



NLAB
INNOVATION
ACADEMY

PROSPECTUS 2020 / 2021

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HISTORY, MISSION AND VISION OF THE COLLEGE

Introduction

Historical Background

NLab Innovation Academy (NIA) is a practical oriented training institute, offering a wide range of vocational and technical courses. It works to empower youth by promoting self-reliance through education, mentoring and sustainable development solutions. We work with youth of all gender and abilities in a respectful manner to improve quality of life by identifying areas of strength and available resources, then collaborating with locals and internationals to find solutions.

Our Vision

To be the center of excellence in Tech and Entrepreneurship Training.

Our Mission

To create a generation of young adults who are creative and innovative enough, ready to create solution(s) that are responsive to the needs of a changing society.

Our Core Values (PRITHEE)

- 1: Professionalism 2: Respect 3: Innovativeness and Creativity 4: Team Work
5: Honesty and Integrity 6: Excellence in performance 7: Equal opportunity

Our Core Functions

- To offer training in science and technology, technical education and other training, thus developing a big number of competent individuals.
- To develop and transfer science, technology and innovation into products and services.
- To benchmark with other institutions and liaise with industry
- To adopt programs that address the needs of the local community
- To carry out research programs
- To carry out Consultancy Services
- To carry out any other assignments given by the government through its various organs.

Accreditation

NLab Innovation Academy is registered by NACTE with a registration number REG/SAT/043 .

Our Location

NLab Innovation Academy is located in Mafere Street, which is near the demolished Mango Garden, Alternatively one can use Mwendokasi and drop at walking distance from Vijana Bus Stand, Mwanamboka Mwendokasi Bus Stand, and Studio / Mkwajuni Bus Stand.



ADMISSION REGULATIONS

General Information

- All enquiries about admission should be addressed to:
*Principal Training Services,
NLab Innovation Academic,
Kinondoni Vijana, Mafere Street,
P. O. Box 106226,
Dar es Salaam,
TANZANIA.
Phone: +255 (0) 677 071 486, +255 (0) 744 100 231
E-mail: info@nia.co.tz*
- Application forms can be obtained from our Office or downloaded from (www.nia.ac.tz). The duly filled-in forms must reach NIA not later than the indicated dates or not later than the date indicated in the advertisement calling for applications for the particular admission session.

Admission Instructions

- New students for Diploma and Certificate courses are admitted in February/August each year.
- Applications from outside Tanzania can only be considered if NIA receives satisfactory evidence that the candidate will be adequately financed during his or her course of study at the College and his/her results of form four or form Six have been converted by NECTA, and or TCU Also foreign students are expected to conform to all immigration formalities in their countries before they depart for Tanzania, and must also obtain a Residence Permit from the nearest Tanzania Embassy or High Commission upon their arrival. This should be done at the earliest possible date. It is advisable when travelling to Tanzania that one keeps readily available his or her documents as well as evidence from NIA to confirm that he or she has been offered admission.

Students Conduct Regulations

Once a student is admitted to any course at NIA's premises, he/she is required to follow the following regulations and orders.

- No food or any kind of drink is allowed in the classroom / Library and Computer Labs.
- Drug abuse of any kind is not allowed at the Campus.
- Acts like smoking, using drugs, drunkenness, fighting, abusive language and shouting are not allowed in the NIA environment.
- Students are not allowed to use music/video CDs, radios and headphones while in the classroom.
- Students are not allowed to disrupts or inhibits another person's ability to participate in any College activity or use College premises
- Behaves in a manner which is disorderly, indecent, offensive or detrimental to the College's interests and reputation
- Unlawfully discriminates any person on any grounds, including but not limited to, disability, race, age, gender, physical appearance or religious or political belief
- Harasses, intimidates or bullies any person (or attempts to)
- Engages in a course of conduct which causes physical or psychological harm or arouses apprehension or fear, either directly or indirectly, either physically, verbally, electronically or by any other means



- Willfully, recklessly or negligently engages in conduct which may physically or psychologically cause injury to any person, including stalking a person
- Improperly makes use of any College facilities, networks or equipment
- Publishes, distributes or makes available (in any form or forum) any confidential information of or held by the College or breaches any person's privacy
- Makes false representations on any matter (including academic records, health practitioner records or immigration requirements) in his or her capacity as a student or knowingly engages in document fraud in relation to assessment, academic results, records or for purpose of enrolment or entry into a course or program
- Unlawfully accesses an electronic record belonging to the College, an officer, or another student where the record is accessible via or contained within, the College's computing and network facilities

General Examination's Regulations.

The purpose of an examination is to assess whether students are able to recognize and solve problems in a particular examination field using commonly employed methods and techniques within a set amount of time and with limited help from aids or reference materials. Exams may also be conducted on a computer, subject to the approval of the Examination Board, provided that the technical conditions ensure compliance with all statutory data privacy and protection requirements.

Form of Examinations

- The form of examinations shall include written, practical and oral examinations. The weighting of each shall be as determined under college's Examination Regulations approved by the Academic Unit and Senate/ upon recommendation of the Faculty Board.
- If a student is sick or challenged in one way or another (Physically) and He/She can demonstrate via medical certificate or by other credible means that he or she is not able to sit the examination in its current form, in part or in full, due to his or her impairment, then the Chair of the respective Examination Board may permit the student to sit an equivalent examination in a specially arranged form.

