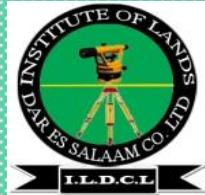


INSTITUTE OF LANDS DAR ES SALAAM(ILD)



"A Centre for Excellency in Technical Education and training"

PROSPECTUS

ACADEMIC YEAR 2018/2019

P.O. Box 105177, Dar es Salaam, Tanzania

Email: info@ild.ac.tz, Website: www.ild.ac.tz

1.2	Vision Statement (revised).....	4
1.3	Mission Statement (revised).....	4
1.4	INSTITUTE BOARD, MANAGEMENT AND COMMITTEES	4
1.4.1	INSTITUTE GOVERNING BOARD	4
1.4.2	Management.....	5
1.4.3	Departmental Academic Staff.....	5
2.0	COURSES OFFERED: LANDS AND PLANNING DEPARTMENT.....	8
2.1.	GEOMATICS	8
2.1.1	Basic Technician Certificate (NTA LEVEL 4) in Geomatics.....	8
2.1.2	Technician Certificate (NTA Level 5) in Geomatics	9
2.1.3	Ordinary Diploma (NTA Level 6) in Geomatics	10
2.2	LAND MANAGEMENT AND VALUATION.....	11
2.2.1	Basic Technician Certificate (NTA Level 4) in Land Management and Valuation.....	11
2.2.2	Technician Certificate (NTA Level 5) in Land Management and Valuation	12
2.2.3	Ordinary Diploma (NTA Level 6) in Land Management and Valuation.....	14
2.3	URBAN AND REGIONAL PLANNING	15
2.3.1	Basic Technician Certificate (NTA Level 4) in Urban and Regional Planning.....	15
2.3.2	Technician Certificate (NTA Level 5) in Urban and Regional Planning.....	16
2.3.3	Ordinary Diploma (NTA Level 6) in Urban and Regional Planning	17
	ARCHITECTURE AND CONSTRUCTION DEPARTMENT.....	19
2.4	ARCHITECTURE.....	19
2.4.1	Basic Technician Certificate (NTA Level 4) in Architecture	19
2.4.2	Technician Certificate (NTA Level 5) in Architecture	20
2.4.3	Ordinary Diploma (NTA Level 6) in Architecture	22
2.5	QUANTITY SURVEYING.....	23
2.5.1	Basic Technician Certificate (NTA 4) in Quantity Surveying.....	23
2.5.2	Technician Certificate (NTA Level 5) in Quantity Surveying.....	24
2.5.3	Ordinary Diploma (NTA Level 6) in Quantity Surveying.....	25
3.0	GENERAL EXAMINATIONS REGULATIONS	26
4.0	GENERAL INFORMATION	40
5.0	FEES STRUCTURE.....	43
1.0	INTRODUCTION	

1.1 Background Information

The Institute of Lands Dar es Salaam is a legally registered private Institution, owned and governed by Board of Directors of the **Institute of Land Dar es Salaam company Limited**, who have built reputation in business endeavors to business/managerial experiencing in the education sector and with reputable background in other commercial and financial undertakings in the private sector. The Institute of Land Dar es Salaam Company limited was incorporated under the Companies Act with Certificate of Incorporation number 34391 of 12th October, 2012.

Institute of Lands Dar es salaam is a Private Technical Institution, registered and by the National Council for Technical Education (NACTE) with a Registration number **REG/EOS/042** of 31st July 2013 and **Candidacy Accreditation** of 27th September, 2016 to offer training up to Ordinary diploma in Architecture, Geomatics, Land Management and Valuation, Quantity Survey and Urban and Regional Planning (NTA Level 4-6).

Institute of Lands Dar Es Salaam is strategically located in Dar Es Salam City at Salasala, Mbezi Beach in Kinondoni Municipality, 1.5 Kilometers off Bagamoyo Road.

The main aim of the Institute is at offering Technical Education and training in Lands eventually to prepare students to become competent Technicians in the Lands Sector, thus building up employment to graduates in Local Government Authorities, Private Lands Surveying and Construction Firms.

Objectives of establishing an Institution:

- (a) To have competence based professionals in Lands to cater for the society's needs.
- (b) To review curricular after conducting research and add more programmes according to the customers demand.
- (c) To have internal quality control and external quality assurance of outputs to maintain Institute's integrity and credibility.
- (d) To have a well-structured business organization to promote efficiency and increased productivity for effectiveness and sustainable operations of the Institute.

Institute of Lands Dar es Salaam being a Technical education Institution is set to attain its Vision and Mission and maintain its being a Centre for Technical education Excellency.

Vision and Mission Statements

Institute of Lands Dar es salaam has its Vision and Mission statements which define the Institution, its educational purposes, its Students and its place in the technical education community. The Vision and Mission statement identifies the broad-based educational objectives to achieve consistent with the purpose for which it was established.

1.2 Vision Statement (revised)

The Vision of the Institute of Lands Dar es salaam is to become a Centre of merits in Excellency in technical education and training, research and consultancy services in the built environment and other related disciplines.

1.3 Mission Statement (revised)

The Institute’s mission is to provide integrated technical education and training in lands development and other related fields leading to the National technical Awards (NTAs) in Architecture, Geomatics (Land surveying), Land Management and Valuation, Quantity Surveying and Urban and regional planning through Competence based Curricular”

This prospectus spells out the composition of the Governing Board and its Committees, Departments and departmental members, at Institute of Lands Dar es Salaam, examinations rules, regulations and procedures, Institute Almanac and fees structure. Also the prospectus has information on the courses/programmes approved by the National Council for Technical education (NACTE) from National Technical Awards (NTAs) Levels 4 to 6 which focus on Competence based technical education and training methods. Class contact hours have been maximized to give students more time for independent learning.

1.4 INSTITUTE BOARD, MANAGEMENT AND COMMITEES

1.4.1 INSTITUTE GOVERNING BOARD

Institute of Lands Dar es salaam governing Board is an independent policy making and top decision making organ of the Institute and will be capable of reflecting public interest in its activities and decisions. It is the highest quality assurance organ of the institution vested with powers to oversee the quality of institution’s work processes, products and services in compliance to its vision and mission and the minimum NACTE academic norms and standards.

The Institute Governing Board Composition:

1	Dr. Scarion Benedict Katalyeba		Chairperson
2	Mr. Ayub Rashid Mbegha	Principal/CEO	Secretary
3	Mr. Emmanuel T. Mwemezi	Retired NACTE officer	Member
4	Dr. Peter V. Mandwa	ARU – Retired Planner	Member
5	Mr. Alfred Kilasi	SAT - NACTE	Member
6	Mr. Edward Mbangukila	Private LMV Firm	Member
7	Mr. Benson Lazaro	Ardhi Institute Morogoro	Member
8	President	ILDOSO	Member

9	Ms. Maria Mapela	ILD	Member
10	Mr. Andrew Chacha Phabian	Dean of Students - ILD	Member
11	Mr. Nassoro H. Duduma	VP-PFA	Ex-officio member
12	Mr. George Michael Mbyopyo	VP-ARC	Ex-officio member
13	Mr. Pitio Ndyeshumba	Quality Assurance Manager (ILD)	Ex-officio member

The Institute Governing Board Committees

1. Academic committee
2. Examinations Committee
3. Admissions Committee
4. Appointment and disciplinary Committee
5. Students' welfare Committee

1.4.2 Management

1. Mr. Ayub Rashid Mbegha Principal
2. Mr. George Michael Mbyopyo Vice Principal for Academic, research and Consultancy
3. Mr. Nassoro H. Duduma Vice principal for Planning, Finance and Administration
4. Mr. Andrew Fabian chacha Dean of Students
5. Mr. Focus Bura Examinations Officer
6. Mr. Winfredy Mfilinge Admissions Officer

1.4.3 Departmental Academic Staff

A: Lands and Planning Department

This department is composed to three training programmes namely Geomatics, Land Management and Valuation and Urban and regional planning

Geomatics Programme Tutors:

	Staff Name	Academic Qualification(s)	Other Position Held
1.	Mr. Ayub Rashid Mbegha	BSc Engineering, MSc Engineering (Survey Engineering) (Registered Land surveyor)	Principal

2.	Mr. Nassor Hussein Duduma	Adv. Diploma in Land Surveying (Registered Land surveyor)	Vice Principal for Planning Finance and Administration
3.	Mr. Erasmo Joseph Msofe	BSc (Geomatics)	Head of Programme
4.	Happiness Justine Magambo	BSc (Geoinformatics)	Tutor
5.	Mr. Malulu Patrick Edward	Ordinary Diploma in Geomatics	Tutor
6.	Ms. Joan John	BSc (Geomatics)	Tutor

