

BUHARE COMMUNITY DEVELOPMENT TRAINING INSTITUTE MUSOMA



MARA - TANZANIA

PROSPECTUS

2010/2011

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- MUSOMA**



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ABBREVIATIONS

ACSEE	Advanced Certificate of Secondary Education Examination
AIDS	Acquired Immune Deficiency Syndrome
BISO	Buhare Institute Student's Organization
CDTI	Community Development Training Institute
CDTTI	Community Development Technical Training Institute
CPA	Certified Public Accountant
DCD	Diploma in Community Development
DIT	Dar es Salaam Institute of Technology
HIV	Human Immune Virus
IFM	Institute of Finance Management
IRDP	Institute of Rural Development Planning
NABE	National Business Education
NACTE	National Accreditation Council for Technical Education
NMB	National Microfinance Bank
NVTA	National Vocational Technical Awards
NTA	National Technical Award
SIDA	Swedish International Development Aids
SUA	Sokoine University of Agriculture
UDOM	The University of Dodoma
VETA	Vocational Education Training Authority

INSTITUTION VISION, MISSION AND OBJECTIVES

VISION

To become a centre of excellence in professional training in the field of community development in Tanzania and East Africa.

MISSION

To produce capable community development professionals who can facilitate community in proper and efficient utilization of available resources for sustainable development.

OBJECTIVES

- Introduce Community Development Trainees to concepts, methodology and approaches of community development as well as equipping them with essential techniques and tools of analysis.
- Enable Community Development Trainees to understand and analyze the impacts of development models on social, economics. Environment, psychology and cultural dimensions focusing on gender perspectives so as to make them facilitate widely accepted and viable programs and projects.
- Mould or orient Community Development trainees with the required attitudes for community development work so as to enable them to be responsible to peoples needs.
- To create a sense of public responsibility for rural development among the community development trainees and to promote respect for learning and pursuit of truth.
- To conduct examinations for, and to grant, certificates, diploma and other awards of this institute.

INTRODUCTION

LOCATION

The Buhare - Community Development Institute is situated within Musoma Municipality in Mara region, 5km from the centre of the town along Majita road.

HISTORICAL BACKGROUND

The institute is a government owned institution under the ministry of community development, gender and children. Construction of the institute buildings started in 1964 with a support from Swedish International Development Agency (SIDA). It started in 1966 by offering short courses in community development. The Institute was officially inaugurated on 21st November, 1968 by the late Vice President Honorable Rashid Mfaume Kawawa.

Initially, the institute was designed to conduct short courses for women who were Standard Seven leavers and mainly those from workplaces. These short courses on childcare, maternity health, home economics including handcrafts and textiles were offered since its establishment up to 1980. The Institute has continued to grow and expand in terms of diversified academic courses and student enrollments. From 1981 the institute started to offer long term courses (certificate in community development) which took two years. The certificate course in community development has been offered by this institute for 29 years now.

In the year 2007 the parent ministry conducted stakeholder's workshop to discuss issues concerning review of certificate programme and the possibility of introducing ordinary diploma in community development. One of the strongest recommendation of that meeting was the introduction of intermediate cadre of community development with comparatively advanced skill vis-a-vis the certificate holders. This recommendation was deemed crucial at this stage due to globalization of knowledge and technology which in turn has affected or raised new expectations and demands of employers and consumers of community development professionals.

As a result of the syllabus review, the certificate programme in community development was improved by dropping some outdated subjects offered and introducing new modules. Under syllabus review many changes were incorporated as major prerequisite for National Council for Technical Education (NACTE) requirements which is the Accreditation Regulatory Authority for institute accreditation. These changes included, shifting from term system to semester system, certificate to

be offered in National Technical Award (NTA) levels i.e. level 4 and level 5; each level having two semesters.

From the year 2007 the Institute begun to use a new syllabus whereby students pursued their courses in Certificate in Community Development Course NTA Level 4 and 5. Again with the demands and recommendations from stakeholders' workshop, CDTI Buhare started offering an Ordinary Diploma in Community Development (NTA level 6) in September 2008.

The specific objectives of these courses include but not limited to; provision of professional training in community development, facilitation approaches and strategies as well as enabling candidates to appreciate, cherish and apply advanced participatory community development methods and techniques in community development work.

COURSE DESCRIPTION FOR THE BASIC CERTIFICATE IN COMMUNITY DEVELOPMENT

(NTA LEVEL 4)

Codes and Module Name

Semester I	CDS 113	Adult learning
	CDS 115	Introduction to Gender and Development
	ECO 114	Negotiation Skills
	CDS 111	Introduction to Community Development
	CDS 112	Introduction to sociology
	CDS 116	Communication Skills I
	ECO 111	Development Economics
 Semester II	-	Field Attachment
	BUS 120	Elementary Bookkeeping
	BUS 121	Entrepreneurship Skills Development
	CDS 125	HIV/AIDS and Nutrition
	MGT 121	Civics
	MGT 120	Management and Administration
	ECO 121	Home Economics and Appropriate Technology

Weekly Teaching Workload for Semester I

Code	Module Name	Scheme of Study Hours per Semester					Credit Points
		Lecture	Self Study	Seminar	Practical		
CDS 113	Adult Learning	3.30	1.0	1.0	0.45	9	
CDS 115	Introduction to Gender and Development	3.0	1.0	1.0	0.45	8	
ECO 114	Negotiation Skills	3.0	0.20	0.20	0.45	6	
CDS 111	Introduction to Community Development	4.15	1.50	0.45	1.30	10	
CDS 112	Introduction to sociology	3.30	0.45	0.45	0.45	9	
CDS 116	Communication Skills I	3.30	0.45	0.45	1.30	9	
ECO 111	Development Economics	4.15	0.45	0.45	1.30	10	
Total Hours /week		25.0	5.45	5.45	6.45	60	