Special examination

These examinations arrangements for physical challenged students can include in particular:

- Extending the duration of examinations / the time allotted to students; – providing individual rest periods during a timed examination;
- Splitting examinations into smaller parts;
- Replacing written examinations with oral examinations, or vice versa;
- Permitting and, where applicable, providing additional aids or reference materials, personal assistance, adapted examination documents or separate testing areas.

Date and Time of Examinations

- College examinations shall be conducted at the end of every semester in accordance with the College regulations. Students must bring their examination cards and identity cards with them to the examination room.
- Dates for examinations shall be set in such a way that they do not require the cancellation of other course units.



- Students shall be notified of the date and scope of written examinations through our communication platforms at the Campus, generally at least three weeks before the begin of the examination phase
- The time allotted to students for an examination is based upon the number of credit points (CP) for the respective course unit. All the examinations and tests (Written or Practical) are supervised. The examiner shall decide which aids or reference materials, if any, are permitted during an examination.

Registration for Examinations

- Students shall be entitled to sit for the examinations for the courses in which they are registered (Certificate or Diploma level) unless advised otherwise in writing by the authority

Eligibility for Examinations

- No candidate shall be allowed to sit for an examination in any subject Unless he/she:-
 - Has paid to the College of all required or prescribed fees.
 - Has done Registration into a Programme of study or module.
 - Has successfully completed prescribed Continuous Assessment Tests (CAT).
 - Has undertaken and completed the module by attendance of at least 80%.
- Students sitting for supplementary examinations, special examinations may register for any number of modules on offer during each semester and in accordance with applicable prescribed conditions.

Assessment of a Candidate

Unless it is specifically stated in the module description, the assessment of a candidate shall be as follows:

- Continuous Assessment, which may include: Tests, assignments, homework which involves presentations, practical work shall carry a weight of 40%, the end of semester examinations shall carry a weight of 60%.
- A candidate failing the end of the year examination will be required to sit for a supplementary examination after repeating the senior rotation in the respective subject(s).
- A candidate in the final year failing a supplementary examination after he/she has attended all prescribed courses shall sit for a second supplementary at the next opportunity of the same course.
- A student shall be awarded the NTA level 4, NTA level 5, NTA level 6 award after passing all prescribed courses including an Elective Field Project.

Conditions for Passing a Module

The final assessment mark for each student in a module shall be determined on the scale of 0 to 100%. Grades will comply with the College Grading System, and the assessment shall be as follows:

- For NTA Level 4 and 5, the pass mark for each module shall be 50%. That is a candidate should score at least 20 marks out of 40 marks in continuous assessment and 30 marks out of 60 marks in the end of semester examination.
- For NTA level 6, the pass mark for each module shall be 45%. That is a candidate should score at least 18 marks out of 40 marks in continuous assessment and 27 marks out of 60 marks in the end of semester examination.



- In consultation with the module Instructor, a candidate who fails in the continuous assessment of any module, shall be allowed to do one make-up test or assignment to improve his/her performance. All make-up tests shall be done before the commencement of the end of semester examinations.
- A candidate who fails in the continuous assessment shall be deemed to have failed the module and will be barred from sitting for the end of semester examination. A candidate who is barred shall be given an F grade for the respective module and shall be required to re-do the module when next offered.
- A candidate who is required to re-do the module shall have to do both Continuous Assessment and End of Semester Examination.
- A candidate who fails the end of semester examination shall be deemed to have failed the module and shall sit for supplementary examination.

Absence from Examination

- A candidate who absents oneself (unauthorized absence) from any examination without compelling reasons shall be discontinued from studies.
- A candidate who goes out of the examination room, without authority or permission of the invigilator shall be discontinued from studies.
- A candidate allowed to be absent (authorized absence) from the end of semester examinations shall be awarded an incomplete grade abbreviated ‘I’ and shall have to sit for special examination(s) when next offered.
- A candidate who fails to submit assignment(s) given without compelling reasons shall be considered to have attempted such assignment(s) and shall be awarded zero mark.
- A candidate, who, being ill or otherwise incapacitated, decides to sit for end of semester examinations shall be responsible for the results.

Additional examinations

- Students may also sit for the examinations in modules and course units which are not compulsory for their study Programme. Upon request the results of these examinations can be listed on the final grade certificate or the premature leaving certificate, but will not be incorporated into the final mark calculation.

Viewing examination records

- Following the end of the examination procedure, a student shall be granted upon request the opportunity to view his or her completed written examinations, the examiners’ corresponding evaluation sheets, and the minutes of the examination.
- Students must submit a request to view examination records to the Examination Office within one month from the date of issue of the results.
- Students may request an opportunity to view a marked examination during their ongoing studies after the examination in question has been completed. Requests must be submitted within one month after publication of the examination results.

Nullification of examinations

- If a student has cheated on one or more examination and this becomes known only after the student has been issued a final grade certificate, a premature leaving certificate or a final certificate, then the Examination Board reserves the right to retroactively nullify the marks for the affected examinations and to declare the award’s examination, in part or in whole, as “failed”.



