of failed courses as are requisite for the fulfillment of the requirement of passing a total minimum number of course credits for the programme. The minimum overall GPA shall be calculated in accordance with the credits weighting of the individual courses.
  - (ii) Carrying-over failed courses into subsequent years shall imply repeating the failed courses in the subsequent years by fulfilling all requirements of the courses.
  - (iii) The maximum grade for a carried-over course shall be the minimum pass grade i.e. 'C'.
  - (iv) Carryover of elective courses will only be allowed in exceptional circumstances, normally only when those credits are needed to meet the minimum number of credits required to fulfil requirements for the undergraduate programme award.
  - (v) All carried-over courses shall be cleared within the maximum allowable period of registration; otherwise, the student will be **discontinued** from studies.

#### **4. Weight of each component in the final assessment of the programme**

Shall be as per admission requirements, examination regulations and guidelines for undergraduate and non-degree programmes at MNUAT. Letter grades shall be assigned points based on equations, which take into account the student's raw marks in calculating the Grade Point (GP) for individual subjects. The grading system shall be as follows:

### Grade Range (Marks) and Equation for Grade point Calculation

Grade	Marks Range	Formula	Grade point
A	70 – 100%	$Y = 0.02x + 3$	4.4 – 5.0
B+	65 – 69.9%	$Y = 0.08x - 1.2$	4.0 – 4.39
B	60 – 64.9%	$Y = 0.2x - 9$	3.0 – 3.99
C	50 – 59.9%	$Y = 0.1x - 3$	2.0 – 2.99
D	40 – 49.9%	$Y = 0.1x - 3$	1.0 – 1.99
E	0 – 39.9%	$Y = (0.025)x$	0.0 – 0.99

Where Y = Grade point; X = Raw marks

For calculating the overall GPA, credits for all core courses shall be used as well as the credits from electives making the minimum required for the degree programme. However, where a candidate takes electives over and above the minimum required, credits from electives with the highest scores adding to minimum degree requirement shall be used in calculating the GPA. The scores for the remaining electives shall be entered into the transcript but not used in the computation of overall GPA. The final degree classification shall be as follows: -

Grade	Overall GPA range	Class
A	4.4 – 5.0	First Class
B+	3.5 – 4.3	Upper Second
B	2.7 – 3.4	Lower Second
C	2.0 – 2.6	Pass

### 15.1.3 DEGREE PROGRAMME DETAILS UNDER THE DEPARTMENT OF AGRICULTURAL SCIENCES:

#### 15.1.3.1 PROGRAMME DETAILS

1. **Proposed Programme Title:** Bachelor of Science in Crop Science and Production
2. **Programme Cluster:** Agriculture
3. **Programme Discipline:** Crop Science
4. **UQF level:** Level 8
5. **Programme Duration and Credits**

Number of Years	Total Number of Semesters	Total Credits
3	6	360

6. **Programme Status:** Full time
7. **Mode of delivery:** Blended
8. **Location of the Delivery:** Main Campus, Butiama, Mara, Tanzania
9. **Proposed Intake Numbers of Students**

Enrolment Year		Year 1	Year 2	Year 3
Number of Students	Male	25	50	75
	Female	25	50	75
	Total	50	100	150

#### 10. Programme Specific Entry Requirement for Admission:

The minimum entry requirements for admission into a Bachelor of Science degree programme in Crop Science and Production shall be in any of the following categories:

- (i) Advanced Certificate of Secondary Education Examination (A-Level) - Two principal level passes in the following subjects: Physics, Chemistry, Geography, Nutrition, Biology, Sports, Business, Computer, Mathematics,

Science and Practices of Agriculture or any other Agricultural-related subject with a total of 4 points (where A = 5; B = 4; C = 3; D = 2; E = 1; S = 0.5).

**OR**

- (ii) Diploma in General Agriculture, Crop Production, Horticulture, Soil Science, Natural Resource Management, Biodiversity, Food Science and Technology, Laboratory Science and Technology, Biotechnology, Food Science and Nutrition, Agribusiness, Agriculture, Livestock, Chemistry, Biology, or other related diplomas with an average of B or GPA not less than 3.0 or any related programmes recognised by the National Council for Technical and Vocational Education and Training (NACTVET).

**AND**

- (i) For all applicants except graduates of 2014 and 2015

Two principal passes in appropriate subjects in the ACSEE or equivalent with total points from three subjects not below 5 (for arts programmes) and 4 (for science-based programmes) based on the following grade to point conversion scale:

A = 5; B = 4; C = 3; D = 2; E = 1; S = 0.5 and F = 0 point

The minimum Principal in this case is an 'E' grade.

- (ii) For graduates of 2014 and 2015

Two principal passes in appropriate subjects in the ACSEE or equivalent with total points from three subjects not below 5 (for arts programmes) and 4 (for science-based programmes) based on the following grade to point conversion scale:

A = 5; B+ = 4; B = 3; C = 2; D = 1; E = 0.5 and F = 0 point.

The minimum Principal in this case is a 'D' grade.

These entry requirements have also considered recent overall changes in secondary school curricula and new subject combinations for Advanced Level secondary school education in Tanzania.

## **11. Practical Project/Training or Field Work Attached to the Programme**

### **(a) Field Practical Training and Industrial Attachment**

Courses undertaken for the Bachelor of Science in Crop Science and Production have both the theory and practical components. The nature of practical training will involve both hands-on training on campus at the University's demonstration plots and laboratories, and off-campus training. In addition, students will be attached to nearby farms/units in the surrounding communities for real time field exposure.

In-campus practical training arrangement will be organized by course instructors who will be assisted by Agricultural Field Officers and Laboratory Technicians. Off-campus practical will be organized by the Course Instructor and Agricultural Field Officers. The first Practical Training (PT) for the 1<sup>st</sup> year will be conducted off-campus for 8 weeks in the form of attachments to different agricultural institutions, centres, farms, units etc. This will commence nearly after the first semester examination (last week of February or 1<sup>st</sup> week of March) until the third week of April.

**First year PT assessments will be based on** (a) ability to act in principle, ethical fashion, skills in oral and written communication, interpersonal and team skills, skills in critical thinking and problem-solving, respect for people different from oneself, commitment, completing task satisfactorily, ability to change etc.), (b) Logbook, (c) Presentation, (d) University supervisor, and (d) Final report

Assessment of Field Practical Training (FPT) shall be done as follows:

<b>S/No</b>	<b>Item</b>	<b>Maximum Score (%)</b>
1	Local supervisor (Interpersonal and team work) (enterprise, Farm owner)	20
2	MNUAT Field FPT supervisor	20
3	The FPT logbook	20
4	The FPT report	20
5	Presentations	20
<b>Total</b>		<b>100</b>

**Field Practical training** shall be a pass/fail type and hence will not have countable credit hours. The pass mark for FPT shall be 60%.

**The Second Practical Training (PT)** for 2<sup>nd</sup> semester of year 2 will be done on campus and will be problem-based learning. PT time will be the same as the 1<sup>st</sup> PT schedule. Students in a group with their supervisor, will identify an authentic problem, conduct research (at Universities fields, apiaries, workshops laboratories) and present a solution to the problem. The aim of the PT will be to allow second year students to discover new ideas, contend their opinions, apply acquired theories to practical problems, and discover new and more effective paths for their formative process. Outcomes of this PT will be i) self-study practiced ii) teamwork demonstrated iii) Improved research capability through scientific report, or prototype.

**Second PT assessment will be based on:**

S/No	Item	Score (%)
1	Affection/Attitude/Behaviour/Consultation/Ability to change (Personal responsibility) (enterprise, Farm owner)	20
2	Interpersonal and team work skills, and critical thinking problem-solving	10
3	Commitment and completing task timely and satisfactorily	10
4	Problem identification & proposal development on that problem	20
5	Conduct research	20
6	Presentations of Final research report	20
<b>Total</b>		<b>100</b>

**The third year Industrial Training /Attachment (IA)** will be done in semester 1 of year 3 at either Agricultural Institute, Company, Ministry, Industry or Organization etc for 14 weeks. After the 14th week students will report back for University Examinations (UE).

Main aim is to; orient BSc in Crop Science and Production graduates towards developing the knowledge, skills, and attitudes demanded nationally and internationally, bridge the gap between the academic curriculum and the industry, expose students to real work of environment experience, to gain practical knowledge and skills and to promote their theoretical knowledge into practice. Further, Industrial Training will enable undergraduates to acquire additional knowledge, learn new technology, keep them updated with market demand, make them aware of new developments and discoveries and develop skills, improve attitudes and competencies required to become employable. Also, this enables students to understand issues that arise during the implementation process of industrial applications, and identify possible strategy/ies to overcome them. There will be a supervisor (officer attached to the Training Establishment) who will provide guidelines on industrial training programs, make arrangements for supervision, monitor, inspect and evaluate the trainee daily and weekly. He will also ensure the weekly submission of daily dairies & other records for inspection by respective officials of the training organizations/employers available for certification. Internal supervisor (MNUAT staff) will continuously monitor the activities assigned to students, evaluate the performance of students throughout the Industrial Training period and get suggestions/views for further improvements of the BSc. in Crop Science and Production programme. In addition, they will visit the training places in person and sometimes online to assess whether the training received is appropriate to the educational needs of the BSc. Crop Science and Production programme. Moreover, during the industrial placement period students will be required to undertake online courses offered in the curriculum by the department of Agricultural Sciences. In this regard, hosting institutions will be required to schedule at least one day per week (Monday - Friday) for students to take the online classes. During Industrial Attachments; CSP 312 Extension Methods and ICT, AEA 313 International Trade, and CSP 314 Global Food Systems will be taught online. Host institutions will be required to exempt students from duties to attend lectures online.

#### Responsibilities of Training Organizations/Employers

- (i) Provision of appropriate training facilities, equipment, and instructions by competent officials and imparting work experience for trainee

undergraduates to acquire additional knowledge, upgrade their skills, improve their attitudes and expose themselves to the real working world for successful employability after graduation.

- (ii) Rotation of trainee undergraduates in accordance with a pre-planned schedule to ensure that they could obtain experience in all the areas in the particular field within the assigned organisation & its external construction/work sites, factories & branches, etc., as relevant. iii. Close supervision of trainee undergraduates & evaluation of their progress in Industrial Training; monitoring of trainee undergraduates' daily attendances and proper maintenance of daily dairies & other records by trainee undergraduates,
- (iii) Ensuring that trainee undergraduates submit daily records/reports & other records for frequent inspections by authorized officials of the training organisation/employer and inspection by officials of the MNUAT whenever they visit.

#### Responsibilities of Trainee Undergraduates

- (i) Compliance with training organisations/employers' rules, regulations, and orders related to procedures, working time duration and conditions of work, safety disciplines, and personal conduct.
- (ii) Performance of works assigned by the training organisations/employers paying diligent and satisfactory attention to them and with due regard to the training organisations/employers' facilities, equipment, tools and machinery, supplies and materials, products, time and cost, work practices, and customer relations.
- (iii) Satisfactory daily attendance in Industrial Training & other prescribed activities, daily maintenance and submission of daily diaries & other records for frequent inspection for verification by authorised officials appointed by the training organisations/employers and the respective members of the MNUAT academic staff whenever they make visits.
- (iv) Fully occupied and actively engaged in work and ensuring that the intended outcomes of the Industrial Training course topic are achieved at the end of the Industrial Training period.

- (v) Attending all activities scheduled and informed by the training organisation/employer.

Assessment and Evaluation; will be done during the training and at the end of the training period. This assessment shall be mainly to determine whether the trainee has acquired the expected skills, knowledge, and attitudes and the degree to which he/she has done so. The assessment component will mainly be based on; Progress throughout the training period (daily and weekly progress reports) and Oral Examination and presentation done at the end of training. Performance indicators will be 1. Attendance, 2. Punctuality 3. Time management 4. Rate of understanding of a given task 5. Ability to work independently 6. Ability/willingness to take challenges/responsibilities 7. Leadership skills 8. Problem-solving/ analytical skills 9. Group/teamwork and participation 10. Valuable contribution made to the appointed task/s 11. Visible interest for the work given 12. Target achievement & fulfilment / special achievement 13. Extent of the cooperation made with the employees 14. Degree of initiation 15. Professional behaviour 16. Trainee's contribution to the company 17. Overall performance of the trainee 17. Secrecy and safety to the company. These indicators can be ranked as (Superior, Very Good, Satisfactory or Poor). By the 5<sup>th</sup> week, the student will have identified the problem and developed the problem statement for the project in collaboration with the organization or industry and University supervisor, which will be implemented in the remaining ten weeks of the industrial placement. The University supervisors will have to visit the students two times, in the sixth and 12<sup>th</sup> week of the industrial placement programme.

The importance of this IA will be to provide an opportunity to the student to; learn real-life problem-solving solutions, get hands-on experience through experiential learning, develop teamwork and work ethics, learn employment demands, and to enhance linkages between MNUAT and various public and private organisations. There shall be a technical report after the Industrial Training where the candidate will be required to write a comprehensive report of what has been learned and experienced on the aspect of crop science during the Industrial Attachment period. Stations for attachments will be strategically selected to bring in the expertise that is needed for each Industrial Training component.

The industrial placement programme will be assessed by the following

S/No	Item/responsible personnel	Score (%)
1	Host/industrial supervisor	20
2	Logbook	20
3	MNUAT supervisor	30
4	Presentation research report	20
5	Submission of final report	10
<b>Total</b>		<b>100</b>

The pass mark for all Industrial Attachment subjects shall be 60%.

MNUAT Industrial Attachment supervisor shall assess students by visit (face to face) and/or online daily, weekly or monthly reports submitted through email or LMS.

