



# **FISHERIES EDUCATION AND TRAINING AGENCY**

**Prospectus**  
2021/2022

<https://www.feta.ac.tz>

# FISHERIES EDUCATION AND TRAINING AGENCY



Fisheries Education and Training Agency (FETA) is fully Accredited by the National Council for Technical Education (NACTE)

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*"Give a man a fish and you feed him for a day, teach him how to fish, and he can feed himself for life"*

## PROSPECTUS 2021/2022

Fisheries Education and Training Agency (FETA) is committed to provide a learning environment that promotes a passion of excellence in professionalism and enduring knowledge which stimulates creativity and innovation consistent with the country and regional realities.

We embrace Competence Based Education and Training (CBET) approach. The Agency is fast establishing itself as the ideal tertiary institution for the holistic students' development. We are focused on nurturing the growth of academic excellence and instilling the importance of scientific Fisheries, Aquaculture and Entrepreneurship skills.



Fisheries Education and Training Agency (FETA) is solely a technical training institution focusing on developing technical human resources capacity that is needed in the Aquaculture and Fisheries sector. FETA is a global partner in developing the required technical human resource capacity for development and management of Aquaculture and fisheries resources. The distribution of this prospectus is expected to reach all prospective clients in Tanzania and beyond. Currently, FETA through various projects has procured modern equipment which ensures development of competences and high-quality education.



**Dr. Semvua I. Mzighani**

This Prospectus describes detailed information concerning the available training programs at Fisheries Education & Training Agency (FETA). It also expresses our vision and mission, core function and our core values. The information in this document aimed to create awareness to our potential customers, the prospective students, parents, guardians and sponsors, within the country and other African countries, who wish to join any of the FETA campuses for training.

The document contains information about the profile of each campus and programs offered, objective of each program and qualities of our prospective candidate. It also includes details of examination assessment regulations, fees and its modality of payments, mode of applications as well as academic profile of the staff.

We therefore invite all prospective students from Tanzania, and beyond to join our training programs in any of the field and educational levels shown in this prospectus. We also invite our stakeholders in need of advisory/consultancy services in areas of Aquaculture and Fisheries development to communicate their needs to us so that we can decide to render our services.



### **Our Vision**

*To become a centre of excellence in fisheries and aquaculture education and training in Sub-Saharan Africa by 2025'*

### **Our Mission**

*"to provide quality fisheries and aquaculture education and training, conduct applied research and disseminate appropriate technologies to stakeholders through improved service delivery."*

## OUR CORE VALUES

FETA in fulfilling its main function and objectives to the general public, students and our partners we observe the following core values and principles: -

<b>Service excellence</b>	by ensuring that the pursuit of educational excellence in teaching, research and service to the public is well recognized and forms an important part of the organizational life of the Agency;
<b>Institutional integrity</b>	by ensuring that all the academic and service outputs are produced in line with the international quality enhanced by quality management and assurance system;
<b>Internationalisation</b>	through participation in the regional and global world, by being receptive and responsive to issues within the international environment;
<b>Professional and ethical standards</b>	by upholding the highest professional standards and ethical behaviour, and through openness, honesty, tolerance and respect for the individual in all disciplines;
<b>Social responsibility</b>	by promoting an awareness of issues and problems facing society with a view to ultimately solving and alleviating them; and
<b>Public accountability</b>	by ensuring transparent decision-making, cost effective and open review as well as the full participation of stakeholders in the development of the Agency;

FETA will meet the following objectives:

The objective of FETA is to implement fisheries policy and programs in support of the country's economic, ecological and development interests through provision of quality fisheries and aquaculture education and training. Also, to conduct applied research, consultancy and disseminate technologies aimed at sustainable development of the fisheries sector in the country.

### Main Roles and functions

- (i) Provision of education and training in fisheries science and technologies, aquaculture, fisheries management and allied fields
- (ii) Dissemination of innovations in fisheries, aquaculture and allied fields;
- (iii) Provision of consultancy and extension services in fisheries, aquaculture, fishing vessels safety and allied technologies;
- (iv) Conduct applied research in fisheries, aquaculture and allied fields;
- (v) Provision of fish, aqua-seeds and feeds,
- (vi) Promotion of fish trade and aqua business;
- (vii) Production of fishing boats, fishing gears and aquaculture facilities
- (viii) Perform other functions to ensure the sustainability of the Agency

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## THE FETA MINISTERIAL ADVISORY BOARD



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**A. INSTITUTE EXECUTIVES****1. Principal (CEO) - Dr. Semvua I. Mzighani**

PhD and MSc (Molecular Ecology) from Tokyo Institute of Technology, Tokyo, Japan. Bachelor's Degree in Marine Biology and Applied Microbiology (University of Dar es Salaam).

**2. Deputy Principal - Academic, Research and Consultancy - Ms. Eileen Nkondola**

Bachelor of Science in Computing and Information Systems (Metropolitan University UK, International Advanced Diploma in Computer Studies (Institute for Information Technology Dar es Salaam, Tanzania and National Computing Centre, UK) and Diploma in Fish Processing, Quality Assurance and Marketing from the former Mbegani Fisheries Development Centre, Coastal Region.

**3. Deputy Principal Planning, Finance and Administration Office - Mr. Sixtus Assey**

MSc and BSc. in Economics and Finance and MBA. in Corporate Management (University of Dar es Salaam and Mzumbe University).

**B. HEADS OF UNITS****1. Head of Internal Audit Unit – Ms. Mary Mauki**

MBA. in Corporate Management (Mzumbe University, Dar es Salaam) and BSc in Accounts and Finance (University of Dar es Salaam)

**2. Head of Procurement Unit – Mr. Thomas Omollo**

MBA. in Procurement Management from Mzumbe University, Dar es Salaam and BA in Procurement from Mzumbe University.

**3. Head of Legal Services Unit – VACANT****4. Head of Marketing and Communication Unit - Mr. Abubakary Mbadjo**

Master of Science in Food Science and Technology (Curtin University Australia)

Bachelor of Science in Food Science and Technology Sokoine University of Agriculture, Tanzania .

**5. Head of Quality Assurance Unit - Dr. Joeline Ezekiel (PhD)**

PhD in Fisheries Science (Wader Bremen, Germany), MSc in Fisheries Science (University of Dar es Salaam) and BSc in Aquaculture (Sokoine University of Agriculture, Morogoro).

**6. Head of ICT and Statistics Unit - Mr. Germanus Mbena**

Bachelor of Science in Computing and Information Systems (University of Dar es Salaam).

## C. HEAD OF DEPARTMENTS

### 1. Head of Administration and Human Resource Management Department - Mr. Abdul Kaijage

BA in Human Resources Management (Mzumbe University, Morogoro).

### 2. Head of Academics Department - Mr. Grayson Kissai

Master of Science in Public Health and Food Safety from Sokoine University of Agriculture, Morogoro, Tanzania, Bachelor of Science in Food Science and Technology (Sokoine University of Agriculture, Tanzania).

### 3. Head of Research, Consultancy and Publication Department - Dr. Milali Machumu

PhD in Fisheries Ecology (Thailand), MSc Degree (University of Dar es Salaam) and a BSc in Fisheries Ecology.

### 4. Head of Finance and Accounts Department - Mr. Patrick Joram Urassa (CPA)

Certified Public Accounts (CPA) from St. Augustine University (SAUT), Mwanza, MSc. in Economics and Finance and BSc in Accounts and Finance (Zanzibar University).

### 5. Head of Registration and Student's Welfare Department - Mr. Godfrey Christopher

MSc. in Natural Resource Assessment and Management from Institute of Resource Assessment (IRA), University of Dar es Salaam and BSc in Aquatic Environmental Science and Conservation, University of Dar es Salaam.

## CAMPUS MANAGERS

### 1. NYEGEZI – MWANZA CAMPUS – Mukama C.K. Ndaro

MSc. degree Institute of Marine Sciences (IMS), University of Dar es salaam (UDSM). B.Sc. degree in Marine Biology and Microbiology, University of Dar Es Salaam and Diploma in Fisheries Science from the former Kunduchi Fisheries Institute, Dar Es Salaam.

### 2. KIBIRIZI – KIGOMA CAMPUS – Mr. Bakari Mwichande

BSc. Zoology & Wildlife Ecology (UDSM); Dipl. Fisheries Science (Kunduchi); Cert. of Attendance in Warm water Fish Production (Egypt); Cert. of participation in Scuba Diving & Marine Survey Techniques (Songosongo Islands- Frontier (T) Ltd); On Job Training course in Limnology (SADC/GEF Project - Malawi)

### 3. MIKINDANI – MTWARA CAMPUS – Mr. Tarimo



Diploma in Marine and Refrigeration Engineering (Mbegani Fishries Development Centre), Diploma in in Boat Building and Cerificate in Boat Building ( MFDC), Bagamoyo.

**4. GABIMORI – RORYA CAMPUS - Mr. Hashim Tengeri**

MSc. Food Science & Technology (Sokoine University of Agriculture) and BSc. Food Science & Technology Sokoine University of Agriculture (SUA), Morogoro, Tanzania.

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This prospectus provides an outline of the academic programmes currently offered by FETA at the levels of Certificate and Ordinary Diploma towards the realization of the mission of the Agency with respect to training in **Chapter 2**. It also provides information on procedures and regulations for admission to such programmes and the corresponding fees in **Chapters 3** and **4** respectively.

Chapter 5 provides Students' Academic Assessment Regulations for NTA levels 4, 5 and 6. These detail the course of action to be taken on all matters related to examinations conducted by the Agency for programmes leading to the awards of NTAs 4, 5 and 6 levels namely; the Certificate and Ordinary Diploma in fisheries technologies.

**Chapter 7** gives the profiles of academic departments and other related units of the Agency to include course outlines for academic programmes offered by respective Departments.

The inputs of the Prospectus as highlighted above are complemented with some additional and general information such as Academic Calendar for the Academic year 2021/2022 in **Chapter 8** and the Students By-Laws under **Chapter 9**.

### 1.0 INTRODUCTION

#### 1.1 Brief Information About FETA

Fisheries Education and Training Agency (FETA – Mbegani Campus) which formerly known as Mbegani Fisheries Development Centre (MFDC) was established about three decade ago as the government institution under the former Ministry of Agriculture, Food and Co-operatives in which the Fisheries section belonged.

Through transformation of the fisheries sector undertaken by the nation at the end of twenty Century, the fisheries section was expanded to full department under the Ministry of Natural Resource and Tourism with a special focus on improvement of the fisheries management and training to wider range of stakeholders in fisheries sector so as to foster rapid fisheries development in the country.

Along the same line, the trademark of Mbegani was raised high following expansion of centre done by the Kingdom of Norway as the response of the request of the government of Tanzania. Such expansion involves a massive improvement on infrastructure, physical facilities, training equipment and human resources development. Consequently, enable the centre to full fill all necessary requirement for conducting fisheries specialist course and other regional fisheries training course.

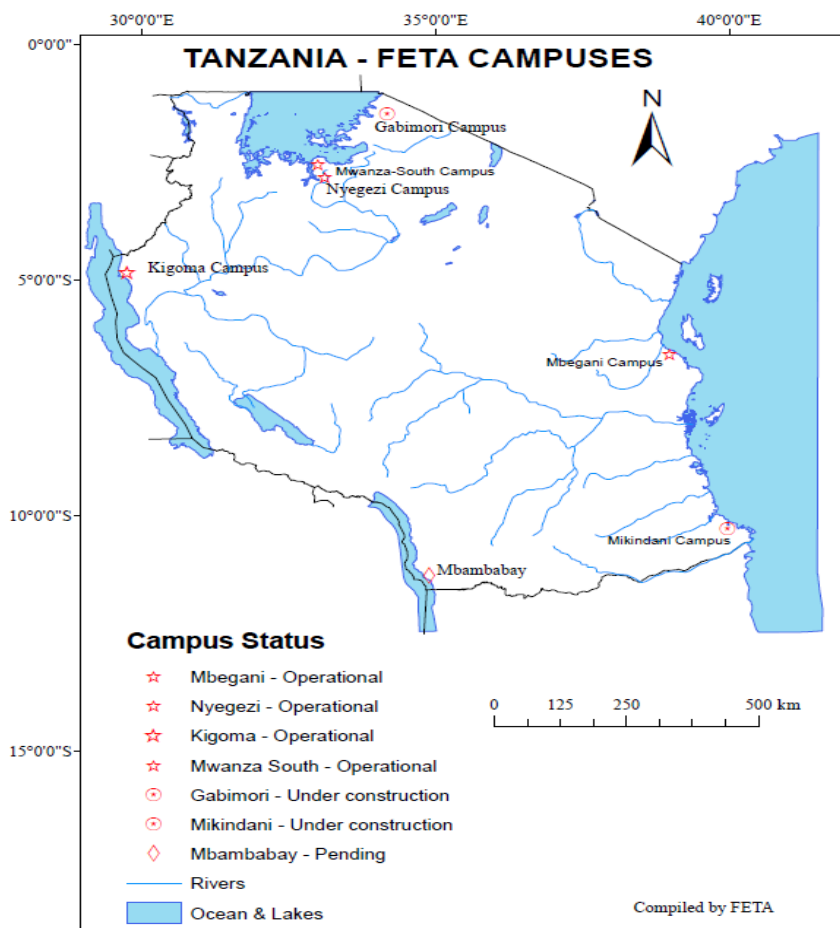
FETA was established on 28th October 2011 (GN. 356 of 28th October 2011). The inauguration took place on 11th July 2012 and the Advisory Board was launched on 21st September 2012., the scope of the fisheries training in Tanzania took another direction following establishment of Fisheries Education and Training Agency (FETA) under the Executive Agency Act Cap 245 of 2009. The famous fisheries training institute (Mbegani FDC and Nyegezi Fresh Water Fisheries Institute - NFFI) under the former Ministry of Livestock and Fisheries Development which currently known as Ministry of Livestock and Fisheries were joined together to form Agency (FETA).

The fundamental role of FETA is to spearhead implementation of capture fisheries and aquaculture development objectives described in the National Fisheries Sector Policy and Strategy Statement (1997) and National Aquaculture Development Strategy (2009). By doing so the enormous challenges encountered in fisheries sector and its allied industries including availing adequate experts, improving level of technologies, fish marketing and sustainable resource management shall be addressed positively and the tangible contribution of fisheries sector in supplying a nutritious diet, health and livelihood improvement across the country will be realized.

Recently, FETA has three training campus of which two are fully accredited (Mbegani Campus - Coast region and Nyegezi Campus – Mwanza) while the other one (Kibirizi Campus – Kigoma) has a full registration with conditional accreditation from regulatory authority (National Council for Technical Education) to provides excellent non-university, tertiary education and training for fisheries participants. Indeed, most of FETA training campuses are well equipped with excellent facilities suitable for conducting regional fisheries training in area of environmental science

and coastal resources management and fisheries resource management for the territorial sea and the Exclusive Economic Zone (EEZ). Furthermore, the Agency has a number of centres spread across the country including, Mikindani – Mtwara, Mwanza South – Mwanza and Gabimori – Mara which are responsible to support development of fisheries sector through dissemination of appropriate technology, knowledge, skills and extension services to artisanal fishing communities in a subject matters related to boat construction & boatyard activities, fish farming practice, processing and value addition of fish and fish products.

On educational quality, Mbegani and Nyegezi Campuses are accredited by the National Council for Technical Education (NACTE) whereas Kigoma Campus has a Full registration status. On the other hand, the Agency implements its geographical expansion strategy aimed at placing services in places where potential customers can access Aquaculture and Fisheries training relatively easy and at low cost.



## 1.2 FETA Organization Structure

The principal is the Chief Executive Officer of the Agency who is assisted by two Deputy Principals, Five Directors, Head of Departments and Units. The Principal, Deputy Principal, Directors, Heads of department and Unit shall constitute the Management Team of the FETA.

The FETA Management Team, with technical and professional support employees, shall establish standards, systems and procedures for resources management and utilization, capacity building, coordination of the Agency training programs, consultancy and research services, and monitoring and evaluating the performance of operations. Organization structure of FETA is shown in Figure 1.

## ORGANIZATION STRUCTURE FOR FISHERIES EDUCATION AND TRAINING AGENCY(FETA)

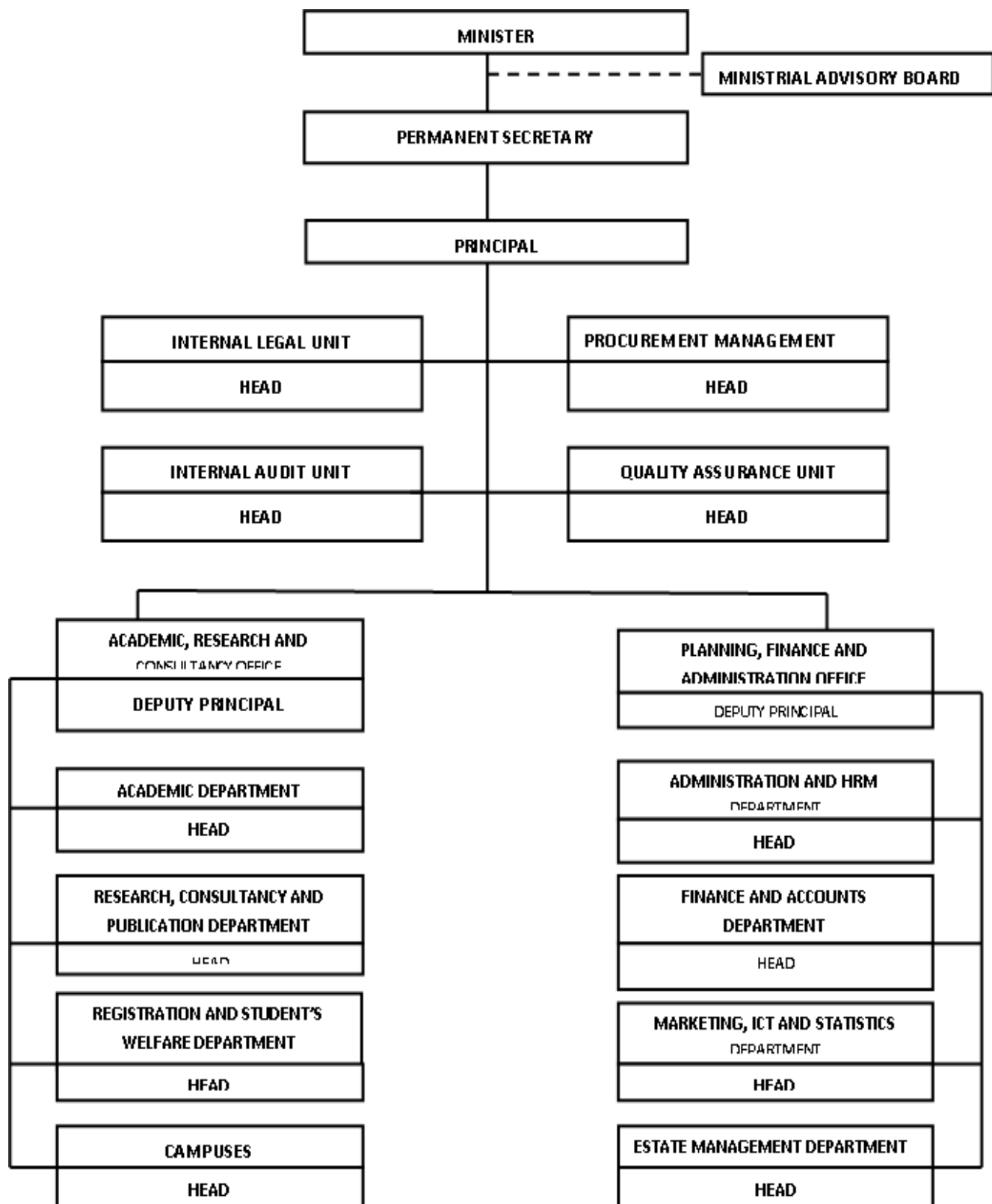


Figure 1. FETA Organisation Structure



### 2.0 ACADEMIC PROGRAMMES OFFERED

FETA is fully accredited by the (NACTE) to run and grant awards (Certificates, Technician and Diploma programs) to successful candidates. Awards offered are NTA level 4, 5 and 6 (Ordinary Diploma).

#### 2.1 Basic/Technician Certificates

The Basic Technician Certificate and Technician certificates are part of the Ordinary Diploma. Students who wish to exit or fail to attain an Ordinary Diploma but have successfully fulfilled the requirements for awards of Basic Technician Certificate (NTA 4) or Technician Certificate (NTA 5) shall be awarded the awards qualified for.

#### 2.2 Ordinary Diploma Programmes

- a) Ordinary Diploma in Aquaculture Technology (AQ)
- b) Ordinary Diploma in Environment and Coastal Resources Management (ECRM)
- c) Ordinary Diploma in Fisheries Science and Technology (FST)
- d) Ordinary Diploma in Marine and Refrigeration Engineering (MRE)
- e) Ordinary Diploma in Fish Processing, Quality Assurance and Marketing (FPQM).
- f) Ordinary Diploma in Fisheries Management and Technology (FMT).
- g) Ordinary Diploma in Master fisherman.

### 3.0 ADMISSION REGULATIONS

#### 3.1.1 Basic Technician Certificate

Direct Entry: The minimum admission qualifications for direct entry are as follows:

##### a) Basic Technician Certificate in Aquaculture Technology (AQ)

Holders of Certificate of Secondary Education Examination (CSEE) with four (4) passes in non-religious subjects

OR

Possession of National Vocation Award (NVA) III or Trade Test Grade I in related fields and Certificate of Secondary Education (CSEE).

##### b) Basic Technician Certificate in Environment and Coastal Resources Management (ECRM)

Holders of Certificate of Secondary Education Examination (CSEE) with four (4) passes in non-religious subjects; pass in Geography is compulsory.

OR

Possession of National Vocation Award (NVA) III or Trade Test Grade I in related fields and Certificate of Secondary Education (CSEE).

##### c) Basic Technician Certificate in Fisheries Science and Technology (FST)

Holders of Certificate of Secondary Education Examination (CSEE) with four (4) passes in non-religious subjects; including three passes in science subjects (i.e., Biology, Chemistry, Physics, Mathematics, Geography, History, Information and Computer Studies, Engineering Science, Agriculture Science and Nutrition)

OR

Possession of National Vocation Award (NVA) III or Trade Test Grade I in related fields and Certificate of Secondary Education (CSEE).

##### d) Basic Technician Certificate in Marine and Refrigeration Engineering (MRE)

Holders of Certificate of Secondary Education Examination (CSEE) with four (4) passes in non-religious subjects; Pass in Mathematics is compulsory.

OR

Possession of National Vocation Award (NVA) III or Trade Test Grade I in related fields and Certificate of

Secondary Education (CSEE).

**e) Basic Technician certificate in Fish Processing, Quality Assurance and Marketing (FPQM)**

Holders of Certificate of Secondary Education Examination (CSEE) with four (4) passes in non-religious subjects; including three passes in science subjects (i.e., Biology, Chemistry, Physics, Mathematics, Geography, History, Information and Computer Studies, Engineering science, Agriculture science, Home Economics, Food Science and Nutrition)

OR

Possession of National Vocation Award (NVA) III or Trade Test Grade I in related fields and Certificate of Secondary Education (CSE).

**f) Basic Technician Certificate in Fisheries Management and Technology (FMT)**

Holders of Certificate of Secondary Education Examination (CSEE) with four (4) passes in non-religious subjects; including three passes in science subjects (i.e., Biology, Chemistry, Physics, Mathematics, Geography, History, Information and Computer Studies, Engineering science, Agriculture science and Nutrition)

OR

Possession of National Vocation Award (NVA) III or Trade Test Grade I in related fields and Certificate of Secondary Education (CSEE).

**g) Basic Technician Certificate in Master fisherman (MF)**

Holders of Certificate of Secondary Education Examination (CSEE) with four (4) passes in non-religious subjects; Pass in Geography is compulsory.

OR

Possession of National Vocation Award (NVA) III or Trade Test Grade I in related fields and Certificate of Secondary Education (CSEE).

### **3.1.2 Technician Certificates**

The minimum admission qualification for entry to Technician Certificate studies are as follows:

**a) Technician Certificate in Aquaculture Technology (AQ)**

Holders of Certificate of Secondary Education Examination (CSEE) with four (4) passes in non-religious subjects,

AND

A holder of Advanced Certificate of Secondary Education (ACSE) with a minimum of one Principal Pass and

one Subsidiary from Science subjects

OR

Holder of Basic Technician certificates (NTA Level 4) in Aquaculture technology, Agriculture, Fish Processing, Fisheries Science and Technology, Food Science, Animal health, Environment Science, Environment and Aquatic Resources Management..

**b) Technician in Environment and Coastal Resources Management (ECRM).**

Holders of Certificate of Secondary Education Examination (CSEE) with four (4) passes in non-religious subjects.