Semester II – Field Attachment

Module Name	Scheme of Hours	
Field attachment	60 Hours	6 Credit Points
Field Report	60 Hours	6 Credit Points
Total	120 Hours	12 Credit Points

Weekly Teaching Workload for Semester II

Code	Module Name	Scheme of Study Hours per Semester				
		Lecture	Self Study	Seminar	Practical	Credit Points
BUS 120	Elementary Bookkeeping	4.15	1.30	0.45	1.30	10
BUS 121	Entrepreneurship Skills Development	4.15	1.30	0.45	1.30	10
CDS 125	HIV/AIDS and Nutrition	4.15	1.30	0.45	1.30	10
MGT 121	Civics	3.0	1.30	0.45	0.45	8
MGT 120	Management and Administration	4.15	1.0	1.0	2.0	10
ECO 121	Home Economics and Appropriate Technology	4.15	1.0	1.0	2.0	12
Total Hours /week		24.15	7.45	5.15	6.35	60

COURSE DESCRIPTION FOR TECHNICAL CERTIFICATE IN COMMUNITY DEVELOPMENT (NTA LEVEL 5)

Codes and Module Name

Semester I	CDS 213	Adult Learning
	CDS 214	Child Rights and Development
	ECO 211	Development Economics
	CDS 211	Principles of Community Development

CDS 212	Social Change
CDS 215	Communication Skills II
ECO 222	Statistics and Research

Semester II	-	Field Attachment
BUS 221		Basic Accounting and Bookkeeping
ECO 212		Project Write-up Skills
MGT 221		Management and Administration
ICT 220		Information and Communication Technology
LAW 220		Law

Teaching Workload for Semester I

Code	Module Name	Scheme of Study Hours per Semester				
		Lecture	Self Study	Seminar	Practical	Credit Points
CDS 213	Adult Learning	65	10	15	10	10
CDS 214	Child Rights and Development	65	10	15	10	10
ECO 211	Development Economics	60	10	10	30	11
CDS 211	Principles of Community Development	65	10	15	10	10
CDS 212	Social Change	60	10	10	30	11
CDS 215	Communication Skills II	50	20	10	10	10
ECO 111	Development Economics	50	10	10	10	9
Total Hours /semester		435	80	85	110	71

Semester II – Field Attachment

Module Name	Scheme of Hours	
Field attachment	120 Hours	8 Credit Points
Field Report	40 Hours	4 Credit Points
Total	180 Hours	12 Credit Points

Teaching Workload for Semester II

Code	Module Name	Scheme of Study Hours per Semester				
		Lecture	Self Study	Seminar	Practical	Credit Points
BUS 221	Basic Accounting and Bookkeeping	60	10	10	30	11
ECO 212	Project Write up Skills	70	10	10	10	10
MGT 221	Management and Administration	60	15	15	30	12

ICT 220	Information and Communication Technology	50	20	10	10	9
LAW 220	Law	60	10	10	10	9
Total Hours/semester		280	65	55	90	51

COURSE DESCRIPTION FOR DIPLOMA IN COMMUNITY DEVELOPMENT

(NTA LEVEL 6)

Codes and Module Names

- Semester I**
- CDS 111 Introduction to Community Development
 - CDS 112 Principles of Community Development
 - CDS 113 Management of Community Development Programme
 - CDS 111 Introduction to Sociology
 - CDS 114 Child Rights and Development
 - CDS 115 Adult Learning
 - ECO 111 Statistics
 - CDS 118 Development Studies
- Semester II**
- ECO 121 Participatory Planning
 - BUS 111 Small Business Entrepreneurship
 - ECO 122 Development Economics

CDS 126 HIV/AIDS and Nutrition
 BUS 122 Book keeping and Accountancy
 MGT 120 Management and Administration
 ECO 123 Research Methods

Semester III - Field Attachment and Research work

Semester IV

Core courses DEM 240 Demography
 LAW 240 Law
 ATE 240 Appropriate Technology
 EST 240 Environment Studies
 ICT 240 Information and Communication Technology
 SOC 242 Social Change
 CDS 247 Gender and Development

Elective Courses CDS 242 Water and Sanitation Technologies
 CDS 249 Community Health

Teaching Workload for Semester I

Code	Module Name	Scheme of Study Hours and credit points per Semester				
		Lecture	Self Study	Seminar	Practical	Credit Points
CDS 111	Introduction to Community Development	60	15	10	15	10
CDS 112	Principles of Community Development	60	15	10	15	10
CDS 113	Management of Community Development Programme	60	15	10	15	10
SOC 111	Introduction to Sociology	50	10	10	10	8
CDS 114	Child Rights and Development	50	10	10	10	8
CDS 115	Management of Adult Learning	50	10	10	10	8
ECO 111	Statistics	50	10	10	10	8
CDS 118	Development Studies	50	10	10	10	8
Total Hours/semester		430	95	80	95	70

Teaching workload for Semester II

Code	Module Name	Scheme of Study Hours per Semester				
		Lecture	Self Study	Seminar	Practical	Credit Points
ECO 122	Participatory Planning	50	10	10	10	8
BUS 111	Small Business Entrepreneurship	50	10	10	10	8
ECO 122	Development Economics	50	10	10	10	8
CDS 126	HIV/AIDS and Nutrition	50	10	10	10	8
BUS 122	Book keeping and Accountancy	50	10	10	10	8
MGT 120	Management and Administration	50	10	10	10	8
ECO 123	Research Methods	50	10	10	10	8
Total Hours/semester		350	70	70	70	56