### **(b) Field Study Tour**

To complete modules with intensive field and industrial practices, students will be required to undergo or attend field study tours during the respective semesters, then write a technical report. Field study tours will offer practical learning experiences that complement classroom instruction. Students will have an opportunity to learn and see how theoretical concepts are applied in practice, deepening their understanding of the subject matter. Assessment of industrial or field study tour reports shall form part of course assessment.

### **15.1.3.2 PROGRAMME MANAGEMENT:**

#### **1. Entry Arrangement**

Generally, the application process follows the MNUAT guidelines and procedures for admissions. Therefore, the application to this programme will be done centrally using the MNUAT admissions portal (<https://admission.mnuat.ac.tz>). The selection process checks that students have the general minimum entry requirements specified in section 1.10 of this document. Additionally, the selection process looks at the maximum capacity of the programme and in the case of more applicants, students are selected based on merit.

## **2. Credit Transfer and Progression to Higher Levels of Studies**

Credit transfer and Progression to Higher Levels of Studies will follow MNUAT credit transfer policy and as guided by the TCU University Qualifications Framework, 2012.

### **(a) General Regulations**

- (i) Student credit transfer is allowed between Universities only.
- (ii) Credit transfer can only be allowed if such credits have been obtained within a period of not more than two years.
- (iii) Students discontinued from other Universities are not allowed to transfer credits to the MNUAT.
- (iv) Students will be required to undertake at least 2/3 of degree programme credits at MNUAT. Maximum credit allowable for transfer, therefore, is 1/3 of the required credits of a MNUAT degree programme.
- (v) MNUAT students on study-abroad programmes shall be allowed to transfer credits obtained from the other university to MNUAT.

### **(b) Conditions Governing Credit Transfer from other Universities to MNUAT**

- (i) The Higher Education institution from which a student wants to transfer credit must be a University with full accreditation by a recognized body in the country assigned to deal with such matters and the accreditation status of the institution shall be independently verified by MNUAT and the Tanzania Commission for Universities (TCU). If in doubt, MNUAT reserves the right to give any applicant a performance verification test or reject the application.
- (ii) The applying student must have an active degree programmes registration at his/her institution.
- (iii) The applicant's academic entry qualifications in the previous respective programme's cut-off point in the relevant years.

Conditions governing credit transfer from MNUAT to other Universities will be governed by the regulations of the receiving University.

### **15.1.3.3 PROGRAMME DELIVERY, MONITORING AND EVALUATION MECHANISMS**

Mwalimu Nyerere University of Agriculture and Technology constantly provides an environment for teaching, learning, research, public service, and support services

that stimulate innovation and produce world-class outcomes that are comparable to the highest international standards. Delivery, monitoring and evaluation mechanisms shall be as stipulated in the MNUAT Quality Assurance (QA) policy of 2024. This noble aim is also reflected in the MNUAT Vision and Mission statements.

**(a) Delivery mode and assessment**

This programme employs a blended approach, combining both face-to-face and online delivery modes using enhanced learning technologies, including Moodle LMS and Video conferencing facilities (ZOOM and Google Meet). Moodle LMS will be used to deliver teaching activities and sharing learning resources. The Zoom and Google Meet will serve as platforms for communication and collaboration between students and lecturers, but also accommodating remote learning and guest lectures with international experience. Data pertaining to students and lecturers' activities on these platforms will be tracked and utilised to monitor the effectiveness of programme delivery.

In the face-to-face mode, traditional quality assurance methods will be employed to ensure a high standard of learning. Where, towards the end of the semester, teaching evaluation forms shall be administered to students by the QA office to evaluate the programme contents, delivery, and possible improvements. These comprehensive monitoring and evaluation approaches will ensure that the programme maintains its rigor and relevance, regardless of the delivery mode. Some of the contents to be delivered using Information Technologies (IT) shall include recorded lectures, live lectures, student presentations, demonstration videos, online tutorials and quizzes, online readings/references and discussion forums. Thus, technology assisted learning will enhance fast knowledge acquisition and an independent learning environment for the students.

**(b) Course assessment**

- (i) **Coursework Assessments:** Students will be required to complete various forms of coursework assessments, including assignments, physical or E-portfolios, online quizzes, tests, and project-based assessments. These will be conducted and submitted physically or through Moodle LMS, to enable efficient tracking and evaluation of student progress.

(ii) **End of semester Examination:**

The end of semester University examination will be conducted using a face-to-face mode.

(iii) **Additional Information:**

Students will have access to a wide range of online or digital resources from the University library, including journals, e-books, and databases, to support their learning and research. The digital library will be accessible via the links provided during studies.

Lecturers will identify and incorporate relevant Open Educational Resources (OER) based on course topics to enrich the learning materials. The Open Educational Resources (OER) depository will be accessible via links that will be provided during class sessions and in students' information management system (SIMS).

**15.1.3.4 NORMAL LEARNING MATRIX & COURSE MATRIX (WITH COURSE CREDITS HOURS, CORE AND ELECTIVES/ OPTIONS)**

Semester 1, Year 1									
			Scheme of study (Hours/Credits)						
Course Code	Course Name	Core or Elective	Lecture Hrs	Tutorial/Seminar Hrs	Assignment Hrs	Independent Study Hrs	Practical Hrs	Total Hrs	Credits
DS 111	Development Perspectives	Core	30	25	15	10	0	80	8
CSP 111	Principles of Crop Production		30	5	10	5	30	80	8

CSP 112	Crop Ecology		30	5	8	7	30	80	8
CSP 114	General Agriculture		25	10	5	10	30	80	8
CSP 115	Cell and Molecular Biology		25	10	5	5	35	80	8
COM 100	Communication Skills		30	15	15	20	0	80	8
Sub total			170	70	58	57	125	480	48
MTH 101	Basic Mathematics	Elective	45	5	10	10	30	100	10
CSP 116	Soil Health and Plant Nutrition Management		45	5	15	5	30	100	10
CSC 100	Computer Applications		30	10	10	10	20	80	8
Sub total									28
Total									76

Semester 2, Year 1									
			Scheme of study (Hours/Credits)						
Course	Course Name	Core or	Lecture Hrs	Tutorial/Semi	Assignment Hrs	Independent Study	Practical Hrs	Total	Credits

Code		Elective		nar Hrs		Hrs		Hrs	
CSP 121	Plant Genetics	Core	30	5	5	5	35	80	8
CSP 122	Fundamentals of Soil Science		30	5	5	5	35	80	8
CSP 123	Crop Botany		30	5	10	5	40	80	8
AEA 126	Financial Literacy		30	20	10	10	10	80	8
AEA 125	Agribusiness Management		30	20	10	10	10	80	8
CSP 124	Crop Extension		30	5	10	5	30	80	8
CSP 125	Introduction to Bioinformatics		30	0	5	5	40	80	8
Sub total			210	60	55	45	200	560	56
CSP 126	Agro-meteorology and Climate change adaptation	Elective	30	5	10	5	30	80	8
CSP 127	Urban and Peri-Urban Agriculture Technologies		30	0	10	20	40	100	10

	S								
<b>Sub total</b>									<b>18</b>
<b>Total</b>									<b>74</b>

Semester 1, Year 2									
			Scheme of study (Hours/Credits)						
Course Code	Course Name	Core or Elective	Lecture Hrs	Tutorial/Seminar Hrs	Assignment Hrs	Independent Study Hrs	Practical Hrs	Total Hrs	Credits
CSP 211	Annual Crops Production Technology	Core	25	5	5	5	20	60	6
CSP 212	Principles and Practice of Horticulture		30	5	5	5	35	80	8
CSP 213	Applied Entomology		30	5	5	5	35	80	8
CSP 214	Research Project I		30	5	10	5	30	80	8
CSP 215	Plant Pathology		30	5	5	5	35	80	8
CSP 216	Organic Farming		20	5	10	10	35	80	8

BL 214	Bio-statistics		30	20	10	20	30	100	10
Sub total			190	45	50	55	230	560	56
CIE 217	Irrigation Water Managemen t	Electiv e	15	0	10	10	45	80	8
CSP 217	Crop Production Modelling		15	0	10	10	45	80	8
DS 211	Gender in Developmen t		30	20	20	20	0	80	8
BL 212	Fundamenta l of Microbiology		30	5	10	5	30	100	10
Sub total									34
Total									90

Semester 2, Year 2									
			Scheme of study (Hours/Credits)						
Cours e Code	Course Name	Core or Electi ve	Lectu re Hrs	Tutoria l/Semi nar Hrs	Assignm ent Hrs	Independ ent Study Hrs	Practic al Hrs	Tota l Hrs	Credi ts

CSP 221	Weed Biology and Management	Core	30	5	5	5	35	80	8
AEA 212	Entrepreneurship Development		30	15	15	10	10	80	8
CSP 222	Plant Physiology		30	5	10	5	35	80	8
CSP 223	Crop Breeding		25	5	10	10	30	80	8
CSP 224	Sustainable Agriculture		30	5	10	5	30	80	8
CSP 225	Plant Biotechnology		30	5	5	5	35	80	8
Sub total			175	40	55	40	175	480	48
AEA 213	Farm Management and Accounting	Elective	30	15	15	10	10	80	8
AEA 222	Production Economics		30	20	10	20	0	80	8
AEA 225	Agricultural Marketing and Price Analysis		30	15	15	10	10	80	8
AGE 223	Agricultural Machinery		30	10	10	10	20	80	8

	and Equipment								
<b>Sub total</b>									<b>32</b>
<b>Total</b>									<b>80</b>

Semester 1, Year 3									
			Scheme of study (Hours/Credits)						
Cours e Code	Course Name	Core or Electi ve	Lectu re Hrs	Tutoria l/Semi nar Hrs	Assignm ent Hrs	Independ ent Study Hrs	Practic al Hrs	Tota l Hrs	Credi ts
CSP 311	Industrial Placement	Core	0	0	50	50	140	240	24
CSP 312	Agricultural Extension Methods and ICT		30	15	30	45	0	120	12
AEA 217	Agribusiness Supply Chain Managemen t		30	15	10	10	15	80	8
CSP 314	Global Food Systems		30	5	5	10	30	80	8
Total			90	35	95	115	185	520	52

AEA 313	International Agricultural Trade	Electi ve	30	15	10	10	15	80	8
CSP 315	Fundamental s of Climate change		25	5	10	10	30	80	8
Subtotal									16
Grand Total									68

Semester 2, Year 3									
			Scheme of study (Hours/Credits)						
<b>Cours e Code</b>	<b>Course Name</b>	<b>Core or Electi ve</b>	<b>Lectu re Hrs</b>	<b>Tutoria l/Semi nar Hrs</b>	<b>Assignm ent Hrs</b>	<b>Independ ent Study Hrs</b>	<b>Practic al Hrs</b>	<b>Tota l Hrs</b>	<b>Credi ts</b>
CSP 321	Research Project II	Core	0	0	0	0	80	80	8
CSP 322	Precision Agriculture Technology		15	0	10	10	45	80	8
CSP 323	Perennial Crops Production Technology		30	5	10	5	30	80	8
CSP 324	Seed Production Technology		30	5	15	5	45	100	10

CSP 325	Integrated Farming and Climate Smart Agriculture		30	5	10	5	30	80	8
CSP 326	Post- Harvest Managemen t Technology		15	5	10	10	40	80	8
Sub total			120	20	55	35	270	500	50
FST 324	Human Nutrition and Dietetics	Electiv e	30	0	15	5	30	80	8
CSP 327	GIS and Remote Sensing		30	5	10	5	30	80	8
CSP 328	Advanced Agricultural Technologie s		30	5	5	10	30	80	8
Sub total			90	10	35	15	90	240	24
Total			210	25	90	50	365	740	74

#### 15.1.3.4 ASSESSMENT DETAILS

##### 1. Programme assessment Strategy (for both formative and summative assessment).

The programme assessment strategy follows criteria set by the General University Examination Regulations of MNUAT and some specific to the College/School for undergraduate programmes as follows:

The assessment strategy encompasses various methods aimed at evaluating student learning outcomes, assessing programme effectiveness, and ensuring alignment with programme objectives. Continuous assessment methods, such as interactive quizzes, assignments, case studies, group projects, class presentations, and participation in discussions, facilitate ongoing monitoring of student progress and understanding. This continuous feedback loop provides valuable insights for both students and instructors, allowing them to identify areas where additional support or enrichment may be needed throughout the programme.

Furthermore, the assessment strategy includes formative assessments conducted throughout the semester to provide feedback on student learning and guide instructional practices. These assessments, which may include in-class interactive activities, online quizzes, peer reviews, or self-assessments, focus on identifying strengths and weaknesses in student understanding and informing subsequent instruction. Additionally, summative assessments at the end of each course or academic year, such as final exams, term papers, projects, presentations, and practical assessments, measure students' overall understanding of course materials and their ability to apply knowledge and skills in real-world contexts. By incorporating project-based assessments, peer assessment, capstone projects or theses, and external evaluations, MNUAT ensures a comprehensive assessment strategy that effectively evaluates student learning, assesses programme effectiveness, and prepares graduates for success in the field of agribusiness information technology. Each course will be examined at the time of its completion and a grade awarded. The grade will be based on the accumulated CA and end-of-semester university examination and a coursework assessment. The coursework assessment shall normally constitute 60% of the semester university examination, 40% of the total grade for courses with a practical part. The overall pass mark shall be 50% for all assessment marks, which is a "C" grade. The assignments on which it is based shall be available for scrutiny by the External Examiner.

Except for the university examinations, the rest of the assessments will either be done face to face or using different online learning management systems as may apply. The distribution of scores shall follow the respective course outlines. Practical

training and Industrial Attachment subjects will be assessed to 100% without university examinations.