B: Land Management and Valuation programme Tutors

	Staff Name	Academic Qualification(s)	Other Position Held
1.	Mr. Buberwa Eliud	BSc. (Real Estate Finance & Investment)	Head of Lands and Planning Department
2.	Mr. Francis Focus Bura	BSc.(Real Estate Finance & Investment) MSc. (Real Estate)	Examinations Officer
3.	Mr. Leonard Mwassa,	B.Sc. (Land Management & Valuation	Tutor
4.	Ms Maria Mapela	B.Sc. (Real Estate) M.Sc.(Real Estate Finance and Management)	Tutor
5.	Mr. Evodius Henerico	B.Sc. (Land Management & Valuation)	Tutor
6.	Mr. Pesha, Edson	B.Sc. (Land Management & Valuation)	Tutor
7.	Mr. Mfilinge (Head of LMV Programme)	B.Sc. (Land Management & Valuation)	Admissions Officer

C: Urban and Regional Planning Programme Tutors

	Staff Name	Academic Qualification(s)	Other Position Held
1.	Mr. George M. Mbyopyo	B.A.(Maths & Geography) M.A.(Planning) (Urban & Regional Planning)	Vice Principal for Academic, Research and Consultancy
2.	Ms. Zera Banga	B.Sc. (Housing & Infrastructure Planning)	Head of URP Programme
3.	Ms Amina Kilimangano	B.Sc.(Urban & Regional Planning)	Tutor
4.	Mr. Mwesiga Mwijage Ileta	B.Sc.(Urban and Regional Planning); MSc in Business Administration (HRM)	Tutor

5.	Mr. Pitio Ndyeshumba	B.Sc.(Environment and Land Use Planning) M.Sc.(Soil Surveys)	Tutor
6.	Mr. Evodius Severian	Bachelor degree of Rural Development	(Institute Liaison Officer)

B: ARCHITECTURE AND CONSTRUCTION DEPARTMENT

Architecture Programme tutors

	Staff Name	Academic Qualification(s)	Other Position Held
1.	Mr. Owen Mwakipesile	M.Sc.(Architecture) M.Sc.(Human Settlements)	Head of Programme
2.	Mr. Mtoure, Amin (Part time)	Adv.Diploma (Architecture) Postgraduate Diploma (Urban Planning &Management) M.Sc. (Urban Planning & Management).	Tutor
3.	Daniel John Kiango	BSc Architecture	Tutor
4.	David Belius	BSc (Landscaping Architecture)	Tutor
5.	Immaculatha Ngoi	B.Sc. in Interior Design	Tutor
6.	Tulla John Kivambe	Bachelor of. Architecture	Tutor
Quantity surveying Programme Tutors			
1	Mr. Felix Gilbert	B.Sc.(Building Economics)	(Head of Department)
2	Ms Fatma Salim	B.Sc.(Building Economics)	Tutor
3	Basila Patrick Misanga	M.Sc. (Construction Economics &Management): B.Sc. (Building Economics)	Tutor

General Subjects Tutors

Staff Name	Academic Qualification(s)	Other Position Held
Mr.Sulemani Daudi	M.Sc. (Public Policy Analysis & Programmes management)	Part Time tutor
Mr. Andrew Phabian Chacha (Dean of Students)	B.A.(Arts with Education) M.Sc.(Business Administration)	Dean of Students
Mr.Frank Joseph	B.Sc.(Electrical Engineering) M.Sc.(Power System & High Voltage Engineering)	Tutor

2.0 COURSES OFFERED: LANDS AND PLANNING DEPARTMENT

2.1. GEOMATICS

2.1.1 Basic Technician Certificate (NTA LEVEL 4) in Geomatics

Entry requirements

Holders of Certificate of Secondary Education Examination (CSEE) with at least four (4) passes OR above in non-religious subjects in either Mathematics, Physics, Chemistry, Geography and English OR Possession of National Vocational Award Level II

Programme Modules

Modules Semester 1

Module Code	Module title	Scheme of Study (Hours per week)				Credits
		Lecture	Tutorials	Practical	Assignment	
GST 04101	Mathematics	4	2	-	-	10
GST 04102	Physics	3	1	2	-	10
GST 04103	Communication Skills	1	-	-	1	3
GST 04104	Entrepreneurship & Development	2	1	-	-	5
GST 04105	Computer Application	1	-	1	-	3
GMT 04101	Basic Surveying	4	-	4	-	13
GMT 04102	Basic Cartography	4	-	2	-	10
GMT 04103	Basic Surveying Computations	2	2	-	1	8
	TOTAL					62

Modules Semester 2

Code	Module title	Scheme of Study (Hours per week)				Credits
		L	T	P	A	
GST 04201	Mathematics	4	2	-	-	11
GST 04202	Physics	3	1	2	-	11
GST 04203	Communication Skills	1	-	-	1	4

GST 04204	Entrepreneurship & Development	2	1	-	-	5
GST 04205	Computer Application	1	-	1	-	4
GMT 04201	Basic Surveying	4	-	4	-	14
GMT 04202	Basic Cartography	4	-	2	-	11
GMT 04203	Basic Surveying Computations	2	2	-	1	9
	Sub-total	21	06	09	02	69

NB: 7 weeks of Industrial Training follows (28 credits)

2.1.2 Technician Certificate (NTA Level 5) in Geomatics

Entry requirements

Holder of Certificate of Secondary Education with 4 Passes in non- Religious Studies and NTA Level 4 in Geomatics or Holder of ACSEE With at Least Principal Pass and Subsidiary in either Mathematics, Physics, Chemistry, Geography and English

Programme Modules

Modules Semester 1

Module Code	Module title	Scheme of Study (Hours per week)				Credits
		L	T	P	As	
GST 05101	Mathematics I	4	2	-	-	9
GST 05102	Physics I	3	1	2	-	8
GST 05103	Communication Skills	1	-	-	1	2
GST 05104	Entrepreneurship & Development	2	1	-	-	4
GST 05105	Computer Application	1	-	1	-	2
GMT 05101	Surveying I	4	-	4	-	11
GMT 05102	Cartography I	4	-	2	-	8
GMT 05103	Cadastral Surveying I	4	-	3	-	10
GMT 05104	Space Surveying I	2	-	1	-	4
GMT 05105	Surveying Computations I	2	2	-	1	7
	Sub-total	27	6	13	02	65

Modules Semester 2

Module Code	Module title	Scheme of Study (Hrs/Wk)				Credits
		L	T	P	As	

GST 05201	Mathematics I	4	2	-	-	9
GST 05202	Physics I	3	1	2	-	8
GST 05203	Communication Skills	1	-	-	1	2
GST 05204	Entrepreneurship & Development	2	1	-	-	4
GST 05205	Computer Application	1	-	1	-	2
GMT 05201	Surveying I	4	-	4	-	11
GMT 05202	Cartography I	4	-	2	-	8
GMT 05203	Cadastral Surveying I	4	-	3	-	10
GMT 05204	GIS I	1	-	1	-	3
GMT 05205	Surveying Computations I	2	2	-	1	7
GMT 05206	Photogrammetry I	4	-	2	-	8
	TOTAL					69

NB: 7 weeks of Industrial Training follows (28 credits)

2.1.3 Ordinary Diploma (NTA Level 6) in Geomatics

Entry requirements

Holders of Technician Certificate (NTA Level 5) in Geomatics or related fields.

Programme Modules

Modules Semester 1

Module Code	Module title	Scheme of Study (Hrs/Wk)				Credits
		L	T	P	As	
GST 06101	Mathematics V	4	2	-	-	10
GST 06102	Physics V	3	1	2	-	10
GST 04103	Communication Skills	1	-	-	1	3
GST 06104	Entrepreneurship & Development	2	1	-	-	5
GST 06105	Computer Application V	1	-	1	-	3
GMT 06101	Engineering Surveying	4	2	4	-	16
GMT06102	Photogrammetry	2	1	2		8
GMT 06103	Cartography 1V	4	-	2	-	10
GMT 06105	GIS-Remote Sensing	2	1	-1		6
	TOTAL					65

Modules Semester 2

Module Code	Module title	Scheme of Study (Hrs/Wk)				Credits
		L	T	P	As	
GMT 06201	Engineering Survey II	4	-	4	-	13
GMT 06202	Photogrammetry III	2	1	2	-	6
GMT 06203	Cartography III	4	-	2		10
GMT 06204	Space surveying II	2	-	2	-	6
GMT 06206	Cadastral Surveying III	4	-	4	-	13
GMT 06207	Remote Sensing	2	2		-	6
GMT 06208	Land Law	2	2			6
GMT 06209	Project	2	-	2	3	11
	TOTAL					71

NB: 7 weeks of Industrial Training follows (28 credits)

2.2 LAND MANAGEMENT AND VALUATION

2.2.1 Basic Technician Certificate (NTA Level 4) in Land Management and Valuation

Entry requirements

Holders of Certificate of Secondary Education Examination (CSEE) with at least four (4) passes OR above in non-religious subjects in Mathematics, Physics, Geography, Biology, Commerce, Book Keeping, History, Kiswahili, Civics and English OR who have a Certificate of Secondary Education and National Vocational Award (NVA) Level 2