Semester III – Field Attachment

Module Name	Scheme of study Hours and credit points per semester	
Field attachment	110 days	44 Credit Points
Research Report	21 days	12 Credit Points
Total	131 days	56 Credit Points

Teaching workload for Semester IV

Code	Module Name	Scheme of Study Hours per Semester				
		Lecture	Self Study	Seminar	Practical	Credit Points
DEM 240	Demography	50	10	10	10	8
LAW 240	Law	35	10	5	10	6
ATE 240	Appropriate Technology	50	10	10	10	8
EST 240	Environment Studies	50	10	10	10	8
ICT 240	Information and Communication Technology	50	10	10	10	8
SOC 242	Social Change	40	5	5	10	6
CDS 247	Gender and Development	50	10	10	10	8
ELECTIVES						
CDS 242	Water and Sanitation Technologies	40	5	5	10	6
CDS 249	Community Health	40	5	5	10	6
Total Hours/semester		365	70	65	80	58

GENERAL ADMISSION REGULATIONS

1. All enquiries about admission should be addressed to:
The Head of Community Development Department,
Buhare - Community Development Training Institute,
P.O.BOX 190,
Musoma-Mara, Tanzania.
E-mail: cdtibuhare119@yahoo.com
Tel.+255 (0) 282640288; Fax +255 (0) 282640288
2. Application forms can be obtained from the Coordination Office, or being sent directly to the applicant upon request, but only where the applicant meets the required admission qualifications. Dully filled-in forms must reach the Coordination Office not latter than the date indicated on the advertisement calling for applications in a particular academic year.
3. All selected students are required to report for orientation programme that normally takes place during the week preceding the beginning of the new academic year.
4. A student who had previously attended one of CDTI's in Tanzania and was discontinued on academic grounds can re-apply for admission after one year stay from studies in CDTIs since discontinuation.
5. Registration of new students shall be granted to students only if they produce evidence of payment of at least half of the fee which is directly payable to the Institute.
6. All students are required to conform entirely to Institute regulations and by-laws.
7. No change of names by students shall be entertained during the course of study at the Institute and they will only be allowed to use names appearing on their certificates.
8. No student will be allowed to postpone studies after effective commencement of an academic year except under special circumstances. Permission to postpone studies will be

considered after producing satisfactory evidence of the reasons for postponement. Special circumstances that can be considered for legal postponement includes; Sickness; Serious social problems (each case to be considered on its own merit) and/or severe sponsorship problem.

ADMISSION REQUIREMENT FOR CERTIFICATE IN COMMUNITY DEVELOPMENT

The minimum admission requirement for the certificate is based on the standards set by NACTE. In this respect eligible candidates should have the following entry qualifications:

- Holders of certificate competence level III (NVTA Level 3) and/or
- Form four certificate holders with four credit passes in any relevant subjects

ADMISSION REQUIREMENTS FOR DIPLOMA IN COMMUNITY DEVELOPMENT

The minimum admission requirement for the diploma programme is based on the standards set by NACTE. In this respect, the eligible applicant shall be

- Holders of Advanced Certificate of Secondary Education (A.C.S.E.E) with at least two (2) principal passes, OR One principal pass with two subsidiaries, and/or
- Holders of Certificate in Community Development (National Technical Awards - Level 5 or any other equivalent National Technical Award) with a minimum of second class certificates.

ADMISSION OF TRANSFERRED STUDENTS TO CERTIFICATE AND DIPLOMA IN COMMUNITY DEVELOPMENT AT THIS INSTITUTE

Students from other CDTI are who wish to join at Buhare CDTI for respective awards should apply to the coordinator of studies through their respective Institutes administration. Each transferred student shall be required to pay fees prior to registration

EVALUATION SYSTEM AND EXAMINATION REGULATIONS

Evaluation System

In order for a student to qualify for the award of certificate and/or diploma in Community Development have to satisfy examiners in the following areas of assessment;

- Coursework assessment; (i.e. quizzes, assignments, seminars and presentations)
- Class test (at least two class tests)
- End of Semester Examinations
- Practical /Fieldwork

These areas of assessment, however do not exclude other assignments and exercises which tutor may administer from time to time during the course of training. End of semester examination will be held at the end of each semester for each module taught during that particular semester.

Administration of Assessment

A distribution of performance marks is done in a way whereby each component of the coursework has to be marked out of 100%. With exception of field and research report, in each Module, coursework will be distributed as follows;

• Group assignments/homework	5%
• Three individual assignments	15%
• Class tests	30%
• End of semester examination	50%
TOTAL	100%

If a candidate does not possess course work marks, he/she shall not be allowed to sit for the end of semester examinations and she/he be deemed to have failed. End of Semester Examinations will be set for all modules and that will be assessed by internal and external examiners.

Examinations Policy

The overall objective of this policy is to guide examiners and students on the mode of operationalization of the evaluation system so as to ensure its smooth administrations.

Specific Objective:

In more specific terms the policy is meant to:-

- Provide guidance on the examination conduct as well as government rules.
- Outline the procedures for executing the examination sessions.
- Provide an assessment scheme of the academic performance of students

Eligibility for End of Semester Examinations

No candidate shall be eligible for any end of Semester examinations in any module unless the Course Coordinator and the Head of Department in respective course has satisfied themselves that the candidate has attended at least 90% and 75 % for certificate and diploma respectively of the content areas scheduled to be covered in each semester for each module. In case of questioning the eligibility of any examination, that particular student may have the right to defend him/herself before the Academic and Standard Committee of the Institute which has final decision.