AND

Holders of Advanced Certificate of Secondary Education Examination (ACSEE) with one Principle pass in Science Subjects and Subsidiary Pass.

OR

Possession of Basic Technician Certificate (NTA Level 4) in Aquaculture Technology; Fish Processing, Quality Assurance and Marketing; Animal Health and Production; Fisheries Science and Technology; Fisheries Management and Technology; Agriculture Production; General Agriculture; Human Nutrition; Environmental Science, Environment and Aquatic Resources Management.

**c) Technician Certificate in Fisheries Science and Technology (FST)**

Holders of Certificate of Secondary Education Examination (CSEE) with four (4) passes in non-religious subjects;

AND

Holders of Advanced Certificate of Secondary Education Examination (ACSEE) with one Principle pass in Science Subjects and Subsidiary Pass

OR

Possession of Basic Technician Certificate (NTA Level 4) in Fisheries Science and Technology; Aquaculture Technology; Fish Processing, Quality Assurance and Marketing; Animal Health and Production; Fisheries Management and Technology; Agriculture Production; General Agriculture; Human Nutrition; Environmental Science, Environment and Aquatic Resources Management.

**d) Technician Certificate in Marine and Refrigeration Engineering (MRE)**

Holders of Certificate of Secondary Education Examination (CSEE) with four (4) passes in non-religious subjects. Passes in Mathematics is compulsory.

AND

Holders of Advanced Certificate of Secondary Education Examination (ACSEE) with one Principle pass in

Science Subjects and Subsidiary Pass.

OR

Possession of Basic Technician Certificate (NTA Level 4) in Marine and Refrigeration Engineering; Computing and Information Technology; Computer Science; Locomotive Engineering; Electronic and Telecommunications.

**e) Technician certificate in Fish Processing, Quality Assurance and Marketing (FPQM)**

Holders of Certificate of Secondary Education Examination (CSEE) with four (4) passes in non-religious subjects;

AND

Holders of Advanced Certificate of Secondary Education Examination (ACSEE) with one Principle pass in Science Subjects and Subsidiary Pass.

OR

Possession of Basic Technician Certificate (NTA Level 4) in Aquaculture Technology; Fish Processing, Quality Assurance and Marketing; Animal Health and Production; Fisheries Science and Technology; Fisheries Management and Technology; Agriculture Production; General Agriculture; Human Nutrition; Environmental Science, Environment and Aquatic Resources Management.

**f) Technician Certificate in Fisheries Management and Technology (FMT)**

Holders of Certificate of Secondary Education Examination (CSEE) with four (4) passes in non-religious subjects;

AND

Holders of Advanced Certificate of Secondary Education Examination (ACSEE) with one Principle pass in Science Subjects and Subsidiary Pass.

OR

Possession of Basic Technician Certificate (NTA Level 4) in Fisheries Management and Technology; Fisheries Science and Technology; Aquaculture Technology; Fish Processing, Quality Assurance and Marketing; Animal Health and Production; Agriculture Production; General Agriculture; Human Nutrition; Environmental Science, Environment and Aquatic Resources Management.

**g) Technician Certificate in Master fisherman (MF)**

Holders of Certificate of Secondary Education Examination (CSEE) with four (4) passes in non-religious subjects. Passes in Geography is compulsory;

AND

Holders of Advanced Certificate of Secondary Education Examination (ACSEE) with one Principle pass in

Science Subjects and Subsidiary Pass.

OR

Possession of Basic Technician Certificate (NTA Level 4) in Aquaculture Technology; Fish Processing, Quality Assurance and Marketing; Animal Health and Production; Fisheries Science and Technology; Fisheries Management and Technology; Agriculture Production; General Agriculture; Human Nutrition; Environmental Science, Environment and Aquatic Resources Management.

### **3.1.3 Ordinary Diploma**

The minimum admission qualification for entry to Ordinary Diploma studies is possession of Technician Certificate in the relevant field. There is no indirect entry route.

## **3.2 ADMISSION AND REGISTRATION**

### **3.2.1 General Agency Admission Regulations**

- a) During registration every student shall produce the following documents:
  - i. Joining Instructions sent to the students;
  - ii. A duly filled acceptance form to abide by the Institute Rules and Regulations;
  - iii. A duly filled medical examination form;
  - iv. All the original receipts/pay in slips of the money paid to the Institute through Bank;
  - v. Original certificates of academic, academic transcripts and statement of results;
  - vi. A birth certificate;
  - vii. 2 passport size photographs recently taken;
  - viii. All foreign students are required to apply for residence permit from their nearest Tanzania Embassy before they depart for Tanzania.
- b) All selected candidates are required to register after they have paid registration fee within the first two weeks after the date of reporting. The deadline for registration of first year students is two weeks from the first day of the orientation week, while for continuing students, deadline is the second week after the beginning of the studies.
- c) Every student shall report at the Institute at the beginning of the semester and on a prescribed date by the Institute. Any student who fails to report at the Institute on the prescribed date but reports not later than fourteen (14) days from the date of reporting, shall lose his/her admission status.
- d) Students who have been selected but cannot register at the Institute for any reason cannot defer the admission to the next academic year. Such students need to apply afresh.
- e) Applications from qualified Candidates for admission into programmes offered by FETA shall be through FETA



Online Admission System available at <https://www.feta.ac.tz>. An applicant should pay a non-refundable application fee of **TZS 20,000/=** for NTA level 4 – 6 through designated bank or by any other acceptable and approved modes.

- f) It is an offence to submit false information when applying for admission into FETA programmes.
- g) Applicants who will be found to have submitted forged documents or any other false information will not be considered for admission and appropriate legal action will be taken against them.
- h) The applications are scrutinized and ranked according to the performance in terms of qualifications.
- i) Former students who have been discontinued from studies cannot be admitted unless they fulfill the following conditions stipulated in FETA Examination Regulations:
  - Students discontinued from studies on academic grounds may be readmitted to a different programme in the immediate next academic year.
  - Students discontinued from studies on academic grounds may be readmitted in the same programme after lapse of two years.
  - Students discontinued from studies on cheating grounds are barred from re-admission to any programme at the Agency.
- j) The closing date for receiving application is strictly to be adhered to and will be as advertised on the Agency website or any other means as may be determined by the management for each academic year.
- k) Applicants seeking transfer from other Institutions to FETA would only be considered if they meet admission conditions approved by National Council for Technical Education (NACTE).
- l) Applicants who have been awarded certificates at accredited institutions which issue academic documents in languages other than English shall submit notarized English translations of all supporting documentation including, but not limited to transcripts and diplomas.
- m) The academic levels or equivalence of the qualifications obtained from foreign institutions must be authenticated by NACTE for certificate and ordinary diploma applicants.
- n) No change of names by students shall be entertained during the course of study at the Institute. Names appearing on the original Ordinary Certificate of Secondary Education (Form Four) shall be used.
- o) No student is allowed to change course, except in very exceptional circumstances. In the latter case, no student is allowed to change course later than the second week after the beginning of the first semester session.
- p) Students shall be allowed to be away from studies for a maximum of two academic years if they are to be allowed for re-admission to the same year of studies where they left.
- q) Students discontinued from studies on disciplinary grounds are barred from re-admission to any programme at the Institute unless a student finishes to save the penalty.

### **3.2.2 Postponement and resuming of studies regulations**

- a) No student shall be allowed to postpone studies after effective commencement of an academic year except under special circumstances. Special circumstances shall include but not limited to;
  - i. Sickness;
  - ii. Serious social problems each case to be considered on its own merit; and
  - iii. Severe sponsorship/financial problem.
- b) A student shall be eligible to postpone studies for reasons stated in 3.2.2 (a) (i) – (ii) at any time of the academic year if only he/she has satisfied the conditions for registration as stated in Section 3.2.1 - 3.2.2. Application for postponement of studies which does not satisfies these conditions shall not be processed without any notice and therefore the student shall be considered to have absconded studies as per FETA Examination Regulations.
- c) A student shall be eligible to postpone studies for reasons stated in 3.2.1 (b) if he/she table the application during registration period as stated in Section 3.2.1(a). Any postponement applications based on section 3.2.2 (a) (i-iii) and received after expire of registration period shall not be processed and therefore the student shall be considered to have absconded studies as per FETA Examination Regulations.
- d) Students who have postponed studies will be required to report at the Institute at the corresponding time/date and semester similar to that oneshe/he left.
- e) Any postponement of studies shall be processed after fulfilling the conditions stated in Sections 3.2.2(a) – (e) and MUST be accompanied by the followings:
  - i. A dully filled and stamped clearance form
  - ii. “Postponement of Studies Request Form (FETA/POST/1)” available at [www.feta.ac.tz](http://www.feta.ac.tz)

### **3.3 BURSARIES AND FEES REGULATIONS**

#### **3.3.1 Fees Payments**

- a) At the beginning of each academic year, all students shall be required to produce evidence of sponsorship by the Government or any other organizations, otherwise they shall be expected to pay institution tuition fees (or the portion not covered by the sponsor) by the beginning of the semester before they can be permitted to use any facilities and services.
- b) Annual fee structure shall be communicated to all continuing students well in advance before commencement of following academic year through student management system (SMS) and for the new

students it will be communicated through their joining instructions. Fee structure information will also be available at the Agency website (<https://www.feta.ac.tz>)

- c) In addition to fees as described in 3.3.1(a) & (b), all students are required to have sufficient funds to cater for special program requirements. Such requirements may be in the form of safety boots, overalls, drawing instruments, Skippers dressing code etc. as well as funds for Industrial Practical Training (IPT) depending on the programme and sponsorship status. Students also need to have separate funds to cater for stationery, books, meals and accommodation at the Institute or private hostels.
- d) All fees and other payments shall be paid through designated bank accounts or by any other acceptable modes approved by the Institution. All payments must be strictly Institution receipted.
- e) If a student is discontinued or has decided to absconds, withdraw entirely or transfer himself/herself to another Institution, tuition fees and other applicable payments shall NOT be refunded under whatsoever reason(s). It is the responsibility of students to make firm decision that he/she will study at FETA for duration specified before any payments are deposited into FETA accounts.
- f) It is the responsibility of students/sponsor to confirm the correctness of the payments before depositing the same into FETA accounts. If for any reasons there shall be over-payments, the office of Registrar in collaboration with Bursar shall direct/consider re-allocation of the funds for other concerned student's uses without refund considerations.

### **3.3.2 Tuition fee payment schedule**

- a) All tuition fees may be paid in full or in two installments as follows:  
Semester 1 = 60%  
Semester 2 = 40%
- b) There shall be NO EXCEPTION; all students regardless of sponsorship status ought to pay applicable fee as per the regulations.

## **3.4 ISSUING OF CERTIFICATES AND TRANSCRIPTS REGULATION**

### **3.4.1 Certificates and transcripts custodian**

- a) Institute Registrar shall be the overseers of all FETA academic and other student records including short and long courses.
- b) Institute Registrar in collaboration of Heads of Academic Departments is responsible for processing all kinds of certificates at FETA. These shall include but not limited to academic certificates and respective transcripts, statement of provisional results, leaving certificates, short courses certificates and awards, etc.

### **3.4.2 Issuance of provisional statement of results and academic transcripts**

The Institution shall issue provisional statement of results and transcripts as shown here under:

- i. Provisional statement of results will cost **TZS 10,000/=** for each exit level. The provisional statement of results shall be valid for one year from the date of issue.
- ii. Academic transcript will cost **TZS 10,000/=** and will be included in the direct costs payable to the institute at the beginning of final year of study.
- iii. Certification of transcripts and certificates will be free for first five copies and charged a minimum of TZS 1,000/= for each additional copy.
- iv. The provisional statement of results and transcripts shall be considered credible only if they bear FETA official seal and a photograph of the candidate.
- v. The rates in Section 3.4.2 (i-iii) are subject to revision from time to time without any notification.

### **3.4.3 Issuance of academic certificates**

- a) Any certificate awarded by the FETA shall remain the property of FETA, and any alteration whatsoever on it without the authority of the Agency shall constitute a criminal offence liable to prosecution in a court of law.
- b) Certificate issuance at FETA shall require filling of 'Certificate Collection Request Form (FETACCF 01) accompanied by "Clearance Form".
- c) Only graduates who have cleared with the Institute shall be issued with their academic certificates.
- d) Certificates that shall be issued and collected within one year after graduation date will not require any storage charge.

### **3.4.4 Agency regulations**

- a) Students' By-Laws;
- b) Students' Academic Assessment Regulations;
- c) The Constitution of the Fisheries Education and Training Agency Students Organization(FETASO);
- d) Industrial Practical Training (IPT) Regulations;
- e) Library Regulations;
- f) All admitted students are expected to comply entirely with Agency regulations;
- g) Any other regulations issued by the Institute from time to time.

### **3.4.5 Continuing Education/Professional Development Course**

This department is responsible for coordination of all short courses in the Institute. There is no restriction of entry

qualifications for short course training requested by a client. The Institute provides training in specific subjects as requested and there is flexibility in time as requested by a client.

The Institute conducts more than 50 short courses in different areas of specialization, e.g.

i. Aquaculture Technology,	xii. MCS for Beach Management Units (BMUs),
ii. Small vessel Operators safety course	xiii. Mandatory course for STCW and STCWF-95,
iii. Safety at Sea,	xiv. Outboard engine trouble shooting,
iv. Swimming and Snorkeling,	xv. Air Conditioning and Refrigeration,
v. Fish Feed Formulation,	xvi. Computer Aided Design (Auto CAD) and EPANET software,
vi. Post-harvest fish loss,	xvii. Water Quality Management,
vii. Seaweed Value Addition,	xviii. Waste Water Management.
viii. Fish Value Addition Training,	
ix. Fish Inspection and Quality Assurance,	
x. Fishing Gear and Vessels Training for Inspectors and Observers,	
xi. Navigation and Communication on Board Course,	

Prospective course participants are required to meet entry requirements that are indicated in the application form which are specific for each course.

### 4.0 FEE AND OTHER FINANCIAL REQUIREMENTS

#### 4.1.1 General Payment Information

- a) Fee and other financial requirements to be met by Tanzanian students in Government-owned education/training Institutions are lower than those charged by privately-owned Institutions. This is because the Government of Tanzania subsidizes operations of its Institutions (FETA included) to reduce the financial responsibility of Tanzanian students.
- b) The payments are indicated in Tanzanian shillings. Foreign students/ course participants will be required to pay directly to FETA in currency that is readily convertible in the Tanzanian financial market.
- c) For each Academic Year, students are required to pay full tuition fee and other payments as per the type of programme he/she undertakes as indicated in Table 1 and Table 2 before they can be allowed to attend classes. However, where payment by installment is adopted, students shall pay sixty percent (60%) of the payment for the 1<sup>st</sup> semester in order to qualify for registration and for the 2<sup>nd</sup> semester students shall pay forty percent (40%) of the payment to qualify for registration.
- d) No student shall be registered for the final examinations at the end of the semester or awarded a certificate unless he/she has fully paid the relevant dues.
- e) Tanzanian students shall pay in Tanzanian Shillings and the payment for foreign students shall be denominated in foreign currency.
- f) All students are required to produce verifiable evidence of sponsorship from their respective organizations, parents/guardians on the first day of each academic year. Sponsors are required to pay full tuition fee and other fees to the Institute before the respective students are registered to embark on studies.
- g) Students are directed to use the Institute Student Information Management System (SIMS) to create a control number. Use <https://sims.feta.ac.tz> to access the account and obtain control number that can be used to make various payments to the Institute.
- h) Under no circumstances a direct deposit to any Institute Bank Accounts shall be made without control number. Receipts will be issued at the Institute Accounts office once a student has proved to clear the invoice by either original bank online deposit slip or message of payment from MNOs (Mobile Network Operators).
- i) Foreign students must complete immigration formalities including obtaining student visa before leaving their countries to Tanzania.
- j) The fee structure for students pursuing Ordinary Diploma (NTA level 4 - 6) programmes is as shown in Table 1



**Table 1: Fees/cost paid directly to FETA by Sponsors of students pursuing Ordinary Diploma.**

SN	Description	Tanzanian Student (TZS)			Foreign Student (USD)		
		FIRST SEMESTER					
		1 <sup>st</sup> year	2 <sup>nd</sup> year	3 <sup>rd</sup> year	1 <sup>st</sup> year	2 <sup>nd</sup> year	3 <sup>rd</sup> year
1	Registration Fee	20,000	20,000	0	25	25	0
2	Tuition Fees	450,000	450,000	450,000	1,250	1,250	1,250
3	NACTE Fees	20,000	20,000	20,000	25	25	25
4	Examination Fee	25,000	25,000	25,000	30	30	30
5	Student's identity Card	10,000	10,000	0	10	10	0
6	NHIF contribution	50,400	50,400	50,400	25	25	25
7	Hostel	63,000	63,000	63,000	150	150	150
8	Application form	20,000	20,000	0	20	20	0
9	(FETASO)-Cash Payment	10,000	10,000	10,000	10	10	10
	Sub-Total	668,400	668,400	618,400	1545	1545	1490
SECOND SEMESTER							
10	Tuition Fee	450,000	450,000	450,000	1,250	1,250	1,250
11	Examination Fee	25,000	25,000	25,000	30	30	30
12	Hostel	63,000	63,000	63,000	150	150	150
	Sub-Total	538,000	538,000	538,000	1,430	1,430	1,430
	Grand Total	1,206,400	1,206,400	1,156,400	2,975	2,975	2,920

**Note:** All students who possess NHIF ID card or any other medical insurance cards shall be required to submit a copy of the card for verification during registration.

**Table 2: Direct Student Costs. These costs are paid by guardian or sponsor direct to the student.**

SN	Description	Tanzanian student (TZS)	Foreign Student (USD)
1	Industrial Practical Training (IPT) for NTA 5, for Marine students NTA 4 & 5	300,000	300
2	Book/stationary costs-per year	50,000	100

#### 4.1.2 Final Project/Research Requirement

NTA Level 5 Students are required to undertake Projects work in the 2<sup>nd</sup> semester of their study respectively in accordance with the requirements of curriculum.

### 5.0 STUDENTS' ACADEMIC ASSESSMENT REGULATIONS FOR NATIONAL TECHNICAL AWARD LEVEL (NTA LEVEL 4 – 6)

#### 5.1.1 Introduction

The Students' Academic Assessment Regulations (SAAR) are to be complied with by students, internal and external examiners. External examiners are for moderating examination papers before the same are administered to students and for verifying the marks awarded by internal examiners. These Regulations have been developed in accordance with NACTE requirements and apply to Certificates and Diploma programmes. FETA amended its Examination policy in the year 2021 which form part of the FETA Prospectus.

#### 5.1.2 Rationale

- a) To provide for appropriate penalties for the offences committed by students during exams.
- b) To provide for a forum for appeal to students against decision made by the Institute under the Regulations.
- c) With the increase in number of students enrolled per year as well as advancement in technology, there has been increase in exam offences related to technology especially during exams. There is a need therefore to have in place strict regulations to protect the integrity of the Institute.

#### 5.1.3 Definitions

<b>Academic Programme</b>	An “academic programme” means a programme of study, which leads to the National Technical Award for students, after successful completion of all its requirements.
<b>Autonomous Institution</b>	Is an institution accredited by the National Council for Technical Education to deliver courses leading to intermediate and/or full technical or professional qualifications and competence and declared to be so in accordance with Section 6 of the Act
<b>Candidate</b>	Is any person duly registered in any programme of study of the Institution and who is eligible for examination
<b>Cheating</b>	Is the attempt to gain an improper advantage or disadvantage in an academic assessment.
<b>Cheating in examinations</b>	Is to attempt to gain an unfair advantage by violating the principles of intellectual and scholarly integrity. Cheating also encompasses plagiarism.
<b>Continuous Assessment</b>	Means any form of evaluation made during the course of the academic year such as classroom test, homework, project, and field attachment, which contributes to the final score in examinations

<b>Continuous Assessment (CA)</b>	Means any form of evaluation made during the course of the academic years such as classroom test, homework, project and field attachment which contributes to the final score in examinations.
<b>Credit</b>	A credit refers to an instrument for measuring and expressing learning equivalence. It plays an important role in rewarding the incremental progress of learners, facilitating student transfer, recognizing prior learning and contributing to the definition of academic standards.
<b>Credit Value</b>	A credit value is the number of credits awarded for successful completion of a module at a particular level of study. It is achieved when the learner has satisfied the assessment criteria for all (or the majority) of the designated learning outcomes of the module.
<b>Cumulative Grade Point Average (GPA)</b>	Means the summation of grade points of all credit modules divided by the total number of credit hours taken by a student beginning from his/her admission till the last examination held. i.e  <i>Cumulative gpa= (sum of(P × N))/(sum of N) where: “P” represents a grade point assigned to a letter grade scored by the student in a module and “N” represents the number of credits associated with the module.</i>
<b>Discontinue</b>	Disqualification permanently or for a specific period due to failure of the examination or discipline matters
<b>Examination</b>	Means a measurement of academic or professional achievement attempted at the end of an academic phase or professional training phase, which helps to provide accurate predictions for future academic success or future professional competence of a Candidate
<b>Examination</b>	Means class test, assignments, project work, mid semester examination, supplementary examination and end of semester examination.
<b>Examination Officer</b>	Is a person who play a pivotal role in schools, technical education institution and Institutions in the administration, management and conducting of examinations
<b>Examiner</b>	Means any person appointed to conduct examinations.
<b>Grade</b>	A letter assigned to a range of scores or marks.
<b>Grade Point</b>	The number of points representing letter grades scored by a student in a credit module.
<b>Grade Point Average (GPA)</b>	The summation of grade points divided by the number of credits

<b><i>Instructor</i></b>	Means teacher, tutor, lecturer or professor.
<b><i>Make-up test</i></b>	Means any test given to a student after failing regular test in a particular module.
<b><i>Mark</i></b>	A numerical value by which the examining entity assesses the performance of a candidate.
<b><i>Module</i></b>	A “module” is a set of learning outcomes that has been pedagogically structured to respond to a meaningful stage of the work process, to represent a meaningful phase of learning process, and to constitute the basic units for evaluation. Each module will carry a specific code.
<b><i>Plagiarism</i></b>	The submission or presentation of work in a course as if it was the student’s own work done expressly for that particular course when, in fact, it is not. Plagiarism is the appropriation or imitation of another person’s ideas and manner of expressing them.
<b><i>Programmers</i></b>	Means the totality of modules offered towards the award of certificates.
<b><i>Re-do</i></b>	Means to repeat the modules including Continuous Assessment and End of Semester Examination.
<b><i>Results</i></b>	A reflection of the outcome of examinations
<b><i>Semester</i></b>	A “semester” means an academic period, in which one set of course modules in each discipline, is offered. There will be only two semesters in an academic year, each having a minimum of 15 weeks with two additional weeks set aside for end of semester examinations.
<b><i>Special Examination</i></b>	Means an examination administered to candidates who failed to do a specified number of modules during regular examinations by reason of illness or other special circumstances.
<b><i>Student</i></b>	Means any person admitted for any course of study conducted by the training institute.
<b><i>Supplementary Examination</i></b>	Means an examination administered to candidates who failed to obtain a pass in the specified number of modules during regular examinations.
<b><i>Transcript</i></b>	A document listing grades for all courses in all semesters at a particular institution.

### 5.1.3 Statutory Examination Power

Fisheries Education and Training Agency (FETA) is empowered to make regulations governing the conduct of examinations through FETA Establishment order 2011- Executive Agency Act (Cap 245) under the Ministry of Livestock and Fisheries (MLF) and Establishment order (GN 356 Of 28 October, 2011).

#### **5.1.4 Definition of Assessment**

Assessment is the process of determining extent to which a student has attained the learning outcomes prescribed for a particular assessment work such as homework (assignment), class test, semester examination, project work, industrial practical training, etc., or a module of the programme of studies or whether he has met the requirements for educational award for the programme for which he is registered. Assessment is a means by which a student can demonstrate extent to which he has fulfilled the learning outcomes prescribed for each module of the programme and the award.

#### **5.1.5 Purpose of Assessment**

The purpose of assessment is to give the student an opportunity to demonstrate extent to which he/she has fulfilled the learning outcomes of a module or that he/she has achieved the required standards for the award. Assessment is also used for developmental purposes to support learning. The assessment process is integral to the maintenance of the academic standards of the awards conferred to students of this Institute.

#### **5.1.6 Power of Assessment Regulations**

- a) Assessment is integral to the responsibilities of the Institute to its current and prospective students and its graduates, NACTE (the accrediting authority of NTA study programmes that the Institute offers), prospective employers, and the public.
- b) The internal and external trust and confidence in the integrity of assessment processes and procedures of the Institute are central to the claims the Institute makes about awards and qualifications of students who complete successfully its study programmes.
- c) These Regulations present the actions (Regulation statements) the Institute shall take to deal with various assessment issues.
- d) The purpose of the Assessment Regulations is to enable the Institute to operate assessment of its students within a consistent set of procedures.
- e) These Regulations apply to all programs approved by NACTE that are implemented at the Institute.