- If the prerequisites for entry to an examination were not met and it can be shown that this was not due to deliberate deception by the student and this inconsistency becomes known only after the student has been issued a final grade certificate, a premature leaving certificate or a final certificate, then this error shall be remedied by the fact that the examination was passed.

Appeals and Grievances Appeals

Right of Appeal

- A student may appeal against any decision by which he or she is aggrieved which is made in the exercise of powers under the General Course and Examination Regulations, the Limitation of Entry Regulations, the Course Regulations or any other academic decision where an appeal right is not provided within the College regulations.

Appeal Hearing

- Appeals to the Academic Appeals Unit are conducted as a full re-examination of the original decision.
- Appeals to the Council Appeals Unit will be conducted in accordance with the policy relating to Appeals to the College Council.
- A student who is aggrieved by a decision made by a Head of Department, or an academic within a department may appeal to the Dean of the Faculty for the program to which the decision applies.
- The decision of the Governing Board shall be final. The decision will be communicated to the concerned individual candidate through the Principal.
- No mass action by students shall be entertained in academic matters.

Publication of Examination Results

- The results of candidates in every examination shall be published provisionally by the Registrar soon after their consideration by the College Academic Unit.
- The final results of candidates in every examination shall be published after the College Governing Board has confirmed them.
- The published results will indicate the registration number, grades obtained by the candidate in each module and GPA.
- The answer booklets shall be maintained for a period of at least one year from the date of publication of final results and shall thereafter be disposed of in the manner as may be determined by the College Academic Unit.
- It is the responsibility of the candidates to maintain awareness of academic performance including examination results and examination dates.

Conditions for supplementing

- A candidate who fails in one or more modules and having passed at least 60% of total modules shall be allowed to do supplementary examination or the failed modules provided the overall Grade Point Average (GPA) is not less than 2.0.
- Supplementary examinations shall be conducted within such time after the date of declaration of the overall semester results as the College Academic Unit may determine. NTA level 6 students shall do their semester I supplementary examination(s) at the beginning of semester II.



- A candidate, who sits for his/her semester/special examinations at the time of supplementary examinations as his/her first sitting, shall sit for his/her supplementary examinations in the next semester examination session.
- Where a candidate has passed by virtue of supplementary examinations, he/she shall be awarded a pass grade C.

Conditions for Discontinuation

- A candidate who fails to pass at least 60% of total modules at the end of the academic year and gets a GPA less than 2.0 shall be discontinued from studies.
- A candidate who fails more than three (3) modules in supplementary examinations shall be discontinued from studies.
- A student who fails the supplementary examination of the re-do modules shall be discontinued from studies.
- Any candidate caught cheating in any way including plagiarism during any examination shall be discontinued from the College.
- Absence from any examination without compelling reasons communicated before commencement of the examination shall lead to discontinuation.
- Entering in the examination room with any unauthorized material shall lead to discontinuation

Disciplinary Action

- An invigilator(s) finding a candidate cheating shall inform him/her of the irregularity and submit a written report to the Registrar.
- Refusal by a candidate to sign a written report form shall mean admission of guilty of an examination irregularity.
- In all cases of examination irregularities, the candidate shall be allowed to continue with the examination while his/her case is being pursued.
- Any candidate who has been found guilty of an examination irregularity shall receive a disqualification grade abbreviated 'Q' and shall be discontinued from the program of study forth with and can never be readmitted.

PRACTICAL SEMESTER FOR EXPERIENCE PURPOSES (OPTIONAL)

The purpose of the practical semester.

- To expose students to real-world responsibilities and tasks at a company or organization that is active in their field of study, thus enabling students to gather valuable professional experience before graduation. In particular, the practical semester should give students the chance to apply knowledge and skills acquired during their studies to practical problems and scenarios, as well as the chance to evaluate and reflect upon their experiences and thus benefit from them in the final phase of their programs (Certificate / Diploma)
- Give a chance to a student who wishes to start his / her own Tech driven startup.

During the practical semester the student will be assigned a mentoring, where possible, the college shall take into consideration the student's suggested mentoring personnel when making a



decision. Following the conclusion of the work placement, students are required to compose a written report summarizing their experiences.

The mentoring professor shall officially recognize the successful completion of the practical semester via an attestation, providing he or she is confident that the student's duties and responsibilities during the work placement accurately reflected the purpose of the practical semester and that the student accomplished his or her assigned tasks to a satisfactory degree; when making this decision, the mentoring personnel shall also take into consideration any certificates and/or letters of recommendation from the placement provider as well as the student's own report, all these will be attached to students CV, and will be considered as work experience.

If the mentoring professor does not recognize the successful completion of the practical semester, then it may be repeated once more in full.

To become eligible for the practical semester.