Where a candidate who has been barred in accordance with the paragraph above enters the examination room and sits for the paper, his/her results in the paper shall be declared null and void.

Conduct of Examinations

Institute examinations shall be conducted under the control of the examination officer here refers the Principal of the Institute or any other person appointed by him/her to discharge the duties related to the examinations. The examination officer shall be charged with the following with the functions:-

- Shall prepare a calendar of examinations in liaison with the coordinator of studies. The calendar will show the timing of each examination in terms of preparation, execution, marking submissions of scores and examination board meeting.
- He/she shall be custodian of examination papers, scripts and scores and make them available when required for some purpose.

- He/she shall issue notice of examinations and make available relevant materials for the exercise including provision of regulations governing the same.

Internal and External Markers

End semester examinations will be marked by internal and external markers. The examination officer shall be required to give notice of this activity well in advance so as to give examiners sufficient time to prepare themselves for the task.

Valid Examinations

For the examinations to be valid, tutors must attend and conduct classes effectively at least for 75 percent of the contact hours before composing such examination.

Declaration of examination

Declaration of examination results shall be the right of the examination Board. The board shall handle all appeals made by unsatisfied candidates such appeals shall be lodged within a period of 14 days from the date of declaring results after which no appeals would be entertained.

Examination irregularities

- All cases of alleged examination irregularities, including alleged unauthorized absence from examination, possession of unauthorized material in the examination room, causing disturbances in or near any examination room and any form of or kind of dishonesty, destruction or falsification of any evidence of irregularity or cheating in examination, shall be reported to the examination officer who will present such case to the examination board that shall have a power to summon the students and members of staff of the Institute, as it deems necessary and make decisions.
- No unauthorized material shall be allowed into the examination room
- Any candidate found guilty of cheating in relation to any part of the examination process shall be deemed to have committed an examination irregularity and to have failed in the

whole of that examination from that year and shall be discontinued from studies in the Institute, subject to confirmation by examination board.

Progress from semester to semester

- A candidate may be allowed to proceed to the next semester(s) if he/she has passed all examinations for the semester in question.
- A candidate failing to satisfy examiners shall either be required to repeat the semester or sit for supplementary examination or even be discontinued from the course if the student achieves a GPA less than 2.0
- No candidate shall be allowed to repeat any semester of study on academic ground, except with special circumstances such as sickness, may be considered for first sitting in another examination. The decision to this effect will be made by the examination board upon receiving a detailed report from the examination officer.

Grading System and Classification of the Awards for Certificate (NTA level 4 and 5)

The scheme for awarding final grades shall be based on three areas marks award (percentage) the letter grades and points. The processing procedure for arriving at a final assessment is demonstrated as follows.

- (a) In every subject the assessment will be made out of 100%
- (b) Letter grades will be given for each candidate based on the following conversion

The final grading assessment result shall be as follows:

Scores (%)	Grade	Definition
80 - 100	A	Excellent
65 - 79	B	Good
50 - 64	C	Average/Satisfactory
0 - 49	F	Failure
	I	Incomplete
	Q	Disqualified

Borderline cases will be rounded up as follows:

- For all scores with point ranging from 1 to 4 the marks in question will be reduced to the nearest whole number as in the following example:

Score	Rounded Mark
48.4	48

- For all score with points ranging from 5 to 9 the score will be increased to the nearest whole numbers such as :

Score	Rounded Marks
49.5	50

- The letter grades will be assigned points as follows:

A	B	C
4	3	2

- All weighted scores for every examination in each academic year will be added and expressed as average of the total weighted scores. The candidate award will be classified into one of the following ways.

Average Weighted Scores	Classification
3.5 - 4.0	First Class
3.0 - 3.4	Second Class
2.0 – 2.9	Pass
Below 2	Fail

- The award of marks for the whole academic period must be considered i.e. all the types of evaluation carried out. The following distribution of marks is used to illustrate how the process works in one subject up to the derivation of weighted scores.

Types of Work	Total marks (percent)	Actual Marks Obtained	Total Marks to be Awarded
Course Work	40	50	20
Final Exam	60	65	39
Total	100		59

The pass mark fro each module, examination and field work shall be 50%

Grading System and Classification of the Awards for Diploma (NTA level 6)

The scheme for awarding final grades shall be based on three areas marks award (percentage) the letter grades and points. The processing procedure for arriving at a final assessment is demonstrated as follows.

- (a) In every subject the assessment will be made out of 100%
- (b) Letter grades will be given for each candidate based on the following conversion

The final grading assessment result shall be as follows:

Scores (in percentage)	Grade	Definition
75 - 100	A	Excellent
65 - 74	B+	Very Good
55 - 64	B	Good
45 - 54	C	Average
35 - 44	D	Poor
0 - 34	F	Failure
	I	Incomplete

Borderline cases will be rounded up as follows:

- For all scores with point ranging from 1 to 4 the marks in question will be reduced to the nearest whole number as in the following example:

Score	Rounded Mark
34.4	34

- For all score with points ranging from 5 to 9 the score will be increased to the nearest whole numbers such as :

Score	Rounded Marks
34.5	35

- The letter grades will be assigned points as follows:

A	B+	B	C	D
5	4	3	2	1

- All weighted scores for every examination in each academic year will be added and expressed as average of the total weighted scores. The candidate award will be classified into one of the following ways.

