

Institute of Adult Education



PROSPECTUS 2014 - 2015



The Institute of Adult Education

PROSPECTUS 2014/2015

Bibi Titi Mohamerd Road, Ilala Municipality,

P.O. Box 20679,

Fax: +255 (0)22-2150836

+255 (0)22-2150838

+255 (0)22-2151048

Email: info@iae.ac.tz

Web-site: <http://www.iae.ac.tz>

DAR ES SALAAM, TAN NZANIA

PROSPECTUS 2013/2014

© The Institute of Adult Education, 2014

Published by the Office of the Deputy Director (Academic, Research and Consultancy)



TABLE OF CONTENTS

TABLE OF CONTENTS	i
1.0 INTRODUCTION	i
1.1 <i>Historical Background of the Institute of Adult Education</i>	1
1.2 <i>Responsibilities of IAE</i>	1
1.3 <i>Vision and Mission</i>	1
1.4 <i>Accreditation and Membership</i>	1
1.5 <i>Location of the IAE</i>	2
2.0 ORGANIZATION AND MANAGEMENT OF THE IAE	2
2.1 <i>The IAE Council</i>	2
2.2 <i>Senior Officers of the IAE</i>	2
2.5 <i>Heads of Departments</i>	3
2.6 <i>Heads of Units</i>	4
3.0 THE ADULT AND CONTINUING EDUCATION STUDIES (ACES) DEPARTMENT.....	5
3.1 <i>Programmes</i>	6
3.2 <i>Application Process</i>	7
3.3 <i>Admission Requirements</i>	8
3.4 <i>Postponement</i>	9
3.5 <i>Student's Name</i>	9
3.6 <i>Identity Cards</i>	9
3.7 <i>Progress Report</i>	9
3.8 <i>Transcript</i>	9
4.0 MODULE PROFILE	10
4.1 <i>BASIC CERTIFICATE IN ADULT AND CONTINUING EDUCATION (NTA LEVEL 4)</i> ..	10
4.2 <i>TECHNICIAN CERTIFICATE IN ADULT AND CONTINUING EDUCATION (CACE, NTA</i> <i>LEVL 5)</i>	12



4.3	ORDINARY DIPLOMA IN ADULT AND CONTINUING EDUCATION (NTA LEVEL 6)	17
4.4	HIGHER DIPLOMA IN ADULT AND CONTINUING EDUCATION (NTA LEVEL 7)	19
4.5	BACHELOR DEGREE IN ADULT AND CONTINUING EDUCATION (NTA LEVEL 8)	31
4.6	HIGHER DIPLOMA IN ADULT EDUCATION AND COMMUNITY DEVELOPMENT (NTA LEVEL 7)	34
4.7	BACHELOR DEGREE IN ADULT EDUCATION AND COMMUNITY DEVELOPMENT (NTA LEVEL 8)	37
5.0	MODE OF TRAINING	39
5.1	Facilitation and Learning Sessions	39
5.2	Semester Paper Writing (Project)	39
5.3	Research	39
6.0	ASSESSMENTS AND CERTIFICATION	39
6.1	Examinations Regulations	39
6.2	Discontinuation from Studies	41
6.3	Regulations for Appeals against Discontinuation from Studies	41
6.4	Module Assessments	42
6.5	Dissemination of Semester and Supplementary/First sitting Examinations Results	45
6.6	Loss of Certificate	45
7.0	IAE ACADEMIC STAFF (HEAD OFFICE)	45
8.0	STUDENTS WELFARE AT THE INSTITUTE	50
8.1	Students Organization	50
8.2	Residence	50
8.3	Medical Examination/services	50
8.4	Immigration Formalities	51
8.5	Catering Services	51



8.6	<i>Stationery and Text Books</i>	51
8.7	<i>Library and Information Services</i>	51
8.8	<i>Sports and Games</i>	51
8.9	<i>Bursaries and Fees</i>	51
9.0	OTHER INSTITUTE'S ACADEMIC DEPARTMENTS	56
9.1	<i>Distance Education Department</i>	56
9.2	<i>Mass Education and Women Development Department</i>	56
9.3	<i>Regional Centre Coordination Department</i>	56
10.0	ACADEMIC CALENDAR	57
11.0	REGIONAL CENTRES OF THE IAE	60
11.1	<i>Regional Centres</i>	60
11.2	<i>Regional Resident Tutors and Centres' Contact Addresses</i>	60
12.0	IAE CAMPUS CONTACT ADDRESSES	62
13.0	ENQUIRIES	62



1.0 INTRODUCTION

1.1 Historical Background of the Institute of Adult Education

The Institute of Adult Education (IAE) is a public service institution which traces its history back before independence of Tanganyika when it was a section under the Department of Extra-Mural Studies of Makerere University College, Kampala in Uganda.

In 1963, after independence, the Institute became a department of the University College of Dar es Salaam. Apart from continuing with the previous tasks, it was assigned more responsibilities and tasks.

The year 1975 marked a turning point in the Institute's historical development. Thus, through Parliamentary Act No 12 of 1975; the Institute of Adult Education was granted an autonomous status.

1.2 Responsibilities of IAE

The functions and objectives of the Institute include but not limited to the following:

- 1 To train adult educators, adult teachers and administrators,
- 2 To provide education by Open and Distance Learning (ODL) and mass campaigns,
- 3 To conduct research and evaluation of adult education programmes, and
- 4 To provide consultancy, guidance and advisory services; to individuals, agencies and institutions engaged in adult education and Open and Distance Learning (ODL).

1.3 Vision and Mission

Vision

To become a centre of excellence that maintains and sustains a learned and informed society.

Mission

To design, develop and implement quality adult and continuing education, and training programmes that will enable people to acquire knowledge and skills required for sustainable development and dealing with global challenges.



1.4 Accreditation and Membership

The Institute of Adult Education is accredited by, and maintains membership with, a number of authorities and professional organizations which include:

- National Council for Technical Education (NACTE);
- Distance Education Association of Tanzania (DEATA);
- Southern African Extension Unit (SAEU);
- Distance Education Association for Southern Africa (DEASA);
- Commonwealth Open Schooling Association (COMOSA).
- The International Council for Adult Education (ICAE);
- The African Association for Literacy and Adult Education (AALAE); and
- National Adult Education Association of Tanzania (NAEAT);

1.5 Location of the IAE

The Institute of Adult Education is situated in the city of Dar es Salaam. It is located on Plot Number 7, along Bibi Titi Mohamed Street, adjacent to Mhasibu House and the Tanzania Central Library.

The Institute has Regional Centers in all regional capitals, which expand the outreach to the vast majority of Tanzanians.

2.0 ORGANIZATION AND MANAGEMENT OF THE IAE

2.1 The IAE Council

This is a supreme body of the Institute. The Chairperson of the Council is a Presidential appointee and members of the Council are appointed by the Minister responsible for education.

2.2 Senior Officers of the IAE

Director (Acting)

Dr. Fidelice Mafumiko,
 PhD Science Ed. (Twente University) 2006;
 MSc (Educational Science) (Twente University) 1998;
 M.Sc (Chemistry) (UDSM) 1994;
 B.Sc Education (UDSM) 1989; Dip. Ed, (Mkwawa) 1983.



Deputy Director (Academic, Research and Consultancy) - Acting

Ms. Mugabe A. Mtani:
M.A. Ed (UDSM), 2006;
B. Ed (UDSM), 2004;
Dip. ADE (IAE), 1999;
Cert. Ed (Butimba), 1989.

Deputy Director (Planning, Finance and Administration)

Mr. Edward R. Lugakingira,
M.A.Dev. Studies (Manosh University, Australia), 1993;
PGD Rural Policy & Proj. Planning (The Hague), 1988;
B.A. Economics (UDSM), 1983.

Chief Accountant

Mr. Makongoro Masenza
MBA - Finance (Mzumbe), 2003;
CPA (NBAA), 2001;
Dip. Acc (TIA), 1990.

**2.3 Public Relations Officer
(Vacant)**

2.4 Registrar

Mr. Sedet Bulaya:
Msc. HRM (Mzumbe) 2012;
B.Ed, ADE, (UDSM), 2007;
Dip in ADE (IAE), 2002; Cert Ed (Tabora), 1996.

2.5 Heads of Departments

Adult and Continuing Education Studies

Mr. Aristarick Lekule:
MA Ed. (UDSM), 2009; B. Ed (UDSM), 2004; Cert. in Computer Skills (UCC), 2004.

Distance Education

Mr. Baraka Kionywaki.
MBA; Corporate Mgt (Mzumbe) 2011;
ADV (NITTR-INDIA) 2010; (B.A. Ed (Tumaini), 2006;
Dip.Ed (Monduli), 1996.

Mass Education and Women Development

Dr. Bernadeta Kapinga:
Phd Education (Huazhong University of Science & Technology)
2011; MA Ed (UDSM) 2004; BA Ed (UDSM) 2002.

Regional Centres Coordination

Ms. Mwajuma Mohammed:
MA.Ed (Northampton U.K), 2013 B.Ed (UDSM), 2006; Dip.ADE
(IAE), 2001; Cert.Ed (Monduli), 1992.

Accounts and Finance

Mr. Makongoro Masenza
MBA - Finance (Mzumbe), 2003;
CPA (NBAA), 2001;
Dip. Acc (TIA), 1990.

Personnel Management and Administration

Mr. Nsajigwa Kabigi
Msc HRM (Mzumbe), 2012;
B.A. PSPA (UDSM), 2005;
Dip Ed (Morogoro), 2002.

2.6 Heads of Units**Internal Audit Unit**

Mr. Salmin Yusuph Malole
MBA Finance (UDSM)
CPA (NBAA), 2012;
B.COM, (Accounting), UDSM, 2003

Procurement Management Unit

Mr. Sebastian Charles
CPSP (T), (PSPTB), 2010.
Ad. Dip. Procurement & Logistics (TIA), 2005.

ICT Unit

Mr. Felician Bundala
Msc IT & Mgt (Avinaskillingam University; India), 2008. PGD
Scientific Computing; (UDSM) 2011. Dip. Electronic Engineering
(Glasgow) 1995; FTC Automotive Engineering, Arusha Tech.
College, 1992.



Research, Planning, Publication and Consultancy Unit

Mr. Placid Balige
M. A. Ed (UDSM), 2006;
B Ed (UDSM), 1989;
Dip. Ed (Korogwe), 1985.

Short Courses Unit

Mr Beatus Mwenda:
Msc Ed for sustainability (London South Bank university) 2013;
MBA (out) 2011; Bsc (SUA) 2008; Dip. Ed (Butimba) 2005.

Printing Unit

Chiraka Muhura:
Master in Entrepreneurship and Enterprise Development (UDSM)
2011; BA Ed (UDSM) 2003.

2.7 Quality Assurance Committee

This is the Committee responsible for overseeing the qualitative implementation and development of the Institute's Quality assurance procedures for all aspects of the Institute's functions. It is composed of the following members.

1. Dr. E. Swai (OUT)
2. Prof. K. Mkumbo (UDSM)
3. Ms. G. Ntiluhoka (IAE)
4. Mr. H. Abdi (Student Representative)
5. Mr. P. Lyimo (NBAA)
6. Ms. N. Mtani (IAE)
7. Mr. P. Balige (IAE)

2.8 Students Support Services

Dean of Students

Mr. Onesmo Kileo:
M.A. Ed (DSM), 2007; B.A.Ed (DSM), 1991; Dip. ADE (IAE), Cert.
Ed (Butimba) 1979.

Library

Barnabas Bwango:
B. of Librarianship (TUMAINI), 2011;
Diploma of Library and Documentation Studies (SLADS) 2007.



Counseling

***Ms. Hadija Idd:**

MA (ASP)(UDSM), 2007 B.A Ed (UDSM) 1999

3.0 THE ADULT AND CONTINUING EDUCATION STUDIES (ACES)

DEPARTMENT

This Department is mandated to train literacy teachers, adult teachers and adult educators. It is lead by head of department assisted with two deputies, one being deputy on academic matters and the other on administrative issues.

3.1 Programmes

Adult and Continuing Education Department offers training programmes in Technician Certificate in Adult and Continuing Education, Ordinary Diploma in Adult and Continuing Education and Bachelor Degree in Adult and Continuing Education. In the academic year 2014/2015, the Department will start offering a training programme leading to the award of a Bachelor's degree in Adult Education and Community Development.

3.1.1 Descriptions of the Programmes

a) Certificate Programme

Certificate programme is offered in two levels:

i) Basic Certificate in Adult and Continuing Education - NTA Level 4

The purpose of this programme is to prepare a person who can assist in performing learning facilitation while performing supervision and mobilization duties at adult literacy study circle/class. It has a minimum of 120 credits covered in two semesters. Upon successful completion of NTA Level 4, a student may then continue to NTA Level 5.

ii) Technician Certificate in Adult and Continuing Education (CACE) - NTA Level 5

This programme is intended for persons who will facilitate learning and assist in supervision and mobilization functions at adult literacy centre and community level. It has a minimum of 120 credits covered in two semesters. Successful completion of this level leads to the award of Technician Certificate in Adult and Continuing Education.



b) Ordinary Diploma in Adult and Continuing Education (ODACE) - NTA Level 6

Students who join this programme begin with NTA Level 5. The purpose of this programme is to prepare persons who will facilitate learning and assist in performing supervision and mobilization of functions at adult education centre and secondary education in formal and non-formal system in the community. This is a two semester programme. Successful completion of NTA Level 5 leads to the award of the Ordinary Diploma in Adult and Continuing Education.

c) Ordinary Diploma in Adult and Continuing Education (ODACE) - NTA Level 6 - through Open and Distance Learning

This is the same diploma programme as the one in (b) above, but it is offered through open and distance system. Students in this programme begin with NTA Level 5 too. Modules in this programme are structured in such a way that they permit flexibility. Most of the students in this system are expected to take three years to complete the studies. Some student may complete the programme in two year; others can take four years depending on one's pace.

d) Higher Diploma in Adult and Continuing Education - NTA Levels 7

The purpose of this programme is to prepare persons who will facilitate learning in both formal and non-formal primary and secondary education, assist in conducting research and managing adult and non-formal education programmes in a wide community such as district. This programme is the first part of Bachelor Degree programme. It covers four semesters or two years.

e) Higher Diploma in Adult Education and Community Development - NTA Levels 7

The purpose of this programme is to prepare person who will be able to design and supervise implementation of adult education and community development programmes. This programme is the first part of the newly introduced Bachelor's degree programme. It commences in this academic year and it covers four semesters or two years, followed by a one year Bachelor degree.

f) Bachelor Degree in Adult and Continuing Education - NTA Levels 7 and 8

This is intended for persons who will facilitate learning in both formal and non-formal primary and secondary education, conduct research

for establishing and improving community-based programmes and manage adult and non-formal education programmes in a wide community such as district or region. It is a two semester's programme preceded by the four semesters in NTA Level 7, successful completion of all which leads to the award of a Bachelor degree.

g) Bachelor Degree in Adult Education and Community Development - NTA Levels 8

This is intended for person who will design and manage adult education and community development programmes. It is a two semester's programme preceded by the four semesters in NTA Level 7, successful completion of all which leads to the award of a Bachelor degree.