#### **5.1.7 Context of Assessment Regulations**

These Regulations have been developed in the light of the National Council for Technical Education (Examinations) Regulations (204) to provide an articulation of the procedures and guidelines on which assessment is based. The Examination Regulations Framework form part of the Ordinances and Regulations of NACTE and sets requirements for awards of educational institutions accredited by NACTE and decisions regarding students' achievement, progression, and award. The operation of assessment regulations shall take place together with other relevant Institute procedures.

### **5.1.8 Purpose of Assessment Regulations**

The purpose of the Assessment Regulations is to provide:

- a) A broad framework for assessment design and practice at FETA.
- b) A fair and equitable means of assessing each student's competence.
- c) A quality assessment process, which is subject to on-going review and improvement.

### **5.1.9 Scope of Students' Assessment Regulations**

These Regulations address the process of assessment of students' achievements in studies for all courses or programs of FETA that are accredited by NACTE. The Regulations apply to the following National Technical Awards (NTA) in the fields of; Aquaculture Technology, Fisheries Science and Technology, Fisheries Management and Technology, Fish Processing, Quality Assurance and Marketing, Environmental and Coastal Resources Management, Marine and Refrigeration Engineering and Master fisherman:

- a) Basic Technician Certificate (NTA level 4)
- b) Technician Certificate (NTA level 5)
- c) Ordinary Diploma (NTA level 6)

### **5.1.10 Regulations Implementation Authority and Responsibility**

The Principal of FETA has overall authority and responsibility for implementation of the Regulations. He/she is responsible to the Ministerial Advisory Board (the Board) for all assessment matters. Students are responsible for complying with the Regulations.

### **5.1.11 General Information of Studies and Assessment**

- a) FETA operates a modular competence-based system of studies. A module is a self-contained (independent) package of study, in terms of content, learning objectives and assessment criteria. Several modules, together, make up a course of study.
- b) The academic year is divided into two semesters, each of 17 weeks duration. Field/ industrial training term is of duration not exceeding 10 weeks and is implemented immediately after second semester examination for NTA level 5 and NTA level 4 and 5 for Marine and Refrigeration Engineering. Project work (for NTA level 6) is scheduled for semester 1 and 2 of the academic year. Students must make arrangements with head of academic departments to have project proposals developed and submitted for approval and the approved proposals executed in good time so as to have project work assessed before commencement of second semester examination.
- c) There is a variety of 'Core and Fundamental' modules.

- d) Except for field/industrial training and project work modules, assessment shall consist of two parts, namely: continuous assessment (CA) and semester examination (SE).

## **5.2 PRELIMINARY PROVISIONS**

### **5.2.1 Citation**

These Regulations may be cited as the Institute Regulations, 2021.

### **5.2.2 Key Words and Phrases**

In these Regulations unless the context otherwise requires:

- a) “Academic Audit Units” means the duration or unit of study in which, assessment of academic performance of students is evaluated for progression into higher level of study. In this regulation the Academic Audit Unit is one academic year (two semesters).
- b) “Act” means the National Council for Technical Education Act, 1997;
- c) “Academic Programme” means a programme of studies, which leads to National Technical Award (NTA) to students, after successful completion of the programme requirements;
- d) “Cheating” means process of using unauthorized means or methods for the purpose of obtaining a desired score or grade. This may range from bringing and using notes during a closed book examination, to copying another test taker’s answer or choice of answers during an individual test.
- e) “Continuous Assessment” means any form of evaluation of learning attainment made during the course of the academic year such as classroom test, homework, project, and field attachment, which contributes to the final score in examinations;
- f) “NACTE” means the National Council for Technical Education;
- g) “Credit Module” means a module of study, successful completion of which shall count towards earning of the award;
- h) “Credit Hour” means a lecture of one-hour duration per week per semester or two or three contact hours in case of seminars, tutorials and laboratory work for a module countable towards a student’s Cumulative Grade Point Average;
- i) “Cumulative Grade Point Average” also known in its acronym as GPA means the summation of grade points of all credit modules divided by the total number of credit hours taken by a student beginning from his admission till the last examination held;
- j) “Examination” means an assessment intended to measure a candidate’s knowledge, skill, aptitude or physical fitness;
- k) “Examination Offence” means any harm brought about before, during or after the examination by the conduct of a candidate in relation to examinations, which the Council desires to prevent by a threat of

punishment;

- l) "Grade Point" means number of points representing letter grades scored by a student in a module examination;
- m) "Grade Points of a Credit Module" means total number of points scored by a student in the examined credit module representing the letter grade scored times the number of credit hours of the module;
- n) "Invigilator" means an officer in charge of candidates in an examination room to ensure that the examination is properly conducted and no candidate cheats.
- o) "Module" means an independent package of learning related to an academic programme studied by a student for a fixed number of hours during a semester that can be credited towards the final award at any given level;
- p) "Penalty" means punishment given to a student or any other person entrusted to handle examinations found guilty of an examination offence;
- q) "Private Candidate" means a candidate sitting for examination after failing at first sitting;
- r) "Regular Candidate" means a candidate who is a current student at a registered technical institution attending examinations at the first sitting;
- s) "Semester" means an academic period, in which one set of course modules in each discipline, is offered and examined;
- t) "Semester Grade Point Average also known in its acronym as (Semester GPA)" means the summation of grade points of all credit modules divided by the total number of credit hours taken by a student during a semester;
- u) "Special examination" means examination administered for candidates who could not attend the examination at normal time due to authorized absence or after the normal examination has been cancelled due to in masse irregularity.
- v) "Supervisor" means an officer in charge of candidates at an examination centre to make sure that the examinations are properly conducted and no candidate or invigilator cheats;
- w) "Supplementary Examination" means an Examination administered to candidates who fail to obtain a pass in the specified number of modules during regular examinations;
- x) "Statement of Results" means a written statement of certified examination results issued by the Institute
- y) "Written tests/examinations" are tests/examinations that are administered on paper or on a computer.

### 5.2.3 Preamble

- a) This document presents the FETA Institute's Regulations on administration of assessments.
- b) The Regulations set procedures to be followed in the administration of assessments.



#### **5.2.4 Power to Amend**

Where the Institute is of the opinion that it is necessary or expedient to do so, it may, by order, for reasons to be recorded in writing, recommend to the Board to amend any item of these Regulations.

#### **5.2.5 Interpretation of the Regulations**

If any question arises as to the interpretation of the Regulations, the decision of the Board shall be final.

#### **5.2.6 Handling of Disputes Associated with Implementation of the Regulations**

Any dispute arising out of the interpretation of these Regulations or their implementation, including decisions or orders made based on them, shall be subject to appeal to the Ministerial Advisory Board.

### **5.3 CONDUCT OF EXAMINATIONS**

#### **5.3.1 Power of the Principal on Examination Matters**

Subject to the regulations, rules and directions framed by the Institute, Deputy Principal Academics, Research and Consultant in consultation with the Deputy Principal Academics, Research and Consultant shall be responsible for all arrangements connected with the conduct of examinations and all matters connected therewith.

- (a) The rules relating to the duties of supervisors and invigilators shall be issued from time to time.
- (b) The Institute shall provide Examination guidelines for setters, moderators, invigilators, supervisors, and candidates.
- (c) Additional examination time may be given to candidates with physical disability at a rate to be prescribed by the Institute depending on the type of disability.

#### **5.3.2 Attendance to Studies**

- a) A student must attend to all study activities according to the timetable. The Minimum attendance accepted for any module shall be 85%.
- b) A candidate who due to valid reasons fails to meet the minimum of 85% attendance shall not qualify to sit for semester examination. He/she shall be required to repeat the module/ semester when next offered. In the case the absence is due to invalid reasons, he/she shall be discontinued from studies.
- c) A student who absconds from studies shall be discontinued from studies.
- d) The discontinued candidate shall serve the punishment for one year, after which he/she may apply for repeating the course as a private candidate.
- e) The following may be considered valid reasons for exceeding maximum allowed deficiency of attendance:
  - i. Prolonged illness;
  - ii. Bereavement (loss of parent /guardian /spouse/ child/); and

- iii. Any other reason of serious nature as shall be determined by Institute authority
- f) A Student who is permitted to participate in sports or cultural activities/tournaments or who is permitted to appear in examination conducted by other institutions, the actual days spent away in those activities should not be too numerous such that the student will exceed maximum allowed deficiency of attendance. Otherwise, he/she will be required to repeat a module/ semester/year for being absent due to valid reasons.

### **5.3.3 Mode of Examination and Course Outlines**

- a) Candidates for examination shall be examined by way of:
  - i. Written examination/test questions which the student shall be required to answer in writing within prescribed duration;
  - ii. Homework/assignment which the student shall submit in writing the response to the assigned task for marking at or before the prescribed date;
  - iii. Practical and oral examinations as provided for in the syllabus for the respective modules; and
  - iv. Project reports, Industrial Practical Training (IPT) reports
- b) The management of practical and oral examinations, unless otherwise specified, shall be assessed by examiners appointed by the Deputy Principal Academics or any other authority approved by the Deputy Principal Academics in such manner as the Institute shall from time to time determine.
- c) If practical work has been prescribed in the curriculum in any module for the examination, a record of such work done by each candidate shall be duly maintained and attested by the department concerned and produced or forwarded for evaluation in such manner and according to such directions as may be issued by the Institute from time to time.
- d) Written examination in a module shall be by means of question paper and the question paper in the module shall be given to candidates simultaneously in every examination room.
- e) The Curriculum of each National Technical Award Level and the syllabus of each examinable module setting out the details of courses of study shall be prescribed by the Institute from time to time and shown in the course outline.
- f) The syllabus/curriculum of each NACTE-approved study programme, which sets out the details of study modules, shall be made available to students in the library.
- g) The medium of instruction for all study modules shall be in English.

### **5.3.4 Dates and Timing of Examinations**

Examinations shall be conducted on such dates and at such time as the Institute may determine. Regular and private candidates shall be informed of timetable in respect of the dates and times of examinations at least one month before commencement of such examinations.

### **5.3.5 Admissions into Examinations**

- a) The Institute shall conduct examinations in all modules.
- b) Eligibility for admission to semester examination shall be subject to completion and passing the prescribed continuous assessments, and meeting minimum attendance requirements.
- c) No eligible candidates shall be prohibited from appearing in the examination except for valid reasons and with permission of the Deputy Principal Academics, Research and Consultant.
- d) A student who has been expelled or is still under suspension or who has been barred from taking an examination for having used unfair means or for any other reason is an ineligible examination candidate and shall not be admitted to any examination.
- e) All regular and private students who are duly registered to NACTE-accredited study programs at the Institute are prospective examination candidates.
- f) To qualify as an examination candidate, the student must pay the examination and tuition fees at the Institute on or before the last date the Institute has fixed for receipt of the fees.
- g) A candidate who is in tuition fees arrears for the semester shall be barred from sitting for semester examination.
- h) The fees referred to in Regulation 4.1.1 shall not be negotiable or refunded or transferred.
- i) The Institute shall not be responsible for troubles students may get into if they fail to pay the fees within the required time.

### **5.3.6 Admission of Private Candidates for Examination**

- a) A candidate who has previously sat and failed but is eligible to re-sit as private candidate is required to re-sit the examination within a period of two academic years. The re-sit exam shall be based on the curriculum of the current year.
- b) No candidate who has been barred from appearing in examination shall be eligible to sit as a private candidate unless he/she has met required conditions.
- c) A candidate who is eligible to re-sit as private candidate is required to register for the examination two weeks before examinations commencing.

### 5.3.7 Exemption from Practical Examination

- a) Any candidate who qualifies in the practical but fails in theory examination, where the two are separately reported, and there exists circumstances that require him/her to re-sit, shall have to re-appear in theory paper only in which case the marks obtained in practical at the main examination shall be considered.
- b) Any candidate who fails in practical examination but qualifies in the theory examination shall have to re-sit for practical examinations.

### 5.7.8 Requirement of Passing Continuous Assessment and Semester Examination

- a) Modules requiring continuous assessment have two components of module assessment namely continuous assessment (CA) carrying 60 marks and end of module/ semester examination (SE) carrying 40 marks of total marks (100) for the module.
- b) For modules whose outcomes are mostly in cognitive and affective domain (theoretical), continuous assessment shall consist of two written assignments each carrying 10 marks, and two written tests each carrying 20 marks, and one semester examination carrying 40 marks.
- c) For modules which have substantial number of outcomes in psychomotor domain (practical), continuous assessment shall consist of one written assignment carrying 10 marks, one practical assignment carrying 10 marks and one practical test carrying 20 marks, one written test carrying 20 marks, and one semester examination carrying 40 marks.
- d) Each of the module assessment components is assessed independently. The threshold marks for each component at the respective levels shall be:
  - i. For NTA 4 and NTA 5, 50 % for continuous assessment (i.e. 30 out of 60 marks), for end of semester examination (i.e. 20 out of 40 marks) and module overall assessment (i.e. 50 out of 100 marks)
  - ii. For NTA 6, 45 % for continuous assessment (i.e. 18 out of 40 marks), for end of semester examination (i.e. 27 out of 60 marks) and module overall assessment (i.e. 45 out of 100 marks)
  - iii. A student who fails to attain threshold performance in any continuous assessment (assignment/homework, class test, etc.) in the first attempt may be given an opportunity for re-assessment (only once). If he/she doesn't attain threshold performance, he shall be considered to have failed in that assessment results of continuous assessment for each module shall be reviewed before semester examination begins.
  - iv. If a candidate does not attain threshold performance in CA for a module the student shall not be allowed to sit for Semester Examination in that module, and shall be considered to have failed in that module.

### 5.3.9 Module Grades

- a) Module assessment results shall be out of 100 marks (i.e. sum of CA and SE), and a letter grade shall be assigned. Each letter grade is assigned a grade point. Module points are the product of grade points and module weight (credits). Module weight (credits) shall be used to calculate grade point average (GPA). See Table 3.
- b) Grade to be assigned for a candidate who failed to attain the threshold performance in CA in a particular module shall be “F” in the respective module and shall not qualify to sit for semester examination in that module.

**Table 3. Grading system for modules**

NTAs Level 4-5			NTAs Level 6		
Grade	Definition	Score Range	Grade	Definition	Score Range
A	Excellent	80 -100	A	Excellent	75 - 100
B	Good	65 - 79	B+	Very Good	65 - 74
C	Satisfactory	50 - 64	B	Good	55 - 64
D	Poor	40-49	C	Satisfactory	45 - 54
F	Failure	0-39	D	Poor	35 - 44
I	Incomplete		F	Failure	0 - 34
Q	Disqualification		I	Incomplete	
			Q	Disqualification	

Field/ industrial practical training and project work shall be scored out of 100 marks and shall be graded similar to taught modules.

### 5.3.10 Computation of GPA

- a) Computation of GPA shall be according to the following formula:

$$\text{i.e. cumulative GPA} = \frac{\text{Sum of } (P \times N)}{\text{Sum of } N}$$

- b) Semester GPA accounts for grade points and credits of all modules prescribed for that semester and annual GPA accounts for grade points and credits of all modules prescribed for that academic year.

### 5.3.11 Academic Audit Units for NTA Levels 4 - 6 programs

- a) Semester 1 and 2 examination results will be combined to form first sitting examination annual results.

- b) A candidate who had passed CA in all semester modules but failed the Semester Examination in one or more modules, but performed well in other modules such that he attains first sitting annual GPA (average of semester 1&2 GPA) equal to or greater than 2.0, shall be required to sit for supplementary examination in the failed modules.
- c) A candidate who failed in one or more modules due to failing CA in those modules but performed well in other modules such that he/she attains first sitting annual GPA equal to or greater than 2.0, he/she shall not be promoted to the next higher NTA level studies. He shall be required to re-peat the module afresh when next offered, but only once for the programme registered for.
- d) A candidate who, due to failing in one or more modules, attains first sitting annual GPA less than 2.0 shall NOT be allowed to sit for supplementary examination. He shall be discontinued from studies.
- e) A candidate, who is discontinued from studies due to regulation 5(d), can apply to repeat studies as a private candidate at the NTA level at which he had been studying. The offer to apply for repeating studies must be taken within two academic years.

#### **5.3.12 Penalty for Absence from Continuous Assessment or Examination**

- a) A candidate who absents oneself from any continuous assessment or fails to submit assignment (s) given during the course work without valid reasons shall be considered to have attempted such assignment(s)/test(s) and shall be awarded a zero mark.
- b) A candidate who absents oneself from end of semester examination without permission ('unauthorized absence') shall be discontinued from studies.
- c) A candidate who absents oneself from the end of semester examination with permission shall be given special examination upon payment of Tanzanian Shillings Fifty Thousand (TZS 50,000/=) @ Module.
- d) No special examination shall be given to a student whose examination was cancelled due to examination irregularities.
- e) In these Regulations 'unauthorized absence' includes but not limited to; not attending the examination at all, or having started the examination, a candidate goes out of examination room without permission, or having been granted permission for temporary absence, a candidate stays out of the examination room for an unduly long period.

#### **5.3.13 Postponement of Studies and End of Semester Examination**

- a) If a student has problems that hinder him from attending any academic activity or continuing with studies he must communicate to and apply in writing, for permission for postponement of studies or examination from the Deputy Principal-ARC stating the reasons thereof.
- b) A student shall not apply for postponement of studies 2 weeks after the commencement of the semester;

- c) Notwithstanding the provisions of Regulation 5.3.13 (b) a student may be allowed to postpone studies/examinations under special circumstances provided that the student applying for the postponement produces satisfactory evidence of the reasons for postponement.
- d) Special circumstances referred in Regulation 5.3.13 (c) above shall include but not limited to: sickness, serious family problems (each case to be considered on its own merit) and/or sponsorship problems.
- e) Where reason for postponement of studies/examinations is based on medical grounds, the student shall enclose as evidence a signed opinion of a qualified Medical Practitioner from either the FETA Dispensary or Government Hospital.
- f) The maximum period allowed for postponement of studies/ examination is two academic years.

#### **5.3.14 Supplementary/Special Examination**

- a) All Supplementary and special examinations shall be conducted after the review of first sitting semester results. The Institute shall publish the timetable of such examinations at least two weeks before the start of such Examinations.
- b) Supplementary examinations for candidates who sat for special examinations shall be conducted when next offered and he/she shall not be promoted to the next higher NTA level.
- c) The marks to be recorded for a candidate who has passed supplementary examination are the minimum required for passing the examination (pass mark of C grade).
- d) If a candidate passes supplementary examination in all the modules, he/she had failed; he/she shall qualify for promotion to undertake next higher NTA level studies.
- e) If a candidate fails in one or two modules after sitting for supplementary examination, he/she shall not be promoted to the next higher NTA level. He/she shall be required to register as private candidate so that he can repeat the examination in those modules when next offered.

#### **5.3.15 Identification and Reporting or Cheating and Misconduct**

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

- e) The Invigilator must report to the Supervisor immediately when he detects that a particular candidate has smuggled out an answer book. The Supervisor must call for the student for securing the answer book.
- f) In case the answer book cannot be secured, the Supervisor shall report the matter to the DP-ARC along with the statements of the Invigilators present in the room and the candidate. The statements should contain the time of the incident and details of the case as to how the candidate took away the answer book, and statement of the efforts made to recover the answer book.
- g) In case of impersonation, the Supervisor shall send to the DP-ARC, the statement of the person found to be impersonating the real candidate. The DP-ARC may report the matter to the police, if necessary.
- h) In case of misconduct of a serious nature, the DP-ARC shall report the matter to the Police.
- i) If a candidate who has been barred to appear to examination due to the use of unfair means sits for examination during the period of serving the sentence, his/her examination results shall be cancelled.
- j) If any Marker notices any case of copying of answer(s) either among two or more candidates or from any other source, he/ she shall mark the relevant portion(s) of the answer(s) and send the cases immediately, along with his/her report on the same to his Chief Marker.
- k) The Chief Marker will scrutinize the case and forward it along with his own remarks, to the Panel Team Leader, who will send it to the head of marking center before onward submission to the DP-ARC for necessary action.
- l) If such a case comes to the notice of the Chief Marker himself, he shall also mark the relevant portion(s) in the answer(s); consult the Panel Team Leader who will then forward the same immediately to head of the marking Centre for onward transmission to the DP-ARC along with his remarks for further action.

#### **5.3.16 Dealing with Cheating and Misconduct**

- a) Before the examination session begins, the Invigilator shall inspect desks and shall call upon all the candidates to search their pockets and require them to part with and deliver to him all papers, books, or notes, and communication devices that they may have in their possession.
- b) When a latecomer is admitted into the examination room, this pocket searching and dispossession of disallowed materials will be done to him/her at the entrance to the room.
- c) The Supervisor shall sign a declaration duly witnessed by all the Invigilators on duty to the effect that he/she did as a matter of fact, call upon the candidates to search their pockets, and to surrender all papers, books or notes and communication devices in their possession and that all the latecomers were also searched and dispossessed of disallowed materials.
- d) He/she shall submit the declaration to the DP-ARC at the closure of the examination.
- e) The Supervisor of the examination shall report to the DP-ARC immediately and on the day of occurrence, if possible, each case where use of unfair means, including cheating cases, in the examination was



suspected or discovered with full details of evidence and explanation of the candidate concerned on the special forms for the purpose.

Inappropriate Conduct by a Student Concerning Final Examinations Impairs Integrity, and will Subject the Offending Student to Expulsion for a Period of up to two Years. Such Examination Irregularities Include but not Limited to;

- a) Where during an examination, a candidate is found having in his possession or accessible to him papers, books, or notes due to inadvertence but which papers, books or notes could be of assistance to him/her;
- b) Where during an examination, a candidate is found having in his/her possession papers, books, or notes on clothes worn by him/her or any part of his/her body; or table or desk; or is found in possession of foot-rule and/ or instruments like set squares, protractors, slide rules, etc., with notes on them and which notes, papers, or books or the material Written on foot-rules or instruments etc., could be helpful to him/her during the examination and if his possession of such material is found to be intentional;
- c) Where during an examination, a candidate is found talking to another candidate or any person inside or outside the examination room, during the examination sessions, without the permission of invigilator, unless he/she has handed over the answer book;
- d) Where the answer book of an examinee shows or if it is otherwise established that he/she has received or attempted to receive help from or given help or attempted to give help to another candidate;
- e) Where during an examination, a candidate is found having copied or indulging in copying from any paper or notes or if has allowed or is found allowing any other candidate to copy any matter from his answer book or to have in any manner rendered any assistance to another candidate in solving a question or a part of question set in the question paper;
- f) Where a candidate during an examination is found swallowing or attempting to swallow a note or paper or runs away with it or is guilty of causing disappearance or destroying any such material;
- g) Where a candidate during an examination is found consulting books, note books, or papers or any other material found with him while outside the examination room but during the examination hours and before has handed over his/her answer book to the invigilator;
- h) Where a candidate who during the course of the examination writes on any other piece of paper, a question set in the paper, anything connected with, or relating to a question set in the paper or solution thereof;
- i) Where a candidate is found guilty of passing on or attempting to pass on during the examination, a copy of a question set in the paper or the question paper itself or a part thereof or a solution of a question set in the question paper, to any candidate;
- j) Where a candidate is found guilty of possession of a solution to a question set in the paper in connivance with any member of a supervisory or any other staff or someone outside the Institute;

- k) Where candidate found guilty of having made previous arrangements to obtain help in connection with the question paper. If the person who would have assisted the candidate unfairly should the arrangement be successful is a member of Institute's staff, the DP-ARC shall take appropriate punitive action against that person according to Public Service Regulations and Procedures on punishment to public servants who commit or help other people to commit examination offences;
- l) Where a candidate is found guilty of smuggling in an answer book or a continuation sheet or taking out or arranging to send out an answer book or continuation sheet, during or after the examination with or without the help or connivance of any person connected with the Institute or of any agency within or outside Institute;
- m) If the person who has assisted the candidate to smuggle an answer book into or out of examination room is a member of Institute's staff, the DP-ARC shall take appropriate punitive action against that person according to Public Service Regulations and Procedures on punishment to public servants who commit or help other people to commit examination offences.
- n) Where a candidate is found guilty of having written outside the examination room, an answer book or a continuation sheet of an answer book for an examination later smuggled it into the examination hall or of having managed otherwise to replace the answer book after the examination;
- o) Where a candidate is found guilty of serious misconduct in the examination room or misbehavior towards the Invigilator or any member of the supervisory staff outside the examination room;
- p) Where a candidate is found guilty of using abusive or obscene language in the answer book;
- q) Where a student of this Institute impersonates a candidate;
- r) If the impersonator is neither a student nor a member of staff of this Institute, the DP-ARC shall report the matter to the Police.
- s) If the impersonator is a member of the Institute's staff, the DP-ARC shall take appropriate punitive action against that person according to Public Service Regulations and Procedures on punishment to public servants who commit or help other people to commit examination offences. The candidate for whom impersonation was attempted shall also be expelled from the Institute;
- t) Where a candidate leaves the examination room without delivering the answer book to the Invigilator concerned and takes away the same intentionally tears off or otherwise disposes off his answer book or any part thereof or the continuation sheet or part thereof inside or outside the examination room;
- u) Where a candidate is found guilty of deliberately disclosing his/her identity or making distinctive marks in his answer book for that purpose such as telephone number, residence or name of the candidate;
- v) Where a candidate is found guilty of communicating or attempting to communicate directly or through a relative, guardian or friend with an examiner with the objective of influencing him in the award of marks;

- w) Where a candidate is found guilty of approaching or influencing directly or indirectly regarding his/her cheating case a member of the Institute management;
- x) Where a candidate refuses to obey the Invigilator of the examination or misbehaves in or around the examination room;
- y) Where the Institute is satisfied after enquiry that the integrity of examination had been violated at an examination room as a consequence of wholesale unfair assistance rendered to the examinees, the DP-ARC may order re-examination in that respective paper, besides taking action under Regulations relating to unfair means;
- z) For cases of unfair means not covered by these Regulations, the Institute shall impose punishment according to the nature of the offence.
- aa) Where a candidate feels aggrieved by any decision given based on these Regulations shall appeal to the board of appeal within 14 days from the date the decision was given.