Average Weighted Scores	Classification
4.4 - 5.0	First Class
3.5 - 4.4	Upper Second Class

2.7 - 3.4	Lower Second Class
2.0 - 2.6	Pass
Below 2	Fail

- The award of marks for the whole academic period must be considered i.e. all the types of evaluation carried out. The following distribution of marks is used to illustrate how the process works in one subject up to the derivation of weighted scores.

Types of Work	Total marks (percent)	Actual Marks Obtained	Total Marks to be Awarded
Course Work	40	50	20
Final Exam	60	65	39
Total	100		59

Letter Grade is therefore **B** and Weighted Score is **2**

- The pass mark for each module, examination and field work shall be 50%.

Field work for Certificate (NTA Level 4)

- Students will be required to undertake a field project exercise for three (3) weeks. The project shall begin in the first week of the second semester.
- The field project carries an equivalent of 12 credit points.
- At the end of field project each student shall be required to submit a project report. The report shall be supervised and assessed by the institute tutors.
- Assessment of the field project report shall be out of 100% and pass mark shall be 50%.

Field work for Certificate (NTA Level 5)

- Students will be required to undertake a field project exercise for four (4) weeks. The project shall begin in the first week of the second semester.
- The field project carries an equivalent of 12 credit points.
- At the end of field project each student shall be required to submit a project report. The report shall be supervised and assessed by the institute tutors.
- Assessment of the field project report shall be out of 100% and pass mark shall be 50%.

Field Work for Diploma (NTA Level 6)

- There shall be one month periods for field work to certificate candidates. It will involve attachment and limited research work. At the end of the field work period each candidate will have to write a field report. This output is examinable.
- There shall be 110 days for field work to Diploma candidates. It shall be conducted on the third semester.
- The field work practical will normally be carried out during the second academic year. Four weeks will be allocated during 2nd term for certificate students to complete their report.
- Internal examiners will have to design the field practical work such that it encompasses all subjects covered in the theory part of the course.
- Guideline for field attachment shall spell out the procedures to be followed and the nature of CD attachment activities involved during the period. They should spell out the performance criteria expected from the candidate. An assessment from and to this effect will have to be prepared by examiners. For the Diploma in Community Development candidates outline of the expected report in form the issues to be tackled should identify one of the main Community Development work concerns and conduct a detailed study one identified issues.
- A candidate shall have to identify and select a study topic manageable within the period. Issues for investigations need to be discussed prior to the commencement of fieldwork.
- A candidate shall be guided in preparing proposals and responsible with assessment of performance and guiding study execution.
- The indicated one month period to finalize field work reports will be spent at the institute.
- Each diploma candidate is bound to submit a research paper which shall be marked by an internal examiner and afterwards shall undergo assessment by the institute research committee.
- A candidate failing to field attachment shall be required to retake it when next offered at his/her own cost.
- No payments of allowance of whatever form will be effected to students during this period. Three copies of the report will be required.

Supplementary Examinations, Repeating and Discontinuation

- A candidate who fails not more than half of the modules shall sit for supplementary examination in the subject failed.
- A candidate failed in more than half of the total modules shall be discontinued
- A candidate failed in the first year supplementary examination shall repeat a year.

- A candidate who sits for a supplementary examination and passes satisfactory shall be awarded a grade “C” regardless of the actual score or grade obtained.
- A candidate who failed after repeating the supplementary examinations in any subject shall be discontinued
- Supplementary examinations shall be assessed on the scale of pass (50 percent) or failure below 50 percent.
- A candidate failed to sit for a supplementary examinations without sufficient reasons will be taken for granted that a candidate has decided to withdraw from the Institute.
- A student shall be allowed to repeat if he/she has not repeated the same class or if has not exceeded maximum number of 3 years at the Institute.

Loss of Certificate

In case of loss or total or partial destruction of the original certificate or a copy thereof, the Institute (office of the Coordinator Studies) may issue a copy or another copy on condition that:

- The applicant produces sworn affidavit;
- The replacement certificate will not be issued until a period of 12 months from the date of such loss has elapsed; except that such replacement may be issued within a shorter period where there has been destruction of the original certificate or of a copy thereof.
- The applicant must produce evidence that the loss has been adequately publicly announced with a view of its recovery in an officially recognized form.
- A fee of Tshs 20,000/= or such as other fee as may be prescribed from time to time by the Institute shall be charged for the copy of certificate issued.

EXAMINATION REGULATIONS

- Assessment of academic performance will best be effected if examiners and students alike adhere to the guidelines and policies laid down.
- A candidate going against these requirements will be liable for disqualification from the whole examination. The following these conditions/regulations serve as guidelines throughout the examination sessions and stand as a rule to govern the candidate’s behavior before and during the examination sitting.
- All candidates must settle in their respective rooms at least (15) fifteen minutes before the scheduled time and any candidate who is late for more than 30 minutes shall not be allowed

into the examination room.

- The action of interring the examination shall be taken to mean the candidate's preparedness to sit for the examination and he/she is therefore expected to attempt it.
- On the entering the examination the invigilator may conduct any preferred sitting order or may conduct any sort of inspection if he /she feel sense of insecurity on the part of the candidate (s).
- Any candidate's answer sheet which does not bear the candidates examination number or bears other initiated or forgotten number will be nullified.
- All sort of manuscripts, books, note books, paper and the like should not be taken into the examination room nor should they be seen around the examination premises/venue.
- In the examination room, the candidates are allowed to possess pens, pencils, clean rubber erasers, compass box (and its contents). Possession of something else would lead to the immediate rustication from the paper.
- All desks, tables and chairs should be free from all sorts of writing and scriptures, and it is the duty of the candidate to make sure that they are at least clean one day before the commencement of the examination of the examination and thereafter.
- There should be an external invigilator who will have to produce a brief report to the principal after the invigilation task.