- Students must acquire a certificate of Leadership, Business and Entrepreneurship skills from the following E-Learning Platforms.
 - YALILearns (<https://yali.state.gov/learns/>)
 - IBM Digital nation africa (<https://developer.ibm.com/africa>)
 - Code Galaxy (<http://www.codegalaxy.co.tz/>)
 - Google Digital Garage (<https://learndigital.withgoogle.com/digitalskills>)



FINANCIAL INFORMATION

Fees and other financial obligations are the sole responsibility of the student and/or the sponsor or guardian. The fees are payable in full at the beginning of each academic year or in two instalments at the beginning of each semester. All fees payable to the College shall be paid directly into the College account. No student will be allowed to carry forward parts of the fee into the following academic year. Fees may be revised from time to time without prior notice. New fee structures will apply for new intake as well as for continuing students. Fees paid will not be refunded after the first four weeks of the academic year.

The following fees will be applicable for the 2019/2020 academic year:

FEES BREAK DOWN FOR THE CERTIFICATES STUDENTS AND DIPLOMA.

CoNo.	Course Name	Duration	Course Price (per year)
CIT01	Certificate In Information Technology	12 Month	720,000/=
DIT01	Diploma In Information Technology	24 Months	820,000/=

OTHER EXPENSES

Apart from Tuition Fee, each student is required to pay for the following:

Item	Amount
1. Registration Form	Once 10,000/=
2. Examination Fee	Yearly 20,000/=
3. Identity Card	Once 10,000
4. Stationary Cost	Yearly 20,000/=
5. NACTE fee	Yearly 20,000/=
6. Caution Money	Yearly 20,000/=

- a. Total to be paid for Diploma: **920,000/=**
- b. Total to be paid for Certificate: **820,000/=**

NB: All Payments should be made to *Equity Bank*, Kindly find details below:

Bank Account Name: NLab Innovation Academy

Bank Account No: 300 121 148 8911



Fee Payment Regulations and Refunds

- The tuition fee(s) is decided by the College for every Programme/course based on the principle of the total coverage of costs, and will be announced in the time and form the College considers best.
- In order to begin an education at the College, all payments must have been made. The College decides if the fulfilment of the required fee(s) were made in a correct way.
- How and when the payment of tuition fee(s) is to be paid is decided by the College. Payments shall be made in Tanzanian's Shillings (TSH) and the tuition fee paying student is responsible for their own bank charges.
- The Tuition fees will only be refunded if cancellation is made 15 days prior to commencement of the course. The amount of tuition fees refunded will be 25% LESS and payable 15 days from the date of cancellation.
- Where the cancellation is made after course commencement, a student will be advised to postpone studies until the next intake.
- Where the student discontinued from studies because of Suspension from studies according to NACTE's Ordinance, The withdrawal from an education in accordance to the regulations concerning the withdrawal of students from higher education, Cancellation of place offered at course or program due to late arrival, Non-completion of studies or, Leave of studies, Illness of others than applicant, Withdrawn residence permit (Foreigners) or Withdrawn place of education due to incorrect documents, *NO refund of any fees.*



ACADEMIC PROGRAMMES OFFERED BY THE ACADEMY

Currently NLab Innovation Academy offers Certificates and Diploma in Information Technology Programs aims to produce students whose knowledge and competence in planning, installing, customizing, operating, managing, administering, and maintaining information technology infrastructure are grounded on the effective utilization of computers and computer software and thus enabling them to contribute worthwhile IT solutions to the business communities all over the world. It provides the student with the knowledge to successfully apply information technology theory and principles to address real world business opportunities and challenges. The one of the primary educational objective of the program is produce graduates who can enter into and advance in the professions of IT, management information systems, and IT business infrastructure, as well as continue their education and obtain advanced degrees in these and related fields.

With regard to program outcomes, graduates must be able to evaluate current and emerging technologies; identify user needs; design user-friendly interfaces; apply, configure, and manage these technologies; assess their impacts on individuals, organizations, and the environment, apply fundamental business concepts and strategies; and use innovative digital materials to develop competencies to apply: Systems Analysis and Design, Computer Programming, Database Development, Network Technologies, Information Systems Security, Web Technologies and Project Planning.

Objectives

At the completion of the program, the graduates should have:

- Acquired the necessary knowledge and skills on application installation, operation, development, and maintenance;
- Developed the skills and competence on hardware installation, operation, and maintenance based on current technological requirements and specifications;
- Developed a mindset to become software engineers willing to work on projects that are relevant and with great impact on the life of people globally;
- Recognized opportunities for professional growth and technological updating so as to maintain the culture of excellence for the advancement of the society;
- Exemplified spiritual and moral behavior in the practice of IT profession, anchored on the College's core values; and
- Acquired knowledge and skills in conducting researches that could help uplift ICT, with a sense of nationalism and social responsibility.

Technical Certificate in Information Communication Technology - NTA LEVEL 4

Applicants for this Programme should have already completed CSEE or equivalent as described in general NIA's admission criteria.

Duration of the Course

This is a One-Year course conducted in 2 semesters and includes industrial training

Entry Requirements

Certificate of Secondary Education with at least four passes. A pass grade is any grade score equivalent to "D" or higher.



OR

National Vocational Training Award Level III (Trade Test Grade I) from recognized institution.

Assessment

Each module will be assessed by a written examination of two hours’ duration. A candidate who fails in a subject can re-sit that subject.