#### 5.3.17 Assessment of Industrial Practical Training (IPT)

- a) Students in NTA 4 (Marine and Refrigeration Engineering) and NTA 5 levels of study shall undergo IPT term depending on curriculum requirements. Assessment of performance in IPT shall be according to the following main areas:

**Table 4. Assessment of Industrial Practical Training**

<b>Assessment Areas:</b>		<b>Marks%</b>
i.	Industrial Supervisor's Report	20
ii.	• General Weekly Reports (GWR)	15
	• Technical Weekly Report (TWR)	25
	• General Term Report (GTR)	15
	• Technical Term Report (TTP)	25
<b>TOTAL</b>		<b>100</b>

- b) Industrial Supervisors assesses the student in the following areas:
  - i. Ability to plan and carry out given assignments
  - ii. Ability to select appropriate tools and use them properly
  - iii. Skills to execute given assignments
  - iv. Tidiness and Accuracy of finished assignments Self confidence
  - v. Cooperation with other members of the staff Attendance and punctuality
  - vi. Obedience to superior Initiative (self-drive)

- vii. Willingness to learn

Marks range for the ten items is as shown in Table 5 below:

**Table 5. Marks range**

Definition	Range
Excellent	5
Very Good	4
Good	3
Satisfactory	2
Unsatisfactory	1

- c) The Institute Supervisor who visits students during field training, discuss with the Industrial Supervisors of the organizations to which students have been attached. They also do visual observation and discuss with the students themselves. The Institute Supervisors assesses the student in the following areas:
- Student's ability to execute assigned jobs.
  - His work habits (punctuality/attendance)
  - Ability to work in a group
  - Attitude towards practical/manual work
  - Neatness, Clarity, and up to date reporting in the log book
  - Student's understanding on what he has been doing
  - Student's knowledge on what he has written in the log book
  - Interest or willingness to learn new skills and knowledge
  - Willingness to get new knowledge
  - Motivation to do given jobs
- d) A student who fails in IPT shall not qualify for progression to undertake next higher NTA level studies. He/she shall be suspended from studies for one (1) year and during the suspension period he shall be required to register as a private candidate and repeat the IPT at his own cost. If he fails again shall be discontinued from studies.
- e) A student whose attendance in IPT is less than 80% of the time allocated to IPT of that particular term/year without a valid reason shall be considered to have failed in the IPT. The industrial supervisor shall record attendance of students during IPT.
- f) A student who absconds from IPT shall be discontinued from studies.
- g) Plagiarism is prohibited in writing and presenting IPT reports. A student who is found guilty of plagiarizing in

respect IPT report shall be considered to have failed the IPT term, and therefore regulation (33) (d) shall be enforceable.

### 5.3.18 Assessment of Project Work

- a) NTA6 students shall be given the opportunity to plan and carry out a technical work, with little guidance from tutors/ instructors. This work (project work) could be investigative, design or construction.
- b) For the purpose of ensuring that students are carrying out project work activities according to the agreed schedule, they shall be required to submit progress reports, once in every two weeks. The Supervising Tutor/Instructor shall countercheck the validity of the reported data and information.
- c) Assessment of Project Work achievement shall be in the following areas:

Schedule on the distribution of score to various areas of Project Proposal Work (NTA 6)

- i. Oral Presentation of Project Proposal (to be evaluated by internal examiner in equal weight).
- ii. Written Project Proposal (to be evaluated by internal examiner in equal weight):
  - i. Oral Presentation to be evaluated by internal examination in equal weight:

1	Clarity of student's lecture and presentation of essential points before the panel	10
2	Student's understanding of the importance and economic justification of his project	15
3	Student's overall academic knowledge and understanding of the project	15
	<b>Total</b>	<b>40</b>
  - ii. Written Project Proposal (to be evaluated by internal examiner in equal weight):

1	Introduction	10
2	Literature Review	15
3	Methodology	15
	<b>Total</b>	<b>40</b>
  - iii. Progress project I Proposal (to be evaluated by project supervisor)

1	How closely the student followed events of project calendar	5
2	Evaluation of student's work in his/her at least two mini-presentations	7

3	Ability of the student to work independently with little guidance	8
	<b>Total</b>	<b>20</b>
	<b>Overall Total Score</b>	<b>100</b>

### 5.3.19 Schedule on the Distribution of Score to Various Areas of Project Report Work (NTA 6)

#### i. Progress report (to be evaluated by project supervisor)

1	How closely the student followed events of project calendar	5
2	Evaluation of student's work in his/her at least two mini-presentations	7
3	Ability of the student to work independently with little	8
	<b>Total</b>	<b>20</b>

#### ii. Written Report (to be evaluated by internal examiner in equal weight):

1	Introduction	5
2	Literature Review	5
3	Methodology	10
4	Results and Analysis	10
5	Discussion and Results	5
6	Conclusion and Recommendations	5
	<b>Total</b>	<b>40</b>

#### iii. Oral Presentation to be evaluated by internal examination in equal weight:

1	Clarity of student's lecture and presentation of essential points before the panel	10
2	Student's understanding of the importance and economic justification of his project	15
3	Student's overall academic knowledge and understanding of the project	15
	<b>Total</b>	<b>40</b>
	<b>Overall Total Score</b>	<b>100</b>

## **5.4 CONFIDENTIALITY, SAFETY AND SECURITY OF EXAMINATIONS**

### **5.4.1 Paper Setting**

- a) The DP-ARC shall appoint instructors/lecturers of proven integrity for setting examination papers
- b) The persons appointed as paper setters shall possess the minimum qualifications set by the NACTE from time to time.

### **5.4.2 Moderation**

- a) All examinations will be moderated by internal moderators.
- b) The DP-ARC shall appoint the internal moderators.
- c) A person shall not be appointed a moderator if his/her close relative is going to sit for the examination which is being moderated

### **5.4.3 Receipt of Answer Books**

- a) Candidates shall be given registration numbers to write on answer books instead of their names
- b) An officer designated by the DP-ARC shall receive all the answer books.
- c) All answer books shall be deemed as confidential documents and no person except those authorized by the DP-ARC shall be permitted to handle the same.

### **5.4.4 Examination Room Rules**

- a) Candidates should make sure that they have been issued with examination numbers before examinations commence.
- b) All candidates must display their identity cards on the top of the desk throughout the examination period.
- c) Candidates must acquaint themselves with the sitting arrangement for their respective examination in advance.
- d) Candidates should be in the examination room 15 minutes before the commencement of the examination.
- e) No candidate shall be permitted to enter the examination room after the elapse of 30 minutes from the commencement of the examination and no candidate shall be permitted to leave the examination room until 30 minutes have expired. Once a candidate has submitted his/her answer script and has left the examination room, he/she shall not be allowed to re-enter the examination room.
- f) No candidate shall be allowed to leave the examination room 15 minutes before the end of the Examination duration.
- g) Mobile phones, programmable calculators, handbags, coats and any un-authorized material shall not be allowed in the examination room by candidates.

### 5.4.5 Marking of Examination

- a) Appointed panels shall mark project reports according to approved marking guide
- b) Appointed panels shall mark student's IPT reports (daily summaries, weekly summaries, and general report) according to approved marking guide.
- c) Respective module tutors shall mark each of the continuous assessments (invigilated and non-invigilated) according to approved marking guides
- d) Marking of end of module/ semester examination shall be according to the following guidelines:
  - i. Appointed markers shall mark answer books.
  - ii. The answer books shall be marked centrally at such venues as approved by the DP-ARC from time to time.
  - iii. No answer books may be marked outside the specified marking venues.
  - iv. Each examination paper shall be accompanied by detailed marking scheme, which should be revisited by markers before starting marking.
  - v. The marking scheme will indicate value points in respect of each answer.
  - vi. The DP-ARC shall appoint Chief Markers for various modules from amongst the serving instructors of the Institute.
  - vii. The Chief Marker shall be responsible for ensuring uniformity in marking as per the norms prescribed by the Institute.
  - viii. The Chief marker shall bring to the notice of the DP-ARC any discrepancies, anomalies and suspected use of unfair means identified during the course of marking.
  - ix. The Chief Marker shall recommend to the DP-ARC in writing the names of such markers who have not carried out the instructions of the Institute and have not been punctual or have not observed code of conduct for such action as may be deemed fit by the Institute
  - x. A person to be appointed as a Chief Marker should possess the following qualifications:
    - He should have a teaching experience of not less than five years.
    - He should be conversant with the module curriculum by being engaged in teaching the concerned module to the classes.
  - xi. The DP-ARC shall appoint other markers who will mark the answer books in accordance with the approved marking scheme.
  - xii. The panel of markers shall consist of serving instructors of the Institute who have experience of teaching the module for at least 3 years.



#### **5.4.6 Checking of Examination Marking**

- a) The Chief Markers will appoint Checking Assistants (Verifiers) as per the guidelines of the Institute who will assist them in summing marks, comparing the score lists with the answer scripts to ensure accuracy in the work and keeping watch that no portion of the script has remained unmarked.
- b) The DP-ARC may appoint Spot Marking Coordinators in all marking venues to co-ordinate and facilitate the conduct of spot marking.
- c) The Spot Marking Coordinator shall bring to the notice of the DP-ARC, in writing, discrepancies in the answer books, if any, and any such matter that affects the validity or reliability of evaluation.
- d) Marked scripts shall be scrutinized by external markers appointed by the DP-ARC for that purpose.

#### **5.4.7 Score List**

- a) Score lists shall be prepared by marking panels after marking has been completed and marks have been verified. Score lists are confidential documents of the Institute.
- b) No other person except those authorized by the DP-ARC shall be permitted to handle the score lists after they have been submitted by marking panels.
- c) No person shall be authorized to change the marks already in the score lists. Discrepancies, if any, identified during verification shall be communicated to the DP-ARC through a separate communication.
- d) No person other than the DP-ARC or an officer authorized by him shall be competent to communicate to NACTE the score lists and any change in the scores. All such communications shall be sent in writing duly attested and signed by the concerned officer.
- e) Marks score sheets shall be verified by external markers appointed by the DP-ARC for that purpose.

#### **5.4.8 Examination Results**

- a) The Examination Committee of FETA shall verify accuracy of semester assessment results.
- b) Before submitting the results of an examination together with a statement of percentage of passes in the whole examination and in each subject for the current and the preceding year, the Institute shall present the results before the FETA Examination Board (FEB) of the Institute for review and advise accordingly.
- c) The FEB shall give advice before the results are submitted to NACTE unless on scrutiny of submitted results, it is considered that, there has been a distinct change of standard on the whole examination or in a particular module. In that case the matter may be referred to the DP-ARC for a report on the apparent change of standard and a proposal of how results can be improved. Upon receipt of the report and proposals from the DP-ARC, the FEB may recommend a specific action to be taken towards improvement of the results.
- d) The Institute shall use NACTE guidelines relating to preparation of results including appointment of

scrutinizers and prescription of their duties, prescription of forms for the purposes of tabulation, checking of results, making provisions to guard against possible occurrence of mistake and other relevant matters.

- e) The results which indicate the marks and grades obtained by the candidates for all prescribed modules for the semester and the semester GPA shall be submitted to NACTE for archiving and other purposes.

#### **5.4.9 Publication of Results**

- a) For calculating pass marks fixed by the regulations for each examination, if a fraction is half or more it shall be rounded off to the next higher figure. Moreover, if a fraction is less than one-half, it shall be ignored.
- b) The Institute shall publish the results of examination according to the relevant policy, regulations and procedures.
- c) The Institute may declare the results of the candidate(s) as 'withheld' due to inadequacy of data, lack of information from the candidate or receipt of inadequate fee from the candidate or any other reason that may be raised by the Institute.
- d) The Institute shall normally declare the results of such candidates within a reasonable time from the date of normal publication of the examination results.
- e) If a candidate, whose results are withheld for want of any dues or due to non-compliance of any instructions, does not settle his fee account or settle the discrepancy in his/her admission form within two years from the date of declaration of results, his/her candidature shall stand suspended, provided that:
  - i. Such a candidate shall be given an opportunity to settle the discrepancy or remit the balance fee, if any within a fixed time.
  - ii. A candidate whose candidature is suspended shall pay a prescribed fee per year as candidature re-instatement fee.

#### **5.4.10 Maintenance of Answer Books**

Answer books shall be maintained for a period of at least three (3) years from the date of publication of results and shall thereafter be disposed off in the manner as may be decided by the Institute from time to time.

#### **5.4.11 Maintenance of Confidentiality**

Every person appointed by the Institute for confidential work like paper setting, printing, typing or otherwise producing the copies of the question papers, moderating the question papers, marking the answer books, coordinating the work of examiners, handling the answer books, computing, scrutinizing or moderating the results or assigned any other confidential work, shall maintain utmost secrecy of the Institute work.

## 5.5 CERTIFICATION AND AWARDS

### 5.5.1 Conditions for the Award

A Candidate shall qualify for the award registered for if:

- a) Has successfully completed all modules for the award and achieved at least a cumulative Grade Point Average (GPA) of 2.0, which is equivalent to a pass.
- b) Has passed all Industrial Practical Training modules.
- c) Has passed Project work (where applicable).
- d) Has paid the required fees.

### 5.5.2 Precision for Computations of Grade Points

The order of precision of Grade Points Computation shall be as follows:

- a) Computations of Cumulative Grade Points shall be made to the single decimal place.
- b) Cumulative Grade Points shall be truncated to a single decimal place.

### 5.5.3 Classification of Award

**Table 6. Classification of Awards for NTA Level 4-6**

NTA Level 4 - 5		NTA Level 6	
Class of Award	Cumulative GPA	Class of Award	Cumulative GPA
First Class	3.5 - 4.0	First Class	4.4 - 5.0
Second Class	3.0 - 3.4	Upper Second Class	3.5 - 4.3
Pass	2.0 - 2.9	Lower Second Class	2.7 - 3.4
		Pass	2.0 - 2.6

### 5.5.4 Certification and Transcript

- a) Pass Certification and Transcript

A candidate, who has passed all the modules of the particular programme, shall be given certificate and transcript. If he/she has passed fewer modules, shall be given only the provisional/ statement of results. There shall be payment of Tsh. 10,000/= per any provisional/ statement of results provided to a student upon request.

Award certificates and the transcripts shall be issued by the Institute after completion of programme.

- b) Duplicate Transcript and Certificate

- i. In the event of loss of original transcript, a candidate may, on making an application to that effect on the prescribed form and paying a non-refundable fee of TZS 10,000/=, obtain a

duplicate transcript with a photo affixed on it, provided he/she filed an affidavit to that effect duly attested by a Notary Public and Commissioner for Oaths.

- ii. Any certificate awarded shall remain the property of the institute and any alteration that may be made on it shall constitute a criminal offence and cancellation of the certificate as it will be deliberated by the DP-ARC.
- iii. The institute may issue a copy (duplicate) of the certificate in case of loss of original certificate under a sworn affidavit and upon payment of TZS. 100,000/= after results verified by NACTE. A duplicate certificate with a photo affixed on it shall be marked “copy”.
- iv. A certificate with the institute and VETA Emblem will be prepared and issued to NVAs candidates after completion of study during graduation ceremony.

c) Rejection and Revocation of Certificate

- i. The DP-ARC shall have power to expel a student from the Institute who is found guilty of tampering with his/her own certificate, or obtaining or attempting to obtain a certificate to which he/she is not entitled.
- ii. In such event, the encountered student shall be considered to commit a criminal offence.
- iii. The DP-ARC shall have power to revoke any certificate which is obtained illegally or wrongly awarded to a student.

## **5.6 APPEALS, CHECKING AND RE-MARKING OF EXAMINATIONS**

### **5.6.1 Right of Candidates to Appeal**

- a) Appeals by a candidate against the results or any other matter relating to an examination conducted must be in writing and addressed to the respective Campus Managers. Such an appeal must be received within fourteen (14) days from the date of releasing the final results. For the request to be valid he/she must pay a non-refundable fee of TZS 150,000/= per examination paper.
- b) The decision rechecked by the Appeal committee shall be considered to be final.

### **5.6.2 Checking and Remaking of Examination in Response to Appeal**

- a) Checking and remarking of examination shall involve remarking of answer scripts, if unmarked questions are discovered, and rechecking of marks awarded for each question in the answer book, together with re-totalling of marks.
- b) The candidate who has appealed shall not be allowed to be present when scrutiny and rechecking of his/her paper is being done and shall not be allowed to see his/her answer book.
- c) Rechecking shall be done by the officials appointed for that purpose by the respective Campus Managers.
- d) The Institute shall upon discovery of any mistake as a result of re-checking of answer scripts, rectify the

result and communicate the outcome of rechecking to the candidate in writing.

- e) No candidate shall be entitled to any retrospective benefit by way of admission to any class/ course/ programme or such other benefit consequent upon any change in his/her result/marks.
- f) If the result of rechecking is declared after a candidate has appealed in subsequent examination of the Institute, he/she shall be given the benefit of the best of the awards obtained by him/her on rechecking or in the examination.
- g) In case of any increase in marks, the Institute shall revise the transcript/certificate of such candidate free of cost after he/she returns the previous transcript/certificate to the Institute.

### **5.6.3 Annulment of Results**

The DP-ARC shall have the power to annul the results of a candidate after it has been declared that the candidate is:

- a) Disqualified for using unfair means at the examination;
- b) Found ineligible to appear at the examination; and
- c) A person against whom action could have been taken, had the facts come to the notice of the DP - ARC earlier.

### **5.6.4 Date of implementation**

Implementation of these Regulations shall begin on **11<sup>th</sup> October 2021**.

### **5.6.5 Regulation review**

These Regulations shall be reviewed by the Board when it becomes necessary.

## **5.7 BOARDS AND COMMITTEES**

### **5.7.1 Ministerial Advisory Board**

The advisory board of FETA is responsible to the Minister of the Ministry of Livestock and Fisheries. The board stays in the term of service of three years and may be revised if needed or their term of service extended to another term of three years. The current advisory board has been appointed in April, 2021. Terms of reference for the advisory board in the past three years of its existence including to;

- a) Evaluate and review short-term, mid-term and annual development plans
- b) Evaluate and review action plan/operation plan of an agreed strategic plan
- c) Provide advice on how to put the noble objectives expressed in the FETA strategic plan into effect
- d) Assist in maintaining harmony and tranquility through provision of tangible advice on staff remuneration and discipline

- e) Oversee and advise on financial health and integrity of the Centre
- f) Advise and ensure that educational programs are of high quality
- g) Provide advice that would ensure institutional practices are consistent with the board-approved institutional mission statement and policies.

### 5.7.2 FETA Examination Board (FEB)

There shall be established in the Institute the FETA Examination Board whose members are appointed by the principal (FETA CEO) in collaboration with DP - ARC. The FEB is composed of the following members:

(a)	CEO/Principal	Chairperson
(b)	Deputy Principal- ARC	Vice Chairperson
(c)	Campuses Director/ Manager	Secretary
(d)	Head of Academics	Member
(e)	Examination officer	Member
(f)	External Observer (appointee of Principal from any NACTE accredited Institute)	Member
(g)	Registrar/Admission officer	Member
(h)	Quality Manager	Member
(i)	Training Programs Coordinators	Members
(j)	Student Counselor	Member
(k)	Director of Research	Member
(l)	Curriculum Coordinator	Member
(m)	Three Student representatives, a certificate, a diploma, degree student (where such program exist) appointed by Students Organization	Members

### 5.7.3 Management Team

This Team receives, discusses and approves reports from Head of Departments and Head of Sections. It receives, discusses and approves plans and budgets; as well as discussing matters of strategic importance to the Institute. The Chairperson uses the forum to give directives and notices on various important issues. This Team is composed of the following members.

1.	Principal	Chairperson
2.	Deputy Principal ARC	Secretary
3.	Deputy Principal (PFA)	Member
4.	Head of Departments	Members
5.	Campus Managers	Members

6.	Internal Audit Unit	Member
7.	Procurement Management Unit	Member
8.	Legal Services Unit	Member

#### **5.7.4 Academic affairs Committee**

This committee is established by the Principal where its responsibilities include student enrollment and admission, academic quality assurance and academic quality enhancement and related matters. It is composed of the following members:

1.	Deputy Principal –ARC	Chairperson
2.	Registrar	Secretary
3.	Admission Officer	Member
4.	Examination Officer	Member
5.	Head of Academics	Member
6.	Curriculum Coordinator	Member
7.	Head of Quality Assurance	Member
8.	Training coordinators	Members

#### **5.7.5 Examination Irregularities Committee**

- a) This committee receives reports from the Examination Supervisors, considers and determines cases of examination irregularities and reports to the DP - ARC on its findings. It also proposes the action that needs to be taken against the student who is accused to have violated or contravened Students Examination Assessment Regulations.
- b) This Committee is composed of the DP – ARC who chairs the committee and the Registrar of Students who is the Secretary. The DP – ARC nominates three other members of the academic staff to the Committee.

### **5.8 APPENDICES**

#### **5.8.1 Role of Invigilators**

- a) Invigilators refer to the academic staff in the same institution; who will invigilate the examinations/ assessment conducted by the institution.
- b) The main role of the examination invigilators shall be to ensure that institutional examination papers are conducted according to the standard and quality expected. Hence the invigilators are expected to ensure a smooth running of technical institutional examinations.

### **5.8.2 Duties of Invigilators**

Invigilators are charged with the following responsibilities:

- a) To observe carefully the examination timetable;
- b) Not to in any case leave the examination room during session unless he/she has asked another invigilator to take his/her position.

### **5.8.3 Role of Examination Supervisors**

Supervisors refer to the academic staff in the same institution; that will monitor the examinations conducted by the institution. The main function of supervisors is to ensure that the examination is conducted in accordance with the rules and procedures determined by FETA.

Supervisors monitor examination rooms while the examination is in progress and report on, amongst others, the following:

- a) General management of the examination.
- b) Invigilation
- c) Condition of examination rooms.
- d) Seating arrangement of candidates.
- e) Return of scripts.

### **5.8.4 Duties of Examination Supervisors**

The supervisors shall:

- a) Be responsible for the proper conduct of the examinations;
- b) Submit a signed declaration that the regulations have been dully observed through the examination;
- c) Report to the Examination Irregularity Committee (EIC) exceptional circumstances considered likely to prejudice a candidate's performance;
- d) Report to the EIC all cases of irregularity or misconduct in the examination and any candidate who misconducts him/herself during examination. The candidate who misconducts him/herself during examination shall be allowed to continue with the examination while his/her case is being pursued; and
- e) Have the power to confiscate any unauthorized book, manuals or other aid brought into the examination room.



### 6.0 LIBRARY SERVICE REGULATIONS

#### 6.1.1 Introduction

- a) This chapter provides a brief introduction about the library.
- b) It creates awareness to library users on how well they can utilize library resources.
- c) The chapter covers library opening and closing hours, library collection, membership and registration, library services as well as the rules and regulations.
- d) Students and staff are encouraged to use FETA library during their stay at FETA.

#### 6.1.2 Opening and Closing Hours

Monday – Friday: 08:30 a.m. - 10: 00 p.m.

Saturday: 09:00 a.m. - 13:30 p.m.

- a) On Public Holidays, the library is closed.
- b) Any change in this regard will be determined by Library Committee and will be posted on notice boards and FETA website.

#### 6.1.3 Library Collection

- a) FETA library contains books and non-book materials. Moreover, new books are added on regular basis.
- b) The collection is divided into three parts which are: - general collection, special collection and reference collection.
- c) Books from general collection are allowed to be borrowed and used outside the library while the reference books and special collection are to borrowed and used inside the library.