In the Examination Room

- All sorts of communication should be addressed to the invigilator during examination.
- Silence must prevail in the exam room; all signs of communication and eavesdropping are prohibited.
- The professional code of honest must be observed scribing and copying are contrary to the observation of these conditions and are therefore liable to penalty.
- Unless a genuine reason is clearly stated the candidate shall never be permitted to leave the examination room temporarily. An escort must be provided to the candidate.
- The candidate shall not leave examination rooms before one third of the time allocated.
- All problems/issue related to the examination paper must be communicated to the invigilator and or the examination officers before opening up the paper. All matters arising thereafter shall be considered as having been endowment of the paper.
- Candidates have to witness the sealed examination before it is opened at their disposal.
- All papers which are used as answer sheets must be surrendered to the invigilator on leaving

the examination room and no candidate is allowed to take any paper out of the examination room except examination question paper already done.

- All candidates shall be given examination numbers it is the exam number and not the candidate's name which is required to appear in all the candidate's answer sheets. An answer sheet with no examination shall be nullified.

Invigilation

- There shall be two invigilators for every examination room for every subject.
- The invigilator shall have to assume full responsibility within the examination room right from the commencement of the papers to the end.
- Subject to the provision of these conditions the invigilator shall have the power of disqualifying any candidate who contravenes the conditions. Thus any cheating during the exam shall be regarded as having failed the whole paper in the sitting but he/she will be allowed to complete the remaining papers. A written report of such an incident however shall be submitted to the examination after the paper.
- Pursuant to the powers conferred upon the invigilators by these conditions, a right is hereby granted to them to demand from any candidates anything the invigilator feels that is likely to interfere with the proper conduct of the paper.
- The invigilators shall be responsible for any irregularity occurring in the examination room during the examination sitting should be proved to be the result of negligence.
- Invigilators should not be involved in any other activities in the examination other than the one of invigilating.

General

- All cases of persistence illness must be reported to the examination officer immediately.
- Un-notified visits to hospital during the examination sitting shall be considered as absenteeism and shall therefore operate to the candidate's disadvantages.
- Any delays caused by negligence shall not be considered as sufficient ground to warrant any allowance of extra time apart from that provided for in the time table.
- Subject tutors should not be in the examination room at the time of opening up the paper and should remain around the campus throughout the time of the sitting.
- All candidates are required observe discipline throughout the examination period.

- Any candidate who makes any postponement of the sitting before or during the examination shall have to produce a medical officer's recommendation accordingly otherwise he/she will be considered not present and disqualified in the whole examination
- Having qualified as eligible to sit for examination candidates and the invigilator must be in the examination room fifteen (15) minutes before commencement of the examination candidates arriving thirty (30) minutes after commencement of the paper will be barred from sitting for the examination.
- Candidates will be given 5 minutes allowance read the paper. The remainder 10 minutes allowance will be used to give classifications, make corrections and distribute examination scripts, working papers and other equipments and materials required.
- In case a student is indisposed (sick or ill health) and is unable to sit for the examination he/she will need to produce evidence before the examination to convince the principal of the Institute of hi/her inability to sit for examination. A report to this effect will have to be prepared and presented to the examination on ill-health grounds will be accepted.
- No candidate shall be permitted to leave until one third of the allocated time has elapsed after commencement of the examination.
- During the examination no any type of communication among candidate shall be allowed and only the invigilator will be contacted in case of problems.
- No bags, papers, book will be allowed in the examination room. Only authorized items including such items as calculators, log sheets and discount tables may be taken into the examination room for particular subject.
- At the end of each examination candidates will sign a special form to confirm their sitting for that particular exam. The form will be counter – signed by the invigilator and handed over to the examination officer along with the scripts.
- The examination officer shall keep a record of all examinations conducted/script returned, examinations handed over to examiners for marking and scores awarded. Marked scripts should be kept under custody and shall not be disposed of for a minimum period of 5 years after which no appeals will be entertained.
- The chief examinations officer shall be responsible for the proper conduct of the examination. The examination invigilator shall observe that orderliness and strict silence are maintained in the examination room and that the examination rules are followed.
- Candidate shall be required to sit in accordance with the sitting arrangement that will be announced before the commencement of the examination.

- No candidate shall be allowed to have cellular phone in the examinations room. If found with it, should be surrendered to the invigilator for the whole session of that particular exam.
- Candidates must stop writing immediately when told to do so by the invigilator. Normally candidates will be warned 15 minutes prior to the time the examination ends.

FEES AND MODE OF PAYMENT

At the beginning of the academic year, all students will be required to produce evidence of payment – “pay-in-slip” or evidence of scholarship awards. Otherwise they will be expected to pay (Direct Costs) fee for the full first year, by the beginning of the semester before they can be permitted to use the Institute facilities. Payment of fees should be made as soon as possible after receiving the offer of admission. Failure to pay within the specified period will result into withdrawing the admission offer.

The following are the direct student costs

- Tuition fees
- Accommodation
- Meals per day
- Medical Allowance
- Student union fees
- Book and Stationary allowance.