## **2. Examination General Format and Examination Regulations**

Examinations shall include continuous assessment tests, quizzes, assignments, seminar presentations, practical reports, practical tests and end of semester university examinations. There will be written university examinations at the end of each semester for all taught courses, except for courses whose assessment will be based on course work or practical (100%) alone. Description of each course and its assessment criteria are stipulated in section 6. Students will be required to attain minimum credits of 60 for each semester and 120 for each academic unit.

A candidate shall be required to attend all sessions of Field Practical Training and Industrial Attachment (IA), and if a candidate misses any session without the permission of the Principal or Director, or Head of Department, or his appointee (i.e. IA supervisor) shall be discontinued from studies. In case of permission of being absent from FPT or IA is granted or a student fails, the candidate shall be required to redo the training session when next offered using own resources.

## **3. Examination Moderations, Practical and Thesis Assessment Where Applicable**

### **(a) Examination moderation**

Examination moderation at MNUAT for the BSc Crop Science and Production programme will adhere to rigorous standards to ensure integrity, fairness, and quality. The Departmental Examination Moderation Committee will be responsible for moderating end-of-semester examinations, ensuring that all course examinations meet the academic standards. The committee will also review the fairness, consistency, and appropriateness of marking schemes. At the departmental level, a Board of Examiners will consider and recommend end-of-semester examination results for presentation at the College Examiner's Board, providing an additional layer of scrutiny and quality assurance. The Quality Assurance and Promotion Bureau will set quality standards for examinations, monitoring, and evaluating performance to ensure alignment with these standards. Regular audits and reviews by this bureau will help maintain high standards in the examination process. Additionally, external examiners, experienced senior instructors from recognized

higher learning institutions outside MNUAT and competent in Crop Science and Production, will be invited to participate in the examination marking and overall assessment at the end of each academic unit. These external moderators, serving for four years, will ensure that all examinations meet the required standards, evaluating the quality of semester course assessment tests and research project reports written by students.

**(b) Field practical and training**

The practical training will be an essential component of the course, designed to impart hands-on practical skills and experience. These activities will involve participation in day-to-day routine activities of the enterprise, investigation of ongoing activity challenges and proposing solutions and overseeing their implementation, monitoring, recording and analysing results, and producing reports. The training will be monitored and supervised by enterprise owners/managers who, together with instructors from MNUAT, will develop and agree on the training package, its duration, expected outputs, and a schedule of activities to be performed by each trainee. The number of candidates to be assigned per enterprise will vary, depending on the size and diversity of activities that may be carried out in that enterprise. Alternatively, students may be asked to conceive, plan, and implement a project of a production nature in one of the MNUAT production units to the point of sale and marketing of the final product of the project. The duration of the practical training will be 5 weeks after semester two and 8 weeks after semester four. To accord students the opportunity to cover a diverse range of activities/enterprises, students may be rotated between different enterprises over a duration of two to three weeks. The field work and final report will be evaluated and graded by both field supervisor and instructor using an established protocol.

**(c) Industrial Attachment (IA)**

The industrial attachment aims to equip MNUAT students with practical skills and competencies directly related to Crop Science and Production. The IA will be done for 15 weeks (the whole of semester five). During this period, a student is expected to, in collaboration with the enterprise owner, manager, or supervisor, participate in day-to-day activities, identify industry problems, and generate the most appropriate solutions. To facilitate self-employability, students will additionally be incubated in these enterprises and encouraged to initiate and entirely manage crop production or

processing ventures. Profits generated in these activities will be divided based on agreed terms between enterprise owners and students.

#### **4. Conditions for Continuation and Discontinuation**

Conditions for continuation and discontinuation of students pursuing the Bachelor of Science in Crop Science and Production shall follow all rules and regulations as stipulated in “Admission Requirements, Examination Regulations and Guidelines for Undergraduate and Non-Degree Programmes” of the Mwalimu Nyerere University of Agriculture and Technology.

##### **(a) Condition for continuation:**

To be allowed to continue with any degree programme in a new academic year: A student must pass all the prescribed core courses in a programme and attain an overall GPA of 2.0 or above.

- (i) A student who has qualified to continue with his/her studies in terms of the minimum overall GPA for the Academic Audit Unit, but failed in some courses, will be allowed to sit for a supplementary examination for all failed courses. The highest grade awarded for a supplemented course shall be the minimum passing grade (i.e., “C”).
- (ii) A candidate who scored an overall GPA pass mark of 2.0 or above in the First Sitting but failed the Supplementary Examination(s), shall be allowed to carry over flexibly into the subsequent academic year such number of failed courses as are requisite for the fulfillment of the requirement of passing a total minimum number of course credits for the programme. The minimum overall GPA shall be calculated by the credits weighting of the individual courses.

##### **(b) Condition for discontinuation:**

A student will be subjected to discontinuation from studies status based on many reasons or circumstances, some of which are:

- (i) A student who fails to attain an overall GPA of 2.0 at the end of the academic year (excluding the final year).
- (ii) Any student who has failed a core course and does not qualify for a supplementary examination.

- (iii) A student fails to clear all carried-over courses within the allowable maximum period of registration

**(c) Discontinuation due to Absence from Examinations:**

A candidate who deliberately absents himself/herself from an examination or examinations without compelling reasons shall be deemed to have absconded from the examination and shall be discontinued from the University.

**(d) Discontinuation due to Examination Irregularities:**

- (i) Subject to confirmation by the Senate, any candidate found guilty of bringing unauthorized materials into the examination room in any part of the examination process shall be deemed to have committed an examination irregularity and shall be discontinued forthwith from studies in the University.
- (ii) Any candidate found guilty of cheating in relation to any part of the examination process shall be deemed to have committed an examination irregularity and to have failed in the whole of that examination for that year and shall be discontinued from studies in the University, subject to confirmation by the Senate.
- (iii) Any candidate found guilty of causing a disturbance in or near any examination room shall be deemed to have committed an examination irregularity and to have failed in the whole of that examination for that year and shall be discontinued from studies in the University, subject to confirmation by the Senate.

**5. Weight of Each Component in the Final Assessment of the Programme**

Assessment criteria for various components of examinations as stipulated in the Admission Requirements, Examination Regulations, and Guidelines for Undergraduate and Non-Degree Programmes of the Mwalimu Nyerere University of Agriculture and Technology shall apply:

- (i) Each course will be examined at the time of its completion and a grade awarded.
- (ii) The grade will be based on a final University examination and a coursework assessment.

- (iii) The coursework assessment shall normally constitute 60% (for course that have practical and laboratory/field activities) and the final University examination 40% of the total course assessment.
- (iv) Assessment of the student's progress shall be based on the following grading system:

Grade	Marks Range	Formula	Grade point	Class
A	70 – 100%	$Y = 0.02x + 3$	4.4 – 5.0	First Class
B+	65 – 69.9%	$Y = 0.08x - 1.2$	4.0 – 4.39	Upper Second Class
B	60 – 64.9%	$Y = 0.2x - 9$	3.0 – 3.99	Lower Second Class
C	50 – 59.9%	$Y = 0.1x - 3$	2.0 – 2.99	Pass
D	40 – 49.9%	$Y = 0.1x - 3$	1.0 – 1.99	Fail
E	0 – 39.9%	$Y = (0.025) x$	0.0 – 0.99	Marginal Fail

Where Y = Grade point, X = Raw marks

The minimum pass mark for any course shall be the grade 'C', which is 50%, except for FPT, otherwise, students will be required to sit for supplementary examinations.

A student who fails a supplementary examination shall be allowed to repeat the course. In such an event, the grades obtained shall replace the failed grade in the calculation of the cumulative GPA and each grade shall be recorded on the transcript. In awarding the degree, classification, the criteria based on GPA are normally used.

#### **15.1.4 DIPLOMA PROGRAMME DETAILS UNDER THE DEPARTMENT OF AGRICULTURAL SCIENCES:**

##### **15.1.4.1 PROGRAMME DETAILS**

- 1. Proposed Programme Title:** Diploma in Crop Science and Production
- 2. Programme Cluster:** Agriculture
- 3. Programme Discipline:** Crop Science

**4. UQF Level:** Level 6

**5. Programme Duration and Credits**

Number of Years	Total Number of Semesters	Total Credits
2	4	240

**6. Programme Status:** Full-time

**7. Mode of Delivery:** Blended

**8. Location of the Delivery:** Main Campus, Butiama, Mara, Tanzania

**9. Proposed Intake Numbers of Students**

Enrolment Year		Year 1	Year 2
Number of Students	Male	25	50
	Female	25	50
	Total	50	100

**10. General Minimum Entry Requirements for Admission:**

The candidates for Diploma in Crop Science and Production programme of MNUAT must have a principal level pass in Biology Science and Practices of Agriculture and any one of the following subjects: Physics, Chemistry, Nutrition, Geography, Economics, Commerce, and Mathematics. Of these, at least one must have a pass at a principal level in ACSEE.

Alternatively, Basic Technician Certificate (NTA-4) in General Agriculture, Technician Certificate (NTA-5) in General Agriculture/Horticulture, Technician Certificate in Crop Production or other relevant disciplines from an accredited institution, and a pass in Biology and/or Chemistry in CSEE.

**11. Practical Training or Fieldwork Attached to the Programme**

Most courses in the programme have a formal field and/or laboratory practical component during coursework which will be undertaken and evaluated as part of coursework. Also, students will attend a Field Practical Training (FPT) attachment at the end of the 2<sup>nd</sup> and 4<sup>th</sup> semesters for 5 weeks each as an essential requirement of

this Diploma programme. Field Practical Training (FPT) is designed to prepare students for optimal practical and professional training in the field of Agriculture.

The first Practical Training (PT) for the 1<sup>st</sup> year will be conducted in-campus, whereas, the second FPT for the 2<sup>nd</sup> year will be conducted off campus. These practicals training will be organized by course instructors assisted by Agricultural Field Officers and or Laboratory Technicians.

Assessment of Field Practical Training (FPT) shall be done as follows:

S/No	Item/Responsible Personnel	Maximum Score (%)
1	Local supervisor (Interpersonal and teamwork) (enterprise, Farm owner)	20
2	MNUAT Field FPT supervisor	20
3	The FPT logbook	20
4	Presentations of the FPT report	20
5	Submission of the FPT report	20
<b>Total</b>		<b>100</b>

Field Practical training shall be a pass/fail type and hence will not have countable credit hours. The pass mark for FPT shall be 60%

#### **15.1.4.1.1 PROGRAMME MANAGEMENT**

##### **1. Entry Arrangement**

Application, selection, admission, and appeal procedures will be guided by the general regulations for non-degree programmes of the MNUAT, which are available on the University website ([www.mnuat.ac.tz](http://www.mnuat.ac.tz)). Applicants must have attained at least NQF Level 5 (Advanced Certificate of Secondary Education) or recognized equivalent prior learning qualifications. Applicants will have to apply through the developed online application system ([www.admission.mnuat.ac.tz](http://www.admission.mnuat.ac.tz)). The system integrates different important interfaces, including NACTVET verification number, NECTA, to facilitate automatic filtering and selection of qualified applicants. The selected applicants are then submitted to the respective department for validation

followed by school and finally the University senate. After senate approval, the applicants are submitted to Tanzania Commission for Universities (TCU) for further processing before they receive their admission letters

## **2. Credit Transfer and Progression to Higher Levels of Studies**

### **(a) Credit transfer**

Admission into Diploma in Crop Science and Production under credit transfer is as per TCU and/or MNUAT non-degree programmes credit transfer system where applicable. The courses at the University/College of origin are accredited by TCU.

- (i) The courses in the University of origin being accredited or recognised by TCU.
- (ii) MNUAT having a credit transfer arrangement with the University/College from which the credits have to be transferred and MNUAT having approved equivalency of subjects/modules/courses from which the credits originate.
- (iii) Proof (through authenticated detailed transcript) of acquisition of credits for courses prerequisite for the entry point.

### **(b) Progression to higher levels**

A candidate after successful completion of a Diploma in Crop Science and Production at MNUAT can progress to UQF 8 to study bachelor's degree. Horizontal articulation options shall make it possible for a candidate to transfer accumulated credits to and from recognised professional institutes offering similar courses to a level similar to that of MNUAT.

## **3. Learning Assumed to be in Place**

To be admitted to the Diploma in Crop Science and Production Programme at MNUAT, a candidate needs to meet the minimum entry requirements stipulated in section 1.10. It is assumed that any candidate who has met the entry requirements will have acquired competencies and knowledge in science subjects and allied fields to undertake the Diploma in Crop production training.

#### 15.1.4.1.2 PROGRAMME DELIVERY, MONITORING AND EVALUATION MECHANISMS

The University constantly provides an environment for teaching, learning, research, public service, and support services that stimulate innovation and produce world-class outcomes that are comparable to the highest international standards. The programme will be offered in a blended mode, combining face-to-face instruction with technology enhanced learning through the Moodle LMS. The Moodle LMS will be utilised for sharing lecture notes, course materials, and other learning resources.

**(a) Coursework and Assessments:**

- (i) **Coursework Assessments:** Students will be required to complete various forms of coursework assessments, including assignments, online and written quizzes and tests, practical and project-based assessments.
- (ii) **End of semester Examination:** The final examination will be conducted face to face.

The MNUAT established the Quality Assurance Unit (QAU) as an internal organ with the mission to constantly monitor and evaluate Quality Assurance (QA) processes at the university. QAU functions as the Vice Chancellor's secretariat on QA issues and its performance is guided by the University QA Policy of 2024.