The maximum grade obtainable during re-sits is C

The grading system shall be as follows:

Grades	A	B	C	D	F
Marks %	80 - 100	65 - 79	50 - 64	40 - 49	0 - 39

Table 1: Grading System - Certificate in CIT

The pass mark in each examinable module shall be C

Final Certificate Classifications

A candidate’s final standing in Certificate in Computing and Information Technology shall be determined by the aggregate Gross Point Average (GPA) for both semesters of study

The letter grades will be assigned points as follows:

Grades	A	B	C	D	F
Marks %	4	3	2	1	0

Table 2: Grade Weight - Certificate in CIT

The final Certificate classification shall be as follows: -

First Class	3.5-4.0
Second Class	3.0-3.4
Pass	2.0-2.9

Table 3: GPA Classification - Certificate in CIT

The award shall be made to the students who satisfy the following criteria:

- a) Have completed and passed Examinations in all modules.
- b) Have achieved a minimum cumulative GPA equivalent to pass.

Course Structure

The Programme is a modular system and will operate under the semester structure. The Programme comprises a total 12 modules (Theory and Practical). The academic year has two semesters and 10 weeks of practical training. Each module is covered in one semester of 15



weeks of learning and 2 weeks of examination. Therefore, the whole Programme runs for a total of 34 weeks of study.

In order to be in line with the National Council for Technical Education (NACTE) credit system, the course responds to a minimum total credit of **120**. All candidates must take the examination and satisfy examiners in the following modules: -

Programme Modules

Semester One					
Module Code	Module Name	Scheme of study, Hrs/wk		Total hrs/Sem	Total Credits
CIT 101	Computer Fundamentals	Core			
CIT 102	Operating Systems	Core			
CIT 103	Essential Of Computing Mathematics	Core			
CIT 104	Communication Skills				
CIT 105	Computer Applications	Core			
CIT 106	Introduction To Computer Hardware	Core			
Total Credits					

Semester Two			
Module Code	Module Name	Module Type	Credits
CIT201	Web Technology Basics	Core	
CIT202	Networking Basics	Core	
CIT203	Programming Basics With C++	Core	
CIT204	Fundamentals of Database System	Core	
CIT205	Basic Entrepreneurship	Core	
CIT206	Industrial Practical Training		
Total Credits			

KEY: L-Lectures, T- Tutorials,P/L – Practical/Laboratory, IS–Independent Studies



Diploma in Information Communication Technology - NTA LEVEL 5 & 6

Applicants for this Programme should have already completed ACSEE or equivalent as described in general NIA’s admission criteria.

Duration of the Course

This is a Two -Year course conducted in 4 semesters and includes industrial training

Entry Requirements

Basic Technician Certificate (NTA Level 4) in Computer Science, Computer Engineering and Information Technology from any recognized institution

OR

Form six with at least 1 principal pass and 1 subsidiary

Assessment

Each module will be assessed by a written examination lasting three hours. A candidate who fails in a subject can re-sit that subject. The maximum grade obtainable during re-sits is C. The grading system shall be as follows:

Grades	A	B	C	D	F
Marks %	80 - 100	65 - 79	50 - 64	40 - 49	0 - 39

Table 6: *Grading System – Year 1*

Grades	A	B+	B	C	D	F
Marks %	75 - 100	65 - 74	55 - 64	45 - 54	35 - 44	0 - 34

Table 6: *Grading System – Year 2*

The pass mark in each examinable module shall be C.

Final Certificate Classifications

A candidate’s final standing in Diploma in Computing and Information Technology shall be determined by the GPA for all four semesters of the study.

The letter grades will be assigned points as follows:

Year 1(semester 1 & 2)



A	B	C	D	F
4	3	2	1	0

Table 8: *Grade Weight – Year I*

Year 2(semester 3 & 4)

A	B +	B	C	D	F
5	4	3	2	1	0

Table 9: *Grade Weight – Year II*

The final Certificate classification shall be as follows: -

Class Of Award	Cumulative GPA
First Class	4.4 to 5.0
Upper Second Class	3.5 to 4.3
Lower Second Class	2.7 to 3.4
Pass	2.0 to 2.6

Table 10: *GPA Classification – Diploma in CIT*

The award shall be made to the students who satisfy the following criteria:

- a) Have completed and passed examinations in all the modules
- b) Have achieved a minimum aggregate GPA equivalent to a pass.

Course Structure and Duration

The Programme is a modular system and will operate under the semester structure. The Programme comprises a total 25 modules (Theory and Practical), and a final year project, of the 25 modules, 4 are elective. Each academic year has two semesters and 10 weeks of practical training. Each module is covered in one semester of 15 weeks of learning and 2 weeks of examination. Therefore, the whole Programme runs for a total of 86 weeks of study.