#### 6.1.4 Membership and Registration

##### 6.1.4.1 Registration to Internal Users

- a) The entitled users of FETA Library are the Institute's Society which Comprises of students, teaching staff and non- teaching employees.
- b) Membership registration is done to students after being admitted as FETA students while registration to staff is done whenever the new employee joins FETA community.

#### **6.1.4.2 External Uses**

- a) FETA is tertiary academic Institution therefore Scholars, Researchers, scientists, consultants, Professionals and other visitor who seek research information or reference are welcomed to visit the Institute Library.
- b) However, all external users and visitors mentioned above shall get access to the library resources upon the permission of the DP -ARC.

#### **6.1.4.3 Library Services**

FETA library offers a number of services to library users which make it to be a very conducive place for studying.

#### **6.1.4.4 Internet Services**

The library has a Computer Lab fully connected with internet allowing library users to access online materials. Moreover, students are allowed to come with their laptops in the library and get access to internet services.

#### **6.1.4.5 Access to Online Database**

FETA Library facilitates access to online databases which contains information relevant to the courses provided at the Institute AGORA, OARE, ARDI through Research-4 Life programme which aim to provide free or low-cost access to academic and professional peer-reviewed content online to developing countries.

#### **6.1.4.6 Circulation Services/Borrowing and Returns**

During the registration, students will be issued 3 borrowing tickets which will allow them to borrow 3 books at a time and allowed to stay with them for not more than 7 days.

#### **6.1.4.7 Borrowing/lending Rule and Regulations**

- a) Lending service /borrowing of library materials for home use/ outside of the Institute library, is the right accorded to registered library users only.
- b) Only the registered library users/members can borrow one to four (1-4) books for home use for not more than 7 days. During the vacations no books are borrowed.
- c) Library materials shall not be removed from the library until they have been officially issued to the borrower at the issue desk.
- d) Renewal for further borrowing will be granted where the said item has not been reserved for other readers.
- e) Subject to approval of the library committee, the librarian shall reserve the right to prohibit or restrict the borrowing of specified library materials.
- f) Re-shelving of library materials taken from the shelves by readers shall be the responsibility of the library staff.
- g) The borrower shall be responsible for returning the borrowed library materials.
- h) Failure to return library materials by the due date shall attract a fine of Tshs 1,000/= per each item, per

each day

- i) If the item remains unreturned six days after the due date, a final reminder notice will be issued to the borrower.
- j) Library materials that remain unreturned a week after the reminder notice, will be assumed to have been lost and the borrowed person shall be required to pay the lost item immediately.
- k) Materials may be reserved for borrowing provided they will be returned to the shelves if not claimed within three days.
- l) The finalists who have not returned borrowed materials nor paid fines shall never be required to be given their statement of results or transcripts.
- m) Fine for overdue Special Reserve items however is TZS 500 per hour. Any staff member who refuses to pay the fines or replacement costs of lost books will be liable to have these costs recovered from his/her salary through the account Department office.
- n) The number of items which a student may have on loan at one time shall not exceed three volumes while the number of volume academic staff member may have on loan from the library at one time shall not exceed six volumes.

#### **6.1.4.8 Overdue Book Loans**

- a) Books and other information resources are the property of the Institute library. Users who borrow library materials should return on or before due date. A penalty of Tsh 1,000/= will be charged for each overdue day.
- b) Library staff will keep on writing overdue reminder notices to inform any user whose book(s) is /are overdue. Resistant users with overdue book loans will be reported to higher authority for further steps. A student can be restricted to access his/her examination results or any academic output he/she deserves if resists returning a book.
- c) Library clearance form has been designed to be completed by every student before acquiring his/her certificate or statement of results. Additionally, retirement benefits will be withheld for employee who holds any library item or fine until all the debts are recovered.

#### **6.1.4.9 Misplaced, lost and damaged items**

- a) Library users are required to handle the borrowed library materials with care. Any lost shall be charged twice of the original price for replacement
- b) Users found defacing library materials, for instance mutilating books and other library items will be prosecuted followed by terminating library membership.
- c) Users are not allowed to return books or other library items back the shelves; To avoids misplacement of books from their proper locations all books must be left on the reading tables

- d) Replacement of borrowing tickets will be charged Tsh. 1000/= per ticket and all borrowing tickets are required to be returned after the end of the study year.

#### **6.1.4.10 Order and Discipline**

- a) All students must show their identity cards at the entrance
- b) Observe silence, switch off their mobile phones or operate them in silence modes
- c) Food and any kind of a drink are prohibited in the library
- d) Do not leave their belongings in the library special deposit when they attend lectures or other activities outside.
- e) Smoking and the use of matches or open light in any part of the library is strictly prohibited.
- f) No dispatch case/wallet of over 8" by 5" in size, coats, bags, parcels or attached case is allowed into the library. All these things must be deposited at the counter (check point) in return for a control card, which must be presented to retrieve the deposited materials on leaving the library.
- g) Readers must dress and behave in manner that will not cause offence, damage or inconvenience to other users; dress code should be adhered.
- h) The assistant at the control counter in the entrance lobby will insist that a reader show all his/her books on leaving the library as precaution against the illegal removal of books. Borrowers are asked to give the assistant their full cooperation in this matter.

### 7.0 STRUCTURE OF ACADEMIC PROGRAMES AND STAFF PROFILES

#### 7.1 ACADEMIC PROGRAMMES

Each programme has modules that spread over two semesters. Each academic year has two semesters. Each semester consists of 15 weeks for classroom activities and 2 weeks for Final Examination and 6 weeks for Industrial practical training on programmes with industrial training as stated in curriculum.

#### 7.2 CURRICULUM OVERVIEW

##### 7.2.1 Fundamental Modules

They provide a range of basic skills, knowledge and principle appropriate for a graduate in all the fields of fisheries and aquaculture technology as well as for the underpinning and effective study of the main theme of the programme. They also provide a viable foundation for further studies and lifelong learning.

##### 7.2.2 Core Module

Modules associated with the core studies provide the development of the main theme of the programme. They broadly represent the main areas of activity in the respective disciplines, and the in-depth treatment of them will enable graduate to rapidly become effective technicians in the industries associated with the discipline. These modules are taught with fundamental ones so as to enable students gain an appreciation of the nature and complexities of real fisheries and aquaculture industries. In order to achieve an integration of these modules there will be considerable use of mode of integration of laboratory, workshops, fields, lectures and assignment work. In addition, case studies will be used in the module.

##### 7.2.3 Mode of Training

The two major parts of training, the theoretical and practical parts carry almost the same weight. The former part is conducted in the institute class rooms while the later is carried out in the well-equipped workshops and in industries as industrial training. At the end of each academic year, students attend industrial training for six (6) weeks. The main purpose of the industrial practical training is to give the students a chance to apply what has been learnt at the institute in industry and to make him/her appreciate the real working environment which will experience after completing his/her studies.

##### 7.2.4 Examinations

Examinations include continuous assessment (tests, assignments, seminars presentations, practical or any other form of assessment specified in the study guide issued at the beginning of Semester) and end of Semester Examinations including practical where appropriate.

There shall be a written and, where the course demands, a practical examination during each end of semester for a course taught.

Timing of examinations shall be between 07.00 am and 10.00 pm any day of the week including weekends. Approved public holidays and other days when the institute is closed are excluded.

## 7.3 PROFILES OF ACADEMICS PROGRAMMES BY CAMPUSES

### 7.3.1 MBEGANI CAMPUS (HEAD QUARTER)

#### 7.3.1.1 Aquaculture technology

The demand for fish in domestic and international markets is increasing rapidly due to population growth, urbanization, increasing income and propensity to consuming fish. This programme is aimed at meeting a demand of fish due to limited supply from capture fishery.

#### a) Basic Technician Certificate in Aquaculture Technology

The distribution of modules in semesters is as indicated in the tables below:

**Table 7. Aquaculture Technology NTA Level 4 - Semester I & II Modules**

S/N	Module code	Module title	Class	Credits	Semester	
					I	II
1.	AQT 04 101	Introduction to Aquatic Biology	C	12	√	
2.	AQT 04 102	Fish Culture System.	C	14	√	
3.	AQT 04 103	Introduction to ICT	F	08	√	
4.	AQT 04 104	Fish Feeds and Feeding	C	12	√	
5.	AQT 04 105	Basic Applied Science	F	07	√	
6.	AQT 04 106	Ichthyology	F	07	√	
7.	AQT 04 207	Fish Handling	F	07		√
8.	AQT 04 208	Fish Culture Practical	C	14		√
9.	AQT 04 209	Environmental Education	F	11		√
10.	AQT 04 210	Introduction to Entrepreneurship	F	07		√
11.	AQT 04 211	Introduction to Genetics	C	09		√
12.	AQT 04 212	Field Practical Training	C	12		√
	<b>TOTAL CREDITS</b>			<b>120</b>	<b>60</b>	<b>60</b>

Key: F = Fundamental C = Core

### b) Technician Certificate in Aquaculture Technology

The distribution of modules in semesters is as indicated in the tables below:

**Table 8. Aquaculture Technology NTA Level 5 - Semester I & II Modules**

S/N	Module code	Module title	Class	Credits	Semester	
					I	II
1.	AQT 05 101	Information and Communication Technology (ICT)	F	08	✓	
2.	AQT 05 102	Aquaculture Principles	C	10	✓	
3.	AQT 05 103	Applied Nutrition	F	08	✓	
4.	AQT 05 104	Virology and STDs	F	06	✓	
5.	AQT 05 105	Dynamics of Aqua- environment and Aquaculture	C	08	✓	
6.	AQT 05 106	Basic Descriptive Statistics	F	09	✓	
7.	AQT 05 207	Aquaculture Extension	C	10	✓	
8.	AQT 05 208	Applied Microbiology	F	08		
9.	AQT 05 209	Fish Handling II	F	08		✓
10.	AQT 05 210	Aquaculture Engineering	C	11		✓
11.	AQT 05 211	Aquaculture Economics and Marketing	F	10		✓
12.	AQT 05 212	Introduction to Research Methods	F	08		✓
13.	AQT 05 213	Safety at Sea	F	08		✓
14.	AQT 05 214	Field Aquaculture Practical	C	08		✓
<b>TOTAL CREDITS</b>				<b>120</b>	<b>59</b>	<b>61</b>

Key: F = Fundamental C = Core

### c) Ordinary Diploma in Aquaculture Technology

The distribution of modules in semesters is as indicated in the tables below:

**Table 9. Aquaculture Technology NTA Level 6 - Semester I & II Modules**

S/N	Module code	Module title	Class	Credits	Semester	
					I	II
1.	AQT 06 101	Aquaculture Systems and Larviculture	C	10	✓	
2.	AQT 06 102	Fish Genetics and Breeding	C	9	✓	
3.	AQT 06 103	Aquaculture Nutrition and Feeding	C	9	✓	
4.	AQT 06 104	Entrepreneurship in Aquaculture	F	6	✓	
5.	AQT 06 105	Fish Processing	F	7	✓	
6.	AQT 06 106	Fisheries Resource Management	F	7	✓	
7.	AQT 06 107	Field Practical Training	C	11	✓	
8.	AQT 06 208	Aquaculture and Environment	C	09		✓
9.	AQT 06 209	Health Management and Diseases in aquaculture	C	10		✓
10.	AQT 06 210	Aquaculture Management	C	10		✓
11.	AQT 06 211	Project Management	C	07		✓
12.	AQT 06 212	Food Quality Assurance	F	06		✓
13.	AQT 06 213	Project Work	F	11		✓
14.	AQT 06 214	Professionalism and ethics	F	08		✓
<b>TOTAL CREDITS</b>				<b>120</b>	<b>59</b>	<b>61</b>

### 7.3.1.2 Fish Processing, Quality Assurance and Marketing

The programme of Fish Processing, Quality Assurance and Marketing has been designed to produce graduates who will satisfy the needs of employers as well as self-employment in the twenty first century and are ready to enter food engineering employment and are equipped to continue learning throughout their career development. The graduates from the programme of Fish Processing Quality Assurance and Marketing will be flexible and able to meet challenges of the job market either formal or informal sectors. It also addresses national needs articulated through various aspects of policies such higher and technical education.

#### a) Basic Technician Certificate in Fish Processing, Quality Assurance and Marketing

The distribution of modules in semesters is as indicated in the tables below:

**Table 10. Fish Processing, Quality Assurance and Marketing NTA Level 4 - Semester I & II Modules**

S/N	Module code	Module title	Class	Credits	Semester	
					I	II
1.	FPT 04 101	Fundamentals of information & Communication Technology	F	8	√	
2.	FPT 04 102	Fundamentals of Fish Handling	C	10	√	
3.	FPT 04 103	Ichthyology	F	8	√	
4.	FPT 04 104	Basic Applied Science	F	8	√	
5.	FPT 04 105	Basics of Fish Processing	C	10	√	
6.	FPT 04 106	Environmental Education	F	8	√	
7.	FPT 04 107	Basic Fisheries Business	C	10	√	
8.	FPT 04 208	Basic Microbiology	C	10		√
9.	FPT 04 209	Fundamentals of Aquaculture	C	9		√
10.	FPT 04 210	Essentials of Quality Assurance	C	10		√
11.	FPT 04 211	Basic Accountancy	F	07		√
12.	FPT 04 212	Basics of Communication Skills	F	07		√
13.	FPT 04 213	Basic Applied Mathematics	F	08		√
14.	FPT 04 214	Community Health	F	07		√
<b>TOTAL CREDITS</b>				<b>120</b>	<b>62</b>	<b>58</b>

Key: F = Fundamental

C = Core



**b) Technician Certificate in Fish Processing, Quality Assurance and Marketing**

The distribution of modules in semesters is as indicated in the tables below:

**Table 11. Fish Processing, Quality Assurance and Marketing NTA Level 5 - Semester I & II Modules**

S/N	Module code	Module title	Class	Credits	Semester	
					I	II
1.	FPT 05 101	Fish Handling	C	10	✓	
2.	FPT 05 102	Statistics	F	08	✓	
3.	FPT 05 103	General Fish Processing	C	10	✓	
4.	FPT 05 104	Fish Microbiology	C	10	✓	
5.	FPT 05 105	Applied Science	C	09	✓	
6.	FPT 05 106	Communication skills	F	06	✓	
7.	FPT 05 107	Extension Services	F	07	✓	
8.	FPT 05 208	Quality Assurance	C	10		✓
9.	FPT 05 209	Safety at Sea	F	07		✓
10.	FPT 05 210	Information Communication Technology (ICT)	F	07		✓
11.	FPT 05 211	Aquatic Biology	C	07		✓
12.	FPT 05 212	Basics of Research Methods	F	08		✓
13.	FPT 05 213	Fundamentals of Fisheries Management	C	08		✓
14.	FPT 05 214	Aquaculture Technology	F	07		✓
15.	FPT 05 215	Applied Mathematics	F	06		✓
<b>TOTAL CREDITS</b>				<b>120</b>	<b>60</b>	<b>60</b>

Key: F = Fundamental C = Core

**c) Diploma in Fish Processing, Quality Assurance and Marketing**

The distribution of modules in semesters is as indicated in the tables below

**Table 12. Fish Processing, Quality Assurance and Marketing NTA Level 6 - Semester I & II Modules**

S/N	Module code	Module title	Class	Credits	Semester	
					I	II
1.	FPT 06 101	Fish Quality Management	C	11	✓	
2.	FPT 06 102	Industrial Fish Processing	C	11	✓	
3.	FPT 06 103	Fisheries Management and Gear Technology	C	10	✓	
4.	FPT 06 104	Fisheries Marketing	C	12	✓	
5.	FPT 06 105	Applied Food Microbiology	C	10	✓	
6.	FPT 06 106	Food Product Development and Analysis	C	10	✓	
7.	FPT 06 207	Food Processing Engineering	C	10	✓	
8.	FPT 06 208	Entrepreneurialship	F	10		✓
9.	FPT 06 209	Project Work	C	12		✓
10.	FPT 06 210	Field Industrial Training	C	14		✓
11.	FPT 06 211	Professionalism and Ethics	F	10		✓
<b>TOTAL CREDITS</b>				<b>120</b>	<b>74</b>	<b>46</b>

Key: F = Fundamental C = Core

### 7.3.1.3 Environment and Coastal Resources Management

This programme has been designed to produce graduates who will satisfy the needs of the changing fisheries communities towards sustainable utilization and management of coastal resource and its environment which is in turn tremendously loss of natural resource cause by various human activities which affect ecosystem.

#### a) Basic Technician Certificate in Environment and Coastal Resources Management

The distribution of modules in semesters is as indicated in the tables below:

**Table 13. Environment and Coastal Resources Management NTA Level 4 - Semester I & II Modules**

S/N	Module code	Module title	Class	Credits	Semester	
					I	II
1.	ERT 04 101	Fundamentals of Environmental Management	C	10	✓	
2.	ERT 04 102	Communication skills	F	08	✓	
3.	ERT 04 103	Basic Safety at Sea	F	07	✓	
4.	ERT 04 104	Community Health	F	07	✓	
5.	ERT 04 105	Essentials of Microbiology	C	10	✓	
6.	ERT 04 106	Basics of Oceanography and Limnology	C	10	✓	
7.	ERT 04 107	Aquatic Ecosystems Management	C	10	✓	
8.	ERT 04 208	Water Quality management	C	10		✓
9.	ERT 04 209	Basics of Aquaculture and Environment	C	09		✓
10.	ERT 04 210	Basics of Entrepreneurship	C	07		✓
11.	ERT 04 211	Fundamentals of Extension Services	C	07		✓
12.	ERT 04 212	Fundamentals of Ichthyology	C	09		✓
13.	ERT 04 213	Basics of Information and Communication Technology	F	07		✓
14.	ERT 04 214	Basic Applied Mathematics	C	09		✓
<b>TOTAL CREDITS</b>				<b>120</b>	<b>62</b>	<b>58</b>

Key: F = Fundamental C = Core

### b) Technician Certificate in Environment and Coastal Resources Management

The distribution of modules in semesters is as indicated in the tables below:

**Table 14. Environment and Coastal Resources Management NTA Level 5 - Semester I & II Modules**

S/N	Module code	Module title	Class	Credits	Semester	
					I	II
1.	ERT 05 101	Estuary and Wetland Ecology	C	11	✓	
2.	ERT 05 102	Applied Mathematics	F	09	✓	
3.	ERT 05 103	Fundamentals of Research Methods	F	09	✓	
4.	ERT 05 104	Oceanography	C	11	✓	
5.	ERT 05 105	Communication Skills	C	08	✓	
6.	ERT 05 106	Information Communication Technology (ICT)	F	09	✓	
7.	ERT 05 207	Statistics	F	10	✓	
8.	ERT 05 208	Extension Service		08		✓
9.	ERT 05 209	Environmental Microbiology	C	11		✓
10.	ERT 05 210	Environment Management	C	12		✓
11.	ERT 05 211	Basics of Remote Sensing and Geographical Information System (GIS)	C	12		✓
12.	ERT 05 212	Safety at Sea	C	10		✓
<b>TOTAL CREDITS</b>				<b>120</b>	<b>67</b>	<b>53</b>

Key: F = Fundamental C = Core

### c) Diploma in Environment and Coastal Resources Management

The distribution of modules in semesters is as indicated in the tables below:

**Table 15. Environment and Coastal Resources Management NTA Level 6 - Semester I & II Modules**

S/N	Module code	Module title	Class	Credits	Semester	
					I	II
1.	DEC 06 101	Environmental Impact assessment and Auditing	C	15	✓	
2.	DEC 06 102	Environmental economics and Valuation techniques	C	11	✓	
3.	DEC 06 103	Tourism and Recreation management	F	11	✓	
4.	ERT 05 210	Industrial Training	C	14	✓	
5.	DEC 06 105	Fisheries resources management	C	12	✓	
6.	DEC 06 106	Natural resource policy and legal framework	C	11	✓	
7.	DEC 06 207	Aquatic resource management	C	14		✓
8.	DEC 06 208	Integrated coast Management	C	11		✓
9.	DEC 06 209	Professionalism and Ethics	F	11		✓
10.	DEC 06 104	Project work	C	14		✓
<b>TOTAL CREDITS</b>				<b>124</b>	<b>74</b>	<b>50</b>

Key: F = Fundamental C = Core

### 7.3.1.4 Master-fisherman Technology

Master fisherman is an essential field of learning as its competencies apply to all commercial and many non-commercial ventures. This means that there is an on-going need for skilled skippers people to carry out the functions both in the commercial and non-commercial fisheries sectors. There is also a need to develop career paths in this field so as to offer people involved in fishing and navigation the opportunity to continue with a programme of life-long learning, which will make them knowledgeable and skilled; and with enhanced employment opportunities. Hence, the course prepares learners for a career in fishing and navigation. It is designed to meet the needs of learners who are already involved or wish to become involved in the field of Master fisherman.

#### a) Basic Technician Certificate in Master-fisherman Technology

The distribution of modules in semesters is as indicated in the tables below:

**Table 15. Master-fisherman Technology NTA Level 4 - Semester I & II Modules**

S/N	Module code	Module title	Class	Credits	Semester	
					I	II
1	MFT 04 101	Basic Mathematics	F	09	√	
2	MFT 04 102	Basic Information and Communication Technology	F	09	√	
3	MFT 04 103	Basic Safety at Sea	C	12	√	
4	MFT 04 104	Element of Nautical Knowledge	C	10	√	
5	MFT 04 105	Element of Fishing Gear Technology	C	18	√	
6	MFT 04 106	Basic Boat Handling and Fishing	C	12	√	
7	MFT 04 201	Basic Seamanship	C	16		√
8	MFT 04 202	Basic Marine Engines and Systems	F	08		√
9	MFT 04 203	Basic Meteorology	C	08		√
10	MFT 04 204	Element of Fish Capture Techniques	C	09		√
11	MFT 04 205	Element of Responsible Fisheries	C	09		√
<b>Total Credits</b>				<b>120</b>	<b>70</b>	<b>50</b>

Key: F = Fundamental C = Core

## b) Technician Certificate in Master-fisherman Technology

The distribution of modules in semesters is as indicated in the tables below:

**Table 16. Master-fisherman Technology NTA Level 5 - Semester I & II Modules**

S/N	Module code	Module title	Class	Credits	Semester	
					I	II
1	MFT 05 101	Information and Communication Technology	F	10	√	
2	MFT 05 102	Applied Physics	F	06	√	
3	MFT 05 103	Coastal Navigation	C	10	√	
4	MFT 05 104	Sea Rules and Signals	C	08	√	
5	MFT 05 105	Marine Engineering	F	08	√	
6	MFT 05 106	Statistics	F	08	√	
7	MFT 05 107	Fishing Gear Technology	C	12		√
8	MFT 05 201	Extension Services	F	08		√
9	MFT 05 202	Boat Handling and Fishing	C	06		√
10	MFT 05 203	General ship knowledge and Ship construction	C	10		√
11	MFT 05 204	Safety at Sea	C	08		√
12	MFT 05 205	Entrepreneurship	F	06		√
13	MFT 05 206	Industrial Training	C	08		√
14	MFT 05 207	Medical care	F	06		√
15	MFT 05 208	Oceanography	F	06		√
<b>Total Credits</b>				<b>120</b>	<b>50</b>	<b>70</b>

Key: F = Fundamental      C = Core

### c) Diploma in Master-fisherman Technology

The distribution of modules in semesters is as indicated in the tables below:

**Table 16. Master-fisherman Technology NTA Level 6 - Semester I & II Modules**

S/N	Module code	Module title	Class	Credits	Semester	
					I	II
1	MFT 06 101	Applied Mathematics	F	10	√	
2	MFT 06 102	Fisheries Resource Management	F	10	√	
3	MFT 06 103	Aids to Navigation	C	08	√	
4	MFT 06 104	Gear Construction and Assembly	C	08	√	
5	MFT 06 105	Offshore Navigation	C	08	√	
6	MFT 06 106	Chart Work	C	10	√	
7	MFT 06 107	Fishing Gear Technology and Practice	C	08	√	
8	MFT 06 201	Ship Stability	C	08		√
9	MFT 06 202	Meteorology	C	08		√
10	MFT 06 203	Practical fishing and Fish handling	F	12		√
11	MFT 06 204	Principles of Navigation	C	10		√
12	MFT 06 205	Professionalism and Ethics	F	08		√
13	MFT 06 206	Project Work	C	12		√
<b>Total Credits</b>				<b>120</b>	<b>62</b>	<b>58</b>

Key: F = Fundamental C = Core

### 7.3.1.5 Marine and Refrigeration Engineering

This programme has been designed to produce graduates who will satisfy the needs of employers as well as self-employment in the twenty first century and are ready to enter engineering employment and are equipped to continue learning throughout their career development. The graduates from the programme will be flexible and able to meet challenges of the job market either formal or informal sectors. It also addresses national needs articulated through various aspects of policies such higher and technical education.