The fundamental role of this organ is to determine whether or not quality standards set internally for measuring performance in all core operational areas of the University are constantly met and updated and that they measure up to the national, regional and international benchmarks.

The Diploma in Crop Science and Production shall be evaluated by conducting a tracer study every 4 years to allow for the opinions of various stakeholders after each 2 cohorts. In the tracer study, feedback for the performance of MNUAT Diploma in Aquaculture Technology graduates shall be sought from alumni, employers, faculty, ongoing students, stakeholders of aquaculture value chain and the industry in general

### 15.1.4.1.3 NORMAL LEARNING MATRIX AND COURSE MATRIX

Semester 1, Year 1									
			Scheme of study (Hours/Credits)						
Cour se Code	Course Name	Core or Electi ve	Lectu re Hrs	Tutoria l/Semi nar Hrs	Assignm ent Hrs	Independ ent Study Hrs	Practic al Hrs	Tota l Hrs	Credi ts
DCSP 111	Agricultural Botany	Core	20	10	10	10	30	80	8
DCSP 112	Principles of Crop Production		20	10	10	10	30	80	8
DS 111	Introductory Developmen t Perspective		20	10	10	10	0	80	8
DCSP 113	Fundamenta ls of Soil Science		20	10	10	10	30	80	8
DCSP 114	Biostatistics and Crop Experimenta tion		20	10	10	10	30	80	8
COM 100	Communicat ion Skills		30	15	15	20	0	80	8
DCSP	Plant		20	10	10	10	30	80	8

115	Physiology								
Sub total			150	75	75	80	150	560	56
DCSP 116	Agro- meteorology	Electiv e	20	10	10	10	30	80	8
ICT 100	Computer Applications		20	10	10	10	30	80	8
Sub total									16
Total									72

Semester 2, Year 1									
			Scheme of study (Hours/Credits)						
<b>Cour se Code</b>	<b>Course Name</b>	<b>Core or Electi ve</b>	<b>Lectu re Hrs</b>	<b>Tutoria l/Semi nar Hrs</b>	<b>Assignm ent Hrs</b>	<b>Independ ent Study Hrs</b>	<b>Practic al Hrs</b>	<b>Tota l Hrs</b>	<b>Credi ts</b>
DCSP 121	Organic Farming	Core	30	15	5	5	30	80	8
DCSP 122	Soil Fertility Management and Plant Nutrition		30	10	5	5	30	80	8
DCSP 123	Crop Pest Management		20	10	10	10	30	80	8

	t								
DCSP 124	Irrigation Technology		30	15	5	5	30	80	8
DCSP 125	Field Crops Production		20	10	10	5	30	80	8
DCSP 126	Genetics		30	10	5	5	30	80	8
DBIT 124	Financial Literacy		30	20	10	10	10	80	8
DCSP 127	Field Practical Training I		0	0	0	0	0	50	0
Sub total			190	80	45	40	210	560	56
DCSP 128	Agro ecology	Electiv e	30	15	5	5	30	80	8
DCSP 129	Sustainable Agriculture		20	10	10	10	30	80	8
DCSP 1210	Farm Structures and Machinery		20	10	10	10	30	80	8
Sub total									24
Total									80

**Semester 1, Year 2**

Semester 1, Year 2									
			Scheme of study (Hours/Credits)						
<b>Cour se Code</b>	<b>Course Name</b>	<b>Core or Electi ve</b>	<b>Lectu re Hrs</b>	<b>Tutoria l/Semi nar Hrs</b>	<b>Assignm ent Hrs</b>	<b>Independ ent Study Hrs</b>	<b>Practic al Hrs</b>	<b>Tota l Hrs</b>	<b>Credi ts</b>
DCSP 211	Plant Breeding	Core	30	10	5	5	30	80	8
DCSP 212	Post-harvest Handling of Horticultural Produce		30	5	10	5	30	80	8
DCSP 213	Seed Technology		30	5	5	10	30	80	8
DCSP 214	Plant Biotechnolo gy		30	10	5	5	30	80	8
DCSP 215	Principles of Horticultural Crops Production		20	15	10	5	30	80	8
DBIT 217	Entrepreneu rship Developmen t		30	15	10	10	15	80	8

DCSP 216	Controlled Environment and Soilless Culture Production		20	10	10	10	30	80	8
Sub total			190	70	55	50	195	650	56
DCSP 217	Spices, Condiments and Aromatic Crops Production	Electiv e	20	10	10	10	30	80	8
DS 211	Gender and Developmen t		15	20	10	15	0	60	6
DCSP 218	Human Nutrition and Utilization of Horticultural Produce		30	10	5	5	30	80	8
Sub total									22
Total									78

Semester 2, Year 2									
			Scheme of study (Hours/Credits)						
Cour	Course	Core	Lectu	Tutoria	Assignm	Independ	Practic	Tota	Credi

se Code	Name	or Electi ve	re Hrs	l/Semi nar Hrs	ent Hrs	ent Study Hrs	al Hrs	l Hrs	ts
DCSP 221	Pollination Ecology in Crop Production	Core	25	10	10	5	30	80	8
DCSP 222	Horticultural Crops Bio- processing and Value Addition		30	5	5	10	30	80	8
DCSP 223	Agricultural Extension		30	10	5	5	20	60	6
DCSP 224	Research Project		30	10	5	5	30	80	8
DCSP 225	Managemen t of Field  Crops		30	10	5	5	30	80	8
DCSP 226	Plant Propagation and Nursery Managemen t		30	10	5	5	30	80	8
DCSP 227	Field Practical Training II		0	0	0	0	00	50	0
Sub total			175	55	35	35	189	480	48

DCSP 228	Integrated Farming and Climate Smart Agriculture	Electiv e	30	10	5	5	30	80	8
DCSP 229	Principles and Practices of Beekeeping		30	10	5	5	30	80	8
DCSP 2210	Principles of Mycology and Mushroom Culture		30	15	10	10	15	80	8
Sub total									24
Total									72

#### 15.1.4.1.4 ASSESSMENT DETAILS

##### 1. Programme Assessment Strategy (Formative and Summative Assessment)

Assessment criteria for continuous course assessments (CA) (formative assessment) and end-of-semester University Examinations (summative assessment) shall follow the General University Examination Regulations of MNUAT for non-degree programmes. During the learning process formative assessment (tests/quizzes, independent assignments, seminar presentations, practical sessions and fieldwork) will be conducted to improve learning. Frequent, ongoing assessment allows both for fine-tuning of instruction and student focus on progress. At the end of the semester, summative assessment will be done to provide feedback for instructors to modify subsequent learning activities and experiences; to identify and remediate group or individual deficiencies.

Except for the University Examinations, the rest of the assessments will either be done face to face or using different online learning management systems as may apply. The distribution of scores shall follow the respective course outlines. Formative assessment /coursework (CA) will contribute 60%, and the end of Semester University Examinations shall account 40% of the final grade. The Examination should be comprehensive covering the entire course material and aligned to assess different levels of Bloom's Taxonomy.

- (i) The assignment may include homework assignments, essays or research papers, class participation and group projects, seminar reports and/or presentation where applicable shall account 10% of the total marks.
- (ii) Tests/Quizzes usually conducted around the middle of the semester shall account for 20% of the total marks
- (iii) Reports and/ or presentation shall account 10% of the total marks for courses without assessed seminar
- (iv) The practical tests shall contribute 20% of the final grade.
- (v) Field Practical training will be assessed to 100% without university examinations.

The overall pass mark for all courses shall be 50%, except field practical training and industrial attachment which shall have a pass mark of 60%.

## **2. Examination General Format and Examination Regulations**

There shall be continuous assessment tests for theory and practical. There shall also be the End of semester examination. MNUAT examination regulations, 2024 shall apply.

### **(a) Examination general format**

- (i) Students' performance shall be assessed continuously throughout the semester. Such continuous assessments shall include tests throughout the semester and may also consist of field reports, seminars, and assignments.

- (ii) Each candidate shall be required to undertake Field Practical Training (FPT) at the end of semester 2 year 1, and semester 2 year 2. The FPT shall be assessed as pass/fail type.
- (iii) Where a candidate fails in the FPT, University regulations on similar assessment shall apply. Failed students shall be required to repeat at their own expense.
- (iv) A candidate who fails in a course that is assessed by continuous assessment only, shall be required to retake the failed course when it is next offered.
- (v) Courses that are offered by other Schools and Colleges shall be governed by the regulations of this Diploma programme.

**(b) Examination regulations**

A candidate shall only be allowed to sit for scheduled University examination(s) if he/she would have attended 80% of attendance of the course through lectures, seminars and tutorials; but for practical sessions, a candidate must attain 100% attendance rate. A candidate who fails to attain at least 80% and 100% attendance rate for lectures/seminars and practical respectively shall be required to retake the whole course when next offered.

A candidate shall be required to attend all sessions of Field Practical Training (FPT) and if a candidate misses any session without the permission of the Dean or Director or Head of Department or his appointee (i.e. FPT supervisor) shall be discontinued from studies. In case of permission of being absent from FPT is granted, the candidate shall be required to complete the training session using own resources.

**3. Examination Moderation and Field Practical Assessment**

**(a) Examination moderation**

There shall be Departmental Examination Moderation Committee responsible for moderating end of semester examinations. There shall also be a Board of Examiners at Departmental level that shall consider and recommend end of semester examination results for presentation at the College Examiner's Board to ensure quality of examinations offered.

The Quality Assurance Unit's task will be to set quality standards, monitor and evaluate whether performance is in line with the set standards.

**(b) Field practical training assessment**

Field Practical Training (FPT) shall be an essential requirement of the Diploma in Crop Science and Production shall be conducted effectively at the end of the second semester. The Field attachment shall aim at exposing the learner to real working situation with many challenging situations. The field practical shall carry 100% and will be assessed separately in a duration of 5 weeks. The pass mark for FPT shall be 60% and the assessment of FPT will be as follows:

S/No	Item/responsible personnel	Score (%)
1	Host/industrial supervisor	20
2	Logbook	20
3	MNUAT supervisor	30
4	Presentation research report	20
5	Submission of final report	10
<b>Total</b>		<b>100</b>

A pass in the field practical training shall be required before a candidate is allowed to graduate

**4. Condition for Continuation and Discontinuation**

MNUAT admission and examination regulations shall apply. Briefly, a student shall be allowed to progress to the next academic year after attaining a minimum GPA of 2.0. To qualify for supplementary exams, a student must attain a minimum GPA of 2.0.

**5. Weight of Each Component in the Final Assessment of the Programme**

The Diploma in Crop Science and Production consists of coursework and End of Semester University examination. Examination grading system shall follow the Regulations and Guidelines for Nondegree and Undergraduate Degrees of MNUAT

whereby students' raw marks shall be taken into account when calculating GPA. The grading system and equations for computing GPA shall be as Tabulated hereunder

Grading shall follow the University system as indicated below:

Grade	Marks Range (%)	Formula	Grade point	Description
A	70 – 100	$Y = 0.02x + 3$	4.4 – 5.0	Excellent
B+	65 – 69.9	$Y = 0.08x - 1.2$	4.0 – 4.39	Very Good
B	60 – 64.9	$Y = 0.2x - 9$	3.0 – 3.99	Good
C	50 – 59.9	$Y = 0.1x - 3$	2.0 – 2.99	Satisfactory
D	40 – 49.9	$Y = 0.1x - 3$	1.0 – 1.99	Marginal fail
E	0 – 39.9	$Y = (0.025) x$	0.0 – 0.99	Absolute fail

Where Y = Grade point; X = Raw marks

**(a) Courses with formal practical components**

Formative assessment shall contribute 60% and the summative assessment (end-of-semester University Examination) 40% of the final grade.

**(b) Courses without formal practical component**

Formative assessment (assignments, quizzes, practical, reports/tests, written tests, seminar presentations), shall contribute 40% and the summative assessment (end-of-semester University Examination) 60% to final scores.

**15.1.4.2 PROGRAMME DETAILS**

- 1. Proposed Programme Title:** Ordinary Diploma in Agriculture Production
- 2. Programme Cluster:** Agriculture
- 3. Programme Discipline:** Agricultural Science
- 4. UQF Level:** NTA Level 4 – 6

## 5. Programme Duration and Credits

Number of Years	Total Number of Semesters	Total Credits
3	6	360

**6. Programme Status:** Full-time

**7. Mode of Delivery:** Face-to-Face

**8. Location of the Delivery:** Oswald Mang'ombe Campus, Butiama, Mara, Tanzania

**9. Proposed Intake Numbers of Students**

Enrolment Year		Year 1	Year 2	Year 3
Number of Students	Male	75	75	75
	Female	75	75	75
	Total	150	150	150

## 10. General Minimum Entry Requirements for Admission:

Entry qualification for Ordinary Diploma in Agriculture Production is: **(a)** the holder of Certificate of Secondary Education Examination (CSEE) with a minimum of FOUR passes (D grade). Out of the four passes two must be science subjects such as Chemistry, Physics, Biology, Mathematics, Agriculture, Engineering science, Geography, Human nutrition and any two passes from non- religious subjects, OR **(b)** the holder of certificate in agricultural related course of National Vocational Award (NVA) Level III or equivalent with at least two D's passes from non- religious subjects of CSEE.

## 11. Practical Training or Fieldwork Attached to the Programme

Field Practicum Operations are planned to take place for the duration of eight (8) weeks in the second semester of this programme (four weeks intensive agribusiness practices within the institute and other four week outside the institute). The field Practicum Operations shall aim at exposing the learner to real working situation with many challenging situations. At the end of the industrial / field attachment, students

will be required to produce a field report relating to the activities conducted at the field station. Moreover, student will be required to keep records of the activities conducted every week at the field station using practical Logbook.