3.2 Application Process

3.2.1 How to Apply

Application forms for all the programmes may be obtained from the Adult and Continuing Education Studies (ACES) Department as well as from the IAE Regional Centres located in all Administrative Regional Headquarters in Tanzania Mainland. The forms may also be downloaded from the Institute's website. Filled- in application forms are sent to the Registrar, Institute of Adult Education.

3.2.2 When to Apply

Normally the Institute invites applications for admission to various programmes by advertising through the mass media by early January to the end of May. However, time for application may vary from time to time. An application fee is charged to every direct application, and the fee is subject to change from time to time (current fee is 30,000).

3.3 Admission Requirements

Applicants are required to satisfy the Institute that their general standards of education are adequate for their proposed programmes of study. In order to confirm admission, it is conditional for each applicant to present to the Institute his/her original certificates during registration. These are thoroughly checked to enable the Institute to satisfactorily verify the academic qualifications of each applicant.



The Institute's academic year starts in the first or second week of October and selected students are required to report for studies not later than two weeks after the start of the academic year.

The admission requirements for each programme of study are outlined under each specified programme voted below.

3.3.1 Basic Certificate (NTA level 4)

- a) The minimum of four passes (D grade) in Secondary Education (CSEE) or two passes for those holding a certificate in recognized professional studies.

3.3.2 Technician Certificate (NTA level 5)

- a) Basic Certificate in Adult and Continuing Education of NTA Level 4 from the recognized institution;
OR
- b) Certificate in teacher education or other recognized education related fields. **OR**
- c) Advanced Certificate in Secondary Education (ACSEE) with at least two principal passes which amounts to an aggregate point of 3.0, where A = 5, B=4, C=3, D=2, E=1.

3.3.3 Ordinary Diploma (NTA Level 6)

- a) Technician Certificate (NTA Level 5)

3.3.4 Bachelor Degree in Adult and continuing Education (NTA Level 8) and Bachelor Degree in Adult Education and community Development

3.4 Postponement

A student enrolled at the Institute shall not be allowed to postpone studies after the academic year has begun except under special circumstances and with permission from the Director.

Postponement is for one academic year only and the applicant has to confirm his/her re-admission before May in the following academic year. Failure to do so, the applicant shall be required to re-apply.



3.5 Student's Names

The names used must be those appearing on previous certificates of the student and used in application.

3.6 Identity Cards

Every student should possess the Institute of Adult Education Identification Card (ID) and endeavor to have it always. Any student who misplaces his/her ID card must report the case immediately to the Dean of Students and then submit a police report before a new one is issued.

3.7 Progress Reports

Academic progress reports are available upon request, at a cost of Tshs.5, 000/- per report from the office of the head of ACES Department. Students may request for progress report upon full payment of fees. and other outstanding charges. Other organizations or individuals may require a progress report, however, it can only be sent if requested by the student.

3.8 Transcript

One copy of official transcript shall be made available to a student upon successful completion of his/her studies. Any additional copy of a transcript costs Tsh10, 000/=.

4.0 MODULE PROFILE

4.1 BASIC CERTIFICATE IN ADULT AND CONTINUING EDUCATION (CACE NTA LEVEL 4)

Duration: 2 Semesters

SEMESTER I

Module Code: MAT04101

Module Title: Basic Communication Skills

Module Credits: 15

Sub-enabling outcomes:

1. Use communication skills for effective learning facilitation
2. Use appropriate means of communication (technologies/ media) in communicating with adult literacy programmes stakeholders



3. Demonstrate ability to use language structure correctly and appropriately in communicating with adult literacy programmes stakeholders
4. Manage communication barriers in order to communicate effectively with adult literacy programmes stakeholders

Module Code: MAT04102
Module Title: Basic Information and Communication Technology Skills
Module Credits: 15

Sub-enabling outcomes:

1. Use computer in searching educational information
2. Use computer in preparing documents
3. Use appropriate computer programme in conducting learning sessions
4. Use different technologies in carrying out adult literacy programmes
5. Use computer to design materials for awareness creation
6. Select ICT facilities to be used in advocacy and publicity of literacy programmes
7. Use appropriate ICT facilities to conduct advocacy and publicity of literacy programmes

Module Code: FAT04103
Module Title: Introduction to the Practice of Adult Education
Module Credits: 15

Sub-enabling outcomes:

1. Analyze different forms/types of education
2. Use philosophical ideas to guide classroom management and delivering activities
3. Apply principles of education in guiding educational operations
4. Apply basic principles of psychology in guiding adult education operations

Module Code: FAT04104
Module Title: Community Mobilization in Adult Literacy Programmes

Module Credits: 15

Sub-enabling outcomes:

1. Identify adult literacy stakeholders
2. Identify roles of different adult literacy stakeholders in community resource mobilization
3. Prepare implementation action plan in community resource mobilization for adult literacy programmes
4. Identify strategies for carrying out resource mobilization for adult literacy programmes
5. Carry out community resource mobilization process for adult literacy programmes
6. Motivate stakeholders to continually support adult literacy programmes
7. Set mechanism for carrying out monitoring of community resource mobilization process
8. Conduct monitoring basing on the set mechanism

SEMESTER II

Module Code: FAT04205
Module Title: Teaching and Learning Materials
Module Credits: 12

Sub-enabling outcomes:

1. Identify locally available resources suitable for designing teaching/ learning materials
2. Analyze qualities/ characteristics of teaching/learning materials
3. Use locally available resources to prepare teaching/learning materials
4. Analyze characteristics of targeted users of teaching/ learning materials
5. Analyze the environment in which teaching/ learning materials are to be used
6. Review teaching/ learning materials to meet changes



7. Categorize teaching/ learning materials
8. Identify proper storage places

Module Code: FAT04206
Module Title: Basic Adult Learning Facilitation Skills
Module Credits: 15

Sub-enabling outcomes:

1. Identify need-based curriculum materials
2. Prepare competence-based scheme of work
3. Prepare competence-based lesson plan (design competence-based learning activities)
4. Demonstrate mastery of following steps in conducting learning session
5. Apply facilitation skills in managing class/learning group
6. Apply Competence-Based approach in promoting self-directed learning
7. Apply participatory/active methods for effective facilitation process
8. Use teaching/learning materials to ensure effective learning
9. Guide learners' for proper functionality and personality growth
10. Set indicators for assessing quantitative and qualitative learning achievements
11. Administer a variety of assessment tools in assessing learner's achievement

Module Code: FAT04207
Module Title: Kusoma, Kuandika na Kuhesabu
Module Credits: 15

Sub-enabling outcomes:

1. Bainisha walengwa wa Darasa la watu Wazima la kisomo
2. Anzisha darasa la kisomo la watu Wazima katika jamii ya eneo husika
3. Tumia mbinu murua kuongoza watu Wazima kujifunza Kusoma, Kuandika na kufanya hesabu rahisi



Module Code: FAT04208

Module Title: Teaching Practice (Field Work)

Module Credits: 18

This is a field based module. In it students will make actual practice of a range of activities theoretically covered in other modules.

4.2 TECHNICIAN CERTIFICATE IN ADULT AND CONTINUING EDUCATION (CACE, NTA LEVEL 5)

Duration: 2 Semesters

SEMESTER I

PREREQUISITE MODULES

Module Code: MAT05101

Module Title: Basic Communication Skills

Module Credits: 15

Sub-enabling outcomes:

1. Use communication skills for effective learning facilitation
2. Use appropriate means of communication (technologies/ media) in communicating with adult literacy programmes stakeholders
3. Demonstrate ability to use language structure correctly and appropriately in communicating with adult literacy programmes stakeholders
4. Manage communication barriers in order to communicate effectively with adult literacy programmes stakeholders

Module Code: MAT05102

Module Title: Basic Information and Communication Technology Skills

Module Credits: 15

Sub-enabling outcomes:

1. Use computer in searching educational information
2. Use computer in preparing documents
3. Use appropriate computer programme in conducting learning sessions
4. Use different technologies in carrying out adult literacy programmes

5. Use computer to design materials for awareness creation
6. Select ICT facilities to be used in advocacy and publicity of literacy programmes
7. Use appropriate ICT facilities to conduct advocacy and publicity of literacy programmes

REGULAR MODULES

Module Code: FAT05101
Module Title: Fundamentals of Educational Psychology
in Teaching and Learning

Module Credits: 15

Sub-enabling outcomes:

1. Examine the role of psychology in education
2. Analyze different theories of learning
3. Integrate different theories of learning in carrying out educational activities
4. Manage inclusive education
5. Assist learners with special needs
6. Evaluate progress of learners in inclusive education

Module Code: MAT05102
Module Title: Management and Leadership in Education
Module Credits: 15

Sub-enabling outcomes:

1. Identify need-based resources required for adult and extra-curricular education
2. Prepare educational implementation matrix (strategic action plan/activity schedule)
3. Organize resources for carrying out advocacy and publicity on educational programmes
4. Select ways (media) to be used for advocacy and publicity of literacy programmes
5. Plan for community mobilization process
6. Apply different strategies for community mobilization
7. Use different approaches in evaluating community mobilization process
8. Demonstrate leadership qualities

9. Analyze management functions
10. Apply policies, laws, principles, circulars, rules and regulations in carrying out educational administrative activities
11. Make rational decisions in educational organizations
12. Set vision and mission of educational institution
13. Formulate result-based objectives
14. Carry out job analysis and job description for educational organization
15. Establish good public relations
16. Carry out monitoring process
17. Demonstrate understanding of entrepreneurial skills and cross-cutting issues in undertaking educational programmes activities
18. Monitor income generating activities in adult functional literacy
19. Design techniques of evaluating educational activities
20. Use evaluation findings to improve the practice of educational activities

Module Code: GET05101

Module Title: Structure and Geomorphic Features of the Earth

Module Credits: 12

Sub-enabling outcomes:

1. Explain Geography as a discipline of study
2. Explore the position of the earth in the solar system
3. Explore the structure of the Earth
4. Explore the materials which make the earth
5. Analyze the forces acting upon the earth and their resulting features

Module Code: HIT05102

Module Title: History of African Societies before Independence

Module Credits: 12

Sub-enabling outcomes:

1. Analyze the development of the pre-colonial African Societies



2. Discuss pre-colonial modes of production
3. Assess the role of the Agents of Colonialism in Colonisation of Africa
4. Explain the establishment of European colonial rule in Africa
5. Analyze the African reaction to the imposition of colonial rule
6. Examine Africa Nationalism and Independent process

Module Code: ENT05103

Module Title: English Phonology, Morphology and Semantics in Communication

Module Credits: 12

Sub-enabling outcomes:

1. Describe articulation of sounds
2. Explain stress and intonation patterns in English
3. Describe morphemes in English
4. Analyze word formations process in communication
5. Analyze stylistics in English
6. Analyze word classes
7. Use tenses in communication
8. Analyze phrases and clauses in English
9. Describe reported speech in English

Module Code: KIT05104

Module Title: Fonolojia na Mofolojia ya Kiswahili

Module Credits: 12

Sub-enabling outcomes:

1. Kufafanua dhana ya Lugha na sarufi
2. Kuonesha uhusiano uliopo katika tanzu za sarufi
3. Kufafanua Fonolojia ya Kiswahili sanifu
4. Kufafanua Mofolojia ya Kiswahili sanifu

SEMESTER 2**PREREQUISITE MODULE****Module Code: FAT05206****Module Title: Basic Adult Learning Facilitation Skills****Module Credits: 15****Sub-enabling outcomes:**

1. Identify need-based curriculum materials
2. Prepare competence-based scheme of work
3. Prepare competence-based lesson plan (design competence-based learning activities)
4. Demonstrate mastery of following steps in conducting learning session
5. Apply facilitation skills in managing class/learning group
6. Apply Competence-Based approach in promoting self-directed learning
7. Apply participatory/active methods for effective facilitation process
8. Use teaching/learning materials to ensure effective learning
9. Guide learners' for proper functionality and personality growth
10. Set indicators for assessing quantitative and qualitative learning achievements
11. Administer a variety of assessment tools in assessing learner's achievement

REGULAR MODULES**Module Code: FAT05103****Module Title: Adult Literacy Support Services****Module Credits: 12****Sub-enabling outcomes:**

1. Set up rural library and educational resource centre
2. Manage rural library and educational resource centre
3. Solicit required materials for library and educational resource centre
4. Identify mass media to be used to facilitate adult learning



5. Identify resources for mass media used in adult learning
6. Use mass media to promote and sustain the acquired basic literacy skills (control relapse)
7. Supervise learners' discussion groups in following radio/ Television educational programmes
8. Prepare schedules to guide learners in utilizing support services
9. Sensitize learners to promote culture of learning through reading

Module Code: RCT05104
Module Title: Introduction to Educational Research
Module Credits: 12

Sub-enabling outcomes:

1. Carry out research for educational programmes
2. Prepare tools for collecting information
3. Collect information
4. Write research report

Module Code: GET05205
Module Title: Geography Learning Facilitating Methods
Module Credits: 12

Sub-enabling outcomes:

1. Analyze Geography syllabus
2. Prepare Geography lesson
3. Prepare instructional materials for a Geography lesson
4. Apply facilitation methods
5. Guide learners in a learning process
6. Assess learning

Module Code: HIT05206
Module Title: History Learning Facilitating Methods
Module Credits: 12

Sub-enabling outcomes:

1. Analyze History syllabus
2. Prepare History lesson
3. Prepare instructional materials for a History lesson

4. Apply facilitation methods
5. Guide learners in a learning process
6. Assess learning

Module Code: ENT05207
Module Title: English Learning Facilitating Methods
Module Credits: 12

Sub-enabling outcomes:

1. Analyze English syllabus
2. Prepare English lesson
3. Prepare instructional materials for English lesson
4. Apply facilitation methods
5. Guide learners in a learning process
6. Assess learning

Module Code: KIT05208
Module Title: Ujifunzaji wa Somo la Kiswahili
Module Credits: 12

Sub-enabling outcomes:

1. Kuchambua vijenzi vya mtaala wa Kiswahili
2. Kuandaa azimio la kazi
3. Kuandaa andalio la somo
4. Kuandaa Vifaa vya kuwezeshea
5. Kutumia mbinu shirikishi za kuwezeshea
6. Kupima Ujifunzaji

Module Code: FAT05206
Module Title: Research-Based Project
Module Credits: 12

This is a field based module. In it students will make actual practice of a range of activities theoretically covered in other modules related to research.