Fees Structure for Certificate and Diploma Courses (in Tanzania Shillings) Payable to the Institute

Programme and Year of Study	Certificate (Evening Programme)		Diploma (Full Time Programme)	
	1st Year	2nd Year	1st Year	2nd Year
Application Fees	15,000	-	15,000	-
Tuition Fees	250,000	250,000	5,000	5,000
Caution Money	10,000	-	10,000	-
Accommodation	-	-	150,000	150,000

Meals	-	-	450,000	450,000
Medical	-	-	20,000	20,000
Student Organization	10,000	-	10,000	-
Book & Stationary	100,000	100,000	100,000	100,000
Examinations	75,000	75,000	75,000	75,000
Game & Sports	5,000	-	5,000	-
Field Expenses	30,000	30,000	-	210,000
Registration.	10,000	-	10,000	-
Identity Card	5,000	-	5,000	-
Total	505,000	455,000	855,000	1,010,000

Mode of Payment

All payments to Buhare-CDTI should be made through the account number **A/C No. 3031100002 NMB (National Microfinance Bank) Musoma**. Attach original pay-in-slip to show proof of payment made.

LIBRARY SERVICES

Institute's Library is in front of the administration building. The Library collection is geared primarily towards providing materials and documentation services to support the teaching, learning and research activities of the Institute. The Library services are not limited to members of the Institute community but also to other people engaged in research on various government and non-government projects within and out side the country.

The library is a Legal deposition of materials published elsewhere within and outside the country. Also is a deposition for unpublished field reports and thesis. The library collection is diversified in scope and represents the various disciplines, which have developed over time.

The library users given instructions in order to provide them with the necessary expertise to make intelligent use of the library resources and services independently. Sharing of library resources on inter-library loan with any willing partners is encouraged.

Library opening hours

Monday- Friday 1030 – 1530 HOURS,
 1630 – 1830 HOURS,
 1930 – 2230 HOURS.

Saturday 0900 – 1430 HOURS.

* On Sundays and Public Holidays the Library remains closed.

GENERAL INFORMATION

Medical Services

Medical services for students is taken care by students themselves using their own health insurance cards from health insurance fund. However every student is required to pay to the institute Tshs 20,000/= annually to cater for other supplementary services pertaining to health treatment such as transport. The Institute does not have its own Health Centre but student's access health services from health centers located around the Institute that provides medical and health care services mainly to the general public. As a matter of caution each student is urged to have spare money to cater for medical treatment related care since some students have no any health insurance and even those with health insurance, the insurance does not meet all medical treatments. The spare money is important also since the amount paid to the institute is small as compared to actual needs of the students with regards to health services.

Things to note

Malaria is an endemic disease in Musoma. Malaria is, however, preventable and some of the preventive measures include; covering exposed skin especially in the evening and sleeping under a mosquito net. HIV/AIDS is another threatening disease in the municipality to the lives and welfare of Tanzanians. However, abstinence and safe sex can prevent HIV transmission. Personal hygiene and environment sanitation are among the key preventive strategies. It is very important to note that health services are provided to students during semester time only. Treatment during vacations is the student's own responsibility.

STUDENTS ADMINISTRATION

The Head of Student Support and Services of the Institute will be responsible to all matters related to personal and social welfare of the student's life at the institute. The following facilities and services are provided by this Section: residence, games and sports, worship, counseling in various problems. The section is also concerned with student's health services.

Residence

The Institute has hostels having carrying capacity of 288 students; Diploma Students are given priority in institute accommodation. A room is shared by a number of students ranging from 4 to 6. There is neither accommodation provision for married couples nor pregnant students for the time being.

Buhare Institute Student's Organization – (BISO)

Most of the student's activities are organized by the student's organization (BISO). The student organization addresses itself on aspects of student's politics, social activities, games and sports and various forms of entertainment. Apart from this, there are also student religious group associations.

Games and Sports

The institute has some games and sports facilities such as football, netball and volleyball grounds. Students can therefore participate in soccer (football), netball and volleyball. Institute students through their Student Sports Council, can take in games and sports competitions organized by various sports bodies.

Catering Services

The institute cafeteria is responsible for preparing and serving meals to full time students. Students are required to have their own eating utensils such as cups, spoons, plate and forks. The catering service is also offered to conference and seminar participants.

Religious Activities

Facilities and services for religious activities are not available for the time being but students are free to use classrooms and multipurpose hall for their religious interest. They are also allowed to invite their religious leaders to serve their interest at the campus.

MEMBERS OF THE INSTITUTION ADVISORY BOARD

The Institute has an advisory board of six members who have considerable experience in managing various public services endeavors as follows:

Chairperson:

1. Mr. Clement F. Lujaji

Regional Administrative Secretary (MARA),
P. O. Box 299,
MUSOMA.

Secretary:

2. Mr. Paschal J. Mahinyila
Principal,
Buhare CDTI,
P. O. Box 190,
MUSOMA.

Members:

3. Mr. Nathan Mshana
Municipal Executive Director (MUSOMA),
P. O. Box 194,
MUSOMA.
4. Mr. Samson Y. Mkama
Regional Community Development Officer (MARA),
P. O. Box 299,
MUSOMA.
5. Balthazar Kimaro
Principal,
VETA – MARA,
P. O. Box 188,
MUSOMA.
6. President (Chairperson)
Buhare Community Development Institute Student Organization,
P. O. Box 190,
MUSOMA.