Programme Modules

Modules Semester 1

Module code	Module title	Scheme of study Hrs/wk					Hours/semester	Credits
		L	T	P	AS	Total		
LMT04101	Mathematical Methods	2	1	-	1	4	64	6
LMT04102	Fundamental of English Grammar	1	-	-	1	2	32	3
LMT04103	Introduction to Valuation	3	1		2	6	96	10
LMT04104	Basics of Building Construction	4	-	-	2	6	96	10
LMT04105	Introduction to ICT	1	-	1	1	3	48	6

LMT04106	Basic Land Office Practice	2	1	-	1	4	64	6
GMT04101	Introduction to Geomatics	2		2	2	6	96	10
GST04106	Introduction to Entrepreneurship	1	-	-	1	2	32	3
Total		16	3	3	11	33	528	54

Modules Semester 2

Module code	Module title	Scheme of study Hrs/wk					Hours/semester	Credit
		L	T	P	As	Total		
LMT04207	Principles of Laws	2	1	-	1	4	64	6
LMT04208	Principles of Management	2	1	-	1	4	64	6
LMT04206	Applied Land Office Practice	2	1	1	1	5	80	8
LMT04209	Introduction to Land Economics	2	1	-	1	4	64	6
LMTO4210	Computer Application	2	1	2	1	6	96	9
GST04205	Report Writing Skills	1	-	-	1	2	32	3
GST 04206	Principles of Entrepreneurship	1	-	-	1	2	32	3
Total		12	5	3	7		432	41

NB: 7 weeks Industrial Training follows (28 Credits)

2.2.2 Technician Certificate (NTA Level 5) in Land Management and Valuation Entry requirements

Holders NTA Level 4 in Land Management and valuation or ACSEE With at Least Principal Pass and Subsidiary in Mathematics, Economics, Geography, English, History, Commerce and Accountancy.

Programme Modules

Modules Semester 1

Module code	Module title	Scheme of study Hrs/wk					Hours/ semester	Credits
		L	T	P	AS	Total		
LMT05103	Principle and methods of valuation	2	1	-	1	4	64	6
LMT05104	Building Construction	2	1	0.5	0.5	4	64	6
LMT05105	Introduction to land economics	2	-	-	1	3	48	5
LMT05104	Communication skills	1	-	-	1	2	32	3
LMT05107	Introduction to Development Studies	1	-	-	1	2	32	3
LMT05108	Introduction to urban and Rural Planning	2	0.5	0.5	1	4	64	6
LMT05109	Computer Assisted Cadastre	1	0.5	1	0.5	3	48	5
LMT05102	Land Office Practice	2	-	-	1	3	48	5
GMT05101	Advanced Land Surveying	1	-	0.5	0.5	2	32	3
LMT05110	Principle of Economics	2	-	-	1	3	48	5
LMT05111	Introduction to valuation	2	-	-	1	3	48	5
LMT05101	Introduction to Land Law	2	-	-	1	3	48	5
GST05105	Introduction to ICT	1	-	0.5	0.5	2	32	3
Total		21	2.5	3	11.5			60

Modules Semester 2

Module code	Module title	Scheme of study Hrs/wk					Hours/ Semester	Credits
		L	T	P	As	Total		
LMT05201	Advanced Valuation Mathematics	2	-	-	2	4	64	6
LMT05202	Estate Management	1	-	-	1	2	32	3
GST05201	Fundamentals Development Studies	1	-	-	1	2	32	3
LMT05203	Applied Valuation	2	1	-	1	4	64	6
LMT05204	Business Communication Skills	1	-	-	1	2	32	3
LMT05205	Housing Policy	2	-	-	1	3	48	5
LMT05206	Land Administration	2	-	-	1	3	48	5
LMT05207	Property taxation	2	-	-	1	3	48	5
LMT05207	Conveyance and Disposition	2	-	-	1	3	48	5

Total	15	1		10	26		41
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NB: 7 weeks Industrial Training follows (28 Credits)

2.2.3 Ordinary Diploma (NTA Level 6) in Land Management and Valuation

Entry requirements

Holders of Technician Certificate (NTA Level 5) in Land Management and Valuation or related field.

Programme Modules

Modules Semester 1

Module code	Module title	Scheme of study Hrs/wk				
		L	T	P	AS	Credit
LMT06101	Advanced Applied Valuation	4	1	-	1	10
LMT06102	Land Law	3	1	-	1	8
LMT06103	Planning Law	2	1	-	1	6
LMT06104	Business Valuation	3	1	-	2	10
LMT06105	Research Methodology	2	-	1	1	6
LMT06106	Real Estate Marketing	2	1	-	1	6
LMT06107	Property Maintenance and Repair	2	-	3	2	11
GSD04106	Introduction to Entrepreneurship	2	-	-	2	6
Total		20	5	4	11	63

Modules Semester 2

Module code	Module title	Scheme of study Hrs/wk				
		L	T	P	As	Credit
LMT06208	Ethics and Code of Conducts	2	1	-	2	8
LMT06209	Scientific Report writing	2	-	-	3	8
LMT06210	Environmental studies	2	-	-	2	6
LMT06211	Valuation Casework	3	1	2	1	11
LMT06212	Property Finance and Investment	4	1	-	2	11
LMT06213	Diploma Project	-	-	8	-	13

Total	13	3	10	10	57
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NB: 7 weeks Industrial Training follows (28 Credits)

2.3 URBAN AND REGIONAL PLANNING

2.3.1 Basic Technician Certificate (NTA Level 4) in Urban and Regional Planning

Entry requirements

Holders of Certificate of Secondary Education Examination (CSEE) with at least four (4) passes OR above in non-religious subjects in Either Mathematics, Geography, Physics, Chemistry, Biology, English, Kiswahili, Civics, Commerce or History OR Possession of National Vocational Award Level III

Programme Module

Modules Semester 1

S/N	Module Code	Module title	Hour/Week					Hours/Semester	Credits
			L	T	P	As	Total		
1.	GMT04101	Basic Land Surveying	2	-	4	-	6	96	10
2.	GMT04102	Basic Cartography	2	-	4	-	6	96	10
3.	GST04105	Introduction to Information Communication Technology (ICT)	1	-	1	-	2	32	3
4.	UPT04104	Basic Statistics	2	1	-	1	4	64	6
5.	GST04102	Fundamental of English Grammar	1	-	-	1	2	32	3
6.	GST04104:	Introduction to Entrepreneurship	1	-	-	1	2	32	3
7.	UPT04111	Introduction to Urban and Regional Planning	2	-	-	1	3	48	5
8.	UPT04112	Building Design, Materials and Construction	2	-	-	1	3	48	5
9.	UPT04113	Graphics, House Design and Plot Organization Studio	2	-	10		12	192	19
		Total	15	1	19	5	40	640	64

Modules Semester 2

S/N	Module code	Module	Hour/Week					Hours/Semester	Credits
			L	T	P	As	Total		

1.	UPT04201	Basic Physical Infrastructure Planning	2	1	-	1	4	64	6
2.	UPT04202	Elements of Landscaping	2	-	1	1	4	64	6
3.	UPT04203	Introduction to Geographic Information Systems (GIS)	2	-	1	1	4	64	6
4.	UPT04204	Applied Statistics	2	1	-	1	4	64	6
5.	GST04205	Report Writing Skills	1	-	-	1	2	32	3
6.	GST04204	Principles of Entrepreneurship	1	-	-	1	2	32	3
7.	UPT04212	Site Planning Theory	2	-	-	1	3	48	5
8.	UPT04213	Site Planning Studio	2	-	10		12	192	19
		Total	14	2	12	7	35	560	56

NB: 7 weeks Industrial Training follows (28 Credits)

2.3.2 Technician Certificate (NTA Level 5) in Urban and Regional Planning

Entry requirements

Holders NTA Level 4 from Any Recognized Ardhi/Lands Institute or ACSEE With at Least Principal Pass and Subsidiary in Mathematics, Economics, Geography, English, History, Commerce and Accountancy.