In order to be in line with the National Council for Technical Education (NACTE) credit system, the course responds to a minimum total credit of 240. All candidates must take the examination and satisfy examiners in the following modules: -



Year 1 (NTA LEVEL 5)

Semester One			
Module Code	Module Name	Module Type	Credits
DIT 101	Operating System	Core	9
DIT 102	Computer Applications	Core	12
DIT 103	Computer Networking	Core	9
DIT 104	Introduction to Internet Programming & Web Technology	Core	9
DIT 105	Computer Mathematics	Fundamental	8
DIT 106	Communication Skills	Fundamental	8
DIT 107	Introduction To Customer Care	Fundamental	8
Total Credits			63

Semester Two			
Module Code	Module Name	Module Type	Credits
DIT201	Introduction to Programming (C++)	Core	10
DIT202	Computer Maintenance and Repair	Core	12
DIT203	Entrepreneurship & Innovations	Fundamental	8
DIT204	Server Maintenance & Repair	Core	12
DIT205	Electronics & Computer Repair	Core	9
DIT206	Introduction to supervisory Skills	Fundamental	8
DIT207	Industrial Practical Training (IPT)	Core	10
Total Credits			69



Year 2 (NTA LEVEL 6)

Semester One			
Module Code	Module Name	Module Type	Credits
DIT 101	Systems Analysis and Design	Core	12
DIT 102	Object Oriented Programming	Core	12
DIT 103	Mobile Applications Development	Fundamental	8
DIT 104	Introduction to Internet Networking	Core	12
DIT 105	Software Development	Core	12
DIT 106	IT Security	Core	12
Total Credits			58

Semester Two			
Module Code	Module Name	Module Type	Credits
DIT 101	Computer Architecture	Core	12
DIT 102	IT Management	Core	12
DIT 103	Developing Database Applications	Core	12
DIT 104	Design and Implementation of Database-Driven websites	Core	12
DIT 105	Software Project Management	Core	12
DIT 106	Final Year Project		12
Total Credits			64



THE COLLEGE LIBRARY

NIA provides scholarly resources, study facilities, and research skills development programs to strengthen the learning, teaching and research activities of staff and students at the college.

The library has collection strengths in:

- Technology (ICT, Robotics, Programming, IOT, Internet technologies, Database, Mobile, Electronics)
- Entrepreneurship
- Business and economics
- Secondary Education

Capacity of the library Books

NIA Library is comprised of 25,830 Volumes of 5,215 titles. In addition to the increase in collection space, the library also has a seating capacity of 50 people. The collection is in three major parts namely, the General collection with its major components being textbooks and few journals, Special Books reserved for the facilitators and trainers, and the Reference Collection.

Electronic resources

Defined as a resource which require computer access or any electronic device (materials in digital format accessible electronically). All NIA students and staff have access to extensive electronic resources via Search and physical items. Due to licensing agreement regulations, only registered faculty, students and staff can access library e-resources. The list of electronic resources is available through the library website address: www.library.nia.ac.tz

NIA's e-resources are divided in two major types which are:

1. Online e-resources, which include:

- E-journal (Full text & bibliographic)
- E-books
- Online databases
- Web sites

2. Other electronic resources which are:

- CD, DVD, Blue Rays
- Diskettes
- Flash, Memory Card and

Statutory Rules and Regulations

NIA's students, Staff and other authorized researchers are automatically members of NIA's Library for the period that they are at NIA as students or employees. This includes full timers and part timers. Any other person who wishes to become a member has to register where he or she will be required to pay a certain amount of money set by the College.

Opening Hours



The Library is opened at 8:30am during semester and closes at 04:30pm, also it closes for an extended hours during exam periods. *On Public Holidays the library is always closed.*

Users/ Members

- The potential and entitled users of the College Library Resources are the College Society composed of the students, teaching staff, non-teaching employees and part-time tutors/lecturers.
- Registration is conducted at the library information desk where members will be registered on the system and will be issued an ID which can be used any time for accessing the library resources. Students must be registered soon after the orientation week.
- Admission to the Library and use of its resources are conditional upon compliance with the rules and regulations of the Library and such directions as may be given from time to time by the Director of Library or his/her designee.
- The College Library extends its services to external users/visitors and the public as a whole, though they need to get the access to the library resources upon obtaining authority or permission from the Deputy Rector Academic, Research and Consultancy before using the College library resources.

Borrower Rights and Responsibilities

- All documents and any other materials that are taken out of the Library (Be a Book, journal, Newspapers, Magazine, Pamphlet, CD, DVD) are to be registered as a loan.
- The borrower is personally responsible for everything registered as a loan on his/her library card and on students / staff College account.
- Documents or any other materials that are borrowed from the Library cannot be loaned to a third party (Student, staff, or any other person apart from yourself).
- Loans from the Library are to be returned by the expiry date of the loan period as agreed.
- Making notes in documents is considered as damaging them, therefore do not write anything or remove anything from the document.
- Documents that are lost or damaged must be replaced in accordance with the Library's regulations and charges.
- Literature required for study or research that is not the property of NIA College Library, can be obtained from other libraries in original format or as a copy. In such cases the library that owns the document may decide the terms for the loan.
- Before the end of each semester every Library material held by a borrower (other than External borrower) shall be returned to the Library. After inspection of the books by Librarian, the borrower who is continuing association with the College by study, employment or special permission may borrow for the long vacation and thereafter.

Compensation claims

- The Library will send a claim for compensation to the borrower if a document is not renewed or returned after 4 reminders.
- Any borrower, including a member of the academic staff, who fails to renew or to return books from the collection on the date due, shall be liable to a fine of 200/- per book each day and borrowing rights will be suspended until the fine is paid.