MEMBERS OF THE INSTITUTION’S MANAGEMENT COMMITTEE

Management decisions for the Institute are made by Management Committee comprised of senior staff of the Institute. These members are as follows:-

- | | |
|-----------------------------|---|
| 1. Mr. Paschal J. Mahinyila | Principal |
| 2. Mr. Mahadi A Nyenye | Accountant |
| 3. Mr. Anicet A. Rwezaula | Head of Community Development Department |
| 4. Ms. Columba B. Maboko | Head, Academics and Standards Section |
| 5. Mr. Musa J. Magufuli | Head, Research and Consultancy Section |
| 6. Ms Nyikumi M. Nyambura | Head, Students Support and Services Section |
| 7. Mr. Zacharia S. Muyenjwa | Head, Estate and Environment section |

ADMINISTRATIVE, ACADEMIC AND SUPPORT STAFF LIST**OFFICE OF THE PRINCIPAL****Principal**

Mahinyila, Paschal J. Master of Arts in Development Studies (University of Dodoma)

Bachelor of Science in Agricultural Education and Extension
(Sokoine University of Agriculture)

Vice Principal

Vacant

Accountant

**Nyenyeye, Mahadi. A Advanced Diploma in Accountancy (Institute of Finance Management (IFM)

Supplies Officer

Katunge, Cosmas. K. Certificate in National Business Examination Stage I and II.
Certificate in Secretarial, Civil Service Training Centre – Magogoni. Dar es Salaam.

Records Management Assistant

Nkoye, Irene D Diploma in records management. Tanzania Public Service College (Magogoni, Dar es Salaam)

Personal Secretary

Marwa, Zilpa. G. Diploma in Secretarial. Tanzania Public Service College

Driver

Maro, Godson F. Certificate in Transport and Driving, National Institute of Transport (NIT, Dar es Salaam).

Office Attendant

Nyamkokoma, Elias Trade Test II VETA Mara.

HEAD OF COMMUNITY DEVELOPMENT DEPARTMENT OFFICE

Head of Community Development Department

***Rwezaula, Anicet. A Master of Arts in Business Administration (Mzumbe University, Morogoro)
Postgraduate Diploma in Regional Planning (Institute of Rural Development Planning (IRDP) – Dodoma.
Advanced Diploma in Regional Planning – Institute of Rural Development Planning. (IRDP) - Dodoma

Full Technician Certificate in Engineering - Dar es
Salaam Institute of Technology (DIT)

Librarian

Mbegani, Said A Diploma in library and documentation studies (Bagamoyo Library Institution)

HEAD OF SECTIONS

Academics and Standards Section

***Maboko, Columba. B Bachelor of Education (Bed), The Open University of
Tanzania.
Diploma in Education (College of National Education
(Chang'ombe)
Certificate (NABE) Accountancy. Shinyanga Commercial
Institute (Shycom)

Student's Services Section

Nyambura, Magori. N Certificate in Community Development (Buhare CDTI, Mara)

Estate and Environment Section

* Muyenjwa, Zacharia Certificate in Civil Engineering. Misungwi CDTTI
Mwanza.

Research and Consultancy Section

Magufuli, Musa J Master of Arts in Sociology (University of Dar es
Salaam)
Bachelor of Arts in Sociology (University of Dar es
Salaam).

ACADEMIC STAFF LIST

Tutors;

** *Nguvava, Joseph. P Master of Science in Food Science and Technology (Sokoine
University of Agriculture)
Bachelor of Science in Food Science and Technology
Sokoine University of Agriculture (SUA). Morogoro

***Rwezaula, Anicet Master of Arts in Business Administration (Mzumbe University)
Postgraduate Diploma in Regional Planning (Institute of Rural
Development Planning (IRDP) – Dodoma
Advanced Diploma in Regional Planning – Institute
of Rural Development Planning. (IRDP) Dodoma
Full Technician Certificate in Engineering -Dar es

Salaam Institute of Technology (DIT)

***Maboko, Columba	Master of Arts in Education (The Open Univesity of Tanzania) Bachelor of Education, The Open University of Tanzania. Diploma in Education . College of National Education (Chang’ombe) Certificate (NABE) Accountancy. Shinyanga Commercial Institute (Shycom)
Mahinyila, Paschal J.	Master of Arts in Development Studies (University of Dodoma) Bachelor of Science in Agricultural Education and Extension (Sokoine University of Agriculture)
Ndiege, Ernest. B	Advanced Diploma in Community Development. Tengeru CDTI Certificate in Community Development. Buhare CDTI. Musoma (Mara)
Magufuli, Musa. J	Master of Arts (Sociology) University of Dar es Salaam. Bachelor of Arts (Sociology). University of Dar es Salaam.
***Kahendaguza, Vedasto L	Master of Arts in Development Studies (University of Dodoma) Bachelor of Arts in Rural Development (Sokoine University of Agriculture (SUA). Morogoro
Kibipi, Alice. D	Advanced Diploma in Community Development. Tengeru CDTI
Kilawe, Stella D.	Bachelor of Education (St. Augustine University of Tanzania)

MEDICAL UNIT

Clinical Officer

Mbonde, Bernard. R.D	Diploma in Medicine – Mombo, Tanga.
Mniko, Christine	Certificate in Nursing and Midwifery (Serengeti Nursing College)

CATERING UNIT

Cooks

Mwakatage, Martha	Diploma in Hotel Management (The African Utalii College, Dar es Salaam)
Mazigo, Augustino. L	Certificate in Cook Level III. 213 KJ – Mwanza. (Tanzania Peoples Defense Force)
Teri, Omega	Certificate in Environment (VETA – Dar es Salaam) Certificate in Food Production (VETA – Dar es Salaam)

Note. *** On Master Degree Studies
** On CPA Studies
* On Diploma Studies