#### a) Basic Technician Certificate Marine and Refrigeration Engineering

The distribution of modules in semesters is as indicated in the tables below:

**Table 18. Marine and Refrigeration Engineering NTA Level 4 - Semester I & II Modules**

S/N	Module code	Module title	Class	Credits	Semester	
					I	II
1	MTT 04 104	Introduction to Workshop Technology	C	12	√	
2	MTT 04 105	Basic Mathematics	F	5	√	
3	MTT 04 106	Elements of Information and Communication Technology	F	5	√	
4	MTT 04 107	Technical Drawing	C	8	√	
5	MTT 04 101	Fundamentals of Marine Engines	C	9	√	
6	MTT 04 102	Fundamentals of Refrigeration and Air Conditioning systems	C	9	√	
7	MTT 04 103	Engineering Science	C	6	√	
8	MTT 04 211	Elements of Swimming and Safety at Sea	F	6		√
9	MTT 04 212	Basic applied Mathematics	F	5		√
10	MTT 04 213	Elements of Entrepreneurship	F	5		√
11	MTT 04 214	Introduction to Boat Building Technology	C	8		√
12	MTT 04 208	Operation and Maintenance of Marine Engines	C	9		√
13	MTT 04 209	Refrigeration Machinery	C	9		√
	MTT 04 210	Fundamentals of Electrical and Electronic Engineering	C	8		√
	MTT 04 215	Fundamentals of Maritime Law	F	5		√
	MTT 04 216	Industrial Practical Training	C	12		√
<b>Total Credits</b>				<b>121</b>	<b>54</b>	<b>67</b>

Key: F = Fundamental      C = Core

**b) Technician Certificate in Marine and Refrigeration Engineering**

The distribution of modules in semesters is as indicated in the tables below:

**Table 19. Marine and Refrigeration Engineering NTA Level 5 - Semester I & II Modules**

S/N	Module code	Module title	Class	Credits	Semester	
					I	II
1	MTT 05 101	Internal Combustion Engines	C	9	√	
2	MTT 05 102	Workshop technology	C	12	√	
3	MTT 05 103	Swimming and safety at sea	F	8	√	
4	MTT 05 104	Applied Mechanics	C	8	√	
7	MTT 05 105	Pure Mathematics	F	8	√	
8	MTT 05 106	Information and communication technology	F	6	√	
9	MTT 05 107	Refrigeration and Air conditioning system	C	9	√	
10	MTT 05 208	Engineering Drawing	C	9		√
11	MTT 05 212	Entrepreneurship	F	6		√
12	MTT 05 211	Thermodynamics	C	9		√
13	MTT 05 213	Medical care	F	6		√
14	MTT 05 209	Boat Building Technology	C	9		√
15	MTT 05 210	Electro-Technology	C	9		√
16	MTT 05 214	Industrial Practical Training	C	12		√
<b>Total Credits</b>				<b>120</b>	<b>60</b>	<b>60</b>

Key: F = Fundamental      C = Core

**c) Ordinary Diploma in Marine and Refrigeration Engineering**

The distribution of modules in semesters is as indicated in the tables below:



**Table 20. Marine and Refrigeration Engineering NTA Level 6 - Semester I & II Modules**

S/N	Module code	Module title	Class	Credits	Semester	
					I	II
1	MTT 06101	Marine Engineering Knowledge	C	8	√	
2	MTT 06102	Principle of Naval architecture	C	8	√	
3	MTT 06103	Computer Aided Drafting	C	8	√	
4	MTT 06104	Production Management	F	6	√	
7	MTT 06105	Electro Technology	C	8	√	
8	MTT 06106	Advanced Mathematics	F	6	√	
9	MTT 06107	Seamanship	F	6	√	
10	MTT 06108	Measurement and Instrumentation	C	6	√	
11	MTT 06209	Boiler Mechanics	C	8		√
12	MTT 06210	Marine Auxiliary Machineries	C	8		√
13	MTT 06211	Maritime Law	F	6		√
14	MTT 06212	Engine room watch keeping	C	8		√
15	MTT 06213	Industrial Hydraulic and Pneumatic	F	8		√
16	MTT 06214	Machinery Maintenance	C	8		√
17	MTT 06215	Project	C	12		√
18	MTT 06216	Professionalism and Ethics	F	6		√
<b>Total Credits</b>				<b>120</b>	<b>56</b>	<b>64</b>

Key: F = Fundamental C = Core

### 7.3.2. FETA NYEGEZI CAMPUS

#### 7.3.2.1 Aquaculture technology

The demand for fish in domestic and international markets is increasing rapidly due to population growth, urbanization, increasing income and propensity to consuming fish. This programme is aimed at meeting a demand of fish due to limited supply from capture fishery.

#### a) Basic Technician Certificate in Aquaculture Technology

The distribution of modules in semesters is as indicated in the tables below

**Table 21. Aquaculture Technology NTA Level 4 - Semester I & II Modules**

S/N	Module code	Module title	Class	Credits	Semester	
					I	II
1	AQT 04 101	Introduction to Aquatic Biology	C	12	√	
2	AQT 04 102	Fish Culture System.	C	14	√	
3	AQT04 103	Introduction to ICT	F	08	√	
4	AQT 04 104	Fish Feeds and Feeding	C	12	√	
7	AQT 04 105	Basic Applied Science	F	07	√	
8	AQT 04 106	Ichthyology	F	07	√	
9	AQT 04 207	Fish Handling	F	07		√
10	AQT 04 208	Fish Culture Practical	C	14		√
11	AQT 04 209	Environmental Education	F	11		√
12	AQT 04 210	Introduction to Entrepreneurship	F	07		√
13	AQT 04 211	Introduction to Genetics	C	09		√
14	AQT 04 212	Field Practical Training	C	12		√
<b>Total Credits</b>				<b>120</b>	<b>60</b>	<b>60</b>

Key: F = Fundamental      C = Core

**b) Technician Certificate in Aquaculture Technology**

The distribution of modules in semesters is as indicated in the tables below

**Table 22. Aquaculture Technology NTA Level 5 - Semester I & II Modules**

S/N	Module code	Module title	Class	Credits	Semester	
					I	II
1	AQT 05101	Information and Communication Technology	F	08	√	
2	AQT 05 102	Aquaculture Principles	C	10	√	
3	AQT 05 103	Applied Nutrition	F	08	√	
4	AQT 05 104	Virology and STDs	F	06	√	
7	AQT 05 105	Dynamics of Aqua- environment and Aquaculture	C	08	√	
8	AQT 05 106	Basic Descriptive Statistics	F	09	√	
9	AQT 05 207	Aquaculture Extension	C	10	√	
10	AQT 05 208	Applied Microbiology	F	08		√
11	AQT 05 209	Fish Handling II	F	08		√
12	AQT 05 210	Aquaculture Engineering	C	11		√
13	AQT 05 211	Aquaculture Economics and Marketing	F	10		√
14	AQT 05 212	Introduction to Research Methods	F	08		√
15	AQT 05 213	Safety at Sea	F	08		√
16	AQT 05 214	Field Aquaculture Practical	C	08		√
<b>Total Credits</b>				<b>120</b>	<b>59</b>	<b>61</b>

Key: F = Fundamental      C = Core

### c) Diploma in Aquaculture Technology

The distribution of modules in semesters is as indicated in the tables below

**Table 23. Aquaculture Technology NTA Level 6 - Semester I & II Modules**

S/N	Module code	Module title	Class	Credits	Semester	
					I	II
1	AQT 06 101	Aquaculture Systems and Larviculture	C	10	✓	
2	AQT 06 102	Fish Genetics and Breeding	C	9	✓	
3	AQT 06 103	Aquaculture Nutrition and Feeding	C	9	✓	
4	AQT 06 104	Entrepreneurship in Aquaculture	F	6	✓	
7	AQT 06 105	Fish Processing	F	7	✓	
8	AQT 06 106	Fisheries Resource Management	F	7	✓	
9	AQT 06 107	Field Practical Training	C	11	✓	
10	AQT 06 208	Aquaculture and Environment	C	9		✓
11	AQT 06 209	Health Management and Diseases in aquaculture	C	10		✓
12	AQT 06 210	Aquaculture Management	C	10		✓
13	AQT 06 211	Project Management	C	7		✓
14	AQT 06 212	Food Quality Assurance	F	6		✓
15	AQT 06 213	Project Work	F	11		✓
16	AQT06 214	Professionalism and ethics	F	8		✓
<b>Total Credits</b>				<b>120</b>	<b>59</b>	<b>61</b>

Key: F = Fundamental C = Core

#### 7.3.2.2 Fisheries Science and Technology

Increasing demand for fish to feed the growing human population is changing global fisheries dynamics. While total fish landing from global capture fishery declines, the number of people in the world increases every year. The population growth coupled with propensity to consuming fish have raised fish prices fuelling up irresponsible fisheries mainly characterized by; overcapacity, overfishing, Illegal fishing and environmental degradation. These vices have reduced numerous fish populations to extremely low levels, destabilized marine and freshwater ecosystems and impoverished many fishing communities. To a large extent, this is an outcome of inadequate knowledge and skills among fisheries actors. For quite a long time, fishers have been learning fishing skills from their fathers then passed the knowledge to their sons. This system of apprenticeship served the industry for centuries but it no longer meets the need of our present time, when fishing has become increasingly complex with fishing technology transforming faster. The current programs, developed for the inshore marine waters and inland fisheries, it suffices to enable one work, especially on board relatively larger vessels for deep sea fishing in the Exclusive Economic Zone (EEZ).

**a) Basic Technician Certificate in Fisheries Science and Technology**

The distribution of modules in semesters is as indicated in the tables below:

**Table 24. Fisheries Science and Technology NTA Level 4 - Semester I & II**

S/N	Module code	Module title	Class	Credits	Semester	
					1	2
1.	FST 04 101	Fish handling and Packaging	C	16	√	
2.	FST 04 102	Passive Fishing Gear Operation and Maintenance	C	14	√	
3.	FST 04 103	Small Fishing vessel operation	C	14	√	
4.	FST 04 104	First aid and life saving	F	08	√	
5.	FST 04 105	English & Communication Skills	F	08	√	
6.	FST 04 106	Basics of One Health	F	05	√	
7.	FST 04 201	Service and maintenance of Small Fishing Vessels	C	12		√
8.	FST 04 202	Small Scale Fish Production	C	14		√
9.	FST 04 203	Fundamentals of Fish Marketing	F	09		√
10.	FST 04 204	Basics of Fish Biology and Ecology	C	09		√
11.	FST 04 205	Basic computer applications	F	11		√
<b>Total Credits</b>				<b>120</b>	<b>65</b>	<b>55</b>

Key: F = Fundamental C = Core

**b) Technician Certificate in Fisheries Science and Technology**

The distribution of modules in semesters is as indicated in the tables below:

**Table 25. Fisheries Science and Technology NTA Level 5 - Semester I & II**

S/N	Code	Module Name	Class	Credits	Semester	
					1	2
1.	FST 05 101	Fishing gear and methods	C	15	√	
2.	FST 05 102	Ship handling and maintenance	C	09	√	
3.	FST 05 103	Fish microbiology	C	09	√	
4.	FST 05 104	Computer applications	F	08	√	
5.	FST 05 105	Environmental education	F	08	√	
6.	FST 05 106	Aquatic biology	C	11	√	
7.	FST 05 201	Ship navigation	C	09		√
8.	FST 05 202	Ship auxiliary machines operation and maintenance	C	11		√
9.	FST 05 203	Fish culture technology	C	11		√
10.	FST 05 204	Fish Processing and preservation	F	11		√
11.	FST 05 205	Basic entrepreneurial skills	F	09		√
12.	FST 05 206	Fish population dynamics	C	09		√
<b>Total Credits</b>				<b>120</b>	<b>60</b>	<b>60</b>

Key: F = Fundamental C = Core

### c) Ordinary Diploma in Fisheries Science and Technology

The distribution of modules in semesters is as indicated in the tables below:

**Table 26. Fisheries Science and Technology NTA Level 6 - Semester I & II**

S/N	Code	Module Name	Class	Credits	Semester	
					1	2
1.	FST 06 101	Operational Safety	C	11	√	
2.	FST 06 102	Fisheries Technology	C	09	√	
3.	FST 06 103	Food analysis and quality Assurance	C	11	√	
4.	FST 06 104	Planning and Managing an Aqua business	C	11	√	
5.	FST 06 105	Fisheries Statistics	F	08	√	
6.	FST 06 106	Marine aquaculture I	C	08	√	
7.	FST 06 107	Project Work I (Proposal Development)	C	08	√	
8.	FST 06 201	Project Work II (Project Implementation)	C	09		√
9.	FST 06 202	Fisheries Co-Management	C	11		√
10.	FST 06 203	Environmental and Natural Resources Economics	F	08		√
11.	FST 06 204	Marine aquaculture II	C	08		√
12.	FST 06 205	Fisheries extension	C	12		√
13.	FST 06 206	Ethics and Professionalism	F	06		√
<b>Total</b>				<b>120</b>	<b>66</b>	<b>54</b>

### 7.3.2.3 Fisheries Management and Technology

The program is geared at producing graduates able to develop, apply and evaluate effective management concepts to solve fisheries management challenges and promote sustainable utilization of fisheries resource. The fisheries management technology aims at providing competent fisheries managers who can contribute better to sustainable and responsible fisheries and total approach to fresh water and marine coastal management and would be flexible in tackling job opportunities in both private and government sectors.

### a) Basic Technician Certificate in Fisheries Management and Technology

The distribution of modules in semesters is as indicated in the tables below:

**Table 27. Fisheries Management and Technology NTA Level 4 - Semester I & II**

S/N	Code	Module Name	Class	Credits	Semester	
					1	2
1.	FMT 04 101	English & Communication Skills	F	05	√	
2.	FMT 04 102	First Aid & Life Saving	F	08	√	
3.	FMT 04 103	Workshop Technology	C	06	√	
4.	FMT 04 104	Environmental Education	F	08	√	
5.	FMT 04 105	Fundamentals of Marine Engines and Operations	C	11	√	
6.	FMT 04 106	Fish Culture	C	11	√	
7.	FMT 04 107	Basics of One Health	F	05	√	
8.	FMT 04 201	Fish Pathology	C	08		√
9.	FMT 04 202	Fundamentals of fish Marketing	C	11		√
10.	FMT 04 203	Basic Fishing Gear Technology	C	13		√
11.	FMT 04 204	Basic Microbiology	C	10		√
12.	FMT 04 205	Fish Handling and Packaging	C	11		√
13.	FMT 04 206	Fundamentals of Fisheries Management	C	8		√
14.	FMT 04 207	Basics of ICT	F	5		√
<b>Total</b>				<b>120</b>	<b>54</b>	<b>66</b>

**b) Technician Certificate in Fisheries Management and Technology**

The distribution of modules in semesters is as indicated in the tables below:

**Table 28. Fisheries Management and Technology NTA Level 5 - Semester I & II**

S/N	Code	Module Name	Class	Credits	Semester	
					1	2
1.	FMT 05 101	Aquatic Ecology	C	12	√	
2.	FMT 05 102	Operational safety	C	14	√	
3.	FMT 05 103	Entrepreneurial Studies	F	08	√	
4.	FMT 05 104	ICT	F	08	√	
5.	FMT 05 105	Electro technology	C	10	√	
6.	FMT 05 201	Marine mechanics	C	06		√
7.	FMT 05 202	Aqua business	C	14		√
8.	FMT 05 203	Navigation	C	08		√
9.	FMT 05 204	Fisheries Management	C	18		√
10.	FMT 05 205	Fishing Gear Technology	C	11		√
11.	FMT 05 206	Ichthyology	C	11		√
<b>Total</b>				<b>120</b>	<b>52</b>	<b>68</b>

**c) Ordinary Diploma in Fisheries Management and Technology**

The distribution of modules in semesters is as indicated in the tables below:

**Table 29. Fisheries Management and Technology NTA Level 6 - Semester I & II**

S/N	Code	Module Name	Class	Credits	Semester	
					1	2
1.	FMT 06101	Fisheries Statistics	C	8	√	
2.	FMT 06102	Fishing Vessel Management	C	11	√	
3.	FMT 06103	Applied Microbiology	C	8	√	
4.	FMT 06104	Fish Processing and Preservation	C	10	√	
5.	FMT 06105	Food Science	C	8	√	
6.	FMT 06106	Project Work I (Proposal Development)	C	8	√	
7.	FMT 06201	Fish Population Dynamics	C	8		√
8.	FMT 06202	Fisheries Co-Management	C	11		√
9.	FMT 06203	Project Work II (Project Implementation)	C	10		√
10.	FMT 06204	Fish Quality Control and Safety Assurance	C	14		√
11.	FMT 06205	Fisheries Extension	F	16		√
12.	FMT 06206	Ethics and Professionalism	F	8		√
<b>Total</b>				<b>120</b>	<b>53</b>	<b>67</b>

### 7.3.3 KIGOMA CAMPUS

#### 7.3.3.1 Aquaculture technology

The demand for fish in domestic and international markets is increasing rapidly due to population growth, urbanization, increasing income and propensity to consuming fish. This programme is aimed at meeting a demand of fish due to limited supply from capture fishery.

#### a) Basic Technician Certificate in Aquaculture Technology

The distribution of modules in semesters is as indicated in the tables below

**Table 30. Aquaculture Technology NTA Level 4 - Semester I & II Modules**

S/N	Module code	Module title	Class	Credits	Semester	
					I	II
1	AQT 04 101	Introduction to Aquatic Biology	C	12	√	
2	AQT 04 102	Fish Culture System.	C	14	√	
3	AQT04 103	Introduction to ICT	F	08	√	
4	AQT 04 104	Fish Feeds and Feeding	C	12	√	
7	AQT 04 105	Basic Applied Science	F	07	√	
8	AQT 04 106	Ichthyology	F	07	√	
9	AQT 04 207	Fish Handling	F	07		√
10	AQT 04 208	Fish Culture Practical	C	14		√
11	AQT 04 209	Environmental Education	F	11		√
12	AQT 04 210	Introduction to Entrepreneurship	F	07		√
13	AQT 04 211	Introduction to Genetics	C	09		√
14	AQT 04 212	Field Practical Training	C	12		√
<b>Total Credits</b>				<b>120</b>	<b>60</b>	<b>60</b>

Key: F = Fundamental      C = Core

#### **b) Technician Certificate in Aquaculture Technology**

The distribution of modules in semesters is as indicated in the tables below

**Table 31. Aquaculture Technology NTA Level 5 - Semester I & II Modules**

S/N	Module code	Module title	Class	Credits	Semester	
					I	II
1	AQT 05101	Information and Communication Technology	F	08	√	
2	AQT 05 102	Aquaculture Principles	C	10	√	
3	AQT 05 103	Applied Nutrition	F	08	√	
4	AQT 05 104	Virology and STDs	F	06	√	
7	AQT 05 105	Dynamics of Aqua- environment and Aquaculture	C	08	√	
8	AQT 05 106	Basic Descriptive Statistics	F	09	√	
9	AQT 05 207	Aquaculture Extension	C	10	√	
10	AQT 05 208	Applied Microbiology	F	08		√
11	AQT 05 209	Fish Handling II	F	08		√
12	AQT 05 210	Aquaculture Engineering	C	11		√
13	AQT 05 211	Aquaculture Economics and Marketing	F	10		√
14	AQT 05 212	Introduction to Research Methods	F	08		√
15	AQT 05 213	Safety at Sea	F	08		√
16	AQT 05 214	Field Aquaculture Practical	C	08		√
<b>Total Credits</b>				<b>120</b>	<b>59</b>	<b>61</b>

Key: F = Fundamental      C = Core



### c) Diploma in Aquaculture Technology

The distribution of modules in semesters is as indicated in the tables below

**Table 32. Aquaculture Technology NTA Level 6 - Semester I & II Modules**

S/N	Module code	Module title	Class	Credits	Semester	
					I	II
1	AQT 06 101	Aquaculture Systems and Larviculture	C	10	✓	
2	AQT 06 102	Fish Genetics and Breeding	C	9	✓	
3	AQT 06 103	Aquaculture Nutrition and Feeding	C	9	✓	
4	AQT 06 104	Entrepreneurship in Aquaculture	F	6	✓	
7	AQT 06 105	Fish Processing	F	7	✓	
8	AQT 06 106	Fisheries Resource Management	F	7	✓	
9	AQT 06 107	Field Practical Training	C	11	✓	
10	AQT 06 208	Aquaculture and Environment	C	9		✓
11	AQT 06 209	Health Management and Diseases in aquaculture	C	10		✓
12	AQT 06 210	Aquaculture Management	C	10		✓
13	AQT 06 211	Project Management	C	7		✓
14	AQT 06 212	Food Quality Assurance	F	6		✓
15	AQT 06 213	Project Work	F	11		✓
16	AQT06 214	Professionalism and ethics	F	8		✓
<b>Total Credits</b>				<b>120</b>	<b>59</b>	<b>61</b>

Key: F = Fundamental C = Core

## 7.4 VOCATIONAL PROGRAMMES

These are courses aimed at initiating youngsters indifferent trades. The programmes follows the respective national curriculum as stipulated by the Vocational Education and Training Authority (VETA). For the Academic Year 2021/2022, FETA will conduct two courses under this category. These are:

- Motor Vehicle Vocational Programme at Trade Test III
- Refrigeration Mechanics Vocational Programme Trade Test III

These are two year courses leading to National Technical Awards (NTA) level I. Hence, a student is required to do both the institute's examination and the national one set by VETA.

In addition to the more formal vocational programmes FETA also conducts tailor-made programmes for artisanal fishers in fishing communities. Through such training, fishers have been able to acquire skills necessary to upgrade their fishing techniques and efforts within the limits of the production capacity of their fishing waters. The courses are mostly community-based, designed for settled fishermen with working experience as well as new entrants in the fisheries.

### 7.4.1 Refrigeration and Air Conditioning Mechanics

This is a vocational program aimed at providing knowledge, and correct attitude and practical skills to those who would become air conditioning and refrigeration mechanics, so they can be employed or employ themselves to the highly demanding field of air conditioning and refrigeration. At grade III the students can easily join higher programs such as NTA level 4 – 6 under the National Council for Technical Education (NACTE) on successful graduation



### 7.5 Short Course Programmes

Several short courses have been planned for the academic year 2021/2022. Most of these courses, however are conducted jointly with the Southern Africa Development Community (SADC) through a programme on Monitoring, Control and Surveillance (MCS). Applications have to be channelled through CEO/Principal of FETA.

The courses for this year includes:

- Patrol Vessel Officer
- STCW-F95
- Senior Fishery Inspection Course
- Sea Fishery Inspection
- Beach Recorder Course
- On board Observer Course
- IT Training Course
- Aquaculture Courses
- Swimming and Snookering
- Small Vessel Safety Course (accredited by TASAC)

Most of these courses are meant for fisheries practitioners and other authorised officers such as Navy, Police and Customs officers. The goal of these short courses is to build up the human resource capacity required in putting in place effective Fisheries Management system in Tanzania Marine Waters including the Exclusive Economic Zone (EEZ).