4.3 ORDINARY DIPLOMA IN ADULT AND CONTINUING EDUCATION (ODACE, NTA LEVEL 6)

SEMESTER I

Module Code: FAT06101

Module Title: Application of Philosophical Ideas in Adult Learning Facilitation

Module Credits: 12

Sub-enabling outcomes:

1. Analyze different forms/ types of education
2. Assess the historical development of adult education in Tanzania
3. Analyze philosophical ideas related to the practice of adult education
4. Use philosophical ideas to guide educational operations
5. Apply principles of education in guiding educational operations in different contexts

Module Code: FAT06102

Module Title: Curriculum and Policy Interpretation

Module Credits: 9

Sub-enabling outcomes:

1. Examine the education system of Tanzania
2. Identify policies guiding education in Tanzania
3. Analyze adult education policies in relation to other related policies
4. Examine policy challenges in adult education operations
5. Identify adult education guidelines and syllabi
6. Analyze adult education guidelines and syllabi
7. Demonstrate ability to carry out curriculum development process
8. Assess community educational needs for adult education
9. Plan the process of developing curriculum
10. Undertake curriculum development process

Module Code: DET06103
Module Title: Introduction to Distance Education
Module Credits: 9
Sub-enabling outcomes:

1. Identify opportunities for distance education
2. Sensitize community for distance learning
3. Identify challenges faced in distance learning
4. Organize adult learners in open and distance learning system
5. Provide supportive services to learners

Module Code: GET06101
Module Title: Measurements and Information Interpretation in Geography
Module Credits: 9
Sub-enabling outcomes:

1. Interpret maps
2. Interpret photographs
3. Use statistical methods in geography
4. Apply basic skills of the elementary survey
5. Apply basic field research skills to deal with geographical information

Module Code: ENT06103
Module Title: English Syntax and Stylistics
Module Credits: 9
Sub-enabling outcomes:

1. Analyze word classes
2. Use tenses in communication
3. Analyze phrases and clauses in English
4. Describe reported speech in English

Module Code: HIT06102
Module Title: Development of Capitalism in Europe
Module Credits: 9
Sub-enabling outcomes:

1. Examine the development of Capitalism in Europe

2. Discuss the World Economic Crisis in Europe
3. Explain the outbreak of the world dictatorship in Europe

Module Code: KIT0610
Module Title: Sintaksia na Semantiki ya Kiswahili
Module Credits: 9

Sub-enabling outcomes:

1. Kuchambua mikabala ya sarufi mapokeo na sarufi miundo virai
2. Kuchambua kategoria za kisintaksia
3. Kufafanua semantiki ya Kiswahili sanifu

Module Code: FAT06205
Module Title: Classroom Facilitation Practice (Field Practice)
Module Credits: 15

This is a field based module. In it students will make actual practice of a range of activities theoretically covered in other modules.

SEMESTER II

Module Code: MAT06204
Module Title: Addressing Cross-cutting Issues
Module Credits: 9

Sub-enabling outcomes:

1. Identify contemporary issues
2. Participate in carrying out interventions to gender issues
3. Play a role in addressing HIV/AIDS issues in the community
4. Contribute in combating poverty in the communities
5. Participate in addressing environmental issues in the community
6. Employ entrepreneurship skills in undertaking educational responsibilities
7. Demonstrate responsible citizenry

Module Code: FAT06205
Module Title: Educational Assessment and Evaluation
Module Credits: 9

Sub-enabling outcomes:

1. Carry out learning assessment
2. Evaluate learning programmes

Module Code: MAT06206
Module Title: Management and Administration of Adult Education Programmes
Module Credits: 9

Sub-enabling outcomes:

1. Sensitize community on adult education
2. Mobilize resources for adult education programmes
3. Plan adult education project activities
4. Monitor implementation of project activities
5. Evaluate project performance
6. Set objectives to be achieved
7. Identify responsible persons for each activity
8. Prepare work schedule
9. Prepare programme's budget
10. Identify sources of funds for educational programme
11. Supervise use of funds
12. Observe government procurement procedures
13. Prepare procurement plan
14. Establish links with different adult education providers
15. Establish coordination mechanism
16. Monitor implementation of adult education programmes
17. Evaluate adult education programmes

Module Code: GET06205
Module Title: Introduction to Human Geography
Module Credits: 9

Sub-enabling outcomes:

1. Explain the human activities and spatial relationships
2. Analyse cases of human activities and their role to development
3. Analyse human population and settlements

Module Code: ENT06207
Module Title: Analysis of Literary Work
Module Credits: 9

Sub-enabling outcomes:

1. Explain types of literary works
2. Analyze genres of literary works
3. Review literary works
4. Examine criteria to prepare a literary work

4.4 HIGHER DIPLOMA IN ADULT AND CONTINUING EDUCATION (HDACE, NTA LEVEL 7)

SEMESTER I

Module code: MAU07101
Module name: Communication Skills
No. of credits: 6

Sub-enabling Outcomes:

1. Analyse importance of effective communication
2. Analyze communication process
3. Identify communication channels
4. Manage communication barriers for effective communication
5. Demonstrate ability to establish communication system

Module Code: MAU07102
Module Title: Information and Communication Technology
Module Credits: 6

Sub-enabling outcomes:

1. Demonstrate understanding of computer systems
2. Use ICT to prepare teaching and learning materials
3. Search information from the Internet
4. Apply relevant computer programmes in undertaking learning facilitation activities
5. Use computer systems in managing information in adult education programmes

Module Code: FAU07103
Module Title: Principles and Philosophy of Adult Education
Module Credits: 9

Sub-enabling outcomes:

1. Demonstrate understanding of philosophical principles guiding the practice of adult and continuing education
2. Assess the philosophical ideas of great thinkers in relation to the practice of adult and continuing education
3. Analyse contemporary issues pertaining the practice of adult and continuing education

Module code: FAU07104
Module name: Introduction to Educational Psychology
No. of credits: 9

Sub-enabling Outcomes:

1. Analyze the concept of psychology
2. Analyze branches of psychology
3. Analyse human development stages and the associated behaviours

Module Code: GEU07101
Module Title: The Planet Earth and Atmospheric Processes
Module Credits: 12

Sub-enabling outcomes:

1. Analyse the work and history of Geography as a discipline
2. Explore the position of the planet Earth
3. Discuss the origin of the earth
4. Explore the shape and components of the earth
5. Examine the impacts of the planetary movements of the Earth
6. Explore the structure and composition of earth's atmosphere
7. Analyze major atmospheric circulations and their impact to the environment

Module Code: KIU07116
Module Title: Lugha, Isimu na Fani za Kilongo
Module Credits: 12

Sub-enabling outcomes:

1. Kuchambua matawi ya Isimu
2. Kuchambua fonolojia ya Kiswahili sanifu
3. Kuchambua mofolojia ya Kiswahili sanifu
4. Kufafanua semantiki ya Kiswahili sanifu
5. Kuchambua fani za kilongo

Module Code: ENU07111
Module Title: Linguistics, English Variation and Language Conflict
Module Credits: 12

Sub-enabling outcomes:

1. Demonstrate understanding of concepts of language and linguistics
2. Explain history of linguistics and language
3. Demonstrate understanding of English structure
4. Demonstrate application of phonetics and phonology
5. Describe the notion of variation in different levels of Language
6. Describe diagnosis
7. Explain lingualism and multilingualism
8. Explain code switching
9. Describe Lingua Franca
10. Explain doing and creoles
11. Describe language maintenance and language shift

Module Code: HIU07103
Module Title: World History up to ca. 1200 AD
Module Credits: 12

Sub-enabling outcomes:

1. Discuss the concept and history of History as a discipline
2. Examine the conceptions of society and individual in historical scholarship
3. Analyze theoretical and philosophical perspectives in the study of History

4. Analyze the philosophies and historiographies of History
5. Analyze the early technological developments, social formations and rise of the state
6. Analyze the pre-capitalist modes of production
7. Explore the early civilization of China, India and Arab world
8. Explore the Rise of World Religion
9. Explore the early civilization of Europe and North America
10. Explore the early civilization of Africa

SEMESTER II

Module Code: FAU07207
Module Title: Psychology of Adult Learning
Module Credits: 12

Sub-enabling outcomes:

1. Analyze human development stages and behaviors
2. Integrate appropriate ideas from theories of learning in carrying out educational activities
3. Manage inclusive education
4. Apply guidance and counselling techniques in carrying out education programmes

Module Code: FAU07208
Module Title: Learning Facilitation Approaches and Techniques
Module Credits: 12

Sub-enabling outcomes:

1. Demonstrate qualities of a good adult learning facilitator
2. Apply adult learning principles in facilitation
3. Use participatory and less participatory methods in facilitation as per context
4. Use appropriate tools and methods to assess and evaluate learning



Module Code: RCU07209
Module Title: Introduction to Research
Module Credits: 12

Sub-enabling outcomes:

1. Analyze the concept of research Apply adult learning principles in facilitation
2. Examine the role of research in adult and non-formal
3. State the problem of research in the area of adult education
4. Determine the area and respondents (population)
5. Prepare data collection tools/instruments
6. Write research proposal

Module Code: GEU07212
Module Title: Geomorphic Processes
Module Credits: 12

Sub-enabling outcomes:

1. Explain the significance of geomorphology
2. Examine the internal geomorphic processes resulting to formation of earth's landforms
3. Examine the external geomorphic processes resulting to formation of earth's landforms
4. Analyse the usefulness of physical features of the earth to humans

Module Code: HIU07207
Module Title: Capitalism and Imperialism Trends in World History
Module Credits: 12

Sub-enabling outcomes:

1. Examine the transition from Feudalism to Capitalism in Europe
2. Analyze the Mercantilism system
3. Describe Competitive Capitalism in the world history
4. Examine the nature and impact of the rise of working class in Britain, France and Germany
5. Examine the nature of Monopoly Capitalism
6. Demonstrate the Crisis of Contemporary Capitalism



Module Code: ENU07212
Module Title: Stylistics and Semantics in English Language

Module Credits: 12

Sub-enabling outcomes:

1. Demonstrate understanding of discourse analysis
2. Demonstrate understanding of semantics in English
3. Discuss the principles of second language teaching
4. Apply stylistics in English
5. Apply language studying methods
6. Write project in applied linguistics

Module Code: KIU07217
Module Title: Sintaksia na Miundo Changamani ya Sarufi ya Kiswahili

Module Credits: 12

Sub-enabling outcomes:

1. Kueleza dhana za sintaksia na sarufi
2. Kuonyesha uhusiano wa sintaksia na tanzu zingine za lugha
3. Kubainisha kategoria za kisarufi
4. Uchanganuzi wa ruwaza za kimuundo katika sintaksia ya Kiswahili
5. Bainisha dhana za msingi katika uchanganuzi wa kisarufi
6. Elezea dhana ya urejeshi katika kiswahili
7. Onyesha uunganishaji na miundo ya sentensi katika kiswahili
8. Onyesha uelekezi na udhihirikaji katika kiswahili
9. Fanya ushamirishaji katika kiswahili

SEMESTER III

Module Code: MEU07307
Module Title: Management of Literacy and Mass Education Programmes

Module Credits: 12

Sub-enabling outcomes:

1. Mobilize resources for establish literacy support services
2. Provide adult literacy support services as per need



3. Guide stakeholders in utilizing adult literacy support services
4. Analyse post literacy as within the framework of continuing education
5. Develop post literacy materials
6. Manage implementation of post literacy programmes
7. Develop mass education programmes
8. Design mass campaign programmes
9. Conduct capacity building activities for post literacy programme
10. Use multimedia in carrying out adult and continuing education activities
11. Analyse importance of effective communication

Module Code: RCU07313
Module Title: Research Methods
Module Credits: 9

Sub-enabling outcomes:

1. Examine the role of research in operation of adult and non-formal education
2. Identify the problem of research in the area of adult education
3. Determine the area and respondents (population)
4. Prepare data collection tools/instruments
5. Write Research Proposal
6. Apply relevant research methods/ techniques in collecting data
7. Administer research tools to collect data in the field
8. Analyze data
9. Write research report
10. Demonstrate ability to organize fora for disseminating research findings
11. Use research findings to design and improve educational programmes