Assessment of Field Practical Training (FPT) shall be done as follows:

S/No	Item/Responsible Personnel	Maximum Score (%)
1	Field station supervisor report	20
2	Internal Supervisor report	25
3	Diary logbook	15
4	Field report	40
<b>Total</b>		<b>100</b>

#### **15.1.4.2.1 PROGRAMME STRUCTURE (YEAR 1)**

##### **1. Overall Structure**

The programme has a total of seventeen (17) modules that will be covered in forty (40) weeks of study spread in two semesters in one academic year. Each semester will have twenty (20) weeks, in which eighteen (18) weeks will be spared for continuous assessments and two (2) weeks for end of semester examinations. Nine (9) modules will be taught in semester one while eight (8) modules will be taught in the semester two.

##### **2. Programme Modules**

The modules in the programme are classified in the following subsections.

##### **(a) Fundamental Modules**

These refer to those modules, which provide a range of basic skills, knowledge and principles appropriate for a graduate in the field of Agriculture Production Technician. Cross-cutting competencies like Communication skills in Agriculture, Information Technologies in Agriculture, Mathematical Application in Agriculture and Agribusiness Management. Therefore, there are four (4) fundamental modules in this curriculum.

## Fundamental Modules

S/N	Code	Module Title	Credit Per Module
1.	APT 04113	Communication skills in Agriculture	7
2.	APT 04214	Information Technologies in Agriculture	7
3.	APT 04115	Mathematical Application in Agriculture	7
4.	APT 04116	Agribusiness Management	6
<b>TOTAL CREDIT VALUE</b>			<b>27</b>

### (b) Core Modules

Modules associated with the core studies provide the development of the main theme of the programme. They broadly represent the main areas of activity in the respective disciplines, and the in-depth treatment of them will enable graduate to rapidly become an effective Agriculture expert at Certificate level. There are thirteen (13) core modules in this curriculum. The core modules include Plant Anatomy and Physiology, Cereal Crops Production, Horticultural Crops Production, Harvesting and Post harvesting Techniques, Plant Protection, Occupational hazards and Risk Management in Agriculture, Pesticide use and Environment safety in Agriculture, Animal husbandry Practices, Animal Anatomy and Physiology, Animal Feeds and Feeding, Soil Fertility Management, Record keeping in Agriculture and Field Practicum Operations.

In order to achieve an integration of these modules, there will be considerable use of various teaching and learning methods including lecturette, assignment, projects, discussions, case studies, independent work and field work.

### Core Modules

S/N	Code	Module Title	Credit Per Module
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1.	APT 04101	Plant Anatomy and Physiology	8
2.	APT 04102	Cereal Crops Production	10
3.	APT 04203	Horticultural Crops Production	10
4.	APT 04204	Harvesting and Post harvesting Techniques	8
5.	APT 04105	Plant Protection	8
6.	APT 04106	Occupational Hazards and Risk Management in Agriculture	8
7.	APT 04207	Pesticide use and Environment Safety in Agriculture	8
8.	APT 04208	Animal Husbandry Practices	9
9.	APT 04109	Animal Anatomy and Physiology	8
10.	APT 04210	Animal Feeds and Feeding	8
11.	APT 04111	Soil Fertility Management	10
12.	APT 04212	Record Keeping in Agriculture	6
13.	APT 04216	Crops and Livestock Production Practices  (Field Practicum Operations)	<b>16</b>
<b>TOTAL CREDIT VALUE</b>			<b>117</b>

### (i) Module Coding

The system of coding has a combination of letters and numbers, which have a specific meaning. For example, “Cereal Crops Production” a module offered in the first semester by the department of Agriculture Production could be coded as APT 04102 where:

AP Represents the first two letters of the name of the programme “Cereal Crops Production”.

AP Represent Agriculture Production

T Represent the qualification at the respective level “TECHNICIAN”

04 Represents the respective NTA Level.

1 Indicates the semester in which the module is conducted

02 Represent the serial number to which a particular module is assigned (1<sup>st</sup> Module in this case).

### Scheme of Study

Module code	Module name	Distribution of hours/Week				Total hours /Week	Credit values
		L	T	P	AS		
APT 04101	Plant Anatomy and Physiology	1	-	2	1	4	8
APT 04102	Cereal Crops Production	1	1	3	1	6	10
APT 04203	Horticultural Crops Production	1	1	3	1	6	10
APT 04204	Harvesting and Post harvesting Techniques	1	-	2	1	4	8

APT 04105	Plant Protection	1	-	2	1	4	8
APT 04106	Occupational Hazards and Risk Management in Agriculture	1	-	2	1	4	8
APT 04207	Pesticide use and Environment Safety in Agriculture	1	-	2	1	4	8
APT 04208	Animal husbandry Practices	1	1	2	1	5	9
APT 04109	Animal Anatomy and Physiology	1	-	2	1	4	8
APT 04210	Animal Feeds and Feeding	1	-	2	1	4	8
APT 04111	Soil Fertility Management	1	1	3	1	6	10
APT 04112	Record keeping in Agriculture	1	-	1	1	3	6
APT 04113	Communication skills in Agriculture	1	-	2	1	4	7
APT 04214	Information Technologies in Agriculture	1	-	2	1	4	7
APT 04115	Mathematical Application in Agriculture	1	-	2	1	4	7
APT 04216	Agribusiness Management	1	-	1	1	3	6
APT 04217	Crops and Livestock Production Practices (Field Practicum	-	-	30	10	40	16

	Operations)						
Total Credit Value							<b>144</b>

**Key:** L=Lecturette; T=Tutorial; P=Practical; AS=Assignment

**(ii) Module summary per semester**

S/N	Module Code	Modules Name	Semester I	Semester II
1.	APT 04101	Plant Anatomy and Physiology	√	
2.	APT 04102	Cereal crops Production	√	
3.	APT 04105	Plant Protection	√	
4.	APT 04111	Soil Fertility Management	√	
5.	APT 04106	Occupational hazards and Risk Management in Agriculture	√	
6.	APT 04109	Animal Anatomy and Physiology	√	
7.	APT 04110	Animal Feeds and Feeding	√	
8.	APT 04112	Record keeping in Agriculture	√	
9.	APT 04113	Communication skills in Agriculture	√	
10.	APT 04115	Mathematical Application in Agriculture	√	
11.	APT 04203	Horticultural crops Production		√

12.	APT 04207	Pesticide use and Environment safety in Agriculture		√
13.	APT 04204	Harvesting and Post harvesting Techniques		√
14.	APT 04208	Animal husbandry Practices		√
15.	APT 04116	Agribusiness Management		√
16.	APT 04214	Information Technologies in Agriculture		√
17.	APT 04217	Crops and Livestock Production Practices (Field Practicum Operations)		√

#### 15.1.4.2.2 ASSESSMENT

Assessment is an integral part of the learning process which supports the learning strategies to achieve the intended learning outcomes. Assessment must particularly reflect the required progression of the continuous assessment to the range of training acquired.

##### 1. Principles of Assessment

In order to conduct competency - based assessment it is not only important to understand and apply the technical procedure, but also to be aware of certain principles. In Competence Based Education and Training (CBET), assessment is guided by the four principles namely **validity**, **reliability**, **flexibility** and **fairness**. **Validity** requires that assessments assess what they claim to assess. **Reliability** demands for methods and procedures that consistently measure the achievements from different learners over time. **Fairness** is given when assessment is equitable, accessible, transparent and participatory for all, i.e. individual learners must not be

disadvantaged. **Flexibility** requires that a range of assessment methods, referring to a range of delivery modes, learning sites and needs, are provided.

#### **(i) Assessment Methods**

To achieve the principles of assessments stated in 1.7.1 and desired learning objectives as stated by Ministry of Agriculture and NACTVET regulations, a range of assessment methods will be used to produce competent Agriculture Production Technicians. Assessment methods are as follows: -

#### **(ii) Assignments**

The objective of assignments is to reinforce the learning process by involving students in finding the solution to a given question or problem which require decision-making. They include tasks given to student apart from written competence tests and examinations or projects, so as to enhance self-development.

Assignments may be administered in a form of written work or practical exercises that can be done individually or in a group. For each module appropriate assessment methods and instruments will be indicated. Facilitators will decide on a convenient number of assignments for a given module in a semester.

#### **(a) Competence Tests**

The intention of competence tests is to measure the practical capability of learners through actual doing of a particular task or skill.

#### **(b) Written Test**

The intention of written tests is to measure the knowledge understanding on a given phenomenon in form of written work. There will be a minimum of two written tests during the semester, which will be supervised by the institute tutor(s) for duration of not less than two (2) hours.

#### **(c) Semester Examination**

The examinations shall be conducted for a duration not exceeding three (3) hours, but not less than two (2) hours. They will be done under a supervised condition by the institute's nominated invigilators.

#### **(d) Project Works**

In the process students will be required to plan and undertake projects directed towards solving specific agricultural challenges.

### **(e) Field Practicum Operations**

This is planned to take place for the duration of eight (8) weeks in the second semester of this programme (four weeks intensive agribusiness practices within the institute and other four week outside the institute). The field Practicum Operations shall aim at exposing the learner to real working situation with many challenging situations.

### **(f) Management of Assessment**

The mode of conduct and administration of assessments shall follow guidelines for assessments approved by NACTVET.

#### **15.1.4.2.3 GRADING SYSTEM**

For this diploma programme, all assessed work will be marked according to the following grading system which specify range of scores for different grades, grade points and their definitions, as shown in the table.

<b>S/N</b>	<b>Score Range</b>	<b>Grade</b>	<b>Grade Points</b>	<b>Definition</b>
1	80 – 100	A	4	Excellent
2	65 – 79	B	3	Good
3	50 – 64	C	2	Average
4	40 – 49	D	1	Poor
5	0 – 39	F	0	Failure
6	–	I	-	Incomplete
7	0	Q	-	Disqualification

#### **1. Computation of Cumulative GPA**

A cumulative grade point average (GPA) for each candidate shall be computed by dividing the total number of grade points earned for all modules by the total number of credits for the award examined as shown below: -

$$\text{Cumulative GPA} = \frac{\text{Sum of } (P \times N)}{\text{Total Credits}}$$

### *Sum of N*

Where P represents a grade point assigned to a letter grade scored by the student in a module and N represents the number of credits associated with the module.

The Grade Point Average (GPA) shall be computed and truncated to single decimal point.

## **2. Classification of Award**

The Grade Point Average (GPA) shall be computed from credits and grade weights and classified as shown below:

<b>Class of Award</b>	<b>Cumulative GPA</b>
First class	3.5 – 4.0
Second class	3.0 – 3.4
Pass	2.0 – 2.9
Fail	< 2

An award shall be given to a student who satisfies the following conditions:

- (a) She/he must have successfully completed all modules for which the award is to be made; and
- (b) She/he has achieved the minimum cumulative Grade Point Average (GPA) equivalent to pass.

## **15.2 SCHOOL OF INFORMATION AND COMMUNICATION TECHNOLOGIES (ICT) AND BUSINESS STUDIES**

The School of Information and Communication Technologies (ICT) and Business Studies consists of two departments, namely: Business, Economics, and Finance and Computer Science.

- (i) **Degree programme offered by the department of Business, Economics, and Finance:**
  - Bachelor of Science in Agricultural Economics and Agribusiness

(ii) **Degree programme offered by the department of Computer Science:**

- Bachelor of Science in Business Information Technology

**15.2.1 PROGRAMME DETAILS UNDER THE DEPARTMENT OF BUSINESS, ECONOMICS, AND FINANCE:**

**15.2.1.1 PROGRAMME DETAILS**

1. **Proposed Programme Title:** Bachelor of Science in Agricultural Economics and Agribusiness
2. **Programme Cluster:** Agriculture
3. **Programme Sub-field:** Agricultural Economics and Agribusiness
4. **UQF Level:** Level 8
5. **Programme Duration and Credits**

Number of Years	Number of Semesters	Total Credits
3	6	360

6. **Programme Status:** Full Time
7. **Mode of Delivery:** Blended
8. **Location of the Delivery:** Oswald Mang'ombe Campus, Butiama, Mara Region, Tanzania
9. **Proposed Intake Numbers of Students**

Enrolment Year		Year 1	Year 2	Year 3
Number of Students	Male	25	50	75
	Female	25	50	75
	Total	50	100	150

**10. Programme Specific Entry Requirements for Admission**

To qualify for admission into Bachelor of Science in Agricultural Economics and Agribusiness through direct entry, applicants must have at least two principal level passes, totalling a minimum of 4.0 points based on the current NECTA grading

system. These passes must be in any of the following subjects: Advanced Mathematics, Economics, Commerce, Business Studies, Accountancy, Geography, Science and Practice in Agriculture, Physics, Chemistry, or Biology in the Advanced Certificate of Secondary Education Examination (ACSEE; A-level). Candidates who did not take, or do not have a principal pass in, Biology, or Science and Practice in Agriculture at the A-level must have at least a pass or credit in one of these subjects at the O-level (CSEE). Additionally, all applicants must have obtained at least a D grade in Basic Mathematics at the O-level to be eligible. For equivalent entry, candidates must hold a Diploma in Agriculture from a recognized institution, with a minimum GPA of 3.0 or an average grade of B. In addition, applicants must have at least four passes or three credits in relevant subjects in the Certificate of Secondary Education Examination (CSEE; O-level). Furthermore, they must have obtained a D grade in at least two science subjects and a D grade in Mathematics at the O-level.