Programme Module

Modules Semester 1

S/N	Module Code	Module Title	Hour/Week					Hours/Semester	Credits
			L	T	P	A	Total		
1.	UPT05101	Infrastructure Planning & Management	1	1	-	1	3	48	5
2.	UPT05102	Analytical Quantitative Methods	1	1	-	1	3	48	5
3.	UPT05103	GIS and Auto CAD software application	1	-	2	1		64	6

4.	UPT05104	Communication Skills	1	-	-	1	2	32	3
5.	UPT05105	Introduction to Development Studies	1	-	-	1	2	32	3
6.	UPT 05106	Principles of Economics	1	-	-	1	2	32	3
7.	UPT05110	Neighbourhood Planning and Design theory	1	-	-	1	2	32	5
8.	UPT05111	Landscaping	2	-	-	1	3	48	5
9.	UPT05112	Neighbourhood Planning and Design Studio	2	-	10	-	12	192	19
			11	2	12	8	29	528	53

Modules Semester 2

S/ N	Module Code	Module title	Hour/Week					Hours/ Semester	Credits
			L	T	P	A	Total		
1.	UPT05202	Applied Quantitative Methods	1	1	-	1	3	48	5
2.	UPT05203	GIS and Data-Bases Creation	1	-	2	1	4	64	6
3.	UPT05204	Business Communication Skills	1	-	-	1	2	32	3
4.	UPT05205	Fundamental Development Studies	1	1	-	-	2	48	5
5.	UPT05213	Village Planning Theory	2	2	-	-	4	64	6
6.	UPT05214	Village Planning Studio	2	-	1 2	-	14	224	22
7.	UPT05215	Land Law	2	2	-	-	4	48	5
8.	UPT05216	Housing	2	-	-	-	2	32	3
		Total	12	6	1 4	3	35	560	56

NB: 7 weeks Industrial Training follows (28 Credits)

2.3.3 Ordinary Diploma (NTA Level 6) in Urban and Regional Planning Entry requirements

Holders of Technician Certificate (NTA Level 5) in Urban and Regional Planning or related field.

Programme Module

Modules Semester 1

S/N	Module code	Module Title	HOUR/WEEK				Hours / semester	CREDIT
			L	P	T	Total		
1.	UPT06101	Regularization and Community Infrastructure Upgrading Studio	2	8	2	12	192	19
2	UPT06102	Environmental Planning & Management	2	-	2	4	64	6
3	UPT06103	Urban Transport Planning	2	-	2	4	64	6
4	UPT06104	Traffic Management	2	-	2	4	64	7
5	UPT06105	Research Methods	2	-	2	4	64	6
6	UPT06106	Urban Planning Law & Regulations	2	--	2	4	64	7
7.	GST04106	Introduction to Entrepreneurship	2	-	-	2	32	3
8.	UPT06108	Urban Development Control	2		2	4	64	6
		Total	16	8	14	36	608	60

Modules Semester 2

S/N	Module code	Module Title	HOUR/WEEK				Hours/ Semester	CREDIT
			L	P	T	T		
1.	UPT06201	Urban Master Planning Studio	2	8	2	12	192	19
2.	UPT06202	Regional Development Theory	2	-	2	4	64	6
3.	UPT06203	Regional Transport Planning	2	-	-	2	32	3
4.	UPT6204	Remote Sensing	2	2	-	4	64	6
5.	UPT06205	Diploma Project	-	8	4	12	192	19
		Total	8	18	8	34	544	54

NB: 7 weeks Industrial Training follows (28 Credits)

ARCHITECTURE AND CONSTRUCTION DEPARTMENT

2.4 ARCHITECTURE

2.4.1 Basic Technician Certificate (NTA Level 4) in Architecture

Entry requirements:

Holders of Certificate of Secondary Education Examination (CSEE) with at least four (4) passes OR above in non-religious subjects in Mathematics, Physics, Chemistry, Geography and English OR Possession of National Vocational Award Level II

Programme Modules

Semester 1: Fundamental Modules

S/N	Module code	Module title	scheme of study (hour/week)					Hours/ Semester	Credits
			L	T	P	A	Total		
1	GMT04101	Basic Land Surveying	2	-	4	-	6	90	9
2	GST 04106	Basics of Calculus, Logarithms and Number systems	1	-	-	1	2	30	3
3	GST04206	Polynomials, Matrices and Binomial theorem	1	-	-	1	2	30	3
4	GST04107	Fundamental Mechanics	1	-	-	1	2	30	3
5	GST04207	Essentials of Mechanics	1	-	-	1	2	30	3
6	GST04105	Basic Information Communication Technology (ICT)	1	-	1	-	2	30	3
7	GST04102	Fundamental of English Grammar	1	-	-	1	2	30	3
8	GST04202	Report Writing Skills	1	-	-	1	2	30	3
9	GST04104	Basic Entrepreneurship	1	-	-	1	2	30	3
10	GST04204	Principles of Entrepreneurship	1	-	-	1	2	30	3
		TOTAL	11	-	5	8	24	360	36

Semester 2: core Modules

S/n	Code	Module title	Scheme of study (hour/week)					Hours/ Semester	Credits
			L	T	P	A	Total		
1.	ART04102	Force systems & properties of sections	2	1	0	1	4	60	6

2.	ART04103	Water supply in buildings	1	-	-	1.	2	30	3
3.	ART04104	Essentials of building elements	1	-	-	1.	2	30	3
4.	ART04101	Geometrical drawing and freehand	2	-	10	-	12	180	18
5.	ART04105	Masonry and timber materials	1	-	1	-	2	30	3
6.	ART04207	Basics Application of Auto CAD	1	-	1	-	2	30	3
7.	ART04209	Elasticity and Analysis of Structure	1	1	-	-	2	30	3
8	ART04210	Waste disposal systems in buildings	1	-	-	1	2	30	3
9	ART04206	Architectural Design Principles	1	1	1.	1	4	60	6
10	ART04211	Site organization	2	-	1.	1	4	60	6
11	ART04212	Architectural graphics	2.	2	2	2	8	120	12
12	ART04213	Cement and paints	1	-	-	1.	2	30	3
			16	5	16	9	46	690	69
13	ART04214	Industrial Training Construction Site					40	280	28

7

Weeks of Industrial Training then follows (28 credits)

2.4.2 Technician Certificate (NTA Level 5) in Architecture

Entry requirements

Holder of Certificate of Secondary Education with 4 Passes in non- Religious Studies and NTA Level 4 in ARCHITECTURE or Holder of ACSEE With at Least Principal Pass and Subsidiary in Mathematics, Physics, Chemistry, Geography and English

Programme Modules

Modules Semester 1: Fundamental Modules

S/N	Module code	Module title	Scheme of study (hour/week)					Hours/ Semester	Credits
			L	T	P	A	Total		
1	GST05103	Communication Skills	1	-	-	1	2	30	3
2	GST05104	Basic Development Studies	1	-	-	1	2	30	3
3	GST04105	Basic ICT	1	-	1	-	2	30	3

4	GST05112	Laws, Ethical Conduct and liabilities	1	-	1	-	2	30	3
5	GST 05204	Fundamentals of Development Studies	1	-	1	-	2	30	3
6	GST 05203	Business Communication Skills	1	-	-	1	2	30	3
		Total	6	-	3	3	12	180	18

Semester 2: Core Modules

S/N	CODE	MODULE TITLE	SCHEME OF STUDY (HOUR/WEEK)					Hours/ Semester	Credits
			L	T	P	A	Total		
1	ART05101	Basics of structural design	2	1	-	1	4	60	6
2	ART05103	Metal, Plastics and Glass Technology	2	1	-	1	4	60	6
3	ART05105	Design of Single Storey Buildings	3	2	3	-	8	120	12
4	ART05107	Arch CAD Applic. in Draughting	1	-	1	-	2	30	3
5	ART05108	Electrical Systems in Buildings	2	1	-	1	4	60	6
6	ART05110	Vertical communication in Buildings	1	-	-	1	2	30	3
7	ART05114	Pre-Historic Ages and Ancient Architecture	1	-	-	1	2	30	3
8	ART05116	Space and Ordering Principles	1	-	-	1	2	30	3
9	ART05202	Concrete Reinforcement Technology	2	1	-	1	4	60	6
10	ART05204	Finishes Building Materials	2	1	-	1	4	60	6
11	ART05206	Design of Multi - storey Buildings	3	1	4	-	8	120	12
12	ART05209	Mechanical Movement And Ventilation System in Building	1	-	-	1	2	30	3
13	ART05211	Building Components	2	1	-	1	4	60	6
14	ART05213	Architectural Office and Registration Process	2	1	-	1	4	60	6
15	ART05215	Modern and	1	-	-	1	2	30	3

		Postmodern Architecture							
16	ART05217	Architectural Forms and Theories	2	1	-	1	4	60	6
	Sub-Total		28	11	8	13	60	900	90
17	ART05218	Industrial Training:			40		280	280	28

7 weeks of Industrial Training follows (28 credits)

2.4.3 Ordinary Diploma (NTA Level 6) in Architecture

Entry requirements

Holders of Technician Certificate (NTA Level 5) in Architecture or related field.