Module Code: CDU07307
Module Title: Project Planning and Management
Module Credits: 9

Sub-enabling outcomes:

1. Analyze the concept of "project"
2. Prepare project proposal
3. Devise strategies to acquire resources
4. Implement the programme

Module Code: GEU07317
Module Title: Geomorphic Processes
Module Credits: 9

Sub-enabling outcomes:

1. Explain the significance of geomorphology
2. Examine the internal geomorphic processes resulting to formation of earth's landforms
3. Examine the external geomorphic processes resulting to formation of earth's landforms
4. Analyse the usefulness of physical features of the earth to humans

Module Code: GEU07318
Module Title: Cartography and Surveying Techniques in Geography

Module Credits: 9

Sub-enabling outcomes:

1. Identify methods of collecting Geographic information
2. Apply survey methods and techniques in collecting Geographic data
3. Explain the concern of cartography
4. Discuss the importance of map projection in map making



Module Code: HIU07319
Module Title: Surveying History of East Africa
Module Credits: 9

Sub-enabling outcomes:

1. Explore the Pre-Colonial East Africa
2. Explore East Africa under colonial rule
3. Explore the post-colonial East Africa

Module Code: HIU07320
Module Title: Surveying History of South and Central Africa
Module Credits: 9

Sub-enabling outcomes:

1. Analyze the ecological and demographic conditions of Central Africa
2. Analyze the pre-colonial social formation of Central Africa
3. Assess the Central Africa's early involvement in world economy (1200-1870)
4. Discuss the European interventions and colonization in Central Africa
5. Explain the nature of nationalism movements and struggle for independence and post-independence situation in Central Africa
6. Assess the situation of South Africa before foreign intrusion
7. Explore the Mercantile era in South Africa
8. Examine the impact of Mineral Revolution in South Africa
9. Discuss the Apartheid State and Opposition in South Africa
10. Assess the nationalism movements, national liberation and democratization in South Africa

Module Code: ENU07321
Module Title: Investigating Literature in Society
Module Credits: 9
Sub-enabling outcomes:

1. Demonstrate application of oral literature
2. Examine children's literature
3. Establish relationship between feminism and literature
4. Discuss literature and Negritude

Module Code: ENU07322
Module Title: Translation and Interpretation in Language

Module Credits: 9

Sub-enabling outcomes:

1. Demonstrate use of approaches and methods of translation
2. Apply theories of interpretation
3. Carry out text translation
4. Demonstrate understanding of speech interpretation

Module Code: KIU07323
Module Title: Uchambuzi wa Fasihi Simulizi ya Kiswahili

Module Credits: 9

Sub-enabling outcomes:

1. Kuchambua nadharia ya Fasihi simulizi ya Kiswahili
2. Kubainisha matumizi ya lugha katika fasihi simulizi
3. Kuonyesha matumizi ya fasihi simulizi jukwaani
4. Kuonyesha kazi ya fasihi simulizi katika mawasiliano ya umma

Module Code: KIU07324
Module Title: Kutafsiri na Kukalimani
Module Credits: 9

Sub-enabling outcomes:

1. Kufafanua nadharia ya tafsiri
2. Kutafsiri na kuchanganua matini mbalimbali

3. Kufafanua nadharia ya ukalimani
4. Kutumia ujuzi wa kupalimani

SEMESTER IV

Module Code: FAU07412
Module Title: Curriculum Development and Evaluation
in Adult and Non-Formal Education

Module Credits: 9

Sub-enabling outcomes:

1. Demonstrate understanding of basic concepts related to curriculum
2. Examine the applicability of models of curriculum development in adult and non-formal education
3. Demonstrate ability to develop curriculum for non-formal system
4. Prepare educational programmes based on findings of the training needs assessment
5. Carry out curriculum evaluation process

Module Code: MEU07420
Module Title: Environmental, Gender and HIV/AIDS
Issues

Module Credits: 12

Sub-enabling outcomes:

1. Identify existing environmental issues
2. Examine the national and international efforts in addressing environmental issues
3. Devise interventions to address environmental issues in the community
4. Demonstrate ability to integrate cross-cutting issues in adult education programmes
5. Identify gender issues in the community
6. Devise mechanisms to address gender issues
7. Analyze the national and international efforts invested in addressing gender issues
8. Explore community issues related to HIV and AIDS
9. Examine national efforts to combat the problem of HIV/AIDS in community
10. Take measures to contribute in combating HIV/AIDS



Module Code: MEU07421
Module Title: Democracy, Governance and Human Rights Issues

Module Credits: 12

Sub-enabling outcomes:

1. Analyze the principles of democracy
2. Demonstrate ability to practice democracy
3. Examine the role of human rights in democracy and good governance
4. Identify issues in the maintaining good governance in a democratic society

Module Code: GEU07425
Module Title: Interpretation of Maps and Photographs
Module Credits: 9

Sub-enabling outcomes:

1. Interpret topographical maps
2. Interpret photographs

Module Code: GEU07426
Module Title: Analysis of Human Activities
Module Credits: 9

Sub-enabling outcomes:

1. Examine the relationship between human livelihood activities and the environment
2. Discuss the major human livelihood activities and their impacts to the environment
3. Examine the relationship between human settlements and the environment

Module Code: HIU07427
Module Title: Surveying History of West and North Africa

Module Credits: 9

Sub-enabling outcomes:

1. Explore situation of West and North Africa from antiquity to the 7th century AD



2. Analyze the Pre-Colonial States in West and North Africa
3. Discuss West Africa in Modern World History (16th to 19th Centuries)
4. Compare the struggles for Independence in West and North Africa
5. Describe the Post- colonial West and North Africa

Module Code: HIU07428
Module Title: Exploring Post-Independence Africa
Module Credits: 9

Sub-enabling outcomes:

1. Analyze the state of Neo-colonialism in Africa
2. Assess the nature of African economic dependence
3. Assess the rise of Revolutions in Africa
4. Assess the impact of politics of Cold War in Africa

Module Code: ENU07429
Module Title: Creative Writing and Editing
Module Credits: 9

Sub-enabling outcomes:

1. Write project in Applied linguistics
2. Undertake speech writing and persuasion
3. Edit literary texts
4. Explain the rise of Novel
5. Demonstrate skills in writing novels
6. Describe poetry
7. Analyze African women writers

Module Code: ENU07430
Module Title: Analyzing Language Conflict
Module Credits: 9

Sub-enabling outcomes:

1. Discuss diagnosis
2. Explain lingualism and multilingualism
3. Discuss code switching
4. Describe Lingua Franca

5. Explain doing and creoles
6. Analyze language maintenance and language shift

Module Code: KIU07431
Module Title: Kuchambua Nadharia za Uhakiki
Module Credits: 9

Sub-enabling outcomes:

1. Kuhakiki fani na maudhui katika maandishi ya baadhi ya maandishi maarufu
2. Kutathimini athari ya maandishi ya maandishi maarufu kwa maandishi wengine
3. Kufafanua nafasi ya maandishi maarufu katika maendeleo ya Kiswahili na historia ya Tanzania
4. Kuhakiki riwaya ya Kiswahili
5. Kuhakiki tamthiliya ya Kiswahili
6. Kuhakiki ushairi wa Kiswahili
7. Kufafanua misingi ya nadharia mbalimbali za uhakiki

Module Code: KIU07432
Module Title: Kuchambua Sintaksia ya Kiswahili
Module Credits: 9

Sub-enabling outcomes:

1. Kueleza dhana za sintaksia na sarufi
2. Kounyesha uhusiano wa sintaksia na tanzu zingine za lugha
3. Kubainisha kategoria za kisarufi
4. Kueleza nadharia mamboleo za sintaksia na utumizi wake katika sintaksia ya Kiswahili
5. Uchanganuzi wa Ruwaza za Kimuundo katika Sintaksia ya Kiswahili



4.5 HIGHER DIPLOMA IN ADULT EDUCATION AND COMMUNITY DEVELOPMENT (HDAECD, NTA LEVEL 7)

SEMESTER I

Module code: MAU07101
Module name: Communication Skills
No. of credits: 9

Sub-enabling Outcomes:

1. Analyse importance of effective communication
2. Analyze communication process
3. Identify communication channels
4. Manage communication barriers for effective communication
5. Demonstrate ability to establish communication system

Module Code: MAU07102
Module Title: Information and Communication Technology
Module Credits: 9

Sub-enabling outcomes:

1. Demonstrate understanding of computer systems
2. Use ICT to prepare teaching and learning materials
3. Search information from the Internet
4. Apply relevant computer programmes in undertaking learning facilitation activities
5. Use computer systems in managing information in adult education programmes

Module code: FAU07104
Module name: Introduction to Educational Psychology
No. of credits: 12

Sub-enabling Outcomes:

1. Analyze the concept of psychology
2. Analyze branches of psychology
3. Analyse human development stages and the associated behaviours

Module code: CDU07105
Module name: Socio-economic Development
No. of credits: 9

Sub-enabling Outcomes:

1. Provide critical analysis of developmental theories.
2. Analyze culture in relation to socio-economic development.
3. Describe stages in political development processes.
4. Analyze agricultural transformation and development.
5. Describe industrialization and development.
6. Examine trade in relation to socio-economic development.
7. Analyze indicators of poverty
8. Examine effects of poverty in the community
9. Analyze national and international policies / initiatives to address poverty
10. Design poverty reduction intervention strategies in the community.

Module code: CDU07106
Module name: Project Planning and Management
No. of credits: 9

Sub-enabling Outcomes:

1. Analyze the concept of project
2. Prepare project proposal
3. Device strategies to acquire resources
4. Implement the programme

Module Code: FAU07103
Module Title: Principles and Philosophy of Adult Education

Module Credits: 12

Sub-enabling outcomes:

1. Demonstrate understanding of philosophical principles guiding the practice of adult and continuing education
2. Assess the philosophical ideas of great thinkers in relation to the practice of adult and continuing education
3. Analyse contemporary issues pertaining the practice of adult and continuing education



SEMESTER II

Module Code: FAU07204

Module Title: Psychology of Adult Learning

Module Credits: 12

Sub-enabling outcomes:

- a. Analyze human development stages and behaviours
- b. Integrate appropriate ideas from theories of learning in carrying out educational activities
- c. Manage inclusive education
- d. Apply guidance and counselling techniques in carrying out education programmes

Module Code: FAU07205

Module Title: Adult Learning Facilitation Approaches and Techniques

Module Credits: 12

Sub-enabling outcomes:

1. Demonstrate qualities of a good adult learning facilitator
2. Apply adult learning principles in facilitation
3. Use participatory and less participatory methods in facilitation as per context
4. Use appropriate tools and methods to assess and evaluate learning

Module Code: RCU07209

Module Title: Introduction to Research

Module Credits: 12

Sub-enabling outcomes:

1. Analyze the concept of research Apply adult learning principles in facilitation
2. Examine the role of research in adult and non-formal
3. State the problem of research in the area of adult education
4. Determine the area and respondents (population)
5. Prepare data collection tools/instruments
6. Write research proposal

Module Code: CDU07210
Module Title: Principles of Community Development
Module Credits: 12
Sub-enabling outcomes:

1. Analyse community development principles
2. Analyze concepts related to community economic development
3. Analyze perspectives of community empowerment

Module Code: CDU07211
Module Title: Entrepreneurship in Small and Medium Enterprises

Module Credits: 12

Sub-enabling outcomes:

1. Apply entrepreneurship skills in promoting adult education and community development programmes
2. Use general tendency of an entrepreneur (GETS) to initiate adult education and community development programmes
3. Provide customer care in adult education and community development programmes services
4. Manage small and medium enterprises or projects

SEMESTER III

Module Code: FAU07312
Module Title: Curriculum Development and Evaluation in Adult and Non-Formal Education

Module Credits: 9

Sub-enabling outcomes:

1. Demonstrate understanding of basic concepts related to curriculum
2. Examine the applicability of models of curriculum development in adult and non-formal education
3. Demonstrate ability to develop curriculum for non-formal system
4. Prepare educational programmes based on findings of the training needs assessment
5. Carry out curriculum evaluation process



Module Code: RCU07313
Module Title: Research Methods
Module Credits: 9

Sub-enabling outcomes:

1. Examine the role of research in operation of adult and non-formal education
2. Identify the problem of research in the area of adult education
3. Determine the area and respondents (population)
4. Prepare data collection tools/instruments
5. Write Research Proposal
6. Apply relevant research methods/ techniques in collecting data
7. Administer research tools to collect data in the field
8. Analyze data
9. Write research report
10. Demonstrate ability to organize fora for disseminating research findings
11. Use research findings to design and improve educational programmes

Module Code: MAU07314
Module Title: Management Principles
Module Credits: 9

Sub-enabling outcomes:

1. Identify management functions
2. Analyze theoretical standpoints of management
3. Demonstrate ability to apply management principles in promoting educational and other
4. developmental undertakings

Module Code: MEU07315
Module Title: Moral Values and Patriotism
Module Credits: 6

Sub-enabling outcomes:

1. Analyse moral and ethical values
2. Demonstrate awareness and ability to adhere to professional ethics and standards

3. Demonstrate moral and ethical behaviours
4. Demonstrate the awareness, readiness and behaviour indicating national patriotism

Module Code: CDU07316
Module Title: Management of Community Development Programmes

Module Credits: 9

Sub-enabling outcomes:

1. Mobilize resources for establish literacy support services
2. Provide adult literacy support services as per need
3. Guide stakeholders in utilizing adult literacy support services
4. Analyse post literacy as within the framework of continuing education
5. Develop post literacy materials
6. Manage implementation of post literacy programmes
7. Develop mass education programmes
8. Design mass campaign programmes
9. Conduct capacity building activities for post literacy programme
10. Use multimedia in carrying out adult and continuing education activities
11. Analyse importance of effective communication

Module Code: CDU07317
Module Title: Community Mobilization and Participation

Module Credits: 9

Sub-enabling outcomes:

1. Apply community participatory approaches in implementing programmes
2. Mobilize resources for implementing community development programmes
3. Apply lobbying and advocacy skills



Module Code: FAU07318
Module Title: Practicum (Adult Learning Facilitation Practice)
Module Credits: 12

This is a field based module. In it students will make actual practice of a range of activities theoretically covered in other related modules.