- NIA College Library retains its rights of ownership to any document where compensation is claimed. Any costs related to enforcing legal proceedings will be charged to the borrower.
- Failure to follow the Lending Regulations at NIA College Library can result in the loss of borrowing rights. In special cases, NIA College Library can give dispensation from parts of the regulations.

Renewing Material

The borrowing period can be extended by phone, e-mail, in person or via the library website. Please note that any material, which has been reserved by another member, cannot be renewed.

Reserving material

The service is available for material which is out on loan. The reservations can be made in person or via the library website. Once the material has been returned, it should be picked up within three days.

Materials that cannot be borrowed

The following materials cannot be borrowed. Users can benefit from these materials only in the library.

- Reference books (encyclopedia, dictionary, annual, guide, handbook, atlas, index, report, etc.)
- Thesis, Reserved books
- Current issue of the journals
- Rare works

Fines for overdue material

Users are obliged to use the materials carefully and return them within the loaning period otherwise read again Compensation claims.

Order and Discipline

- Students and Staff members are required to show their Library Membership cards at the entrance
- Please close your mobile phones or put it in silence mode while entering the library and do not use your mobile phones in the library.
- Do not enter the library with food and drink of any kind.
- Observe silence, be quiet and do not disturb other users.
- If you are not sure about the shelves of the books, please leave the books on the table and do not place them on the shelves.
- Please make your lending and returning processes either by opening an online Library system (www.library.nia.ac.tz) from your computer or smart device and place an order for borrowing the book and go at the reception desk with your ID card to collect it.
- The security of the library collection is provided with a magnetic door control system. If you do not complete your lending process, it is forbidden to take the library materials out of the library. Otherwise, after the alert, the library staff has the right to control your bag belongings (*Not in use for now*)
- Please obey the loaning rules and keep the material in good condition.
- Please obey the copyright law.



ACADEMIC INTERNAL ORGANS OF THE CENTRE

Advisory Board Members

The Advisory Board is a diversified group in terms of gender, racial composition and size of activities that the members represent. To ensure industry input into the college, NIA has an advisory board consisting of Technology leaders, Educators, business, Leadership and other sectors.

The purpose of the College Advisory Board is:-

- To provide advice, guidance and support for the continuing development of high quality programs at NIA College.
- To assist in promoting the College to the Technology, Innovation, business and Entrepreneurship community, augmenting existing career counseling and placement services.
- To providing the college with continuing opportunities for interaction with the community and sharing special insights through classroom presentations.

College Management Team

The Governing Board

The College is headed by the Chief Executive Officer who is also the College Principal, assisted by Deputy Principals and Directors.

Duties:

- To govern and control the College.
- To administer both movable and immovable properties of the College.
- To administer the funds and other assets of the College.
- To formulate policies of the College.
- To signify the acts of the College by using the common seal.
- To receive and give grants, gifts, donations or other moneys on behalf of the College.
- To establish Units as the Governing Board may deem fit.
- To establish a search Unit.
- To receive, consider and make determination on reports and recommendations from the Units.
- To set fees of the College.

Academic Unit

Members:

- The Rector / Principal, who shall be the Chairperson
- The Deputy Principal(Administration)
- All Heads of Academic Departments
- Two representatives from the Students Organization
- Head of Library and Publications
- One representative from the faculty of Information Technology of an accredited College / University



- One representative from the Ministry responsible for Technical Education
- One representative from the Governing Board
- The Quality Assurance Officer
- The Examinations Officer
- The Deputy Principal (Academics) who shall be the Secretary to the Unit.

Duties:

- To satisfy itself regarding the content and academic standard of any course of study offered by the Academy.
- With the consent of the Governing Board to make regulations regarding:-
 - The eligibility of persons for admission to courses for a degree diploma, certificate or other award as may be determined by the Governing Board;
 - The standard of proficiency to be attained in each examination for a degree, diploma, certificate or other award as may be determined by the Governing Board.
- To regulate the conduct of examinations of the Academy.
- To decide whether any candidate for a degree, diploma, certificate or other award of the Academy has attained the standard of proficiency prescribed in the regulations.
- To consider recommendations made by the established departments.
- To make proposals to the Academy on matters relating to the Academic affairs.

Admissions Unit

Members:

- Rector - Chairperson
- Deputy Rector (Academics)
- Deputy Rector (Administration)
- Heads of Academic Departments
- Dean of Students
- Examinations Officer
- Admissions Officer - Secretary

Duties

- To scrutinize the applications for admission and make provisional selection of qualified candidates.
- To submit a proposal of the provisionally selected candidates to the Academic Unit for approval.
- To scrutinize and revise the qualifications and procedures of students' admission and make recommendations to the Academic Unit.

Examination Unit

Members:

- Deputy Rector (Academics) - Chairperson
- Deputy Rector (Administration)
- Heads of Academic Departments
- Dean of Students
- Quality Assurance Officer



- Admissions Officer
- Examinations Officer - Secretary

Duties

- To receive and review examination results
- To recommend candidates who have successfully passed to be awarded their diploma, certificate or other award of the school.
- To submit examination results to the Academic Unit.
- To administer the implementation of examination procedures and regulations.
- To make sure that the examination time table is implemented accordingly from setting of examinations to the releasing of examination results.
- To make sure that examinations are conducted efficiently without any irregularities such as possession of unauthorized materials, dishonesty or infringement of procedures and regulations.
- To deal with all problems pertaining to the examinations.
- To submit recommendations to the Principal and finally to the Academic Unit in respect of those who have been involved in examination irregularities.