### **11. Practical Project/Training or Fieldwork Attached to the Programme**

Research Project and Field Practical Training will be guided by “Admission Requirements, Examination Regulations and Guidelines for Undergraduate and Non-Degree Programmes” of the MNUAT. Field Practical Training (FPT) sessions will be conducted for eight (8) weeks, and they will be conducted after semester 2 and 4 and the whole of Semester 6. FPT will not have a university examination. Students will be required to submit FPT reports after the PT sessions which will be examined by an Internal Examiner and an External Examiner. The assessment of the FPT reports will contribute to the final GPA and the assessment will weight 3 credits for FPT conducted in semester 2 and 4 and 60 credits for semester 6.

#### **15.2.1.2 PROGRAMME MANAGEMENT**

##### **1. Entry Arrangement**

Generally, the application process follows the MNUAT guidelines and procedures for admissions. Therefore, the application to this programme will be done centrally using the MNUAT admissions portal (<https://admission.mnuat.ac.tz>). The selection process ensures that students have the general minimum entry requirements specified in section 1.10 of this document. Additionally, the selection process assesses the maximum capacity of the programme and in the case of more applicants, students are selected based on merit.

## **2. Credit Transfer and Progression to Higher Levels of Studies**

Credit transfer and Progression to Higher Levels of Studies will follow MNUAT credit transfer policy and as guided by the TCU University Qualifications Framework, 2012.

### **(a) General Regulations**

- (i) Student credit transfer is allowed between universities only.
- (ii) Credit transfer can only be allowed if such credits have been obtained within a period of not more than two years.
- (iii) Students discontinued from other universities are not allowed to transfer credits to the MNUAT.
- (iv) Students will be required to undertake at least 2/3 of degree programme credits at MNUAT Maximum credit allowable for transfer, therefore, is 1/3 of the required credits of a MNUAT degree programme.
- (v) MNUAT students on study-abroad programs shall be allowed to transfer credits obtained from the other university to MNUAT.

### **(b) Conditions Governing Credit Transfer from other Universities to MNUAT**

- (i) The Higher Education institution from which a student wants to transfer credit must be a University with full accreditation by a recognized body in the country assigned to deal with such matters and the accreditation status of the institution shall be independently verified by MNUAT and the Tanzania Commission for Universities (TCU). If in doubt, MNUAT reserves the right to give any applicant a performance verification test or reject the application.
- (ii) The applying student must have an active degree programme registration at his/her institution.
- (iii) The applicant's academic entry qualifications in the previous respective programme's cut-off point in the relevant years.
- (iv) Conditions Governing Credit Transfer from MNUAT to other Universities will be governed by the regulations of the receiving University.

## **3. Learning Assumed to be in Place [pre-requisite-formal learning]**

A-level and O-level qualifications or Diploma in subjects related to Agriculture, Economics, agribusiness, and Business studies.

### 15.2.1.3 NORMAL LEARNING MATRIX AND COURSE MATRIX

Semester 1, Year 1									
			Scheme of study (Hours/Credits)						
Course Code	Course Name	Core or Elective	Lecture Hrs	Tutorial/Seminar Hrs	Assignment Hrs	Independent Study Hrs	Practical Hrs	Total Hrs	Credits
AEA111	Introduction to Micro and Macro Economics	Core	30	15	10	15	10	80	8.0
HT100	Principles and Practices of Horticulture		40	10	10	10	30	100	10.0
AEA112	Basic Mathematics		30	20	10	10	10	80	8.0
DS111	Development Perspectives		30	25	15	10	0	80	8.0
COM100	Communication skills		30	15	15	20	0	80	8.0
AS100	Animal Production and Health		30	10	10	10	20	80	8.0

CSC 100	Computer Applications		30	10	10	10	20	80	8.0
Sub total									58
FAE 100	Foundation of Agricultural Extension	Electiv e	30	20	10	10	10	80	8.0
BST 111	Fundamenta ls of Beekeeping Science		30	-	10	15	45	100	10.0
Sub total									18
Total									76

Semester 2, Year 1									
			Scheme of study (Hours/Credits)						
<b>Cours e Code</b>	<b>Course Name</b>	<b>Core or Electi ve</b>	<b>Lectu re Hrs</b>	<b>Tutoria l/Semi nar Hrs</b>	<b>Assignm ent Hrs</b>	<b>Independ ent Study Hrs</b>	<b>Practic al Hrs</b>	<b>Tota l Hrs</b>	<b>Credi ts</b>
AEA 121	Statistics		30	20	10	10	10	80	8.0
AEA 122	Mathematic s for Economists		30	20	10	10	10	80	8.0
AEA	Fundamenta		30	20	10	10	10	80	8.0

123	Is of Accounting	Core							
AEA 124	Introduction to Agricultural Economics		30	20	10	10	10	80	8.0
AEA 125	Agribusiness Management		30	20	10	10	10	80	8.0
AEA 126	Financial Literacy		30	20	10	10	10	80	8.0
PAC 100	Principles of Annual Crops		30	20	10	10	20	80	8.0
AEA 127	Field Practical Training 1		0	0	0	0	30	30	3.0
Sub total									59
AEA 128	Agricultural Innovation and Technology Management	Elective	30	20	10	10	10	80	8.0
ICT 100	Information and Communication Technology (ICT) in		30	20	10	10	20	80	8.0

	Agriculture							
<b>Sub total</b>								<b>16</b>
<b>Total</b>								<b>75</b>

Semester 1, Year 2									
			Scheme of study (Hours/Credits)						
<b>Cours e Code</b>	<b>Course Name</b>	<b>Core or Electi ve</b>	<b>Lectu re Hrs</b>	<b>Tutoria l/Semi nar Hrs</b>	<b>Assignm ent Hrs</b>	<b>Independ ent Study Hrs</b>	<b>Practic al Hrs</b>	<b>Tota l Hrs</b>	<b>Credi ts</b>
AEA 211	Microecono mics	Core	30	15	10	10	15	80	8.0
AEA 212	Entrepreneu rship Developmen t		30	15	10	10	15	80	8.0
AEA 213	Farm Managemen t and Accounting		30	15	10	10	15	80	8.0
AEA 214	Agricultural Finance, credit, and Risk Managemen t		30	20	10	10	10	80	8.0

AEA 215	Business Management Skills		30	15	10	10	15	80	8.0
AEA 216	Agribusiness Project Appraisal and Evaluation		30	15	10	10	15	80	8.0
AEA 217	Agribusiness Supply Chain Management		30	15	10	10	15	80	8.0
Sub total									56.0
AEA 219	Cost and Management Accounting	Elective	30	15	10	10	15	80	8.0
DS 211	Gender and Development		30	20	10	20	0	80	8.0
AEA 218	Climate Change Adaptation and Resilience in Agriculture		30	15	10	10	15	80	8.0
Sub total									24
Total									80

**Semester 2, Year 2**

			Scheme of study (Hours/Credits)						
Course Code	Course Name	Core or Elective	Lecture Hrs	Tutorial/Seminar Hrs	Assignment Hrs	Independent Study Hrs	Practical Hrs	Total Hrs	Credits
AEA 221	Macroeconomics	Core	30	20	10	10	10	80	8.0
AEA 222	Production Economics		30	20	10	20	0	80	8.0
AEA 223	Research Methodology for Economics and Business I: Research Proposal Development		30	10	10	10	30	80	8.0
AEA 224	Econometrics		30	15	10	10	15	80	8.0
AEA 225	Agricultural Marketing and Price Analysis		30	15	10	10	15	80	8.0
AEA 226	Field Practical Training (FPT 2)		0	0	0	0	30	30	3.0
PC 200	Perennial Crops		30	20	10	10	20	80	8.0

Sub total									51.0
AEA 227	Quantitative Methods for Business Decisions	Elective	30	15	10	10	15	80	8.0
AEA 228	Business Law		30	15	10	10	15	80	8.0
AEA 229	Corporate Finance		30	15	10	10	15	80	8.0
Sub total									24.0
Total									75.0

Semester 1, Year 3									
			Scheme of study (Hours/Credits)						
Course Code	Course Name	Core or Elective	Lecture Hrs	Tutorial/Seminar Hrs	Assignment Hrs	Independent Study Hrs	Practical Hrs	Total Hrs	Credits
AEA 311	Agricultural Policy Analysis	Core	30	15	10	10	15	80	8.0
AEA 312	Research Methodology for Economics and Business II: Research		30	15	10	10	15	80	8.0

	Report Writing								
AEA 313	International Agricultural Trade		30	15	10	10	15	80	8.0
AEA 314	Electronic Commerce (e-Marketing)		30	15	10	10	15	80	8.0
AEA 315	Natural Resources and Environment Economics		30	15	10	10	15	80	8.0
AEA 310	Digital Financing		30	15	10	10	15	80	8.0
AEA 317	Financial Markets and Institutions		30	15	10	10	15	80	8.0
<b>Sub total</b>									<b>56.0</b>
AEA 318	New Institutional Economics		30	15	10	10	15	80	8.0
AEA 319	Entrepreneurial Ethics and Corporate Social Responsibility	Elective	30	15	10	10	15	80	8.0

AEA 316	Farm And Ranch Managemen t		30	15	10	10	15	80	8.0
<b>Sub total</b>									<b>24.0</b>
<b>Total</b>									<b>80.0</b>

Semester 2, Year 3									
			Scheme of study (Hours/Credits)						
<b>Cours e Code</b>	<b>Course Name</b>	<b>Core or Electi ve</b>	<b>Lectu re Hrs</b>	<b>Tutoria l/Semi nar Hrs</b>	<b>Assignm ent Hrs</b>	<b>Independ ent Study Hrs</b>	<b>Practic al Hrs</b>	<b>Tota l Hrs</b>	<b>Credi ts</b>
AEA 321	Industrial Attachment	Core	0	0	0	600	0	600	60.0
<b>Total</b>			0	0	0	600	0	600	60.0

#### 15.2.1.4 ASSESSMENT DETAILS

##### 1. Programme Assessment Strategy

Programme assessment strategy follows criteria set by the MNUAT and some specific to the College/School for undergraduate programmes as follows:

The assessment strategy encompasses various methods aimed at evaluating student learning outcomes, assessing programme effectiveness, and ensuring alignment with programme objectives. Continuous assessment methods, such as interactive quizzes, assignments, case studies, group projects, class presentations, and participation in discussions, facilitate ongoing monitoring of student progress and understanding.

This continuous feedback loop provides valuable insights for both students and instructors, allowing them to identify areas where additional support or enrichment may be needed throughout the programme.

Furthermore, the assessment strategy includes formative assessments conducted throughout the semester to provide feedback on student learning and guide instructional practices. These assessments, which may include in-class interactive activities, online quizzes, peer reviews, or self-assessments, focus on identifying strengths and weaknesses in student understanding and informing subsequent instruction.

Additionally, summative assessments at the end of each course or academic year, such as final exams, term papers, projects, presentations, and practical assessments, measure students' overall understanding of course materials and their ability to apply knowledge and skills in real-world contexts. By incorporating project-based assessments, peer assessments, capstone projects or theses, and external evaluations, MNUAT ensures a comprehensive assessment strategy that effectively evaluates student learning, assesses programme effectiveness and prepares graduates for success in the field of agribusiness information technology. Each course will be examined at the time of its completion and a grade awarded. The grade will be based on a final university examination and a coursework assessment. The coursework assessment shall normally constitute 40% and the final university examination 60% of the total course assessment. The overall pass mark shall be 50% for all assessment marks which is a “C” grade.

Coursework assessment for courses that are practical/methodology/research/Laboratory/field based may, however, with the approval of the Senate, constitute up to 100% of the total course assessment provided that where it exceeds 40%, the assignments on which it is based shall be available for scrutiny by the External Examiner.

## **2. Examination General Format and Examination Regulations**

### **(a) Examination general format**

The examination format will follow MNUAT Examination Guidelines for Undergraduate and Non-Degree programmes, incorporating continuous assessment

and end-of-semester exams. Continuous assessment includes tests, quizzes, assignments, seminar presentations, practicals, and oral tests. End-of-semester exams may be written or oral. Theory papers will evaluate low, intermediate, and advanced knowledge levels per the 2025 Guidelines. Students must earn 60 credits per semester and 120 credits per year while meeting assessment requirements. The pass mark for core and elective courses is 50%. Students scoring below 50% must retake the course, and failure in three attempts will result in discontinuation.

**(b) General University Examination regulations**

Examination regulations follow the criteria set by the MNUAT and the School of Business and ICT as approved by the Senate. Some of the earmarked regulations include:

- (i) There is no special registration of candidates for examinations.  
Registration and payment to the University of all required or prescribed fees by a candidate for a course of study will be deemed as adequate registration for the requisite examinations during study.
- (ii) The Dean of a School may bar any candidate from being admitted to any examination in any course where the Dean is not satisfied that the candidate has completed satisfactorily by attendance, performance, or otherwise the requirements of the course. Satisfactory attendance shall mean attending a minimum of 75% of the prescribed contact hours for the course.
- (iii) Candidates are required to complete coursework before they can be allowed to sit for the University Examination.
- (iv) A candidate who deliberately absents himself/herself from an examination or examinations without compelling reasons will be deemed to have absconded the examination and will be discontinued from the University.
- (v) A student who is required to sit for a special examination will be assigned a “PEX” (Postponed Exam) remark and one who, for satisfactory reasons, has not completed his/her coursework will be assigned an “I” (Incomplete) remark. POS for postponing studies.

- (vi) A student who will have a “PEX” or “I” remark in a course during any academic year will be required to clear the course examination during the time of special examinations for that academic year. Except with the approval of the respective School Board, a student who will not clear any “PEX” or “I” at the time of special examinations will be considered to have absconded studies.

### **(c) Specific Examination Regulations**

In addition to the General University Examination Regulations, the following are some of the specific regulations to be applied to all programmes offered at the university, and where necessary, will be specified based on the duration of the programme (i.e. 3-year).