SEMESTER IV

Module Code: MEU07419
Module Title: Mass Education and Literacy Programmes Management
Module Credits: 12

Sub-enabling outcomes:

1. Mobilize resources for establish literacy support services
2. Provide adult literacy support services as per need
3. Guide stakeholders in utilizing adult literacy support services
4. Analyse post literacy as within the framework of continuing education
5. Develop post literacy materials
6. Manage implementation of post literacy programmes
7. Develop mass education programmes
8. Design mass campaign programmes
9. Conduct capacity building activities for post literacy programme
10. Use multimedia in carrying out adult and continuing education activities
11. Analyse importance of effective communication

Module Code: MEU07420
Module Title: Environmental, Gender and HIV/AIDS Issues
Module Credits: 12

Sub-enabling outcomes:

1. Identify gender issues in the community

2. Devise mechanisms to address gender issues
3. Analyze the national and international efforts invested in addressing gender issues
4. Explore community issues related to HIV and AIDS
5. Examine national efforts to combat the problem of HIV/AIDS in community
6. Take measures to contribute in combating HIV/AIDS
7. Identify issues related to poverty
8. Assess the efforts undertaken by the community in combating poverty
9. Devise strategies to contribute in addressing the problem of poverty in the community
10. Identify existing environmental issues
11. Examine the national and international efforts in addressing environmental issues
12. Devise interventions to address environmental issues in the community
13. Use general tendency of an entrepreneur (GETS) to initiate adult education and community development programmes
14. Apply entrepreneurship skills in promoting adult education and community development programmes
15. Analyze the principles of democracy and good governance
16. Examine the role of human rights in democracy and good governance
17. Demonstrate ability to integrate cross-cutting issues in adult education programmes

Module Code: MEU07421

Module Title: Democracy, Governance and Human Rights Issues

Module Credits: 12

Sub-enabling outcomes:

1. Analyze the principles of democracy and good governance
2. Examine the role of human rights in democracy and good governance

Module Code: CDU07422
Module Title: Conflict Management
Module Credits: 9

Sub-enabling outcomes:

1. Identify conflicts within community
2. Analyze relationships between conflicts and community development
3. Apply different methods in resolving conflicts in the community
4. Apply negotiation skills in dealing with community problems
5. Analyze the role of power in resolving conflicts

Module Code: CDU07423
Module Title: Social Organizations and Administration
Module Credits: 9

Sub-enabling outcomes:

1. Analyze the concept of organization
2. Explain the sociological aspects of organizations
3. Explain the importance of social organization
4. Analyze theoretical basis of social organizations
5. Analyze the administrative structure of organizations

4.6 **BACHELOR DEGREE IN ADULT AND CONTINUING EDUCATION (BACE NTA LEVEL 8)**

SEMESTER I

Module code: DEU08101
Module name: Managing Open and Distance Learning Programmes
No. of credits: 9

Sub-enabling Outcomes:

1. Explain the importance of Open and Distance Learning (ODL)
2. Discuss the characteristics of ODL
3. Examine the role of media in ODL

4. Demonstrate ability to provide learner support services in ODL programmes
5. Assess learning in ODL programmes
6. Plan for community awareness creation on ODL programmes

Module code: MAU08102
Module name: Policy Issues in Adult Education
No. of credits: 6

Sub-enabling Outcomes:

1. Explain the concept of policy
2. Discuss factor determining policy formulation.
3. Explain the steps in formulation.
4. Describe methods in policy analysis.
5. Interpret national and institutional policies related to adult education.
6. Explore issues in the policies pertaining to the practice of adult education.

Module code: MAU08103
Module name: Management of Adult Education Programmes
No. of credits: 6

Sub-enabling Outcomes:

1. Examine the functions of management in adult education programmes.
2. Set goals in line with organisational vision and mission.
3. Plan activities adult education programmes.
4. Prepare implementation plan for adult education programmes.
5. Organise different activities in an organisation.
6. Control implementation of adult education programmes
7. Supervise daily activities in adult education programmes
8. Demonstrate ability to organise resources required for adult education programmes.

Module code: GEU08101
Module name: Application of Statistical Methods in Geography
No. of credits: 12

1. Analyse distribution and networks
2. Demonstrate understanding of the methods of representing geographical data



3. Apply different statistical methods in representing Geographic data

Module code: HIU08102
Module name: Surveying History of Tanzania
No. of credits: 12

1. Explore the evolution of economic and social formations in pre-colonial
2. Tanzania
3. Explore the early contacts between Tanzania and the externals
4. Analyze the German and British colonial project
5. Analyze the nature of national independence struggles
6. Discuss the post-colonial situation of Tanzania

Module code: ENU08103
Module name: Variations of English
No. of credits: 12

1. Describe the notion of variation in different levels of Language
2. Demonstrate understanding of variations according to the user
3. Demonstrate understanding of variations according to use

Module code: KIU08104
Module name: Fonolojia na Mofolojia ya Kiswahili Sanifu

- No. of credits:** 12
1. Kuchambua matawi ya Isimu
 2. Kuchambua fonolojia ya Kiswahili sanifu
 3. Kuchambua mofolojia ya Kiswahili sanifu

SEMESTER II

Module code: RCU 08201
Module name: Programme Monitoring, Evaluation and Quality Control
No. of credits: 9

Sub-enabling Outcomes:

1. Analyze the need for evaluation of adult education programmes.
2. Describe types of evaluation.
3. Collect data using evaluation tools.
4. Analyze data and draw conclusions and recommendations
5. Demonstrate knowledge and skills on Quality Assurance in adult education programmes.

6. Analyze management of educational quality assurance process.
7. Demonstrate ability to conduct monitoring and evaluation of Quality Assurance process.

Module code: DEU08205
Module name: Development of Open and Distance Learning Study Materials
No. of credits: 12

Sub-enabling Outcomes:

1. Explain the importance of ODL study materials
2. Identify needs for ODL study material development
3. Develop ODL materials.
4. Pre-test ODL materials.
5. Demonstrate ability to distribute ODL study materials.

Module code: MAU08206
Module name: Human Resource Management
No. of credits: 12

Sub-enabling Outcomes:

1. Describe the field of personnel or Human Resources Management
2. Perform staffing functions.
3. Develop procedures for controlling the quality of work.
4. Examine Human Resource strategies and planning in organisations
5. Examine the aspect of performance appraisal and evaluation methods in managing adult and continuing education programmes

Module code: MEU08207
Module name: Application of Entrepreneurship Skills in Adult Education Programmes
No. of credits: 12

Sub-enabling Outcomes:

1. Analyse qualities of an entrepreneur (General Entrepreneur Tendencies)
2. Apply entrepreneurship ethics in adult education and community development programmes.
3. Initiate cost effective programmes in adult education and community development.



4. Carryout advocacy activities in promoting adult education and community development programmes.
5. Use entrepreneurship skills in marketing adult education and community development programmes.
6. Apply customer care skills in adult education and community development programmes
7. Integrate elements of entrepreneurship in adult education programmes

Module code: RCU08209
Module name: Conducting Research (Independent Studies)

No. of credits: 21

Sub-enabling Outcomes:

1. Prepare independent study proposal
2. Collect and analyse data for Independent Study report
3. Write Independent Study report

Module code: GEU 08204
Module name: Geography Teaching Methods and Techniques

No. of credits: 9

1. Demonstrate qualities of good Geography facilitator
2. Carry out Geography classroom lessons
3. Monitor and assess Geography teaching and learning process

Module code: HIU 08209
Module name: History Teaching Methods

No. of credits: 9

1. Analyse curriculum documents/materials
2. Prepare scheme of work
3. Prepare lesson plan and notes
4. Prepare teaching and learning resources
5. Demonstrate qualities of a good History teacher
6. Apply participatory methods in teaching
7. Use facilitating aids in facilitation
8. Assess learning

Module code: ENU 08214
Module name: English Teaching Methods
No. of credits: 9

1. Analyse curriculum documents/materials
2. Prepare scheme of work
3. Prepare lesson plan and notes
4. Prepare teaching and learning resources
5. Demonstrate qualities of a good English teacher
6. Apply participatory methods in facilitation
7. Use facilitating aids in facilitation
8. Guide learners in learning
9. Assess learning

Module code: KIU 08219
Module name: Mbinu za Kufundisha na Kujifunza Somo la Kiswahili

No. of credits: 9

1. Kuchambua nadharia za ujifunzaji lugha
2. Kuonesha uhusiano kati ya nadharia za ujifunzaji lugha na mbinu za kufundishia lugha
3. Kuchambua vijenzi vya mtaala
4. Kuandaa azimio la kazi
5. Kuandaa andalio la somo
6. Kuandaa zana za kuwezeshea
7. Kutumia mbinu shirikishi za uwezeshaji
8. Kupima ujifunzaji

4.7 BACHELOR DEGREE IN ADULT EDUCATION AND COMMUNITY DEVELOPMENT (BAECD NTA LEVEL 8)

SEMESTER I

Module code: DEU08101
Module name: Management of ODL Support Services
No. of credits: 12

Sub-enabling Outcomes:

1. Explain the importance of Open and Distance Learning (ODL)
2. Discuss the characteristics of ODL
3. Examine the role of media in ODL



4. Demonstrate ability to provide learner support services in ODL programmes
5. Assess learning in ODL programmes
6. Plan for community awareness creation on ODL programmes

Module code: MAU08102
Module name: Policy Issues in Adult Education
No. of credits: 12

Sub-enabling Outcomes:

1. Explain the concept of policy
2. Discuss factor determining policy formulation.
3. Explain the steps in formulation.
4. Describe methods in policy analysis.
5. Interpret national and institutional policies related to adult education.
6. Explore issues in the policies pertaining to the practice of adult education.

Module code: RCU 08103
Module name: Programme Monitoring, Evaluation and Quality Control

No. of credits: 12

Sub-enabling Outcomes:

1. Analyze the need for evaluation of adult education programmes.
2. Describe types of evaluation.
3. Collect data using evaluation tools.
4. Analyze data and draw conclusions and recommendations
5. Demonstrate knowledge and skills on Quality Assurance in adult education programmes.
6. Analyze management of educational quality assurance process.
7. Demonstrate ability to conduct monitoring and evaluation of Quality Assurance process.

Module code: FAU 08104
Module name: Guidance and Counseling
No. of credits: 12

Sub-enabling Outcomes:

1. Identify clients for guidance and counselling
2. Determine required community support for guidance and counselling.

3. Analyze needed facilities and infrastructure for counselling
4. Acquire facilities needed for guidance and counselling
5. Locate facilities and structures for counselling
6. Analyze guidance and counselling principles
7. Apply theoretical principles in guidance and counselling
8. Use different approaches of counselling

Module code: MAU 08105
Module name: Organizational Management and Financial Administration

No. of credits: 12

Sub-enabling Outcomes:

1. Analyse organisational needs regarding adult education programmes
2. Analyse functions of a leader
3. Make decisions on the use of resources in adult education
4. Undertake management functions in organisation
5. Examine Human Resource strategies and planning in an organisation
6. Examine the aspects of recruitment, placement, performance appraisal and evaluation of staff in Managing adult and continuing education programmes

SEMESTER II

This semester is made of three modules, all of which are field practice based. This means that students will cover almost the whole semester in the field, pursuing the three modules. After assessment in the field, the students will make presentations and submit their research and project reports.

Module code: RCU 08206
Module name: Data Collection and Research Report Writing (Field)

No. of credits: 24

Sub-enabling Outcomes:

In this module, students will collect data in the relevant research area of their choices. They are expected to apply research skills learnt in the class. At the end of the semester, the students will use one month to complete writing research report.

Module code: MAU 08207
Module name: Management Practice (Field Attachment)
No. of credits: 24

Sub-enabling Outcomes:

In this module, students will get attached to different firms or institutions to practice implementation of educational programmes in the community. They are expected to apply programme implementation skills gained in the class. At the end of the semester, the student will submit field work report.

Module code: RCU 08208
Module name: Project Evaluation and Report Writing (Field)

No. of credits: 12
Sub-enabling Outcomes:

When conducting research and/or undertaking management practice in the field, a student will identify a project in the field of adult education for evaluation. He/she will write and submit the programme evaluation report at the end of the semester.

5.0 MODE OF TRAINING

5.1 Facilitation and Learning Sessions

Modules are facilitated in lectures (Interactive lectures) and plenary sessions combined with seminars or tutorials and practical assignments each week. Students are required to prepare themselves and follow up with self studies for each required module. All lecturers are available for individual counseling and guidance.

Diploma students who are studying through open and distance learning will meet in face-to-face programmes organized at the centres in the regions. The other time will be utilized by the students themselves interacting with the study materials in physical separation from the tutors.

5.2 Semester Paper Writing (Project)

Students are required to write a semester paper on a topic to be chosen by the students in collaboration with their lecturers. Students therefore, have to write on the topic and present their ideas in a meaningful way.



5.3 Research

Research work, in the form of Independent study and Research-Based project, is also the important part of the course. Students are attached to tutors for supervision from the development of the research proposals to completion of report writing. Finally, tutors mark the research reports and award grades accordingly.

6.0 ASSESSMENTS AND CERTIFICATION

6.1 Examinations Regulations

6.1.1 A candidate shall be eligible for an examination at the Institute after fulfilling the following conditions:

- a) He/she is registered for an examination in modules taken;
- b) He/she has attended at least 75% of the official learning sessions;
- c) He/she has completed all exercises in continuous assessments and he/she has passed according to the set pass mark.
- d) He/she has paid all the Institute fees for the course, unless otherwise decided.