Programme Modules

Modules Semester 1: Fundamental Modules

S/N	CODE	MODULE TITLE	SCHEME OF STUDY (HOUR/WEEK)					Hours/Semester	Credits
			Lect	Tut	Pract	Asgn	Total		
1.	GST 06101	Vector and coordinate Geometry	2	2	-		4	60	6
2.	GST 06102	Heat and Thermodynamics	2	2	-	-	4	60	6
3.	GST 04104	Entrepreneurship	1	1	-	-	2	30	3
4.	GST 06105	Basic Computer Applications V	1	-	1	-	2	30	3
5.	DST 06201	Logic and Statistics	2	2	-	-	4	60	6
		Organic compounds							
		Total	8	7	1	-	16	240	24

Semester 2: Core Modules

S/N	Module code	Module title	Scheme of study (hour/week)					Hours/Semester	Credits
			Lect	Tut	Pract	Asgn	Total		
1.	ART06101	Steel and Timber Design	2	1	0	1	4	60	6
2.	ART06102	Openings, Framed and Fire Safety.	2	1	-	1	4	60	6
3.	ART06105	Public Building Scheme Design	2	1	5	4	12	180	18
4.	ART06107	Climatic Design	2	1	0	1	4	60	6
5.	ART06109	Project Planning, Operation & Association	2	1	0	1	4	60	6
6	ART06203	Fittings	2	1.	-	1	4	60	6
7.	UPT06204	Urban Development and Housing	1	-	-	1	2	30	3

8.	ART06206	Public Building Working Drawings	2	0	5	3	10	150	15
9.	ART06208	Thermal Design, Day lighting and sonic Environment	2	1	0	1	4	60	6
10	ART06210	Cost Estimates and Tendering	2	1	0	1	4	60	6
11	ART06218	Industrial Training:					40	280	28
	Sub-Total		19	8	10	15	52	900	78

7 weeks of Industrial Training follows (28 credits)

2.5 QUANTITY SURVEYING

2.5.1 Basic Technician Certificate (NTA 4) in Quantity Surveying

Entry requirements

Holder of Certificate of Secondary Examination Education (CSEE) with at least four passes in non-religious studies in either Mathematics, Physics, Chemistry, Geography and English

Programme Modules

Modules Semester 1

Module Code	Module title	Scheme of Study (Hrs/Wk)				Credits
		L	T	P	As	
GST 04101	Mathematics	2	1	-	-	5
GST 04103	Fundamental English Grammar	2	-		1	5
GST 04104	Introduction to entrepreneurship	2			1	5
GST 04105	Introduction to ICT	2	-	4	-	10
GST 04104	Development study	2			1	5
QST 04101	The concept of building construction	2	-		1	5
QST 04102	Building Materials	2	-		1	5
QST 04103	Studio	2		4	-	10
GMT 04104	Introduction to Geomatics	2		4		10
QST 04105	Engineering mechanics	2	1			5
	Total					65

Modules Semester 2

Module Code	Module title	Scheme of Study (Hrs/Wk)				Credits
		L	T	P	A	
GST 04205	Report writing skills	2		-	1	5
GMT 04201	Engineering survey	2		4		10
GST 04204	Principle of entrepreneurship	2			1	5
QST 04201	Studio	2		4		10
QST 04202	Building construction	2	-	-	1	5
QST 04203	Metals and finishing materials	2	-	-	1	5
QST 04204	Engineering design	2	1	-	-	5
QST 04205	Project work	2		4	-	10
	Total					55

NB: 7 weeks Industrial Training follows (28 Credits)

2.5.2 Technician Certificate (NTA Level 5) in Quantity Surveying

Entry requirements

Holder of Certificate of Secondary Examination Education (CSEE) with four passes in non-religious subjects with NTA Level 4 in quantity surveying OR Holder of Advanced Certificate of Secondary Examination Education (ACSEE) with at least Principal pass and Subsidiary in either Mathematics, Physics, Chemistry, Geography and English

Programme Module

Modules Semester 1

Module Code	Module title	Scheme of Study (Hours per week)				Credits
		L	T	P	As	
QST 05103	Soil mechanics and complex foundations	4		-	2	10
QST 05101	Building service I	2		-	2	6
QST 05102	Measurement of sub-structure, walling and roof	4	2	-	1	11
QST 05107	Introduction to civil works	2			2	6
QST 05105	Construction industry organization	2			2	6
QST 05104	Project work II	4				10
GCS 05104	Communication skills	2			2	6

	Sub-total	20	2	0	11	55
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Modules Semester 2

Module Code	Module title	Scheme of Study (Hours per week)				Credits
		L	T	P	A	
QST 05108	Construction of industrial buildings	4	2		2	13
GST 05204	Business Communication	2			2	6
QST 05109	Basic Law of Contract	2			2	6
QST 05104	Measurement of building works	4	2		2	13
QST 05102	Ventilation and information technology installation	2			2	6
QST 05101	Estimating and price analysis	4			2	11
QST 05103	Project work III	2		4		10
	Total	20	4	4	12	65

NB: 7 weeks Industrial Training follows (28 Credits)

2.5.3 Ordinary Diploma (NTA Level 6) in Quantity Surveying

Entry requirements

All applicants must have completed NTA Level 5 in all fields at ILD or must have completed and passed “A” Level secondary education with at least Principal Level pass, D,E or S passes or above in Mathematics, Physics, Chemistry, Geography and English.

Programme Module

Modules Semester 1

Module code	Module title	Scheme of study (hrs/wk)				Credits
		L	T	P	A	
GSD 06204	Entrepreneurship	2	2	-	1	8
QSD 06106	Measurements of framed structures	4	2	-	2	13
QSD 06107	Measurements of building services	2	4	-	2	13
QSD 06109	Contract administration & procedures	4	2	-	2	13
QSD 06102	Tendering actions	2	2	-	2	10
QSD 06104	Project work	2	-	4	-	10

	TOTAL	14	10	4	7	67
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Modules Semester 2

Module code	Module title	Scheme of study (hrs/wk)				Credits
		L	T	P	As	
		GSD 06204	Entrepreneurship	2	-	
GSD 06202	Research methodology	2	2	-	1	8
QSD 06208	Resolution of disputes and claims	4	2	-	2	13
QSD 06204	Construction management	4	-	2	1	11
QSD 06205	Project work	4	-	4	-	13
TOTAL		12	2	12	3	53

NB: 7 weeks Industrial Training follows (28 Credits)

3.0 GENERAL EXAMINATIONS REGULATIONS

3.1 (Rule 1.1) Definitions

- 3.1.1 (Rule 1.1.1) Module means any unit offered and defined by a code and a name.
- 3.1.2 (Rule 1.1.2) Institute means Institute of Lands Dar es Salaam
- 3.1.3 (Rule 1.1.3) Institute Examination means the sum total of all tasks assigned to candidates and examined according to these Regulations. This will include all campus practical work, homework. Examinations, tests out of campus fieldwork and any other tasks approved by the Institute.
- 3.1.4 (Rule 1.1.4) **Coursework** means all assignments, practical work and tests attempted at various times during the academic year.

- 3.1.5 (Rule 1.1.5) **An examination paper** is that portion of the Institute examination which is written at the end of the academic year and which excludes coursework.
- 3.1.6 (Rule 1.1.6) **Examiners Board Meeting** means all internal examiners and external meeting
- 3.1.7 (Rule 1.1.7) **Board** means the Institute of Lands Dar es Salaam Governing Board

3.2 (Rule 1.2.1) General Rules

- 3.2.1 (Rule 1.2.1). There will be an institute Examination in every module conducted during the year of study at the end of each semester. Candidates are required to pass in all modules before they can be awarded Certificates/ Diploma.
- 3.2.2 (Rule 1.2.2). No candidate will be allowed to attempt an Examination Paper unless he/she has completed all the prescribed courses of study for the particular academic year.
- 3.2.3 (Rule 1.2.3). Coursework and examination paper in any subject will be assigned score in the ratio of 2:3. The fieldwork, studios and the diploma report being considered as full modules for the award of Certificates/ Diploma. The coursework shall be derived from tests, practicals and assignments in each semester. Tests and assignments/practical shall carry weights of 3:1 respectively.
- 3.2.4 (Rule 1.2.4). For the purpose of continuous assessment, there shall be at least 2 tests and 3 assignments/ practical per module in each semester.
- 3.2.5 (Rule 1.2.5). The pass mark for any module in certificate courses will be 50% awarded by combining coursework and the examination paper. There will be no compensation of marks from one Examination Paper to another for the purpose of deriving the pass mark of 50% in any module. Pass mark for Ordinary Diploma will be 45%.
- 3.2.6 (Rule 1.2.6). A candidate who fails in no more than two modules and has final weighted average of at least 50%, in certificate course and 45% in ordinary Diploma course will be allowed to sit for supplementary examination only once for the modules he/she has failed. Supplementary examination will take place before the start of the new academic year.

3.2.7 (Rule 1.2.7). A candidate will complete a prescribed period of Industrial Training during the year of study. Failure to complete the Industrial Training will render any student liable to repeat the Industrial Training at his /her own expenses. Such a student will forward the results of the repeated work to the Head of Academic at the Institute.

3.2.8 (Rule 1.2.8).A candidate who fails in a Diploma Project shall be given three months to resubmit the work and present it at his/her own expenses.