## CHAPTER 8

### ACADEMIC CALENDAR FOR ACADEMIC YEAR 2021/2022

Month	Date	Weeks	Level	Planned Event
Oct-21	Monday 11 <sup>th</sup>		IV & V	Orientation Week for First Year
	Thursday 14 <sup>th</sup>			Nyerere day
	Friday 15 <sup>th</sup>			Education Planning Meeting
	Monday 18 <sup>th</sup>	1 <sup>st</sup>	IV, V & VI	<b>Beginning of New Academic Year 2021/2022</b>
	Tuesday 19 <sup>th</sup>	1 <sup>st</sup>		Maulid Day
	Wednesday 20 <sup>th</sup>	1 <sup>st</sup>		Examination Awareness Meeting
	Thursday 21 <sup>st</sup>	1 <sup>st</sup>		Training – FETASO Meeting
	Friday 22 <sup>nd</sup>	1 <sup>st</sup>		Graduation ceremony (Nyegezi)
	Tuesday 26 <sup>th</sup>	2 <sup>nd</sup>		FETA All Staff Meeting
	Wednesday 27 <sup>th</sup>	2 <sup>nd</sup>		FETA day
	Thursday 28 <sup>th</sup>	2 <sup>nd</sup>		Curriculum Validation Meeting – Mbegani (CDTT)
	Friday 29 <sup>th</sup>	2 <sup>nd</sup>		Graduation Ceremony (Mbegani)
Nov-21	Friday 5 <sup>th</sup>	3 <sup>rd</sup>		Graduation ceremony (Kigoma)
	Thursday 11 <sup>th</sup>	4 <sup>th</sup>		Training Directorate Meeting
	Friday 12 <sup>th</sup>	4 <sup>th</sup>	IV & V	Welcome First Year
	Thursday 18 <sup>th</sup>	5 <sup>th</sup>		CDTT Meeting
	Monday 22 <sup>th</sup>	6 <sup>th</sup>	VI	Research Projects Proposal Writing
	Tuesday 30 <sup>th</sup>	7 <sup>th</sup>		Training – FETASO Meeting
Dec - 21	Thursday 9 <sup>th</sup>	8 <sup>th</sup>		Independence Day
	Tuesday 14 <sup>th</sup>	9 <sup>th</sup>		Research Committee Meeting
	Monday 20 <sup>th</sup>	10 <sup>th</sup>		Education Planning Meeting
	Thursday 23 <sup>st</sup>	10 <sup>th</sup>		Stakeholders Workshop on Curricula Review

	Saturday 25 <sup>th</sup>	10 <sup>th</sup>		Christmas
	Sunday 26 <sup>th</sup>	10 <sup>th</sup>		Boxing Day
	Friday 31 <sup>st</sup>	11 <sup>th</sup>		All Staff New Year Night
Jan-2022	Saturday 1 <sup>st</sup>	11 <sup>th</sup>		New Year
	Monday 3 <sup>rd</sup>	12 <sup>th</sup>		Setting of Semester Exams
	Wednesday 5 <sup>th</sup>	12 <sup>th</sup>		Training Directorate Meeting
	Friday 7 <sup>th</sup>	12 <sup>th</sup>		Module Delivery Committee Meeting
	Monday 10 <sup>th</sup>	13 <sup>th</sup>		Exam Moderation Committee Meeting
	Wednesday 12 <sup>th</sup>	13 <sup>th</sup>		Zanzibar Revolution Day
	Friday 14 <sup>th</sup>	13 <sup>th</sup>		Training Directorate Meeting
	Monday 17 <sup>th</sup>	14 <sup>th</sup>		End of Signing of CA
	Tuesday 18 <sup>th</sup>	14 <sup>th</sup>	VI	Presentation of project proposals
	Wednesday 19 <sup>th</sup>	14 <sup>th</sup>		FETASO-Training meeting
	Friday 28 <sup>th</sup>	15 <sup>th</sup>		End of Class Module Delivery
	Monday 31 <sup>st</sup>	16 <sup>th</sup>		Beginning of Semester Exams
Feb-22	Monday 7 <sup>th</sup>	17 <sup>th</sup>		Exam Marking
	Friday 11 <sup>th</sup>	17 <sup>th</sup>	IV, V and VI	<b>End of Semester I</b>
	Monday 14 <sup>th</sup>			Industrial Training for TCMF/BTCME/FMT/FST Students
	Monday 21 <sup>st</sup>			End of exam marking and verification
	Tuesday 22 <sup>th</sup>			Exam Compilation
	Thursday 24 <sup>th</sup>			External Examiner
	Monday 28 <sup>th</sup>			FETA all staff meeting
March-22	Tuesday 1 <sup>st</sup>			Inter-Departmental Exam Committee
	Thursday 3 <sup>rd</sup>			Mbegani Campus Examination Board meeting
	Monday 7 <sup>th</sup>			Kigoma Campus Examination Board Meeting
	Wednesday 9 <sup>th</sup>			Nyegezi Campus Examination Board Meeting
	Monday 14 <sup>th</sup>	1 <sup>st</sup>	IV, V and VI	<b>Beginning of Semester II, IV and VI</b>
	Wednesday 16 <sup>th</sup>	1 <sup>st</sup>		Uploading of Examination Results to NACTE database
	Friday 18 <sup>th</sup>	1 <sup>st</sup>		Module Delivery Committee Meeting
	Friday 18 <sup>th</sup>	1 <sup>st</sup>		End of Industrial Training

	Monday 21 <sup>th</sup>	2 <sup>nd</sup>		Supplementary/ special/incomplete examination
	Tuesday 22 <sup>nd</sup>	2 <sup>nd</sup>		FETA Environmental day
	Thursday 24 <sup>th</sup>	2 <sup>nd</sup>		Academic committee meeting
	Tuesday 29 <sup>th</sup>	3 <sup>rd</sup>		Training-FETASO Meeting
April-22	Thursday 7 <sup>th</sup>	4 <sup>th</sup>		Karume Day
	Friday 8 <sup>th</sup>	4 <sup>th</sup>		FETA All staff meeting
	Monday 11 <sup>th</sup>	5 <sup>th</sup>		Research Committee Meeting
	Friday 15 <sup>th</sup>	5 <sup>th</sup>		Good Friday
	Sunday 17 <sup>th</sup>	5 <sup>th</sup>		Easter Sunday
	Monday 18 <sup>th</sup>	6 <sup>th</sup>		Easter Monday
	Friday 22 <sup>nd</sup>	6 <sup>th</sup>		Research and publication Committee Meeting
	Tuesday 26 <sup>th</sup>	7 <sup>th</sup>		Union Day
	Wednesday 27 <sup>th</sup>	7 <sup>th</sup>		FETASO Training meeting
	Friday 29 <sup>th</sup>	7 <sup>th</sup>		Training directorate meeting
May-22	Sunday 1 <sup>st</sup>	7 <sup>th</sup>		May Day
	Monday 2 <sup>nd</sup>	8 <sup>th</sup>		Eid El Fitri**
	Thursday 5 <sup>th</sup>	8 <sup>th</sup>		Education Planning Meeting
	Thursday 5 <sup>th</sup>	8 <sup>th</sup>		Announcement of Admissions for 2022/2023 Academic year
	Monday 9 <sup>th</sup>	9 <sup>th</sup>		Project progress presentation
	Tuesday 17 <sup>th</sup>	10 <sup>th</sup>		Training – FETASO Meeting
	Thursday 19 <sup>th</sup>	11 <sup>th</sup>		Training Directorate Meeting
	Monday 23 <sup>rd</sup>	11 <sup>th</sup>		Examination Awareness meeting
	Monday 30 <sup>th</sup>	12 <sup>th</sup>		Setting of Exams
June-22	Tuesday 7 <sup>th</sup>	13 <sup>th</sup>		Moderation Committee Meeting
	Monday 20 <sup>th</sup>	15 <sup>th</sup>		Presentation of Project work
	Monday 27 <sup>th</sup>	16 <sup>th</sup>		Semester exam
July-22	Friday 1 <sup>st</sup>			
	Monday 4 <sup>th</sup>	17 <sup>th</sup>		Exam Marking
	Thursday 7 <sup>th</sup>			Sabasaba Day
	Friday 8 <sup>th</sup>			<b>End of Semester II 2021/2022 Academic Year</b>

	Saturday 9 <sup>th</sup>			Eid al-Adha**
	Monday 11 <sup>th</sup>		V	Beginning of Industrial Training
	Monday 18 <sup>th</sup>			End of Exam marking and verification
	Wednesday 20 <sup>th</sup>			compilation
	Friday 22 <sup>th</sup>			External Examiner
	Thursday 28 <sup>th</sup>			Inter-Departmental Exam Board Meeting
Aug-22	Monday 1 <sup>st</sup>			FETA Exam Board Meeting (Mbegani)
	Wednesday 3 <sup>rd</sup>			FETA Exam Board Meeting (Kigoma)
	Friday 5 <sup>th</sup>			FETA Exam Board Meeting (Nyegezi)
	Friday 12 <sup>th</sup>			Publication of Results; Uploading Results to the NACTE System
	Friday 12 <sup>th</sup>		V	End of Industrial Training
Sept-22	Monday 15 <sup>th</sup>			Special/Supplementary Exams
	Monday 26 <sup>th</sup>		IV & V	Education Planning meeting Orientation Week for New First Year
Oct-22	Monday 12 <sup>th</sup>	1 <sup>st</sup>		<b>Beginning of New Academic Year 2022/2023</b>
	Thursday 15 <sup>th</sup>	1 <sup>st</sup>		Graduation Ceremony (Nyegezi)
	Thursday 22 <sup>th</sup>	3 <sup>rd</sup>		Graduation Ceremony (Mbegani)
	Tuesday 27 <sup>th</sup>	3 <sup>rd</sup>		FETA Day
	Thursday 29 <sup>th</sup>	4 <sup>th</sup>		Graduation Ceremony (Kigoma)

\*\*Depends on the moon sighting

**Please note:** Reviewed Dates for the 2021/2022 Academic Year are subject to possible change where deemed necessary

Approved by  
**DEPUTY PRINCIPAL (ACADEMICS, RESEARCH AND CONSULTANCY)**  
**FETA HQ - BAGAMOYO**

## CHAPTER 9

### 9.0 STUDENTS BY LAWS

#### 9.1 PREAMBLE

Whereas the Institute was established and exists to develop knowledge and generate potential specialists in the world of work;

#### AND

Whereas the Institute's vital perseverance can be reached only if its training/teaching and learning setting is secure and embrace freedom of thought and expression within a framework of respect for the rights of other persons and the Institute authorities;

#### NOW THEREFORE

These By-Laws pertain to actions that are obligatory and those that are forbidden for the purpose of maintaining harmony, respect and order at the Institute, as well as protect the Institute's image to the general public and its members.

The By-Laws are applicable to National Technical Award Levels 4 to 6 students at Fisheries Education and Training Agency (FETA).

### SECTION A: PRELIMINARY PROVISIONS

1. (a) These By-Laws shall be cited as the FETA Student's By-Laws 2021/2022.
- (b) Definitions;
  - i. In these By-Laws, unless the context otherwise requires:
  - ii. "Students Social Welfare (SSW)" is the FETA staff who is responsible for students' affairs within the Institute
  - iii. "Disciplinary Actions" include sections provided under Section B of these By-Laws;
  - iv. "Disciplinary Committee" is the committee established under Section D of these By-Laws;
  - v. "Halls of Residence" shall mean and include halls of residence, hostels and blocks of residence supervised by the Institute;
  - vi. "The Institute" means the FETA established under the Executive Agency Act (CAP 245) and Government Notice (GN) No. 356 of 28<sup>th</sup> October 2011.
  - vii. "Institute property" means any property movable or immovable which belongs to FETA;
  - viii. "Ministerial Advisory Board (MAB)" is the board established under Section 6 of the Executive

- Agencies Act Cap 245 as amended from time to time;
- ix. "Natural Justice" shall include the right to be heard by an impartial body; the right to be informed of the specific offence alleged to have been committed and the specified law alleged to have been violated; the right of tender defense and the right to appeal;
  - x. "Student" means any person duly registered by the Institute as a candidate for Ordinary diploma or certificate or other award of the Institute including short term and occasional students, and shall include any person authorized to pursue programmes of study at the Institute pending registration;
  - xi. "FETASO" means FETA Students' Organization;
  - xii. "FETA staff " refers to the employees of FETA and any other person working in FETA premises;
- c) Wherever it appears in these By-Laws, a Singular shall include a plural form and vice-versa;

## SECTION B: DISCIPLINARY ACTIONS

- 2. a) Upon breach of any of the disciplinary actions specified in these By-Laws, the Disciplinary Committee may impose penalties including warning, reprimand, fine, compensation, exclusion from Halls of Residence, suspension and dismissal as herein under provided;
- b) When exercising the powers vested upon them, the Disciplinary Committee shall have to comply with the principles of Natural Justice;
- c) Before passing any penalty, the Disciplinary Committee shall look at the gravity and circumstances of each case on deciding whether to give a warning to a guilty student, suspension or dismissal.
- 3. For the purpose of these By-Laws, general disciplinary actions shall include the following;
  - a) Disobedience of any orders, directions or instructions issued by Competent Authority in the superintendence of the students of the Institute;
  - b) Breach of any By-Laws, Regulations, Rules and established procedures at the Institute;
  - c) Breach of any By-Laws, Regulations, Rules and established procedures at the



Institute;

- d) Conduct that is likely to put the Institute into disrepute or erode or otherwise undermine the administration of the students or Institute affairs;
4. Without prejudice to the generality of Rule 3 of these By-Laws the following shall constitute disciplinary actions;
- i. Conduct which does or is likely to cause damage, defacement or violence to person or property within the Institute provided that such conduct is that of a student towards another student, member or members of the Institute Community or any other employee or employees of the Institute, provided further that the conduct in question occurred on the Institute premises shall lead to a penalty of four weeks suspension;
  - ii. Using force or offering violence or threats against or striking a fellow student, an officer or any member of the Institute community provided that such violence occurs on the Institute premises may lead to a suspension for one academic year;
  - iii. Any student who maliciously damage, deface property of the Institute whether or not such property has been leased to any public or private company or person shall have to pay compensation to the value of the damaged property;
  - iv. Act or conduct which is likely to obstruct or obstructs or to frustrate or frustrates the holding of any academic or administrative activity(ies) or both academic and administrative activities authorized by the Institute may cause a student to be suspended for a period of one academic year;
  - v. A student who has been arraigned or who has a case to answer in a court of law shall be suspended from studies until the case is finalized. If she/he is found guilty, she/he shall be dismissed.
  - vi. Where a student is found with the key to Institute property without permission from the authority shall face a disciplinary action. The penalty to that shall be a written warning or 4 weeks suspension
  - vii. Refusal or failure to comply with a lawful order or directive given by any officer of the Institute acting on his/her behalf or under an order from any competent organ or officer of the Institute shall lead to four weeks suspension;
  - viii. A student who knowingly gives information known to be false or not believed to be true commits a disciplinary action and the penalty to that shall be; Written warning or Four weeks

suspension

- ix. Use of slanderous, abusive, obscene or threatening language by any student against any other student or students or against any officer or employee of the Institute in the course of performance of such officer's or employee's duties is not allowed. The penalty for that is a minimum of four weeks suspension;
- x. A student who Forges a document or utters a false document or perpetrating forgery with intent to cause loss to any person, Institute, or any other institution whether in cash or otherwise shall be; suspended for a maximum of one academic year or Dismissed
- xi. Knowingly inviting or entertaining a student or students in the Institute whose name or names appear on the Institute notice board as having been barred or otherwise known to have been barred from the Institute premises by a competent authority is forbidden. Breach to the rule shall lead to; a written warning or Four weeks suspension.
- xii. No students' organization shall engage in any political party's activities on the Institute premises, conduct its affairs or have a constitution which in any way or manner whatsoever offends or conflicts with the provisions of these Regulations or of any other written law. Breach to this shall lead; Four weeks' suspension or one academic year suspension or Dismissal "engaging in political parties' activity" includes regular recruitment, training, registering or enrollment of political party members, regular organization of meetings, seminars and conferences for a political party or political parties, operating a branch office or cell or the like of a political party or political parties and matters of a similar nature;
- xiii. Mismanagement and/or embezzlement of student's organization funds and/or of any other recognized student society established under the auspices of the students' organization in accordance with the relevant provisions of the students' organization's constitution for the time being in force attract a disciplinary action. Penalty to that shall be: Compensation for the money mismanaged/unaccounted for or embezzled or suspension for a maximum of one academic year;
- xiv. Collecting or charging money from any student or student groups without prior permission of the Institute organs; namely the Students Social Welfare (Warden), the Students' organization, or in special cases, the Principal/Deputy Principal Academics, Research and Consultancy or the Head of the relevant Department, as the case may be is prohibited. Breach of this may lead to Refund the money collected and unaccounted-for Four weeks

suspension.

- xv. Instigating or inciting students to boycott classes is forbidden. A student who instigates so incite so theirs to boycott classes shall lead to a minimum of one academic year suspension or Summary Dismissal.
- xvi. For the avoidance of doubt, instigating or inciting shall mean and include persuasion, pressure, threat so encouragement with the intention that the student or students persuaded, pressured, threatened or encouraged commit(s) the offence in question;
- xvii. Planning or participating in an unlawful demonstration which shall include planning the route for the demonstration, encouraging the organizers of the demonstration and providing banners or posters for the demonstration shall amount to a disciplinary action and the penalty thereto may lead to a suspension for a minimum of one academic year;
- xviii. A student who refuses or fails to obey any lawful order issued under the Institute regulations or rules promulgated by a competent organ of the Institute shall be suspended for a maximum of four weeks;
- xix. Failure or refusal to attend a meeting called or authorized by the Disciplinary Committee or any other competent organ of the Institute when summoned to do so by a proper written notice by such Committee or organ as prescribed under sub rule 2 (b) of these By-Laws commits a disciplinary action and shall be suspended for a minimum of four weeks;
- xx. Willful obstruction of the work of or proceedings conducted by the Disciplinary Committee, Appeals Committee or any other competent organ of the Institute or interference with witnesses in disciplinary proceedings conducted under these By- Laws amounts to a disciplinary action and the penalty there to may be a maximum of one academic year;
- xxi. If a student, having been called upon to give evidence before the Disciplinary Committee, turns hostile or refuses without lawful excuse to give evidence or to answer a question or to produce a document or any other thing required by such a panel may be suspended for a maximum of one academic year;
- xxii. A student who refuses or fails to abide by the ruling, decision and/or penalty made or imposed by the Disciplinary Committee or any other competent authority of the Institute shall be suspended for a minimum of one academic year;

## **6 Accommodation Service in Halls of Residence.**

The following shall be the mandatory regulations relating to residence the breach of which shall constitute disciplinary actions;

- i. Students are expected to take good care of the rooms they occupy in halls of residence. They are themselves responsible for the cleanliness of their rooms; Breach of this rule shall lead to: Written warning or Deprivation of accommodation
- ii. Students must report to the Students Social Welfare/Warden without delay, any damage to equipment or furniture in their rooms, whether accidental or otherwise. Failure to do so shall result in all occupants of that room or hostel to compensate for the damage or loss.
- iii. Off campus students are not allowed to spend a night in the Halls of Residence. Breach of this rule shall lead to punishment for both the invitee and the room resident:
  - (a) Written warning or
  - (b) Evict from the room in which he/she is residing for the resident student or
  - (c) Two weeks suspension for the off-campus student
- iv. Students are not allowed to move furniture and any other hostel property. Breach of this rule shall lead to Written warning or Deprived of accommodation for the room occupant and pay for any damage or loss caused.
- v. Loss of keys by a student must be immediately reported to the Student Social Welfare/Warden. The key will be replaced on payment of the cost of a new lock by the student responsible for its loss or for its safe custody;
- vi. At the end of each semester students must return all Institute property and room keys. Failure to do so shall involve the paying of full residential charges from the beginning of vacation to the time the key is returned;
- vii. Each key holder must ensure that he/she has signed in the key book when the key is returned to the Students Social Welfare.
- viii. All students shall be required to vacate the Halls of Residence at the end of each semester when the Institute closes for holidays;
- ix. A student shall not be allowed to live in the Halls of Residence during holidays without permission from the student's warden. Breach of this Regulation shall attract penalty of TZS 50,000 (Fifty Thousand) and TZS 2,000/= per day as accommodation fee for the time spent in the Hall of Residence.
- x. A student shall not be allowed to live in the Halls of Residence during Supplementally and Special Examination without paying TZS 2,000/= per day as accommodation fee for the time spent in the Hall

of Residence.

- xi.** Students may, under special circumstances not specified above, be permitted to live in Halls of residence during the holiday with recommendation of the Students Social Welfare/Warden;
- xii.** Students are not allowed to change rooms without the permission of the Students Social Welfare/Warden.
  - a) Breach of this rule will lead to Deprived of the accommodation with non-refundable of accommodation fee.
  - b) Students are expected to be in their own Halls of Residence by 23:00-hours. Beyond this time, the guards shall refuse entry to that student, and shall report the incidence to the Students Social Welfare/Warden;
  - c) Off campus students are supposed to leave the Institute premises by 23:00-hours. Beyond this time, the guards shall require them to leave, and shall report the incidence to the Students Social Welfare/Warden;
  - d) A student who consistently spends night outside his/her room may be deemed not to need the room and therefore be deprived of the same;
- xiii.** It is forbidden for a resident student to allow any person/student to be in his/her room or spend a night therein. All guests shall be entertained at the Institute cafeterias or any other public place within the Institute. Breach of this rule shall result in the resident student being deprived of the accommodation forthwith.
  - a.** Students may use the following electrical appliances; reading lamps, radio receiver/radio-cassette player, table fan, electric iron, electric razor, hand hair dryer, radio, record player, computer, computer adapter, mobile phone charger, TV and an iron. Other electrical appliances are not allowed. Student insisting on having such un-allowed electrical appliances are breaching the rule and shall be deprived of the accommodation
  - b.** Musical appliances and equipment, such as record player, radio, TV, VCR, computer and other noise making equipment may be used provided that music shall not be played at noise levels that are a nuisance and annoyance to other residents of the hall; breach to that shall lead to; be deprived of the accommodation
- xiv.** Students shall be expected to live peacefully with one another in their allocated rooms. If at all one student is found to be misbehaving towards his/her roommate the misbehaving student shall be evicted from the room; Failure to that shall lead to;

- a) Suspension for one academic year or
- b) Dismissal

For avoidance of any doubt misbehavior includes but is not limited to being drunk, smoking and/or drug abuse inside the room, bringing unauthorized guests into the room, immoral acts in the presence of roommates in the room and/or within the hall/hostel premises;

**xv.** Male students are strictly prohibited to enter female dormitories and vice versa, unless authorized by responsible organs. Failure to comply shall lead to; be deprived of the accommodation and Suspension for one academic year or Summary Dismissal.

**xvi.** Permission to Leave Campus

- a. No student shall travel during semester time outside the Campus without permission;
- b. Permission for travel for a weekend outside the Campus may be granted by the Students Social Welfare/Warden;
- c. Permission to travel for less than a week and involving missing lectures, seminars and/or laboratory work may be obtained in writing from the Director of Studies/Campus Manager and notified to the Students Social Welfare/Warden;
- d. Permission for travel for more than a week shall be obtained from the DP-ARC/ Campus Manager

**xvii. Nuisances, Violence, Crime and Damage or Loss of Institute Property**

**a. Noise and Disorderly Conduct**

Any noise or disorderly conduct by a student that annoys or inconveniences people (other students included) is not allowed. Breach of this rule shall lead to:

- i) Four weeks suspension or
- ii) Dismissal

**b. Violence**

It is prohibited for a student to insult or cause grievous bodily harm or bodily harm to FETA staff or another student, whether due to anger or in a fight or other form of violence. Breach of this rule shall result in;

- i) A minimum suspension of nine months or one academic year or
- ii) Report to Police case and Dismissal

### **c. Damages and Loss of Institute Property**

A student who causes loss or damage to Institute property shall be made to pay for the loss or damage he/she has caused. If he/she does not pay within a given time,

- i) He/she shall be suspended for four weeks or
- ii) He/she shall have his course completion certificate and transcript withheld until he/she clears the debt or
- iii) to both. (i) and (ii)

### **xviii. Use of Institute Facilities**

The facilities meant for the use by the Institute teaching staff, and other employees are out of bounds for the students unless prior permission is obtained from the officer-in-charge of that facility. Breach of this Institute Rule shall lead to four weeks suspension

Students are not allowed to use office facilities of the Institute. They should first seek and obtain permission from the Officer in charge. Breach of this Institute Rule shall lead to four weeks suspension

Correspondence

- a) It is a disciplinary action for a student to Invite outsiders as guest speakers and/or social entertainers without the permission of the relevant organs of the Institute namely, Dean of Students, Principal/ Campus Manager/Head of relevant Department, or Students' Organization, as the case may be depending on the intended audience and status of the guest speaker/social entertainers;
- b) Forming and/or establishing unauthorized students' groups which are likely to cause disunity and disorder at the Institute or in the wider Community is disallowed;
- c) Any student or group of students wishing to send Letters or other forms of communication to the press or any organization including any Government Office must route such correspondence through the office of the Principal.
- d) The Principal (or the person to whom this power has been delegated to by him/her) is the only spokesman for the Institute. It is an offence for a student or students association or club to communicate to institution or organizations on behalf of the Institute.

Breach of this Institute Rule leads to:

- i. Four weeks suspension or
- ii. Dismissal from the Institute

**xix. Kitchen and Dining Hall**

- a) Food shall be taken in the dining hall/Canteen and not elsewhere, unless the Students Social Welfare/Warden has assented. Any student in breach of this rule shall be punished for four weeks suspension
- b) Suggestions, comments or complaints about food, should only be made to the Students Social Welfare/Warden through the relevant Students' Association representatives, and not directly to the service provider. Breach of this rule shall lead to: Written warning or Two weeks suspension
- c) Students are expected to be properly dressed and well behaved in the dining hall. Dressing or behaving otherwise is an offence. Breach of this rule shall lead to four weeks suspension

**xx. Institute Dressing Code**

Students are required; at all times, to be tidy and to wear nationally accepted kinds of dress (as approved by the Ministry responsible for Institution/university education);

- a) Female students are not allowed to wear mini and micro skirts or clothes which do not cover fully the groins and the abdomen or transparent clothes and too tight clothes;
- b) Male students are prohibited from wearing capes, too tight trousers, shorts, plaiting, dyeing, undesirable haircut and wearing of ear rings;
- c) The wearing of sandals, tracksuits during office or class hours and in the dining hall at all times is prohibited;

Breach of this Institute Rule shall lead to:

- i. Written warning or
- ii. Four weeks suspension

Every student who is registered/admitted is required to hang identity card at all times he/she is within the institute premises. Student's Identity Cards are the property of the institute.