A candidate who fails to pass continuous assessment will be given an opportunity to supplement the continuous assessment in the failed module, failure to which will lead to repeating the module.

6.1.2 Each candidate shall be required to observe all the regulations pertaining to conduct of examinations. Violation of which, a penalty will be decided upon by the Examinations Board depending on the case. The regulations are as outlined below:

- a) Each candidate admitted into the examination room shall have an examination identification card bearing an examination number.
- b) Borrowing of working tools from another candidate in the examination room is prohibited.
- c) All candidates will assemble outside the examination room and will only enter if and when allowed to do so by the invigilator.
- d) Before entering the examination room, each candidate shall be inspected by the invigilator to ensure that he/she is not carrying



any unauthorized material with him/her like mobile-phones or any audio or visual material, lecture notes, piece of paper, correcting fluid, blotting paper, text-book, dictionary, instruments and the like unless expressly permitted in the specific examination.

- e) Each candidate shall write his/her examination number on top of the cover and on each page of the answer script on the space provided before commencing to answer the examination questions.
- f) Candidates will start writing after they are allowed to do so by the invigilator and they will stop writing when they are told to do so.
- g) All examination questions shall be answered in the answer booklet provided and no candidate shall be allowed to detach any paper from that answer booklet or script.
- h) All rough works must be written in the answer booklet or script and cancelled through.
- i) Candidates are prohibited from writing or annotating in the question papers.
- j) Candidates are not allowed to smoke in the examination room.
- k) Candidates are not allowed to distract other examinees' attention by actions such as commotions, telephone noises, and related disturbances in the examination room.

6.1.3 Cheating shall be defined as any act of using unauthorized materials, giving or receiving unauthorized materials, giving or receiving unauthorized assistance of any form whether overt or covert during an examination or test session. Unless otherwise stated, the following shall be counted as cases of dishonesty or cheating:

- a) Copying the work of another candidate during the examination, test or any given individual assignment;
- b) Copying from notes, text sheets or other materials during an examination or test;
- c) Collaborating with another candidate during an examination or test;
- d) Using paralinguistic gestures such as peeping at another candidate's examination or test paper;
- e) Communicate with another candidate orally or through body language like nodding;



any unauthorized material with him/her like mobile-phones or any audio or visual material, lecture notes, piece of paper, correcting fluid, blotting paper, text-book, dictionary, instruments and the like unless expressly permitted in the specific examination.

- e) Each candidate shall write his/her examination number on ~~top of the cover and on each page of the answer script on the~~ space provided before commencing to answer the examination questions.
- f) Candidates will start writing after they are allowed to do so by the invigilator and they will stop writing when they are told to do so.
- g) All examination questions shall be answered in the answer booklet provided and no candidate shall be allowed to detach any paper from that answer booklet or script.
- h) All rough works must be written in the answer booklet or script and cancelled through.
- i) Candidates are prohibited from writing or annotating in the question papers.
- j) Candidates are not allowed to smoke in the examination room.
- k) Candidates are not allowed to distract other examinees' attention by actions such as commotions, telephone noises, and related disturbances in the examination room.

1.13 Cheating shall be defined as any act of using unauthorized materials, giving or receiving unauthorized materials, giving or receiving unauthorized assistance of any form whether overt or covert during an examination or test session. Unless otherwise stated, the following shall be counted as cases of dishonesty or cheating:

- a) Copying the work of another candidate during the examination, test or any given individual assignment;
- b) Copying from notes, text sheets or other materials during an examination or test;
- c) Collaborating with another candidate during an examination or test;
- d) Using paralinguistic gestures such as peeping at another candidate's examination or test paper;
- e) Communicate with another candidate orally or through body language like nodding;

Semester course work assessment for students in the conventional programme

➤ Practical work/Project	-	10.0
➤ Timed Essay/Test	-	10.0
➤ Portfolio		10.0
➤ Presentation & Participation	-	05.0
➤ Mid Semester Examination	-	<u>15.0</u>
Total	-	<u>50.0</u>

A classification of assessments and pass mark for continuous assessment for the full time (conventional) students is shown in the following table:

No.	Programme	Total coursework	Pass mark Score
	Certificate (NTA Level 4&5)	50 marks	25 marks
	Ordinary Diploma (NTA Level 6)	50 marks	22.5 marks
	Bachelor degree	50 marks	20 marks

Semester coursework assessment for diploma students through open and distance learning

➤ Individual Assignment	-	05.0
➤ Practical work/Project	-	10.0
➤ Portfolio		05.0
➤ Mid Semester Examination	-	<u>20.0</u>
Total	-	<u>40.0</u>

A classification of assessments and pass mark for continuous assessment in open and distance learning is shown in the following table:



Continuous assessment for students through open and distance learning programmes

Na	Programme	Total coursework	Pass mark Score
	Technician Certificate (NTA Level 5)	40 marks	20 marks
	Ordinary Diploma (NTA Level 6)	40 marks	18 marks

6.4.2 Semester Examinations

The final examination will be marked out of 50 marks which will add to 50 marks of continuous assessment to make a grand total of 100 marks for the full time programmes. Pass marks will be the same as that of continuous assessment. A candidate who scores below pass marks in the Semester Examination will be deemed to have failed the examination and will be required to sit for supplementary examination provided that he/she has attained a minimum G.PA of 2.0.

In the case of open and distance learning programme, the final examination will be marked out of 60 marks which will add to 40 marks of continuous assessment to make a grand total of 100 marks. Pass marks is 30 marks and 27 marks for NTA Level 5 and NTA Level 6 respectively. A candidate who scores below pass marks in the Semester Examination will be deemed to have failed the examination and will be required to sit for supplementary examination provided that he/she has attained a minimum G.PA of 2.0.



6.4.3 Grading Systems

Grade	Definition	Certificate (NTA Level 4 & NTA Level 5)		Ordinary Diploma		Bachelor Degree	
		Range of marks	Point	Range of Marks	Point	Range of Marks	Point
A	Excellent	80-100	4	75-100	5	70-100	5
B+	Very Good	-	-	65-69	4	60-69	4
B	Good	65-79	3	55-64	3	50-59	4
C	Average	50-64	2	45-54	2	40-49	2
D	Marginal fail	40-49	1	40-44	1	35-39	1
F	Fail	0-39	0	0-39	0	0-34	0
Minimum Pass		C		C		C	

6.4.4 Final Classification of Awards

Certificate		Ordinary Diploma		Bachelor Degree	
Class	Range of GPA	Class	Range of GPA	Class	Range of GPA
First Class	3.5-4.0	First Class	4.4-5.0	First Class	4.4-5.0
Second Class	3.0-3.4	Upper Second Class	3.5-4.3	Upper Second Class	3.5-4.3
		Lower Second Class	2.7-3.4	Lower Second Class	2.7-3.4
Pass	2.0-2.9	Pass	2.0-2.6	Pass	2.0-2.6

Cumulative Grade Point Average (GPA) shall be computed by considering the summation of grade points of all credit modules divided by the total number of credits stipulated within the module taken by a student i.e.



$$\text{Cumulative GPA} = \frac{\text{Sum of (P x N)}}{\text{Sum of N}}$$

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 IAE may withhold or cancel the results of a candidate if it considers that such candidate has been involved in irregularities before, during or after examinations.

The IAE shall reserve the right to withhold or cancel an award of any candidates, in proved cases of substantial and significant copying, plagiarism or other fraud or to revoke, any certificate it has awarded and require the issued certificate be returned.

6.5 Dissemination of Semester and Supplementary/First sitting Examinations Results

Results for semester and supplementary/First sitting examinations shall be disseminated through the IAE website: www.iae.ac.tz and notice boards at the Head office in Dar es Salaam.

6.6 Loss of Certificate

Once issued, a certificate is not replicated. The Institute of Adult Education will only issue an affidavit in place of a lost certificate on the following conditions:

- (a) The claimant produces a police report indicating loss of a certificate and application for an affidavit.
- (b) Any affidavit issued in replacement of the lost certificate will be marked "affidavit for" the original on top of it.
- (c) The claimant will have to pay fee as determined by the Finance Committee of the Governing Council of the Institute of Adult Education at the material time.

**7.0 IAE ACADEMIC STAFF (HEAD OFFICE)****Dr. Fidelice S. Mafumiko:**

PhD Science Ed. (Twente University) 2006; Msc (Education Science) (Twente University) 1998; Msc (Chemistry) (UDSM) 1994; B.Sc (Education) (UDSM) 1989; Dip in Ed. Mkwawa; 1983.

Mr. Edward Lugakingira:

M. A. Dev. Studies (Australia), 1993; PGD Rural Policy & Proj. Planning (The Hague), 1988; B.A. Economics (UDSM), 1983.

***Mr. Julius Chaligha:**

M.A.Ed Sunderland (UK), 2002; PGDE (UDSM), 1999; B.A (UDSM), 1994.

Mrs. Reda Lyimo:

M.A. Dev. Studies (The Hague), 1986; B.A. Ed (UDSM), 1981.

Mr. Makongoro Masenza:

MBA Finance (Mzumbe), 2003; CPA (NBAA) 2001; Dip. Acc (TIA), 1990.

Mr. Leonard R. Katoba:

Inter. Dip. Ed Plan & Adm. (NIEPA, India), 2003; B. Ed - Ad.Ed (UDSM), 1992; Dip. ADE (IAE), 1988; Cert. Ed (Marangu), 1979.

Mr. Placid Balige:

M.A. Ed (UDSM), 2006; B. Ed (UDSM), 1989; Dip. Ed (Korogwe), 1985.

Mrs. Mary M. Watugulu:

M.A. Dev. Studies (Dublin), 2006; PGD Management (Cyprus), 2000; Adv. Dip Community Dev (Tengeru), 1994.

Ms. Mary Kimaty:

B. Ed (UDSM), 1998.



***Ms. Elinaike Marti:**

PGD Children & Youth Dev (Netherlands), 2004;
B.A. Ed (UDSM), 1997.

Ms. Ada Mfaume:

M.A Ed. (UDSM), 2010; B.A. Ed (UDSM), 1986.

Ms. Amina A. Msuya:

B.Sc. Ed (UDSM), 2001; Cert Comp (UDSM), 2001.

Mr. Aristarick Lekule:

M. A Ed. (UDSM), 2009; B. Ed (UDSM), 2004; Cert.
in Computer Skills (UCC), 2004.

Mr. Onesmo Emmanuel:

M.A. Geog & Envt. Managt (UDSM), 2008; B.A.Ed
(UDSM), 2005; Cert. in Computer Skills (NCR
Institute), 2005.

***Mr. Hassani Jaffar:**

B.Ed (UDSM), 2004; Dip.Ed (Mpwapwa), 1994;
Cert. Computer Skills (UDSM), 2003.

Mr. Onesmo Kileo:

M.A. Ed (UDSM), 2007; B. A. Ed (UDSM), 1991;
Dip. ADE (IAE), 1986;
Cert. Ed (Butimba), 1979.

Ms. Mugabe A. Mtani:

M.A. Ed (UDSM), 2006; B. Ed (UDSM), 2004; Dip.
ADE (IAE), 1999; Cert. Ed (Butimba), 1989.

Ms. Leonia Kassamia:

M.A.Ed (UDSM), 2002; B.Sc.Ed (UDSM), 2000;
Dip.Ed (Kleruu), 1995.

Mr. Baraka Kionywaki:

MBA; Corporate Managt (Mzumbe) 2011; ADV
(NITTR-INDIA) 2010; (AB.Ed (Tumaini), 2006;
Dip.Ed (Monduli), 1996.

**Ms. Mwajuma Mohammed:**

MA.Ed(Northampton U.K), 2013; B.Ed (UDSM), 2006; Dip.ADE (IAE), 2001; Cert.Ed (Monduli), 1992.

***Ms. Oliver Kindole:**

B.Ed (UDSM), 2006; Dip. Ed (Morogoro), 2001; Cert.Ed (Morogoro), 1995.

Mr. Belington E. Mariki:

M.Sc.Commun. Econ.Dvt (SNHU, USA), 2007; PGD. Env. Plan, (IRDP Dodoma), 2003; PGC. Research & Evaluation in DE (Botswana) 2011; Adv. Dip. Community Dvt (Tengeru), 2001; Accounting Techn. II (IAA Arusha), 1999. Cert. in Gender (Pretoria) 2011.

Mr. Celestine J. Magesa:

B. A. (Ed. – Economics & PSPA) UDSM 1999; Cert. in Computer Skills (UCC) 1998; Accounting Techn. (ATEC II), NBAA (T), 1997; Cert in Computer Programming & Basic PC Repair, Maintenance & Troubleshooting (UCLAS), 2005.

***Mr. Honest John Kipasika:**

M.Sc. Integ. Env. Managt (UDSM) 2007; B.Sc. Env. Sc & Managt (SUA), 2004.

Ms. Genoveva Ntiluhoka:

M.A. Ed (UDSM), 2007; B.Ed (UDSM), 2005; Dip. Ed (Korogwe), 1989.

Mr. Nonocius Luoga:

MA Distance (OUT) 2012; B.A Ed (UDSM), 1993; Dip. Ed (Mpwapwa) 1989; Cert.Ed (Korogwe), 1979.

Mr. Tadei Mamba:

MBA (HRM) (UDSM), 2007; B.Ed (UDSM); 2005; Dip. Ed (Monduli), 1994.



***Ms. Rosemary E. Issaka:**

B.Ed (UDSM), 2006; Dip. Ed (Morogoro), 2001;
Cert. Ed (Morogoro), 1995.