3.3 (Rule 1.3.) Results and Supplementary Examinations

3.3.1 (Rule 1.3.1). At the end of an examination session, and after the Institute Examination Board Meeting, the Vice principal Academics will announce the provisional examination Results for the courses offered at the Institute, pending confirmation or otherwise by the Institute Examination Board.

3.3.2. (Rule 1.3.2).Supplementary Examination scores shall be awarded on the basis of Supplementary examination papers only and the maximum score will be 50% for Certificate course and 45% for diploma courses irrespective of how high a candidate scores.

3.3.3 (Rule 1.3.3). In so far as the provision of these regulations are not abrogated a candidate failing the supplementary examination will be allowed to repeat the semester of study at the discretion of the board.

3.4 (Rule 1.4) Special Rules

3.4.1 (Rule 1.4.1). A candidate who fails in the three or more subjects or fails to attain an overall average of 35% will be considered as having failed the entire course and hence shall be discontinued.

3.4.2 (Rule 1.4.2) A candidate is deemed to have passed the whole course if he/she attains an

Overall weighted average mark of at least 50% in Certificate courses and 45% in Diploma Course in all the subjects and passes both the Industrial training and diploma project report.

- 3.4.3 Rule 1.4.3) A candidate who does not sit for the regular examination papers in part or in their entirety due to indisposition as confirmed by a medical officer of being out of Campus with written permission will be allowed to sit for special examination. A Candidate doing this examination will be deemed to be sitting for the first time and all the clauses of the examination rules will apply to the candidates' weighted average.
- 3.4.4 (Rule 1.4.4) A candidate who is unable to participate in the course programme because of prolonged hospitalization or maternity leave of more than weeks shall be allowed to repeat the year/semester of study at the discretion of the Board.
- 3.4.5 (Rule 1.4.5) A candidate who fails in not more than 2 modules and the score of the weighted average is between 35.0% and 39.9% shall be allowed to repeat the year of study on his/her expenses.
- 3.4.6 (Rule 1.4.6) In all matters relating to examinations and examination results, the Board's decision shall be final and no appeal shall be entertained thereafter.

3.5 (Rule 1.5) Regulations Governing the Position and Conduct of Examiners (Internal and External) and Examinees

- 3.5.1. (Rule 1.5.1) The office of the Vice Principal Academics will appoint an Examination Officer who shall co-ordinate all examination matters of the Institute for the particular academic year. Such appointee shall be answerable directly to the Vice Principal Academics.
- 3.5.2 (Rule 1.5.2) The Examinations Officer shall issue all directives necessary for the good preparations and invigilation of the Institute's Examinations. He/she shall liaise with the

Vice Principal and issue invigilation guidelines for examinations.

- 3.5.3 (Rule 1.5.3) The vice Principal Academics shall recommend to the Institute Academic Board the names of distinguished academicians and professionals of the course taught at the Institute to be external examiners. This shall be done before the start of examination period in each year.
- 3.5.4 (Rule 1.5.4) The external examiners, after reviewing the answer books for the module(s) in the programme, shall submit a signed report to the Vice Principal of academics before leaving the Institute.
- 3.5.5 (Rule 1.5.5) All cases of alleged examination irregularities shall be referred to the Institute's Examination Committee which shall be composed of:
- (i) The Principal (as a Chairperson)
 - (ii) The Vice principal Academics
 - (iii) The examinations officer
 - (iv) Any other members appointed by the Principal as deemed necessary.

The Examination Committee shall have powers to summon students and members of staff or other persons as it deems necessary to testify before it. The Chairperson shall submit a report of the committee's findings and recommendations to the Institute governing Board for decision making/approval.

- 3.5.6 (Rule 1.5.6) No unauthorized material shall be allowed into the examinations rooms. Any candidate who will be proved by the invigilator to have cheated in any part of the examination shall be deemed to have failed in the Institute examination and shall be discontinued from the institute.

3.6 (Rule 1.6) Regulations Governing the Conduct of out of Campus fieldwork for the Diploma/Certificate Course

- 3.6.1 (Rule 1.6.1) Fieldwork is compulsory during both the first and second year and it shall last for a period that is stipulated in the Institute Calendar for any particular year
- 3.6.2 (Rule 1.6.2) During the fieldwork, students shall at all times be at the work site under the supervision of Institutes academic staff

- 3.6.3 (Rule 1.6.3) Report of the fieldwork, shall be compiled and presented by the respective students to a panel of academic staff
- 3.6.4 (Rule 1.6.4) Fieldwork will count in the final assessment as stipulated in the general rules of the regulations governing the award of diploma/certificate.. The assessment mark shall be based on the written report and oral presentation and supervision as follows:
- (i) Supervision 40% (log book)
 - (ii) Written report 30% (group work)
 - (iii) Presentation 30% (group work).

3.7 (Rule 1.7) Examinations

An examination shall include:

- (a) Continuous assessment i.e. tests, assignments and practical.
- (b) End of semester examinations
- (c) Diploma report (Supervisor assessment, presentation and content assessment)
- (d) Industrial training (log book, presentation and written report)

3.8 (Rule 1.8) Student Registrations for Examinations

- 3.8.1 (Rule 1.8.1) Students will be required to register for the modules/course offered in each semester, and at the end of the semester he/she shall collect examination number from the office of the Examinations Officer at least one day before onset of the examination. Specific dates and time for collecting examination numbers shall be communicated to students.
- 3.8.2 (Rule 1.8.2) Except for the end of semester examinations, there shall be no examinations numbers.

3.9 (Rule 1.9) Eligibility for End of Semester Examination

- 3.9.1 (Rule 1.9.1) No candidate shall be eligible for any end of semester examination in any module unless the course coordinator and Vice Principal Academics in a respective course, have satisfied themselves that the candidate has:

- (i) Attended and covered at least 75% of the time and content areas schedules to be covered in each semester for each module.
- (ii) Scored at least 50% of the continuous assessment for each module
- (iii) Paid required fees in respective semester.

If a candidate fails to meet the above conditions, he, shall have to repeat the module(s) in the semester concerned

3.9.2 (Rule 1.9.2) when a candidate, who has been barred in accordance with paragraph 3.9.1(Rule 1.9.1), enters the examination room and sits for the end of semester examination, his/her results in that paper shall be declared null and void. Such a candidate shall be discontinued from studies

3.9.3 (Rule 1.9.3) any candidate may request to postpone sitting for end of semester examination by genuine reasons and permission for such postponement shall only be granted by the Vice principal Academics.

3.10 (Rule 1.10) Effects of Unauthorized Absence from Examinations

3.10.1 (Rule 1.10.1) A candidate who deliberately absents himself/herself from end of semester examinations without compelling reasons shall be discontinued from the Institute.

3.11 (Rule 1.11) Dates of Examinations

3.11.1 (Rule 1.11.1) Dates for conducting continuous assessment shall be determined by the respective module/course tutor and continuous assessment marks shall be submitted to Vice Principal Academics after every one and a half months in each semester.

3.11.2 (Rule 1.11.2) Dates for the end of semester examinations shall be published in the Institute almanac

3.11.3 (Rule 1.11.3) Dates for supplementary examinations shall be published in the Institute almanac

3.12 (Rule 1.12) Coordination of the Institute Examinations

3.12.1 (Rule 1.12.1) The overall coordination of examination shall be the responsibility of the

Examination Officer under the direction of the Vice Principal Academics.

3.12.2 (Rule 1.12.2) Continuous assessment for each module/course shall be completed and made available to students by the respective tutor before commencement of the end of semester examinations.

3.12.3 (Rule 1.12.3) The Institute Academic Committee (IAC) on behalf of the Governing Board shall appoint external examiners for the Institute Examinations.

3.15 (Rule 1.15.) Institute Examination Committee (IEC)

The following members shall compose the Institute Examinations Committee

(i)	Vice Principal Academics	Chairperson
(ii)	Examination Officer	Secretary
(iii)	Heads of Departments	Members
(iv)	Minister of Education from the students organization	Member
(v)	Dean of Students	Member
(vi)	One Governing Board representative	Member

Responsibility of the Institute Examination Committee

Examinations committee will oversee all matters pertaining to examinations. This include development of examinations regulations and procedures guiding examinations processes; from setting, moderation, conduction, marking, issuance of results, appeals, supplementary examinations, discontinuation and Certification.

3.16 (Rule 1.16.) Institute Academic Committee (IAC)

The following members shall compose the Institute Academic Committee

(i)	The Principal	Chairperson
(ii)	Vice Principal Academics	Secretary
(iii)	Examinations Officer	Member
(iv)	Minister for Education (ILDSO)	Member
(v)	Heads of Departments	Member
(vi)	Heads of Programmes	Members
(vii)	Dean of Students	Members
(viii)	One Governing Board representative	Member

Responsibility of the Institute Academic Committee

This committee oversees and coordinates all matters related to academic quality management of the Institution. It ensures institution has effective academic quality

policies and standards which include internal and external academic processes related to teaching and learning and review of the academic quality system which are not limited to programme development and review, programme delivery, field attachment, assessment, reporting and certification, research and independent study and academic review and audit.