Appeals Investigation Unit

Members:

- Deputy Rector (Academics) - Chairperson
- Deputy Rector (Administration)
- Heads of Academic Departments
- Dean of Students
- Quality Assurance Officer
- Examinations Officer - Secretary

Duties

- To investigate and scrutinize on the authenticity of the appeals and recommend to the Examiners' Unit for consideration.

Library and Information Unit

Members:

- To be appointed amongst the staffs with qualifications.

Duties

- To regulate the operation of the Library Unit, ensure the proper utilization of its facilities and ideal provision of services.
- To undertake publication of journals and serials.
- To encourage members of staff in research activities and write scholarly papers.
- To stimulate interest in research and promote writing skills among students.
- To review papers for publication following laid down criteria.

Research and Consultancy Unit

Members:

- Head of Research and Consultancy Department - Chairperson
- Head of Library and Publications



- Two representatives from each Academic Department
- Secretary – To be appointed amongst members

Duties

- To monitor and regulate the activities of the Research and Consultancy Department
- To recommend research and consultancy policies for approval by the Governing Council.
- To review and approve research proposals and reports.
- To solicit and manage Research funds
- To appoint research supervisors for research done by non-staff members.
- To suggest rates for consultancy services.

Field Attachment Training Unit:

Members:

- Deputy Rector (Academics) - Chairperson
- Heads of Academic Department
- Head of Library and Publications
- Head of ICT Department
- Dean of Students
- Head of Research and Consultancy Department - Secretary.

Duties:

- To secure students' field attachment placements;
- To make recommendations to the Management on any matters related to field attachment/work/dissertations;
- To coordinate and conduct meetings with Field Work Academic Advisors and/or Students' Research/Dissertation Supervisors;
- To coordinate, assess and administer the implementation of field attachment/research report procedures.
- To design and prepare Relevant Field Log Books and related guidelines for the purpose of guiding and making students know their responsibilities while in the field work places;
- To deal with all problems pertaining to the field work research/ attachment/dissertations or reports and make appropriate recommendations to the Management.

Appointment Committee (Junior and Middle Staff)

Members:

- Rector - Chairperson
- Deputy Rector (Academics)
- Deputy Rector (Administration)
- Secretary of Heads of Academic Departments Committee
- One member from Workers' Council representing administrative staff.
- Chairman of Workers' Council g) Chief Personnel & Administrative Officer - Secretary

Duties:

- To formulate employment policy for junior and middle staff.
- To employ, confirm and promote junior and middle staff.
- To discuss incentive packages of junior and middle staff.
- To discuss workers' conduct and behavior at places of work.



- To discuss disciplinary proceedings and advise the Rector on appropriate disciplinary action to be taken to a respective staff.

Students' welfare and Disciplinary Unit

Members:

- Rector - Chairperson
- Deputy Rector (Academics)
- Deputy Rector (Administration)
- Heads of Academic Departments
- Head of Personnel and Administration Depart. – Secretary

Duties

- To enforce institutional rules and regulations (by law)
- To handle all disciplinary matters as far as the students are concerned
- To provide counseling, mediations reconciliation among parties
- To be responsible for reporting and forwarding disciplinary matters to the students Appeals Disciplinary Unit of the Governing Council.

Cooperate Planning, Monitoring and Evaluation Unit

Members:

- Rector - Chairperson
- Deputy Rector (Academics)
- Heads of Departments
- Deputy Rector (Administration) - Secretary.

Duties

- To ensure effective and efficient implementation of the Corporate Plan of the School.
- To monitor progress and assess outcomes compared to the original objectives and expectations.
- To ensure sustainability of the intended Corporate Plan of the School.

Integrity Unit

Members:

- Chairperson - To be appointed amongst Academic Staff
- Three representatives of the Academy's Staff
- Secretary – To be appointed amongst members

Duties

- Spearhead and facilitates the process of combating corruption at the School.
- Is responsible for the production of the Institution Anti-corruption Action Plan.
- Receives considers and provides redress to all complaints emanating from within and outside the School relating to ethical issues and maladministration.
- Participates in the training of senior, middle managers and the rank and file on the ethos of ethics and integrity and on anti-corruption theories and measures of transparency and integrity in participatory workshops to enlist support and understanding of the issues to be administered by the Integrity Unit.



- Recommends administrative action to the management of the School as a response to complaints verified that are authentic and genuine

Quality Management Unit

Members:

- Deputy Rector (Academics) - Chairperson
- Deputy Rector (Administration)
- Head of Departments / Units
- Dean of Students
- Quality Assurance Officer - Secretary

Duties

- To ensure that the School has effective academic quality policies and standards.
- To establish indicators of effective education and training provision against which the School evaluates its achievements.
- To see if the effective systems are ensuring that the quality policies of the School are applied throughout the organization