- (i) All students must pass all core courses in their study programmes.
- (ii) Each student shall register for courses totalling at least 120 credits and at most 144 credits per academic year.
- (iii) In addition to core courses required for his/her major subjects and Development Studies, a student may choose as an elective any course for which he/she can meet the prerequisite/co-requisite requirements, and which is compatible with the teaching timetable.
- (iv) Each course will be offered and assessed in the same semester and a grade awarded. External examination and determination of pass or fail status, however, shall be done at the end of the academic year (i.e. at the end of the second teaching semester in each academic year).
- (v) Candidates are required to obtain a 2.0 GPA for the Academic Audit Unit (academic year) before they can directly proceed to the following year of study. The passing grade in each of the courses taken shall be “C”.

### **(d) Examination Moderations, Practical and Thesis Assessment**

As stipulated in the General University Examination Regulations and Guidelines for Undergraduate Programmes, there shall be Departmental/Institute/Center Examination Moderation Committees responsible for moderating end-of-semester examinations. Moderation of examinations shall also involve External Examiners,

who shall be invited to participate in examination marking and overall assessment at the end of the academic unit. Moderation shall include evaluating the quality of semester course assessment tests, copies of which shall have been deposited at the office of the Head/Director of the Department/Institute/Directorate/Centre hosting the degree or non-degree programme for easy availability to the moderation committee and the external examiner. There shall be a Board of Examiners at the departmental level that shall consider and recommend results for presentation at the College/School/Institute/Directorate/Centre Board of Examiners meeting.

Practical Training (PT) sessions are proposed for each academic year except for the final year of study. PT sessions will be for eight (8) weeks, and they will be conducted after semester 2 and 4. PT will not have a university examination. Students will be required to submit PT reports after the PT sessions which Internal Examiners will mark. The assessment of the PT reports will contribute to the final GPA. Each PT will weigh 3 credits which are to be counted in the following year of study. PT assessment will be based on the following items

Employers Assessment	20%
Logbook	10%
Final Report	60%
Supervisor's Report	10%
<b>TOTAL</b>	<b>100%</b>

**(e) Condition for Continuation and Discontinuation**

Conditions for continuation and discontinuation of students pursuing the Bachelor of Agricultural Economics and Agribusiness shall follow all rules and regulations as stipulated in "Admission Requirements, Examination Regulations and Guidelines for Undergraduate and Non-Degree Programmes" of the MJUNAT

**(i) General condition for continuation**

To be allowed to continue with any degree programme to another new academic year:

- A student must pass all the prescribed core courses in a programme and attain an overall GPA of 2.0 or above.
- A student who has qualified to continue with his/her studies regarding the minimum overall GPA for the Academic Audit Unit, but failed in some courses, will be allowed to sit for supplementary examination for all failed courses. The highest grade awarded for a supplemented course shall be the minimum passing grade (i.e. "C").
- A candidate who scored an overall GPA pass mark of 2.0 or above in the First Sitting but failed the Supplementary Examination(s), shall be allowed to carry over flexibly into the subsequent academic year such number of failed courses as are requisite for the fulfillment of the requirement of passing a total minimum number of course credits for the programme. The minimum overall GPA shall be calculated in accordance with the credits weighting of the individual courses.

**(ii) Condition for discontinuation:**

A student will be subjected to discontinuation from studies status based on many reasons or circumstances, some being:

- A student who fails to attain an overall GPA of 2.0 at the end of the academic year (excluding the final year).
- Any student who has failed a core course and does not qualify for a supplementary examination.
- A student fails to clear all carried-over courses within the allowable maximum period of registration.

**(iii) Discontinuation due to Absence from Examinations:**

A candidate who deliberately absents himself/herself from an examination or examinations without compelling reasons shall be deemed to have absconded the examination and shall be discontinued from the University.

**(iv) Discontinuation due to Examination Irregularities:**

- Subject to confirmation by the Senate, any candidate found guilty of bringing unauthorized materials into the examination room in any part of the examination process shall be deemed to have committed an

examination irregularity and shall be discontinued forthwith from studies in the University.

- Any candidate found guilty of cheating in relation to any part of the examination process shall be deemed to have committed an examination irregularity and to have failed in the whole of that examination for that year and shall be discontinued from studies in the University, subject to confirmation by the Senate.
- Any candidate found guilty of causing the disturbance in or near any examination room shall be deemed to have committed an examination irregularity and to have failed in the whole of that examination for that year and shall be discontinued from studies in the University, subject to confirmation by the Senate.

**(v) Weight of each Component in the Final Assessment of the Programme**

Assessment criteria for various components of examinations as stipulated in the Admission Requirements, Examination Regulations, and Guidelines for Undergraduate and Non-Degree Programmes of the MNUAT shall apply:

- Each course will be examined at the time of its completion and a grade awarded.
- The grade will be based on a final university examination and a coursework assessment.
- The coursework assessment shall normally constitute 40% and the final university examination 60% of the total course assessment. Coursework assessment for courses that are practical / methodology/research/Laboratory/field based, may however, with the approval of the Senate, constitute up to 100% of the total course assessment provided that where it exceeds 40% the assignments on which it is based shall be available for scrutiny by the External Examiner.
- Assessment of the student's progress shall be based on the following grading system with its equivalent points:

Grade	Marks Range	Point Value
A	70 – 100%	4.4 – 5
B+	65 – 69.9%	4.0 – 4.39
B	60 – 64.9%	3.0 – 3.99
C	50 – 59.9%	2.0 – 2.99
D	40 – 49.9%	1.0 -1.99
E	0 – 39.9%	0.0 – 0.99

- (v) The minimum passing grade shall be a ‘C’, which is 50%.

## 15.2.2 PROGRAMME DETAILS UNDER THE DEPARTMENT OF COMPUTER SCIENCE:

### 15.2.2.1 PROGRAMME DETAILS

- Proposed Programme Title:** Bachelor of Science in Business Information Technology (BSc. BIT)
- Programme Cluster:** Information and Communication Technology
- Programme Discipline:** Information Technology
- UQF Level:** Level 8
- Programme Duration and Credits**

Number of Years	Total Number of Semesters	Total Credits
3	6	360

- Programme Status:** Full-time
- Mode of Delivery:** Blended
- Location of the Delivery:** Oswald Mang’ombe Campus, Butiama, Mara, Tanzania
- Proposed Intake Number of Students**

Enrolment Year		Year 1	Year 2	Year 3
Number of Students	Male	25	50	75
	Female	25	50	75

	Total	50	100	150
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### **10. Programme Specific Entry Requirements for Admission**

The minimum entry requirements for admission into a Bachelor of Science degree programme in Business Information Technology shall be in any of the following categories:

- (i) Advanced Certificate of Secondary Education Examination (A-Level) - Two principal level passes in the following subjects: Advanced Mathematics and Physics or Chemistry, or Computer Science, or Agriculture, or Business Studies or Economics or any other Business-related subject with a total of 4 points (where A = 5; B = 4; C = 3; D = 2; E = 1; S = 0.5).

**OR**

- (ii) Diploma in Mathematics, Statistics, Economics, or ICT-related subjects or Agriculture-related subjects with an average of “B+” or a minimum GPA of 3.0 or any related programmes recognised by the National Council for Technical and Vocational Education and Training (NACTVET). In addition, an applicant must have a minimum of “D” grade in Mathematics at O-level.
- (iii) These entry requirements have also considered recent overall changes in secondary school curricula and new subject combinations for Advanced Level secondary school education in Tanzania.

### **11. Practical Project/Training or Fieldwork Attached to the Programme**

Research Project and Field Practical Training will be guided by “Admission Requirements, Examination Regulations and Guidelines for Undergraduate and Non-Degree Programmes” of the MNUAT. Field Practical Training (FPT) sessions are proposed for each academic year except for the third year of study. FPT sessions will be of eight weeks, and they will be conducted after semester 2 and 4. FPT will not have a university examination. Students will be required to submit FPT reports after the PT sessions which will be examined by an Internal Examiner and an External Examiner. The assessment of the FPT reports will contribute to the final GPA and the assessment will weight 4 credits.

### **15.2.2.2 PROGRAMME MANAGEMENT**

#### **1. Entry Arrangement**

Generally, the application process follows the MNUAT guidelines and procedures for admissions. Therefore, the application to this programme will be done centrally using the MNUAT admissions portal (<https://admission.mnuat.ac.tz>). The selection process checks that students have the general minimum entry requirements specified in section 2.10 of this document. Additionally, the selection process looks at the maximum capacity of the programme and in the case of more applicants, students are selected based on merit.

#### **2. Credit Transfer and Progression to Higher Levels of Studies**

Credit transfer and Progression to Higher Levels of Studies will follow MNUAT credit transfer policy and as guided by the TCU University Qualifications Framework, 2012.

##### **(a) General Regulations**

- (i) Student credit transfer is allowed between universities only.
- (ii) Credit transfer can only be allowed if such credits have been obtained within a period of not more than two years.
- (iii) Students discontinued from other universities are not allowed to transfer credits to the MNUAT.
- (iv) Students will be required to undertake at least 2/3 of degree programme credits at MNUAT Maximum credit allowable for transfer, therefore, is 1/3 of the required credits of a MNUAT degree programme.
- (v) MNUAT students on study-abroad programmes shall be allowed to transfer credits obtained from the other university to MNUAT.

##### **(b) Conditions Governing Credit Transfer from other Universities to MNUAT**

- (i) The Higher Education institution from which a student wants to transfer credit must be a University with full accreditation by a recognized body in the country assigned to deal with such matters and the accreditation status of the institution shall be independently

verified by MNUAT and the Tanzania Commission for Universities (TCU). If in doubt, MNUAT reserves the right to give any applicant a performance verification test or reject the application.

- (ii) The applying student must have an active degree programme registration at his/her institution.
- (iii) The applicant's academic entry qualifications in the previous respective programme's cut-off point in the relevant years.

The regulations of the receiving University will govern Conditions Governing Credit Transfer from MNUAT to other Universities.

### 3. Learning Assumed to be in Place

A-level and O-level qualifications or Diploma in subjects related to Agriculture, business, and information technology

#### 15.2.2.3 NORMAL LEARNING MATRIX AND COURSE MATRIX

Semester 1, Year 1									
			Scheme of study (Hours/Credits)						
Course Code	Course Name	Core or Elective	Lecture Hrs	Tutorial/Seminar Hrs	Assignment Hrs	Independent Study Hrs	Practical Hrs	Total Hrs	Credits
BIT 111	Introduction to Business	Core	30	15	15	20	-	80	8
BIT 112	Business Computer Communication		30	15	15	20	-	80	8
BIT 113	Foundations of High-		45	15	15	15	30	120	12

	Level Programmin g								
COM 100	Communicat ion Skills		30	15	15	20	-	80	8
DS 111	Developmen t perspectives		30	25	15	10	-	80	8
CSP 114	General Agriculture		25	10	5	10	30	80	8
<b>Total Credits Core Course</b>									<b>52</b>
AEA 111	Introduction to Micro and Macro Economics	Electiv e	30	15	10	15	10	80	8
FAE 100	Foundation of Agricultural Extension	Electiv e	30	20	10	10	10	80	8.0
<b>Total Credits Elective Course</b>									<b>16</b>
<b>Total</b>									<b>68</b>

Semester 2, Year 1									
			Scheme of study (Hours/Credits)						
Cours e	Course Name	Core or	Lectu re Hrs	Tutoria l/Semi	Assignm ent Hrs	Independ ent Study	Practic al Hrs	Tota l	Credi ts

Code		Elective		nar Hrs		Hrs		Hrs	
AEA 121	Statistics	Core	30	20	10	10	10	80	8
AEA 123	Fundamentals of Accounting		30	20	10	10	10	80	8
AEA 125	Agribusiness Management		30	20	10	10	10	80	8
AEA 126	Financial Literacy		30	20	10	10	10	80	8
BIT 121	Foundations of Computer Networking		30	15	10	10	15	80	8
BIT 122	Data Analysis for Business		30	10	10	5	25	80	8
BIT 124	Field Practical Training I						40	40	4
<b>Sub total</b>									<b>52</b>
BIT 123	Object Oriented Programming in Java	Elective	45	15	15	15	30	120	12
AEA 128	Agricultural Innovation and Technology Management		30	20	10	10	10	80	8.0

	t								
<b>Sub total</b>									<b>20</b>
<b>Total</b>									<b>72</b>

Semester 1, Year 2									
			Scheme of study (Hours/Credits)						
<b>Cours e Code</b>	<b>Course Name</b>	<b>Core or Electi ve</b>	<b>Lectu re Hrs</b>	<b>Tutoria l/Semi nar Hrs</b>	<b>Assignm ent Hrs</b>	<b>Independ ent Study Hrs</b>	<b>Practic al Hrs</b>	<b>Tota l Hrs</b>	<b>Credi ts</b>
AEA 213	Farm Managemen t and Accounting	Core	30	15	10	10	15	80	8
AEA 215	Business Managemen t Skills		30	15	10	10	15	80	8
BIT 211	IT Audit and Controls		30	15	10	10	15	80	8
BIT 212	Structured Systems Analysis and Design		30	15	10	10	15	80	8
BIT 213	Agricultural Post- Harvest Technologie s		30	15	10	10	15	80	8

BIT 214	Web Programmin g		45	15	15	15	30	120	12
Sub total									52
AEA 212	Entrepreneu rship and Agribusiness Developmen t	Electiv e	30	15	10	10	15	80	8
BIT 215	Computer network design and administratio n		45	15	15	15	30	120	12
BIT 216	Computer Graphics and Multimedia Systems		45	15	15	15	30	120	12
DS 211	Gender and Developmen t		30	20	10	20	-	80	8
Sub total									40
Total									92