3.17 (Rule 1.17) Special Rules

3.17.1 (Rule 1.17.1) All cases of proved examination irregularities shall be referred to the Institute Examination Board, and submitted to Academic Institute Board for final decision.

3.17.2 (Rule 1.17.2) For the purpose of these regulations examination irregularities shall mean:

- (i) Cheating (i.e. copying from manuscripts and books or any source which is not allowed in examination room)
- (ii) Conversing with a fellow candidate during examination.
- (iii) Bringing unauthorized materials in the examination in the examination room, whether found in briefcase, clothes, pockets, handbags or elsewhere within the examination room.
- (iv) Copying from a fellow student
- (v) Any other forms being kind of dishonest, falsification or destruction of evidence of unlawful material.

3.17.3 (Rule 1.17.3) For the purpose of these Regulation-unauthorized materials include any written or printed materials that are generally or specifically prohibited from being brought into the examination room (e.g. cellular or mobile phones, radios, radio cassette, papers, micro-computers, books, exercise books, and any other materials as may be specified by the Institute from time to time.

3.17.4 (Rule 1.17.4) Any candidate found cheating in the examination process shall be deemed to have failed in the whole examination for that semester and shall be discontinued from studies with immediate effect, subject to confirmation by IAB.

3.17.5 (Rule 1.17.5) Any candidate found guilty of bringing unauthorized material into the examination room or in any party of the an irregularity and shall be discontinued from studies subject to confirmation by IAB.

3.17.6 (Rule 1.17.6) Any candidate found guilty of committing an examination irregularity may appeal to the IAB in accordance with the provisions of these regulations.

3.17.7 (Rule 1.17.7) the IAB may impose penalty on a candidate found guilty of committing an examination irregularity, depending on the gravity of the circumstances constituting the offence as the IAB may deem appropriate.

3.18 (Rule 1.18) Examination Instructions to Candidates

3.18.1 (Rule 1.18.1) Candidates shall be allowed to enter the examination room by the invigilator at the time prescribed for the commencement of end of semester examination

3.18.2 (Rule 1.18.2) In any ending of semester examination, no candidate shall be allowed to enter the examination room more than half an hour after the has started and no candidate shall be permitted to leave the examination room until half an hour has elapsed after the start of the examination

3.18.3 (Rule 1.18.3) No direct communication (verbal or otherwise) between candidates is allowed during the examination. If any candidate needs to communicate, he/she must do so by raising his hand to attract attention of the invigilator.

3.18.4 (Rule 1.18.4) Smoking and drinking alcohol and or being in a condition of alcohol influence in the examination room is completely prohibited.

3.18.5 (Rule 1.18.5) Candidates, subject to the permission of invigilator, are allowed to go out of the examination room, one at a time, with an escort for not more than five (5) minutes and only for the purpose of a call of nature.

3.18.6 (Rule 1.18.6) Candidates should use their examination numbers only for the end of semester examination. As such names, initials any other mark that may distinguish one candidate from another should never be written on script papers or answer books for the end of semester examination.

3.18.7 (Rule 1.18.7) Each candidate is required to begin each question except multiple choices

and matching questions) on a fresh paper and to write his/her examination number on every script paper.

3.18.8 (Rule 1.18.8) Using anybody else examination number is considered as a case of dishonest, that is liable for disciplinary action as shall be determined by examination bodies. Such dishonest may lead to discontinuation from studies subject to confirmation by IEC.

3.18.9 (Rule 1.18.9) Candidates must stop writing, immediately the invigilator gives notice. During the end of semester examination, normally candidates will be warned 15 minutes prior to the end of the examination.

3.18.10 (Rule 1.18.10) Candidates should arrange and fasten their answer paper in order of Pages before going out of examination room, each candidate shall personally handover his/her answer scripts to the invigilator and immediately after that shall sign the attendance list for the examination.

3.19 (Rule 1.19) Invigilation of the End of Semester Examination

3.19.1. (Rule 1.19.1) before the examination starts:

- a. Invigilators should be physically present in the examination rooms at least 15 minutes before the commencement of examinations
- b. The examination officer will provide invigilators with the following items:
 - (i) Time table for the examination
 - (ii) Attendance sheet with candidates 'examination number for the signatures
 - (iii) Answer booklets on which a candidate will be required to write his/her examination
 - (iv) Sealed envelopes containing examination papers to be attempted by candidates. Sealed envelopes containing examination papers must be collected personally by each invigilator before an examination starts.
- c. Invigilators shall ensure that no student enters the examination room with any Unauthorized materials.
- d. Invigilators must ensure that only one answer book is provided for each candidate. The answer book must be full before any additional booklets are provided.

- (e) Invigilator shall admit candidates in the examination room at least 10 before the Commencement of the examination. Hand bags, parcels, overcoats, books, papers and other similar articles shall not be allowed in the examination room.
- (f) During the first 10 minutes before the commencement of the examination the invigilators should
 - (i) Make announcement to the effect that candidates should satisfy themselves that they are in possession of the correct paper
 - (ii) Call attention to anything that seems to require clarification
 - (iii) Tell candidates when they may begin writing. Candidates will normally be given 5 minutes to read the paper.
- (g) Invigilators should not admit candidates to the examination room after thirty minutes from the commencement of the examination, and should not permit them to leave the room until thirty minutes have elapsed.
- (h) The invigilator shall be responsible for the proper conduct of examination. It will be his/her duty to report immediately all cases of irregularity or misconduct in the examination to the examination officer and shall have to write a report to the Vice Principal Academics including full details of contravening.

3.19.2. (Rule 1.19) During the examination:

- 1.1 At the commencement of the examination, invigilators should remind candidates to ensure that they are attempting the right examination papers
- 1.2 Invigilators should ensure that, the candidates are provided with necessary examination requirements (e.g. Scripts, mathematical tables).
- 1.3 Invigilator should not stay in one place for too long; they should move around and strategically observe candidates from the back.
- 1.4 Random check of answer books should be done to search for unauthorized materials which may be hidden within the answer books.
- 1.5 No candidate shall be allowed to write anything on question paper. Any rough work will be written on the answer booklet and crossed out neatly. Failure to comply with this regulation, he/she will be taken out of examination room and subjected to sit for supplementary examination of the particular module.
- 1.6 Members of staff responsible for the examination paper must be present during the first half an hour of the examination.

3.2.0 (Rule 1.20.) At the End of Examination

- (a) Invigilators shall instruct the candidates, to stop writing to require them to hand in examination scripts
- (b) Invigilators must ensure that candidates sign against their examination numbers in the attendance sheet provided by the examination officer. The attendance sheet must be handed to the examination officer at the end of each session.
- (c) Invigilators shall hand over all extra examination papers to the Examinations Office

3.2.1 (Rule 1.21) Release of End of Semester Examination Results

- (a) Provisional examination results in every semester shall be released by Examination Officer, soon after the Institute's Examination Committee Meeting
- (b) For the finalists, release of the final results shall be subject to incorporation of corrections, if any, in project report and passing the same.
- (c) Declaration of all examination results shall take place after the I.A.C has approved the same.

3.2.2 (Rule 1.22) Appeals

- 1.1 Where a candidate is aggrieved by the decision taken under these regulations, or is dissatisfied with the marking of his/her examination, computation of marks or grades for any other academic grounds, he/she may appeal to the Academic Institute Board.
- 1.2 All appeals must be submitted to the Vice Principal Academics within 14 days from the release of the provisional examination results
- 1.3 All appeals must be accompanied by a non-refundable fee of Ths 20,000/= (twenty thousand shillings only) per subject except for appeals which have been granted and this fee may be reviewed from time to time.
- 1.4 The same rate or any other rate approved by the IAC shall be charged for any further appeals or application for review of appeals decisions.
- 1.5 The decision made by IAC upon appeals will be final and conclusive.