Mr. Barnabas L. Bwango :

B. A. Library & Information Science (TUDARCO),
2011; Dip. Library Archives & Documentation
(SLADS), 2007; Library Services Pr. Training
(University of South Africa. UNISA), 2010. Adv.
Cert. on Modern Library Practices (NITTTR, India)
2013

Ms. Nana Mbunda:

M.A. Ed (UDSM), 2008; B.A. Ed (OUT), 2005; Dip.
Ed (Morogoro), 1998.

Mr. Patrick A. Kisigi:

B.Ed (UDSM), 1988; Dipl. Ed (Marangu), 1985;
Cert. Ed (Mkwawa), 1976.

***Ms. Sylvia Shengena:**

B. Ed (UDSM), 1995.

Mr. Rashid Chuachua:

M.A Kisw (UDOM) 2011BA. Ed (MUM), 2008;
Cert. Ed (Mtwara TTC), 1998.

Mr. Sedet Bulaya:

MSc HRM (Mzumbe) 2012; B.Ed, ADE, (UDSM),
2007; Dip in ADE (IAE), 2002; Cert Ed (Tabora),
1996.

Ms. Salome Thondi:

Msc. Comm Dev. (Southern New Hampimshire),
2009; PGD Comm Dev. (2006); MUCCOBS, Ad Dip
in Comm Dev. 2002, Tengeru

Mr. Anathe R. Kimaro:

M.A. (ASP) (UDSM), 2009; BED (ARTS) (UDSM),
2007; Dip in Ed (Marangu), 2002; Cert. in Ed (Grade A
(Singachini) 1999; Cert. in Ed Grade B (Singachini), 1993.

**Ms. Hadija Idd:**

M.A. (ASP) (UDSM), 2007; B.A. (ED) (UDSM), 1999.

Mr. Justine G. Mbwambo:

B.A. Ed. (UDSM) 2009; Cert. in Ed (Tarime) 2003.

Dr. Bernadeta Kapinga:

PhD Education (Huazhong University of Science & Technology) 2011; MA Ed (UDSM) 2004; BA Ed (UDSM) 2002.

Mr. Silvester Mbumbe:

M.A Geography & Env. Managt (UDSM) 2010. B.Ed (OUT), 2007.

Mr. Felician Bundala:

MSc IT & Mgt (Avinaskillingam University; India), 2008. PGD Scientific Computing; (UDSM) 2011. Dip. Electronic Engineering (Glassgow) 1995; FTC Automotive Engineering, Arusha Tech. College, 1992.

Mr. Shabani Maijo:

BA Ed 2010; PGD in Project Planning Mgt (IRDP-DODOMA) 2012.

***Herry Lugala:**

BA Community Development (Tumaini University) 2011.

Simon Magava:

MA Geography & Environment Mgt (UDSM) 2010; BA Geography & Environment Mgt (UDSM) 2007.

Gaudence Mkasile:

MA Business Admin. (UDSM) 2010; BA Ed. (UDSM) 2006.

Chediel Mlavi:

MBA (UDSM) 2011; BA Ed. (UDSM) 2008.



Frank Mbele:

BA. Community Development (CDTI) 2009.

Joshua Edward:

BA Community Development (TUMAINI) 2012.

Habibu Muyula:

MA Dev. Studies (UDSM) 2011; Dip. Ed. Environmental, Planning & Mgt (UDSM) 2008.

Paschal Sulley:

MA. Ed. Management (UDSM) 2006; BA. Ed. (UDSM) 2010.

Shemeli M. Magambo:

Msc. Entrepreneurship (UDSM) 2013; BA Ed. (UDSM) 2010; Dip. Ed (2006).

Sempeho Siafu:

Msc. Chemistry (UDSM) 2014; Bsc. Ed. (UDSM) 2009.

Beatus Mwenda:

Msc. Ed for sustainability (London South Bank University) 2013; MBA (OUT) 2011; Bsc. (SUA) 2008; Dip Ed (Butimba) 2005.

Martin Tarmo:

MA Linguistics (UDSM) 2012; BA Ed (University of Arusha) 2009.

Subiri Katete:

MA Education Mgt (UDSM) 2012; BA Linguistic, English & Literature (UDSM) 2008.

Anthony Nyangarika:

Msc Economic Cybernetic (Ukraine) 2011; Bsc Business & Economics (Ukraine) 2010.

Zacharia Ngasa:

MBA Finance (University of Gloucestershire, UK) 2011; PGD Business Mgt (UK) 2010; BA Ed (University of Arusha) 2009.

**Atupele Kamage:**

MA Kiswahili (UDOM) 2011; BA Ed (UDSM) 2008.

Edgar Mwela:

MBA Finance (SAUT) 2012; CPA (2012); BA Accounting and Finance (SAUT) 2010.

Scholastica Kileo:

MA. Public Administration (MZUMBE) 2012; MA Kiswahili (UDSM) 2011 BA - Ed (OUT) 2009

** On study leave.*

8.0 STUDENTS WELFARE AT THE INSTITUTE**8.1 Students Organization**

The Institute of Adult Education Students' Organization (IAESO) is the official recognized organization representing all students at the Institute. The main roles of the organization are:

- (i) to coordinate and voice the collective wishes of its members (students);
- (ii) to represent the students' body at the Institute's various meetings and
- (iii) to project the educational welfare and interests of its members.

The organization is headed by an elected President whose term of Office is normally one academic year.

Currently the IAESO is under the following leaders:-

- | | |
|-----------------------|---------------------|
| 1) President: | ABDI, Hamis |
| 2) Vice President: | JAPHARY, Ndegwike |
| 3) Prime Minister: | MAYUNGA, James |
| 4) General Secretary: | KIWIA, Kessia |
| 5) Speaker: | KUCHILINGULO, Mindi |
| 6) Deputy Speaker: | MKWENE, Moses |

8.2 Residence

The Institute does not provide residence for students attending the courses. However the student Organization, in collaboration with



the Institute, makes some arrangements to acquire accommodation/residence where possible for students.

8.3 Medical Examination/services

Submission of a medical examination report is conditional before the admission of any student. Students are, therefore, required to undergo medical examination by a registered medical practitioner before coming to the Institute.

Being non-residential, the Institute does not provide students with medical services. A student meets the services on his/her own arrangements. Fees and other expenses related thereto are the responsibility of the student himself or herself with his or her sponsor.

8.4 Immigration Formalities

Every foreign student is required to apply for and obtain a residence permit from the Director of Immigration Services before he or she departs for Tanzania. Residence permit application forms can be obtained from the Director of Immigration Services, on request.

8.5 Catering Services

Catering service is offered by private cafeteria/canteen, which is situated within the Institute's premises. There are also other cafeteria and restaurants in the nearby surroundings which, similarly, offer the service. Costs for the services are met by the student himself/herself.

8.6 Stationery and Text Books

Students are expected to buy their own stationery and textbooks. Other reading materials are available at the Institute's Library. Students will be informed from time to time by their lecturers on the type of textbooks and stationery required.

8.7 Library and Information Services

The Institute has a library which is easily accessible to the students. It operates from Monday to Friday at 8:30 am to 6:00 pm and 8:30 to 2:00 pm on Saturdays. The library is not open on Sundays and public holidays. The Institute is also harnessing computer structures for provision of internet services that are easily accessible to students.

Also IAE students, are advised to become members of other libraries like Tanzania Centre Library, situated along UWT Road, and Open University of Tanzania Library situated along Kawawa Road in Kinondoni; and also to be pro-active towards acquiring personal simple wireless internet services from vendors like Vodacom, Airtel, Tigo etc, using laptops which can be bought from shops that sell them for cheap or through loans. This will, surely, boost their image and, therefore, improve job marketability since it ensures availability of study materials and knowledge all the time.

Private internet café and stationery are available within the IAE campus beside the ones in the library.

8.8 Sports and Games

The IAE is a member of Sports Association of Tanzania Higher Learning Institutions. It uses play grounds of neighboring Institutions particularly Zanaki Secondary School.

Among the plays and games include: athletics, Basketball, Table-tennis, volleyball, netball and football.

8.9 Bursaries and Fees

8.9.1 General

The Institute of Adult Education (IAE) will only accept students who have produced a written commitment or evidence from their sponsors they will be adequately financed during their course.

Tuition and other fees for the entire 2014/2015 Academic Year are due and payable prior to registration. The Institute may however, allow these payments to be paid by Instalments. Students or their sponsors shall deposit payments into the indicated Institute account and present original bank pay-in slip for acknowledgement and proceeds for registration, issuing of an identity card for the current semester, which will permit them to attend classes or use any of Institute facilities.



Name of Account: Institute of Adult Education
Account Number: 20601100081
Banker: NMB, Morogoro Road Branch

8.9.2 Payment Instalments

All students including private sponsorship, those being sponsored by employers or other agencies, must pay 1/2 of annual tuition fee together with all other direct cost to register for 1st semester and must pay the entire balance to register for 2nd semester.

8.9.3 Loans Board Students

First year students expecting to receive loans from HESLB must provide evidence that they will receive such a loan and must pay required amount, to register for 1st semester, regardless of the amount they expect to receive. These students must pay the amount required to bring up to 1/2 of annual tuition fees based on their means test (MT) and other fees.

HESLB students whose MT are unknown at the time of registration shall pay 1/2 of annual fees. Excess fee payment shall be carried over to the next year.

HESLB students must pay the balance of 1st semester tuition as soon as they or the Institute receives official notice of their MT level from the HSLB and not later than three (3) weeks prior to 1st semester exams, even if they have received nothing from HESLB.

Continuing students who received a loan in the previous year must pay the amount to cover the gap between their loan level and 1/2 of annual fee to register for 1st semester.

In all cases, loans students must pay the balance of their share of tuition and all other fees prior to registration for 2nd semester.

8.9.4 Refunds for Overpayment

The Institute shall not refund overpayments while a student is enrolled and continuing with studies, but shall carry credits forward to subsequent academic years. There are no exceptions.



8.9.5 Penalty for Late Registration

The Institute provides a limited time for registration both for continuing and first year students. After the expiry of the stated period, the students who report after that period will be required to pay a stated amount of fee as penalty which will be also indicated in the students' receipt.

8.9.6 Multiple Sponsorship

The Institute shall limit multiple sponsorship of students, especially for those students supported by HESLB. For the case of HESLB student, multiple sponsorships are restricted under the Memorandum of Understanding (MOU) signed between HESLB and IAE for the general case, IAE ethical standards required due diligence with money entrusted to us from sponsors and required compliance with the Bank of Tanzania Anti-Money Laundering Policies.

The limitations are as follows:

1. The Institute shall not distribute any excess sponsorship funds to any student. Excess funds are those above the total tuition and fees a student shall owe during the entire course of study at IAE.
2. In the case where one sponsor is HESLB, the IAE shall return ALL the excess funds to HESLB, as loan repayment for the student. IAE shall ensure there is adequate and conclusive communication the student's loan balance at HESLB is reduced by the amount returned. This allows HESLB to reallocate its limited resources to other needy students and demonstrates payment credibility.
3. In other cases, the Institute shall return excess sponsorship funds to one or more of the multiple sponsors. Which sponsor receives a refund shall be a joint decision by the Institute, the sponsors and the student, with written confirmation of the agreed refund procedure. Sponsors who wish to provide extra allowances to a student must make private arrangements in such situations. All funds deposited to Institute accounts are subject to the policies and procedures outlined above.



8.9.7 Withdrawal from Studies and Refund Policy

Every Student admitted to IAE is considered to have committed to a particular program of study for the full duration of the specific program. However, for genuine reasons a student may withdraw from studies by writing a letter to the Deputy Director (Academic, Research and Consultancy) through the Head ACES Department copying the same to his or her sponsor and the Deputy Director (Planning, Finance and Administration) and Chief Accountant.

Upon acceptance of the withdrawal, the students' sponsor may apply for a refund of only the tuition fee for the unattended semester. In other words, a students who withdraws in 1st Semester is only eligible for a refund of 2nd semester tuition payments. Such refunds shall be made to the sponsor. Other fees, including those for Application, Registration, Student Organization, Examination, and Student ID shall not be refunded.

8.9.8 Fees

The IAE Governing Council approved the Institute Fee structure and overall student' cost components as in the following tables:

FEE STRUCTURE FOR THE CONVENTIONAL (FULL-TIME) PROGRAMME IN THE ACADEMIC YEAR 2014/2015

ITEM	PROGRAMMES					
	BASIC CERTIFICATE (NTA Level 4)	TECHNICIAN CERTIFICATE (NTA Level 5)	DIPLOMA NTA Level 6	BACHELOR DEGREE		
Payable direct to IAE				NTA Level 7	NTA Level 7	NTA Level 8
Registration fee	10,000	10,000		10,000		
Examinations	30,000	30,000	30,000	30,000	30,000	30,000
Students' Union	20,000	20,000	20,000	20,000	20,000	20,000
Student ID	10,000	10,000		10,000		
Sports & game	20,000	20,000	20,000	20,000	20,000	20,000
Prospectus	15,000	15,000	15,000	15,000	15,000	15,000
Tuition fees	500,000	660,000	600,000	880,000	900,000	880,000
NACTE fee	10,000	15,000	15,000	20,000	20,000	20,000
Projects/ Research supervision	15,000		25,000			35,000
Certificate & Transcripts	25,000		35,000			40,000
Sub total	655,000	780,000	760,000	1,005,000	1,005,000	1,060,000
Payable direct to Student						
Books and stationery	100,000	100,000	150,000	300,000	300,000	200,000
Boarding and lodging & meals	800,000	800,000	800,000	1,200,000	1,200,000	1,200,000
Fieldwork and travel		300,000		600,000	600,000	
Production of project reports		50,000	75,000			200,000
Student Sub Total	900,000	1,200,000	1,025,000	2,100,000	2,300,000	1,600,000
Grand Total	1,555,000	1,980,000	1,785,000	3,105,000	3,105,000	2,660,000



**FEE STRUCTURE FOR DIPLOMA THROUGH OPEN AND DISTANCE
LEARNING PROGRAMME IN THE ACADEMIC YEAR 2014/2015**

CATEGORY	NO.	ITEM	1 ST YEAR	2 ND YEAR	3 RD YEAR
Payable direct to IAE		Registration fee	10,000	-	-
		Student's Identity Card	10,000	-	-
		Tuition fee	500,000	450,000	450,000
		Prospectus	15,000	15,000	15,000
		Examinations	30,000	30,000	30,000
		Field Practice	-	30,000	-
		Project and Research supervision		25,000	-
		Certification and transcript	-	-	30,000
		Students' Organization*	20,000	20,000	20,000
		NACTE fee	15,000	15,000	15,000
		Sub Total	600,000	585,000	560,000
Student's personal costs (For use by student)		Books and stationery	100,000	100,000	100,000
		Fieldwork practice costs	-	300,000	-
		Travel to, and attendance of, face-to-face and examinations sessions	360,000	360,000	360,000
		Production of research reports	-	-	75,000
		Sub Total	460,000	760,000	535,000
Grand Total			1,060,000	1,345,000	1,195,000

N.B: *Students' Organization Fee should be paid in the A/C No.: 2062300100,
A/C Name: IAE Student Organization. National Microfinance Bank (NMB Bank)



8.9.10 Prizes

Prize offered to best students in each year

S/N	Category of Prize	Eligibility	The prize Value
1.	Over all academic performance	1st student	Tsh. 75,000.00
2.	Leadership	Best student leader	a certificate
3.	Discipline	Most highly disciplined student	a certificate

NB: The prize categories and value are subject to changes with time.