Semester 2, Year 2									
			Scheme of study (Hours/Credits)						
Cours e	Course	Core or	Lectu	Tutoria l/Semi	Assignm	Independ ent Study	Practic	Tota l	Credi

Code	Name	Elective	re Hrs	nar Hrs	ent Hrs	Hrs	al Hrs	Hrs	ts
AEA 225	Agricultural Marketing and Price Analysis	Core	30	15	10	10	15	80	8
AEA 229	Corporate Finance		30	15	10	10	15	80	8
BIT 221	Database systems		30	15	10	10	15	80	8
BIT 222	Operations Research		30	15	10	10	15	80	8
BIT 223	Object Oriented Analysis and Design		30	15	10	10	15	80	8
BIT 224	Data Management with Python		30	15	10	10	15	80	8
BIT 228	Field Practical Training, II							40	4
Sub total									52
BIT 225	Information and Communication Technology in Agriculture	Elective  Elective  Elective	30	15	10	10	15	80	8
BIT	Geographica		30	15	10	10	15	80	8

226	I Information System								
BIT 227	Game theory and applications		30	15	10	10	15	80	8
<b>Sub total</b>									<b>32</b>
<b>Total</b>									<b>84</b>

Semester 1, Year 3									
			Scheme of study (Hours/Credits)						
<b>Cours e Code</b>	<b>Course Name</b>	<b>Core or Electi ve</b>	<b>Lectu re Hrs</b>	<b>Tutoria l/Semi nar Hrs</b>	<b>Assignm ent Hrs</b>	<b>Independ ent Study Hrs</b>	<b>Practic al Hrs</b>	<b>Tota l Hrs</b>	<b>Credi ts</b>
AEA 313	International Agricultural Trade	Core  Core  Core  Core	30	15	10	10	15	80	8
AEA 314	Electronic Commerce (eMarketing)		30	15	10	10	15	80	8
BIT 311	Operating Systems		30	30	15	15	30	120	12
BIT 312	ICT Entrepreneurship and Innovation		30	30	15	15	30	120	12
BIT 313	Special Final Year Project		30	15	15	20	0	80	8

	1: Research Proposal Development								
<b>Sub total</b>									<b>48</b>
AEA 319	Entrepreneurial Ethics and Corporate Social Responsibility	Elective	30	15	10	10	15	80	8
AEA 320	Digital Financing	Elective	30	15	10	10	15	80	8
BIT 314	Fundamentals of Artificial Intelligence	Elective	45	15	15	15	30	120	12
BIT 315	Trends and Social-Cultural Implications of Information Technology	Elective	30	15	15	20	-	80	8
<b>Sub total</b>									<b>40</b>
<b>Total</b>									<b>88</b>

### Semester 2, Year 3

			Scheme of study (Hours/Credits)						
Cours e Code	Course Name	Core or Electi ve	Lectu re Hrs	Tutoria l/Semi nar Hrs	Assignm ent Hrs	Independ ent Study Hrs	Practic al Hrs	Tota l Hrs	Credi ts
BIT 321	Mobile Computing and Applications	Core  Core  Core  Core	30	15	10	10	15	80	8
BIT 322	Business Intelligence		30	15	10	10	15	80	8
BIT 323	Strategic Agribusiness Managemen t		30	15	10	10	15	80	8
BIT 324	Special Final Year Project 2: Data Collection, Analysis and Report Writing		30	15	15	45	15	120	12
BIT 326	Principles of Systems Security		30	15	10	10	15	80	8
Sub total									44
BIT 325	Enterprise Systems	Electiv e	30	15	10	10	15	80	8
BIT 327	Business Process Managemen	Electiv e	30	15	10	10	15	80	8

	t	Electiv e							
BIT 316	Systems Administrati on		30	15	10	10	15	80	8
Sub total									24
Total									68

#### 15.2.2.4 ASSESSMENT DETAILS

##### 1. Programme assessment strategy

Programme assessment strategy follows criteria set by the MNUAT and some specific to the College/School for undergraduate programmes as follows:

The assessment strategy encompasses various methods aimed at evaluating student learning outcomes, assessing programme effectiveness, and ensuring alignment with programme objectives. Continuous assessment methods, such as interactive quizzes, assignments, case studies, group projects, class presentations, and participation in discussions, facilitate ongoing monitoring of student progress and understanding. This continuous feedback loop provides valuable insights for both students and instructors, allowing them to identify areas where additional support or enrichment may be needed throughout the programme.

Furthermore, the assessment strategy includes formative assessments conducted throughout the semester to provide feedback on student learning and guide instructional practices. These assessments, which may include in-class interactive activities, online quizzes, peer reviews, or self-assessments, focus on identifying strengths and weaknesses in student understanding and informing subsequent instruction. Additionally, summative assessments at the end of each course or academic year, such as final exams, term papers, projects, presentations, and practical assessments, measure students' overall understanding of course materials and their ability to apply knowledge and skills in real-world contexts. By incorporating project-based assessments, peer assessments, capstone projects or theses, and external evaluations, MNUAT ensures a comprehensive assessment strategy that effectively evaluates student learning, assesses programme effectiveness and

prepares graduates for success in the field of agribusiness information technology. Each course will be examined at the time of its completion and a grade awarded. The grade will be based on a final university examination and a coursework assessment. The coursework assessment shall normally constitute 40% and the final university examination 60% of the total course assessment. The overall pass mark shall be 50% for all assessment marks which is a “C” grade

Coursework assessment for courses that are practical/methodology/research/Laboratory/field based may, however, with the approval of the Senate, constitute up to 100% of the total course assessment provided that where it exceeds 40%, the assignments on which it is based shall be available for scrutiny by the External Examiner.

## **2. Examination general format and examination regulations**

### **(a) Examination general format**

The examination format will follow MNUAT Examination Guidelines for Undergraduate and Non-Degree programmes, incorporating continuous assessment and end-of-semester exams. Continuous assessment includes tests, quizzes, assignments, seminar presentations, practicals, and oral tests. End-of-semester exams may be written or oral. Theory papers will evaluate low, intermediate, and advanced knowledge levels per the 2025 Guidelines. Students must earn 60 credits per semester and 120 credits per year while meeting assessment requirements. The pass mark for core and elective courses is 50%. Students scoring below 50% must retake the course, and failure in three attempts will result in discontinuation.

### **(b) General University Examination regulations**

Examination regulations follow the criteria set by the MNUAT and the School of ICT and Business as approved by the Senate. Some of the earmarked regulations include:

- (i) There is no special registration of candidates for examinations. Registration and payment to the University of all required or prescribed fees by a candidate for a course of study will be deemed as adequate registration for the requisite examinations during study.

- (ii) The Dean of a School may bar any candidate from being admitted to any examination in any course where the Dean is not satisfied that the candidate has completed satisfactorily by attendance, performance, or otherwise the requirements of the course. Satisfactory attendance shall mean attending a minimum of 75% of the prescribed contact hours for the course.
- (iii) Candidates are required to complete coursework before they can be allowed to sit for the University Examination.
- (iv) A candidate who deliberately absences himself/herself from an examination or examinations without compelling reasons will be deemed to have absconded the examination and will be discontinued from the University.
- (v) A student who is required to sit for a special examination will be assigned a “PEX” (Postponed Exam) remark and one who, for satisfactory reasons, has not completed his/her coursework will be assigned an “I” (Incomplete) remark. POS for postponing studies.
- (vi) A student who will have a “PEX” or “I” remark in a course during any academic year will be required to clear the course examination during the time of special examinations for that academic year. Except with the approval of the respective School Board, a student who will not clear any “PEX” or “I” at the time of special examinations will be considered to have absconded studies.

### **(c) Specific Examination Regulations**

In addition to the General University Examination Regulations, the following are some of the specific regulations to be applied to all programmes offered at the university, and where necessary, will be specified based on the duration of the programme (i.e. 3-year).

- (i) All students must pass all core courses in their study programmes.
- (ii) Each student shall register for courses totalling at least 120 credits and at most 144 credits per academic year.
- (iii) In addition to core courses required for his/her major subjects and Development Studies, a student may choose as an elective any course

for which he/she can meet the prerequisite/co-requisite requirements, and which is compatible with the teaching timetable.

- (iv) Each course will be offered and assessed in the same semester and a grade awarded. External examination and determination of pass or fail status, however, shall be done at the end of the academic year (i.e. at the end of the second teaching semester in each academic year).
- (v) Candidates are required to obtain a 2.0 GPA for the Academic Audit Unit (academic year) before they can directly proceed to the following year of study. The pass grade in each of the courses taken shall be “C”.

### **3. Examination moderation, practical and thesis assessment where applicable**

As stipulated in the General University Examination Regulations and Guidelines for Undergraduate Programmes, there shall be Departmental/Institute/Centre Examination Moderation Committees responsible for moderating end-of-semester examinations. Moderation of examinations shall also involve External Examiners, who shall be invited to participate in examination marking and overall assessment at the end of the academic unit. Moderation shall include evaluating the quality of semester course assessment tests, copies of which shall have been deposited at the office of the Head/Director of the Department/Institute/Directorate/Centre hosting the degree or non-degree programme for easy availability to the moderation committee and the external examiner. There shall be a Board of Examiners at the departmental level that shall consider and recommend results for presentation at the College/School/Institute/Directorate/Centre Board of Examiners meeting.

Field Practical Training (FPT) sessions are proposed for each academic year except for the final year of study. FPT sessions will be for eight weeks, and they will be conducted in semester 2 and 4. FPT will not have a university examination. Students will be required to submit FPT reports after the FPT sessions which will be marked by Internal Examiners. The assessment of the FPT reports will contribute to the final GPA. Each FPT will weigh 4 credits which are to be counted in the following year of study. FPT assessment will be based on the following items:

Employers Assessment	20%
Logbook	10%
Final Report	60%
Supervisor's Report	10%
<b>TOTAL</b>	<b>100%</b>

#### **4. Condition for continuation and discontinuation**

Conditions for continuation and discontinuation of students pursuing the Bachelor of Science in Entrepreneurship and Business Innovation shall follow all rules and regulations as stipulated in “Admission Requirements, Examination Regulations and Guidelines for Undergraduate and Non-Degree Programmes” of the MNUAT.

##### **(a) Condition for continuation:**

To be allowed to continue with any degree programme to another new academic year:

- (i) A student must pass all the prescribed core courses in a programme and attain an overall GPA of 2.0 or above.
- (ii) A student who has qualified to continue with his/her studies in terms of the minimum overall GPA for the Academic Audit Unit, but failed in some courses, will be allowed to sit for supplementary examination for all failed courses. The highest grade awarded for a supplemented course shall be the minimum passing grade (i.e. “C”).
- (iii) A candidate who scored an overall GPA pass mark of 2.0 or above in the First Sitting but failed the Supplementary Examination(s), shall be allowed to carry over flexibly into the subsequent academic year such number of failed courses as are requisite for the fulfillment of the requirement of passing a total minimum number of course credits for the programme. The minimum overall GPA shall be calculated in accordance with the credits weighting of the individual courses.

##### **(b) Condition for discontinuation:**

A student will be subjected to discontinuation from studies status based on many reasons or circumstances, some being:

- (i) A student who fails to attain an overall GPA of 2.0 at the end of the academic year (excluding the final year).
- (ii) Any student who has failed a core course and does not qualify for a supplementary examination.
- (iii) A student fails to clear all carried over courses within the allowable maximum period of registration.

**(c) Discontinuation due to Absence from Examinations:**

A candidate who deliberately absents himself/herself from an examination or examinations without compelling reasons shall be deemed to have absconded the examination and shall be discontinued from the University.

**(d) Discontinuation due to Examination Irregularities:**

- (i) Subject to confirmation by the Senate, any candidate found guilty of bringing unauthorized materials into the examination room in any part of the examination process shall be deemed to have committed an examination irregularity and shall be discontinued forthwith from studies in the University.
- (ii) Any candidate found guilty of cheating in relation to any part of the examination process shall be deemed to have committed an examination irregularity and to have failed in the whole of that examination for that year and shall be discontinued from studies in the University, subject to confirmation by the Senate.
- (iii) Any candidate found guilty of causing a disturbance in or near any examination room shall be deemed to have committed an examination irregularity and to have failed in the whole of that examination for that year and shall be discontinued from studies in the University, subject to confirmation by the Senate.

**5. Weight of each component in the final assessment of the programme**

Assessment criteria for various components of examinations as stipulated in the Admission Requirements, Examination Regulations, and Guidelines for Undergraduate and Non-Degree Programmes of the MNUAT shall apply:

- (i) Each course will be examined at the time of its completion and a grade awarded.

- (ii) The grade will be based on a final university examination and a coursework assessment.
- (iii) The coursework assessment shall normally constitute 40% and the final university examination 60% of the total course assessment.  
Coursework assessment for courses that are practical/methodology/research/Laboratory/field based, may however, with the approval of the Senate, constitute up to 100% of the total course assessment provided that where it exceeds 40% the assignments on which it is based shall be available for scrutiny by the External Examiner.
- (iv) Assessment of the student's progress shall be based on the following grading system with its equivalent points:

Grade	Marks Range	Point Value
A	70 – 100%	4.4 - 5
B+	65 – 69.9%	4.0 – 4.39
B	60 – 64.9%	3.0 – 3.99
C	50 – 59.9%	2.0 – 2.99
D	40 – 49.9%	1.0 -1.99
E	0 – 39.9%	0.0 – 0.99

The minimum passing grade shall be a 'C', which is 50