3.2.3 (Rule 1.23) Keeping of Examination Scripts

The Institute shall keep students' examination scripts in custody for two years

3.2.4 (Rule 1.24.) Progress from Semester to Semester

- 1.1 A candidate shall be allowed to proceed to the next semester as continuing student after passing all the examinations for the preceding semester
- 1.2 A candidate who fails in not more than one – third of the modules/course will be allowed to proceed to the next semester and shall be required to pass the failed modules/course

when they are next examined as supplementary examinations. Thereafter there shall be no more supplementary examinations(s)

- 1.3 A candidate who fails in more than one-third of all the modules in a semester shall be discontinued.
- 1.4 Supplementary examinations will be held once each year prior to the commencement of the subsequent academic year. Any student who has qualified to continue with his/her studies may sit for a supplementary examination in any subject in which he/she failed. The highest grade to be awarded in a supplementary examination shall be C (i.e. 50% for certificates and 45% for Diploma Students).
- 1.5 Continuous assessment in general cannot be supplemented and will not be carried over to supplementary examinations.
- 1.6 A student who fails in the supplementary will be allowed to repeat a year, at his/her own expenses.
- 1.7 A special examination shall be regarded as a first sitting to student who for satisfactory reasons was allowed by Vice Principal Academics to be absent for medical reasons, death of relative(s) or any other reasons of such nature.
- 1.8 A candidate who fails to appear in special examinations without any genuine reason shall be discontinued.
- 1.9 Special examination will be given at a time of supplementary examination and supplementary examination will be done during the supplementary examination period for candidates who fail special examinations.
- 1.10 Course work and examination paper in any subject will be assigned scores in the ratio of 2:3. The field work and the Diploma report being considered as full subjects for the award of certificate/Diploma and they will be awarded marks. The coursework shall be derived from tests and practical/assignments in the academic year. Tests and assignments/practical shall carry weight 3:1 respectively.
- 1.11 A cumulative for each candidate shall be computed by dividing the total number of grade points earned for all modules by the total number of credits for the award examined
- 1.12 The Grade Point Average shall be computed and truncated to single decimal point. The CPA for Certificate Courses shall be categorized as follows;

S/N	GRADE	SCORE/RANGE	GRADE POINTS AVERAGE (GPA)	DEFINITION
1.	A	80 – 100%	4.0	Very good
2.	B	65 – 79	3.0	Good
3.	C	50 – 64	2.0	Satisfactory
4.	D	40 – 49	1.0	Poor
5.	F	0 – 39	0.0	Failure
6.	Q	0	-	Disqualification

7.	I	Incomplete	-	incomplete
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1.13 The award shall be classified as follows;

(a) For NTA levels 4 – 5

Pass Mark 50 %

S/N	Class of Award	Cumulative GPA
1.	First class	3.5 – 4.0
2.	Second class	3.0 – 3.4
3.	Pass	2.0 – 2.9
4.	Failure	0 – 1.9

1.14 For Ordinary Diploma Courses (NTA Levels 6) the GPA shall be categorized as follows in the Table. Grade Points Scores for Different Grades

(b) For NTA Level 6

S/N	GRADE	SCORE/RANGE	GRADE POINTS (GPA)	DEFINITION
1.	A	75 – 100%	5.0	Excellent
2.	B	65 – 74	4.0	Very good
3.	C	55 – 64	3.0	Good
4.	D	45 – 54	2.0	Satisfactory
5.	F	35 – 44	1.0	Poor
6.	Q	0 - 34	-	Failure
7.	I	Incomplete	-	incomplete

S/N	Class of Award	Cumulative GPA
1.	First class	4.4 – 5.0
2.	Upper second class	3.5 – 4.3
3.	lower second class	2.7 – 3.4
4.	Pass	2.0 – 2.6

4.0 GENERAL INFORMATION

4.1 Student Organization

Most of the students' activities are organized by the student organization known as Institute of Lands Dar es Salaam Students Organization (ILDSO) to which all students are members. ILDSO exists to promote the general interests of students in the Institute and to provide one of the official channels of communication between the students and the Institute authorities. It concerns itself with the students' political and social activities, sports and games and various forms of entertainment. Since every student is an automatic member for the student's organization he/she must contribute a membership fee to the organization.

4.2 Library Services

The Institute has a library stocked with specialized text books for borrowing/referencing. We also do get services from the Tanzania Library Services which is at the junction of UWT/Azikiwe in the city centre. Otherwise students are advised to visit Ardhi University Library and other libraries in town, where arrangements to borrow books can be made.

4.4 Computing/ plotting Facilities

The Institute is equipped with computers and soft-wares for general computation. Digital Mapping, GIS, Computer Aided Design (CAD), Word-processing etc, are available for students and staff use.

The Institute is linked to the Internet Service Provider (ISP) and students can get access to the external electronic information through by way of World Wide Web (**www**) through this facility.

4.5 Accommodation Facility

The institute provides a room and bed. Other items associated with accommodation are the responsibility of the student/parent. Cafeteria services are open to students at prescribed time.

4.6 Bank Services

There are several banks which operate in Dar es Salaam City. However, the ones that operate at a close range with the Institute are: Cooperative and Rural Development Bank (CRDB), and National Microfinance Bank (NMB) and the Tanzania Investment Bank (TIB)

4.7 Students' requirements

a) General Requirements

Students are required to bring with them the following:-

- (i) Bed sheets, Mosquito net and Sports gear
- (ii) Mattress 3`x6`
- (iii) Counter books, pens, pencils, ruler and Scientific calculators
- (iv) A pair of Gum Boots
- (v) Overall (Blue)
- (vi) Water bucket
- (vii) Laptop – whenever possible

b) Departmental Students requirement (especially Architecture and Urban and Regional Planning)

- Protractors
- Drawing Pens
- Drawing Pencils
- Drawing Papers A2 size- 1 roll
- Drawing Compass (Mathematical Set)
- Sketching Papers -1roll
- Triangle Templates
- Square Templates
- Clutch Pencils
- Fine liner
- Tracing papers – 1 roll
- French Curves

c) Two (2) reams of photocopy papers, (NOPATOP) each Semester- should be submitted to Accounts office.

4.8 Identity card

Each student will be required to have four (2) passport size photographs (coloured) for processing of identity card and other official uses. Identity Cards will be available immediately after completing registration at the institute.

4.9 Discipline

Every student is expected to be exemplary in the society, that is good behavior and maintain self-respect in accordance with the rules and regulations of the institute. It is the responsibility of the student to maintain self-discipline and respect of others. A student will be required to download a copy of Institute rules and regulations also a copy of Institute By-laws when applying for admission. Copy of Rules and regulations must be signed and attached to the application form and submitted to the Admission Office.

4.10 Documents for registration

During registration each student must produce **Certified** documents like Certificates, statement of results, and Full address of the school lastly studied.

4.11 Seriousness in studies

In order to graduate, a candidate will need to pass all examinations (Continuous assessment and end of semester Examinations). Students are advised to familiarize themselves with the guidelines for continuous assessment and end of examinations regulations.

5.0 FEES STRUCTURE

Tuition fees is TShs. 1,200,000/= to NTA Level 4 students and TShs. 1,500,000/= to NTA Level 5 & 6 students per academic year, payable in two installments; i.e. 600,000/- and 750,000/- respectively on opening/arrival date each semester WHILE other contributions are to be paid before admission (see table below). This mode of payment shall fall and apply in all semesters of the academic years. All selected students should pay all semester-required dues before admission. Other Financial requirement/contributions to be met by students are as shown in the table below.

PROGRAMME FEES STRUCTURE AND OTHER PAYMENTS.

Particulars	1st Semester	2 nd Semester
Registration/Admission fees	30,000	-
Tuition fees	-	
NTA Level 4	600,000	600,000
NTA Level 5 & 6	750,000	750,000
Students union fees (ILDSO)	10,000	-
Quality Assurance Fee	15,000	-
Students Identity Card	10,000	-
Caution money	50,000	-
Accommodation	150,000	150,000
Examinations fee	35,000	35,000
Transcript each Level	-	20,000
Books contribution	50,000	-
Diploma project report	-	100,000
ICT	15,000	-
TOTAL (NTA LEVEL 4)	965,000	905,000
TOTAL (NTA LEVEL 5)	1,155,000	955,000
TOTAL (NTA LEVEL 6)	1,155,000	1,055,000
Two (2) Reams of papers each semester		

Please note the following:

- a) All these contributions are for all students and are non-refundable.
- b) Accommodation facility is optional. Students may opt to stay off campus.
- c) All payments can be done via any of the following Bank Accounts:

Account No. **23110001770** NMB Bank and **0150293554600** CRDB Bank.

Name: INSTITUTE OF LANDS DAR ES SALAAM

- d) Fees and other costs must be paid in full as stipulated in the schedule above

- e) No student shall be accepted to the Institute without fulfilling particular payments.
- f) Money for private use or incidental expenses **should not be** deposited into the Institute's Bank Account.
- g) Students should have Health Insurance cover for Medical Services.
- h) Institute of Land Dar es Salaam may make any financial changes without notice as it may be seen deeming appropriate and inform you accordingly.

STUDENTS DIRECT COSTS

These are costs payable to students by parents/Guardians/Sponsors during their in-semester sessions and Industrial Practical Training, which caters for transport, meals and accommodation.

ALL PROGRAMMES	IN SEMESTER SESSION	INDUSTRIAL PRACTICAL TRAINING
NTA 4 - 6	TShs.750,000	TShs 800,000
NTA Level 6 Students shall need TShs. 100,000/= for Diploma Project and Report.		

This prospectus is published yearly. Staff, programmes (Courses), dates and fees shown in this prospectus are for the Academic year 2018/2019. The Institute reserves the right of admission and may make any changes and inform the public accordingly.