8.9.11 Graduation Ceremony

The Institute holds a graduation ceremony at the hire of a formal dress for Tsh. 40,000/-. A graduate is allowed to keep the dress for five (5) days after the day of graduation beyond which he/she shall be charged TShs. 2,500/- per day as fine. More details are contained in the hire contract. The rates are subject to change and graduates shall be notified.

9.0 OTHER INSTITUTE'S ACADEMIC DEPARTMENTS

9.1 Distance Education Department

The department offers courses through distance or open learning.

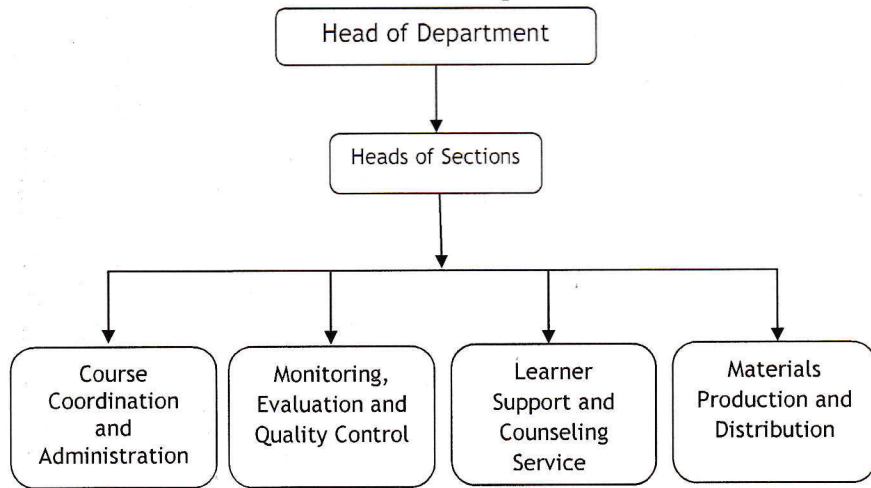
9.1.1 Programmes/Activities

Guided by established aims and criteria for selection, Distance Education Department provides courses in the following three programme areas:

- Community Education Programmes;
- Secondary Education.
- Professional courses: Production Management; Book-keeping and Elements of Auditing; Man in Organization; and Labour Law.



10.0.2 Structure of the Department



9.2 Mass Education and Women Development Department

The Mass Education and Women Development Department designs and conducts research (assessment) and evaluation studies on various socio-economic and political aspects of development. It also organizes seminars and workshops centered on specific target groups and needs of communities, and develops educational primers and materials to supplement the tailor made programmes that are conducted in communities in the country. The department has also a section which deals with Women Development issues and aspects. It organizes and conducts programmes which give special attention and focus on aspects of women empowerment and capacity building. The structure of the department consists of head of department with five sections namely: Mass Education; Editing and Publications; Studio, Guidance and Counseling; and Women Development.

9.3 Regional Centre Coordination Department

The IAE has twenty one Regional Centres in the twenty one administrative regions of Tanzania Mainland. All academic and administrative activities undertaken in the 21 regions are coordinated by this department. The regional centres are manned and managed by Resident Tutors whose offices are located in the regional capitals



of each region. Programmes and activities carried out in the regions are a reflection of the broad programme initiatives and mission of the IAE.

A number of programme activities carried out by the Resident Offices include:-

- Open and Distance Learning programmes
- Week-end seminars for Mature Age University Entrance Examination aspirants.
- Week-end seminars for qualifying examination (for Diploma in Adult Education) aspirants
- Short tailor-made courses
- Up-grading courses
- Evening classes for both secondary (private candidates) and professional courses
- Research and evaluation of community development programmes
- Community-Based projects



10.0 ACADEMIC CALENDAR

The academic calendar of the Institute of Adult Education usually commences between the months of September and October of each year. The following activities are the major aspects undertaken in each academic year. Specific dates and days for each activity are provided in each student's information package during registration orientation week.

IAE ACADEMIC CALENDAR FOR THE YEAR 2014/2015

DATE	ACTIVITY
22 nd September- 3 rd October, 2014	Registration and orientation for ODACE first year students
29 th September- 3 rd October, 2014	Registration week for ODACE first year students (WAMO) for first semester Registration week for ODACE continuing students for first semester
6 th October, 2014	Classes for first semester for ODACE begin
6 th - 10 th October, 2014	Registration and orientation for CACE first year students (WAMO)
13 rd October, 2014	Classes for first semester for CACE first year students (WAMO) begin
13 rd - 17 th October, 2014	Registration and orientation for BACE first year students Registration week for BACE continuing students
20 th October, 2014	Classes for first semester for BACE begin
22 nd October 2014	Academic staff meeting with the IAE Director

14 th November, 2014	Get together party (Fresher's Ball) for first year students
21 st November, 2014	Graduation Ceremony
5 th December, 2014	Students' Assembly (Baraza)
19 th January, 2015	First Semester Examinations for ODACE students
26 th January, 2015	First Semester Examinations for CACE
2 nd February, 2014	First Semester Examinations for BACE students
2 nd February, 2015	A three-week short break for ODACE students begins
9 th February, 2015	A three-week short break for CACE students begins
16 th February, 2015	A three-week short break for BACE students
16 nd - 22 nd March 2015	Collection of research data by ODACE second year students
02 nd - 27 th March 2015	Marking of 1 st Semester Examinations & compilation of 1 st Semester Examination results
March, 2015	Internal Examiners' Meeting
March, 2015	Examinations Board Meeting
March, 2015	Release of 1 st Semester Provisional Examination Results.
23 rd February, 2015	Classes for second semester for ODACE students begin.
2 nd March, 2015	Classes for second semester for CACE students begin.



9 th March, 2015	Classes for second semester for BAGE students begin.
22 September, 2015	Supplementary/First sitting Examinations.
29 th March, 2015	Academic Staff Meeting.
30 th March, 2015	Release of Supplementary/First sitting Examinations Results
6 th -10 th May, 2015	Campaigns and elections of Students Organization Government
15 th May, 2015	Inauguration of new Students Organization Government
24 th May, 2015	Fare –well party to second year ODACE and third year BACE students
4 th June, 2015	Admission Board Meeting
7 th June, 2015	BACE II students beginning developing research proposal
8 th June , 2015	2 nd Semester Examinations for ODACE students begin
15 th June , 2015	2 nd Semester Examinations for CACE students begin
22 nd June, 2015	2 nd Semester Examinations for BACE students begin
August, 2015	Marking and Compilation of 2 nd semester examination results
22 nd June, 2015	Long vacation for ODACE begins 3 months
29 th June, 2015	Long vacation for CACE begins 3 months
6 th July, 2015	Long vacation for BACE begins 3 months
August, 2015	Field Practice orientation to students

August, 2015	BACE II students presenting research proposals
August, 2015	Internal Examiners Meeting
August, 2015	Academic Staff Meeting
August, 2015	Examinations Board Meeting
September, 2015	Release of 2 nd Semester Provisional results
August - September 2015	Field Practice
September, 2015	Supplementary and 1 st sitting examinations for CACE, ODACE & BACE.
September, 2015	Release of supplementary & first sitting examinations results
October 2015	Teaching Staff Meeting

NB: The above activities are the major milestone in each academic year. In case of any new developments or changes, notification will be given.

11.0 REGIONAL CENTRES OF THE IAE

11.1 Regional Centres

Regional centres of the IAE are located in every region of Tanzania Mainland. All information regarding the Institute of Adult Education can easily be obtained from these regional centres.

11.2 Regional Resident Tutors and Centres' Contact Addresses

Arusha

*Nicholaus Mlawa: B Ed ADE (UDSM), 2007
P. O. Box 1094, Arusha
Tel No. 027-2507059



Coast

Hellena Gega: BACE (IAE), 2013; Dip (IAE), 2008.

P. O. Box 30162, Kibaha

Tel. No. 023-402032

Dar es Salaam

Kasara Muganda: Msc. HRM (Mzumbe) 2012; Ad. Dip in ADE & CD (IAE)2008; Dip. in Ed (Butimba), 1999.

P. O. Box 20679, Dar es Salaam

Tel. No. 022-2152629

Dodoma

Senoriana Kateule: M.A. Inform. Studies (UDSM), 2003; B. Ed (UUDSM), 2000

P.O. Box 771, Dodoma

Tel. No. 026-47754

Iringa

Viollah Haule:

MA. Ed (Northampton UK) 2013B.Ed. ADE (UDSM), 2006

P. O. Box 507, Iringa

Tel. No. 026-701004 or 026-702247

Kagera

Josephina Rweyemamu: B.Ed (OUT), 2010.

P. O. Box 361, Kagera

Tel. No. 028-2221179

Kigoma

Jonas Mtibika: M. Ed. (Newcastle) 2003, B.Phil. Ed, (New Castle) 2004; ADAE (IAE) 1993; Dip Ed. (Chang'ombe) Cert. Ed (Monduli), 1984; Cert. in Manpower Planning (Delhi, India) 2008.

P. O. Box 183, Kigoma

Tel. No. 028-2575

Kilimanjaro

Amina Mbughi: B.A Ed (UDSM), 1999

P.O. Box 726, Moshi

Tel No. 027 – 2751385

Lindi

*Joyceline Semwenda: BEd (UDSM), 2006; DAE (IAE), 2001
P. O. Box 370, Lindi
Tel. 023-2202517

Manyara

Paschal Claud: Dip.ADE (IAE), 2006
P.O. Box 307, Tel 0744 – 392004; 027-2530448

Mara

Juvent Coelestine: M.A.Ed. Mgt (SAUT), 2013; B.Ed (UDSM),
1993
P. O. Box 430, Mara
Tel. No. 028-622177

Mbeya

Dunstan N. Msamada: M.A.Ed (UDM), (2013); BEd ADE (UDSM),
2008
P.O. Box 379, Mbeya
Tel. No.025 – 2078; 0713-323870

Morogoro

Specioza Isundwa: B.A. Ed (UDSM), 1998
P.O. Box 1057, Morogoro
Tel No. 023-3870; 023 – 2600240

Mtwara

Godwin Hassan: B.A. Ed (UDSM), 1998
P.O. Box 578, Mtwara
Tel No. 023-2333119

Mwanza

Steward Z. Ndandu: MA.Ed. (UDOM), 2010; BA.Ed. (Mount Meru
University), 2008, Dip Ed (Butimba TTC), 1997.
P. O. Box. 223, Mwanza
Tel. No. 028-2502833



Rukwa

Danken Kipeta: BACE. (IAE), 2013; Dip.ADE. (IAE) 2005
P. O. Box 243, Rukwa
Tel. No. 0673-2023; 025-2802851

Ruvuma

Boniface Chipeta: B.Ed (UDSM), 2005; Dip.Ed (Monduli), 1994
P. O. Box 113, Songea
Tel. No. 0635-3430

Shinyanga

Safari Ally Idd: MBA.Finance, (Mzumbe), 2013
P.O. Box 340, Shinyanga
Tel. No. 028- 763086

Singida

Musa Nkungu: B.A Ed (UDSM), 1993; Cert Ed Mgt & Adm
(MANTEP), 1996
P.O. Box 444, Singida
Tel. No. 026-2502205

Tabora

Saidi Kayege: B.AEd (UDSM),
P.O.BOX 562, Tabora.
Tel. No. 026-4531

Tanga

Denga Mayemba: Ad. Dip in ADE & CD (IAE), 2008
P O Box 727,
Tel. No. 027-2646174

* *On study leave.*



12.0 IAE CAMPUS CONTACT ADDRESSES

12.1 Morogoro Campus (WAMO)

Lusajo Davis Mwankusye: Post.Dip in Microfinance (UDSM), 2009;
Adv Dip in Accountancy (IFM), 2006
P.O Box 827,
Tel. No.023-2613230

13.0 ENQUIRIES

Enquiries regarding application or admission procedures or any other information should be addressed to:-

The Director,

Institute of Adult Education,

P. O. Box 20679,

Dar es Salaam.

TANZANIA.

Tel. No.: 255-22-2150838 / 255-22-2151048

Fax No.: 255-22-2150836

Email: info@iae.ac.tz

Website: www.iae.ac.tz



Printed by: Printing Unit
Institute of Adult Education
P.O.Box 20679 Bibi Titi Mohamed Road
Dar es Saaam
Fax +255 22 2150836 Website: www.iae.ac.tz