**xxi. Meetings**

- a. Before any students' meeting is held, a prior notification of the agenda shall have to be given to the Students Social Welfare/Warden at least two days before meeting day for the Students Social Welfare/Warden to meet. Any meeting held without approval from the Students Social Welfare/Warden will cause those who conducted the meeting to face a disciplinary action;
- i. No unauthorized holding of Institute general meeting. For avoidance of doubt, such meetings



scheduled in the Institute Almanac currently in force shall be deemed to be authorized. Emergency meetings may be held only after the Principal has approved provided that the same have the effect of obstructing or frustrating the holding of any lecture, class or laboratory work given or authorized by the Institute, provided further that in any other case three days' notice be given to the Students Social Welfare/Warden prior to the holding of such emergency meeting;

- ii. All students' meetings will be conducted during day time in the students' cafeteria or in classrooms depending on the size of the audience. Meetings conducted anywhere else during night time will be considered illegal, and those concerned shall face disciplinary action;
- iii. All students' meetings must be chaired by a recognized student leader (from FETASO) who has to appoint a secretary to take minutes of the meeting. A copy of these minutes must be submitted to the Students Social Welfare/Warden within 24 hours from the time the meeting ended;
- iv. Meetings without a recognized chairman shall be considered illegal, and those concerned will be taken to be rioters.

For meetings chaired by a recognized chairman, but whose minutes are not submitted to the Students Social Welfare/Warden within 24 hours as required; the chairman of the meeting shall face disciplinary action;

Breach of the above rule xxi sub rules (a)) and, paragraphs (i), (ii), (iii) (iv) and (v) may lead to the following;

- i) A maximum of one academic year suspension and/or
- ii) Dismissal from the Institute.

## **xxii. Illness**

- a. An ill student shall fill a sick sheet which must be handed over to the Students Social Welfare/Warden as soon as the ill student returns from the dispensary. Breach of this rule shall lead to:
  - i) Written warning or
  - ii) Two weeks suspension
- b. Sick students, who are exempted from duty and cannot attend classes, must not leave the Institute premises without the written permission of the Students Social Welfare/Warden. Breach of this rule shall lead to:

- i) Written warning or
- ii) Expulsion from hostel

### **xxiii. Wall Literature/ Posting of Announcements**

Announcements on Notice Boards or the Students' Association or from individual students must be composed of clean language. Posting of caricatures/ cartoons or other graphic or textual material intended for annoying, defaming or offending any person or group is prohibited. Breach of any Institute rule shall lead to:

- i) Written warning, or
- ii) Two weeks suspension or
- iii) Dismissal

### **xxiv. Sexual Harassment**

a. Relationship between female and male students or staff shall be of respect.

The following shall be acts of sexual harassment and shall constitute disciplinary actions:

- i) Sexual jokes, innuendoes, noises, lewd suggestions, foul language, obscene gestures;
- ii) Belittling comments on a person's anatomy, persistent demands for dates;
- iii) Pressuring for sexual activity or favours;
- iv) Asking about personal sex life, explicit sexual suggestions in return for reward;
- v) Telling lies or spreading rumours about a person's sex life with the purpose of assassinating the character of the victim;
- vi) Unwanted physical contact of any sort which is sexual in nature including touching of sensitive body parts, brushing against another's body, hair or clothes, kissing, pinching, patting, grabbing, or cornering;
- vii) Displaying of pornographic and sexually suggestive pictures and/or sexual objects;
- viii) Transmitting offensive written, telephone or electronic communications of sexual nature;
- ix) Indecent exposure
- x) The use of one's authority or power, either explicitly or implicitly, or coercion of another into unwanted sexual relations or to punish another for his or her refusal;
- xi) The creation by a member or a group of people of an intimidating, hostile or offensive working or educational environment through verbal or physical conduct of a sexual nature;

- xii) Indecent assault;
- xiii) Public and/or group sex;

**b.** Breach of this Rule shall lead to;

- i) A minimum of three weeks suspension or
- ii) A maximum of one academic year suspension or
- iii) Summary Dismissal

#### **xxv. Garbage throwing**

All garbage shall be placed in respective dustbin provided in the Institute. Throwing garbage anywhere else is prohibited. Breach of this rule shall lead to;

- i) Written warning or
- ii) Two weeks suspension

#### **xxvi. Security Guards**

The Institute's security guards are among enforcers of the regulations and must therefore be obeyed. Disobedient to security guards shall lead to written warning, two weeks suspension or dismissal.

### **SECTION C: NON DISCIPLINARY ACTIONS**

#### **xxvii. Transport Service**

- a.** The Institute is not obliged to provide students with transport service. Students wishing to be offered transport service by the Institute should apply to the Institute's transport officer via the Students Social Welfare/Warden.
- b.** Officials of the students' association (FETASO), or of other students' societies or clubs, may, with prior written permission from the Transport Officer (TO), make use of Institute transport in accordance with the conditions specified by the Transport Officer.
- c.** Students shall meet the cost of travel to and from their home for the end of semester leave (Holidays) from their own private sources of funds. The Institute is not responsible for the cost of such travelling.

The Institute shall not bear costs of travel of students for private visits to their homes even if it is on emergency matter.

The Institute shall provide transport service to students for educational tours arranged by the Institute.

**xxviii. Damage or Loss of Student's Property**

Students should take good care of their personal properties. The Institute is not responsible for any loss or damage to students' personal belongings.

**xxix. Medical/ Dispensary**

- a. The Institute has a Dispensary that provides medical consultancies and treatment of common diseases. Every student is required to pay TZS 50,400 (fifty thousand four hundred shillings) at the beginning of each semester as a contribution to cost of medical services (NHIF) during his/her stay at the Institute. The medical capitation is not refundable. Any medical cases that cannot be attended by the Institute Dispensary shall be referred to the nearest municipal/District hospitals.
- b. In event the illness is too serious the officer in charge of Dispensary will issue a referral order. The officer in charge of the Dispensary shall inform the Students Social Welfare/Warden of the referral order. The Students Social Welfare/Warden shall inform the Registrar/admission officer of students about the expected absence of the student from academic activities. He/she shall inform him/her in writing on how long the sick student is expected to be absent from studies, as recommended by the officer in charge of the Dispensary or the Medical Officer at the referral hospital. Cost of medical services at the referral hospital shall be borne by the student. Each student is required to have a health insurance cover.

**xxx. Pregnancy**

Pregnancy during training is not allowed. A pregnant student shall be obliged to postpone studies for one year. Male student responsible for pregnancy of female student will be liable to the same treatment when it is proved beyond reasonable doubt.

## SECTION D: EXERCISE OF DISCIPLINARY POWERS

### **xxxi. Disciplinary Committee**

In the exercise of its functions, the Disciplinary Committee shall normally be composed of the members who will be appointed by the Principal from time to time.

### **xxxii. Preliminary Procedure**

When a complaint is made to, and information is received by the Disciplinary Committee that a student has committed a disciplinary action, the Disciplinary Committee shall make preliminary investigation of the case;

- a. Where a complaint is made by any person or body charging a student with a disciplinary action, such action shall be formulated in writing and addressed to the Disciplinary Committee;
- b. For the avoidance of doubt, the Disciplinary Committee may summon the student or any other student or person who is conversant or supposed to be conversant with the information or facts of the complaint to appear before the Disciplinary Committee or an investigation officer for examination or interrogation;
- c. If the Disciplinary Committee is of the opinion that no prima facie case has been made out against the student, he/she shall inform both the student and the complainant of his/her decision not to hold any disciplinary proceedings, in which case, no further proceedings shall lie in respect of that complaint or information;
- d. Where the Disciplinary Committee is of the opinion that a prima facie case for a disciplinary action is disclosed, disciplinary proceedings shall be held so as to determine the case in dispute;
- e. The Disciplinary Committee shall serve upon the student and the complainant a proper notice. Such notice shall specify the charge or charges in respect of which the disciplinary proceedings are to be held, and shall inform the charged student (hereinafter referred to as "the student") and the complainant of the time and place for holding the disciplinary proceedings
- f. Either party shall, for the purpose of his/her defense or reply as the case may be and upon request in writing for that purpose to the Disciplinary Committee be entitled to be supplied with a copy of an explanation, answers or other documents given or sent to the Disciplinary Committee by or on behalf of the other party;
- g. Either the complainant or the student may at any time prior to the date of holding the disciplinary

proceedings serve upon the other, notice in writing asking him/her to admit in writing any facts or produce any documents which are specified in such notice material to the complaint or information or defense, as the case may be

- h. The Disciplinary Committee may summon any witness to attend the disciplinary proceedings at the prescribed time on the appointed day
- i. Provided that the Disciplinary Committee may, if it thinks fit, at any stage of the disciplinary proceedings exclude the public generally or any particular person;
- j. At the opening of the disciplinary proceedings the charge or charges shall be read, and, if the student concerned is not present, the Disciplinary Committee shall satisfy itself that proper notice of the disciplinary proceedings was duly served on the student as prescribed in paragraph (e) of this sub-rule.

**xxxiii. During Proceedings**

- a. The complainant shall open the case and produce his/her evidence in support thereof;
- b. The Disciplinary Committee shall then give an opportunity to the student to state his/her case and produce evidence in support thereof;
- c. At the conclusion of the case by the student, the complainant shall not, without special leave of the Disciplinary Committee, make an address in reply;
- d. The Disciplinary Committee shall investigate and determine any dispute referred to it with due regard to the law of evidence but subject to this by-laws, shall be entitled to determine its own procedure for any proceedings before it.

**xxxiv. Adducing Evidence**

- a. Evidence may be taken by the Disciplinary Committee by oral or written statement
- b. Where a witness is called by a party, he/she shall be first examined by the party which called him/her and then cross-examined by the other party and then if necessary, again by the party which called him/her.

**xxxv. Decision of Disciplinary Committee**

- a. The decision of the Disciplinary Committee shall be arrived at consensus of the members.
- b. The decision shall be recorded and shall be announced by the Chairperson in any manner he/she may deem fit;

## SECTION E: APPEALS

- xxxvi.** Appeal by an aggrieved party against a decision, of the Disciplinary Committee shall lie to the MAB. For the appeal to be valid he/she must pay a non-refundable fee of Tanzania shillings fifty thousand (50,000=). Such appeals shall be addressed to the Chairman, FETA Ministerial Advisory Board (the Board), through FETA Principal.
- xxxvii.** Any person who was or is involved in the investigation, hearing or decision of any matter connected or otherwise associated with any particular appeal to the committee in which such matter is directly or indirectly relevant prior to the commencement of the appeal process, shall not take part in the hearing of such appeal;
- xxxviii.** When an appeal has been lodged with MAB, execution of any penalty imposed by the Disciplinary Committee shall be stayed pending the determination of such appeal;
- xxxix.** At the hearing of an appeal by MAB, the parties concerned shall be entitled to be heard. No other person in defense of or representative capacity for the aggrieved party shall be allowed to appear before the Appeal proceedings;
- xl.** In determining an appeal MAB shall have powers to confirm, vary or set aside any decision reached or, within the prescribed limits, to enhance, or to reduce or set aside any penalty imposed by the Disciplinary Committee;
- xli.** The Disciplinary Committee shall institute all proceedings and may lodge or defend any appeal before MAB.
- xl ii.** Where there is an emergency need for overt operations of security officials or Policemen amidst students in student compounds, the students' organization will be informed as soon as possible of such presence
- xl iii.** These By-Laws are not exhaustive of rules and regulations governing students conduct at the Institute and do not exclude the application of special regulations applicable in specific organs of the Institute such as the Institute Library, etc.;
- xliv.** Repeal Provision;
  - a) The 2021/2022 Regulations for General Conduct of Students are hereby repealed;
  - b) Notwithstanding the repeal of the 2021/2022 Regulations for General Conduct of Students, nothing done or continuing to be done and no pending proceedings commenced under those Regulations shall be deemed as void by virtue only of the repeal of the said Regulations and all

other regulations not expressly repealed shall continue to be in force and shall have effect as if made under these By-Laws.

**xlv. Amendments/Repeals**

The MAB may from time to time amend/repeal any of these By- Laws. Such power to amend/repeal these By-Laws may be delegated by the MAB subject to its approval to any other body subordinate to it.

**xlvi. Availability to Student**

- a) These By-Laws shall be made available to every student on arrival at the Institute.
- b) Each student will be expected to know and follow the By-Laws throughout the time she/he will be a student of the Institute.

This Prospectus can be reviewed or amended from time to time as deemed necessary and approved by the FETA management.



## **CHAPTER 10: GENERAL INFORMATION**

### **10.0 GENERAL INFORMATION**

#### **10.1 Accommodations**

The Institute provides hostel accommodation at Mbegani and Nyegezi campuses. The accommodation services follow a first come first served basis. However, female applicants from up-country will be given priority. All the same, those who will be successful will have to bring with them the following: Bed sheets, Mosquito net, Laundry & Toilet soaps and Towel.

Students accommodated at the Institute hostels must observe rules and regulations applicable to the Institute's hostels. These include, but not limited to, the strict requirement for all students to vacate their rooms and hand- over their room keys to the Warden/Matron during vacation and Industrial Practical Training periods as well as not to cook in hostels.

#### **10.2 Cafeteria Service**

The Institute has cafeteria services at Mbegani and Nyegezi Campuses, which have a sitting capacity of approximately 100 people at a time. Services provided by the cafeteria include meals for students and other customers holding seminars or meetings within the Institutes premises. In compliance with the policy of public private-partnership, the Institute has subcontracted cafeteria services to a Private Service provider for effective and efficient operation.

#### **10.3 Recreation services**

Various recreational facilities within the institute premises provide opportunity for sports and games for the students. This aims at contributing to social development of students. Such services include TV, video show and sports. There is a broad range of sports including football, basketball, volleyball, netball, swimming and athletics to mention a few.

#### **10.4 Best Students' Prizes and Awards**

##### **10.4.1 Institute Prize**

In order to promote learning competitions among students, the institute, awards prizes to the three categories of best students who have shown outstanding performance in an academic year. The following Table indicates the type of Prize offered by FETA.

S/N	Category of prize	Prize (TZS)
1.	Student with overall Exceptional academic performance in both theory and practical	120,000
2.	Student who is best in practical skills	100,000
3.	Student with Exceptional academic performance in both theory and practical in a program	50,000

## LIST OF FETA STAFFS

MBEGANI CAMPUS		ACADEMIC STAFFS	
S/N	NAME OF EMPLOYEE	QUALIFICATION	DESIGNATION / DEPARTMENT
1.	Dr. Semvua Mzighani	PhD in Molecular Biology	CEO
		MSc. in Marine Biology	Principal Tutor
2.	Ms. Eileen Nkondola	MSc in Project Management	DEPUTY PRINCIPAL ACADEMICS, RESEARCH AND PUBLICATION  Principal Tutor II
		BSc. in computing and Information Systems	
		Dip. in Fish Processing & Quality Control	
3.	Mr. Sixtus Assey	MSc. in Economics and Finance	DEPUTY PRINCIPAL PLANNING, FINANCE AND ACCOUNTS
		MBA. in Corporate Management	
		PGD. in Accounting & Finance	
		ADv. Dip. Accountancy	Accountant I
4.	Mr. Godfrey Christopher	MSc. in Natural Resource Assessment and Management	HEAD OF REGISTRATION AND STUDENTS WELFARE DEPARTMENT  Senior Tutor I
		BSc in Aquatic Environmental Science and Conservation	
5.	Mr. Grayson A. Kissai	MSc. in Public Health and Food Safety	HEAD OF ACADEMICS DEPARTMENT  Senior Tutor I
		BSc. in Food Science & Technology	
6.	Dr. Milali Machumu	PhD in Fish Ecology	HEAD OF RESEARCH, CONSULTANCY AND PUBLICATION DEPARTMENT  Principal Tutor
		MSc in Fish Ecology	
		BSc. General	
7.	Ms. Atuganile Malambugi	Msc in Fisheries	EXAMINATION OFFICER
		BSc in Fisheries and Aquaculture	Tutor II

MBEGANI CAMPUS		ACADEMIC STAFFS	
S/N	NAME OF EMPLOYEE	QUALIFICATION	DESIGNATION / DEPARTMENT
8.	Dr. Joeline Ezekiel	PhD in Earth Monitoring management systems	HEAD OF QUALITY ASSURANCE UNIT
		MSc. in Marine Sciences	
		PG Cert. in Observational Oceanography	
		BSc. in Aquaculture	
			Senior Tutor II
9	Dr. Mwanaidi Toroka	PhD in Curriculum Development	ACADEMIC DEPARTMENT
		MSc in Education	
		BSc in Education	
			Senior Tutor I
10	Deus Bwathondi	MSc in Fisheries Science	FISHING AND FISH PROCESSING UNIT
		BSc. in Aquatic Environmental Science and Conservation	
		Dip. in Fisheries Science and Technology	
			Senior Tutor II
11	Dr. Salome Shayo	PhD in Molecular Biology	ACADEMIC DEPARTMENT
		MSc in Marine Biology	
			Researcher
12	Mr. Abubakari Mbadjo	MSc. in Food Science & Technology	HEAD OF MARKETING UNIT
		BSc. in Food science & Technology	
		Accounting Technician (ATEC II)	
			Senior Tutor II
13	Mr. Nicas Mbandi	Master Unlimited (Master Mariner Class 2/1)	HEAD OF FISHING AND FISH PROCESSING UNIT
		Dip. in Masterfisherman	
			Tutor I
14	Mr. Arnold Mbunda	MSc in Food Technology	HEAD OF TRAINING PROGRAM FISH PROCESSING SUB-UNIT
		BSc. in Food Science and Technology	
		Cert. in Quality Mgt in Fish Handling and Processing	
			Senior Tutor II

MBEGANI CAMPUS		ACADEMIC STAFFS	
S/N	NAME OF EMPLOYEE	QUALIFICATION	DESIGNATION / DEPARTMENT
15	Ms. Mackrina Nombo	MSc in Food Quality Management	HEAD OF FISH AND FISH PROCESSING LABORATORY
		BSc in Food Science and Technology	Tutor II
12	Ms. Margareth Alfanie	MSc.in Entrepreneurship	FISHING AND FISH PROCESSING UNIT
		BSc. in Technology & Environmental	
		Dip. in Fish Processing & Quality Control	Principal Tutor II
13	Mussa G Mndeme	MSc in Biodiversity Conservation	FISHING AND FISH PROCESSING UNIT
		BSc in Aquatic Science and Environment Conservation	Tutor II
14	Sophia Kisuda	MSc in Marine Sciences	FISHING AND FISH PROCESSING UNIT
		BSc in Aquatic Science and Environment Conservation	Tutor II
15	Mr. Hassan Mhando	BSc. in Aquatic Environment Science and Conservation	FISHING AND FISH PROCESSING UNIT
			Tutor I
16	Mr. Philbert Katili	BSc in Marine Transportation and Logistics	HEAD OF TRAINING PROGRAM
		Diploma in Masterfisherman	MASTERFISHERMAN
		Cert. in Fisheries Science & Technology	Assistant Tutor II
17	Mr. Mussa Kayanda	MSc. in Fisheries Science	FISHING AND FISH PROCESSING UNIT
		Adv. Dip . Marine Transportation	Senior Tutor II
18	Mr. Edward Maeja	Diploma in Masterfisherman	FISHING AND FISH

MBEGANI CAMPUS		ACADEMIC STAFFS	
S/N	NAME OF EMPLOYEE	QUALIFICATION	DESIGNATION / DEPARTMENT
			PROCESSING UNIT Tutor II
19	Mr. Joshua Maagi	Dip. in Masterfisherman	FISHING AND FISH PROCESSING UNIT Tutor II
20	Ladislaus Mlagala	Diploma in Masterfisherman	FISHING AND FISH PROCESSING UNIT Tutor I
21	Emmanuel Elias	Dip. Refrigeration Engineering	FISHING AND FISH PROCESSING UNIT Tutor I
22	Emmanuel Nkukura	MSc. in Marine Science	HEAD OF AQUACULTURE TECHNOLOGY UNIT
		BSc. in Aquaculture Technology	Senior Tutor II
23	Abdulimack Kashaigiri	BSc. in Aquaculture Technology	HEAD OF TRAINING PROGRAM AQUACULTURE TECHNOLOGY
		Dip. in Fish Processing, Marketing & Quality Assurance	Tutor II
24	Mashaka Shabani	MSc in Health of Aquatic animal	AQUACULTURE TECHNOLOGY UNIT
		BSc. in Aquaculture Technology	Tutor II
25	Mariam Chupaza	MSc in Fisheries Science	AQUACULTURE TECHNOLOGY UNIT
		BSC in Aquaculture Technology	Tutor II

MBEGANI CAMPUS		ACADEMIC STAFFS	
S/N	NAME OF EMPLOYEE	QUALIFICATION	DESIGNATION / DEPARTMENT
26	Goodluck Rulagora	MSc. in Energy Engineering	HEAD OF MARINE TECHNOLOGY UNIT  Tutor II
		Postgraduate Diploma in Mechanical Engineering	
		Adv. Dip in Mechanical Engineering	
		Dip. Refrigeration Engineering	
27	Hyasint Wariro	Diploma in Fisheries Science	HEAD OF TRAINING PROGRAM MARINE TECHNOLOGY  Tutor I
28	Ramadhani Mganga	MSc. in Engineering Project Management	MARINE AND REFRIGERATION ENGINEERING  Tutor II
		BSc. in Electrical and Electronics Engineering	
29	Wajihu A. Katakweba	MSc. in Chemical Engineering	MARINE AND REFRIGERATION ENGINEERING  Tutor II
		BSc. In Chemical and Process Engineering	
30	Omar M Omar	Diploma in Marine Engineering Technology	MARINE AND REFRIGERATION ENGINEERING  Ass. Tutor II
31	Vedastus G Mashauri	Bachelor degree in Marine Engineering Technology	MARINE AND REFRIGERATION ENGINEERING  Tutor II
32	Constantine Kawawa	Diploma in Mechanical Engineering	MARINE AND REFRIGERATION ENGINEERING  Ass. Tutor II
33	Evodia Kaigalula	Diploma in Fish Processing, Quality Assurance and Marketing	FISHING AND FISH PROCESSING UNIT

MBEGANI CAMPUS		ACADEMIC STAFFS	
S/N	NAME OF EMPLOYEE	QUALIFICATION	DESIGNATION / DEPARTMENT
			Ass. Tutor II
34	Erick Damas	BSc in ICT MCD	ACADEMIC DEPARTMENT - ICT  Tutor

MBEGANI CAMPUS		SUPPORTING STAFFS	
SN	NAME	QUALIFICATIONS	CURRENT TITLE
1	Abdul Nuru Kaijage	BA HRM	ADMINISTRATION UNIT Public Administration Officer I
2	Thomas Cyprian Omolo	MBA, CPSP	PROCUREMENT UNIT Principal Supplies Officer
3	Grace M. Noah	Diploma in Procurement and Supply Management	PROCUREMENT UNIT Supplies Officer II
4	Najati Kassim	Diploma in Procurement and Supply Management	PROCUREMENT UNIT Supplies Officer II
5	Lucy Kimea	Certificate	ADMINISTRATION UNIT Office Assistant



6	Latifa Issa	STV II COA	ADMINISTRATION UNIT Principal Office Assistant
7	Henry S. Ngimba	NVTA III	ADMINISTRATION UNIT Technician I
8	Salum S. Amanzi	STV II COA	ADMINISTRATION UNIT Principal Office Assistant
9	Halfani Towa	STV II COA	ADMINISTRATION UNIT Principal Security Guard
10	Bakari Kigoro	STV II COA	ADMINISTRATION UNIT Principal Security Guard
10	Flora F. Malawa	STV II COA	ADMINISTRATION UNIT Principal Security Guard
11	Said Kimaz Mvimba	STV II COA	ADMINISTRATION UNIT Principal Security Guard
12	Abdulbastwa Ahmada	Diploma in Laboratory Technology	FISHING AND FISH PROCESSING UNIT Laboratory Technician
13	Neema J. Sembura	MDEA I, Certificate in secretarial & Diploma in Fish Processing, Quality Assurance and Marketing	FISHING AND FISH PROCESSING UNIT Office Secretary

14	Lemmy D Mkama	MDEA I and MDEA II, Certificate in secretarial & Diploma Environmental and coastal resources management	ADMINISTRATION Personal Secretary
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NYEGEZI CAMPUS		ACADEMIC STAFFS	
SN	NAME	QUALIFICATIONS	CURRENT TITLE
1	Mukama CK Ndaro	MSc. in Marine Biology	CAMPUS MANAGER Principal Fisheries Officer II
2	Peter J Masumbuko	MSc. in Aquaculture	TRAINING COORDINATOR Tutor I
3	Revocatus Chalamila	Diploma in Fisheries Science and Technology	MWANZA SOUTH CAMPUS INCHARGE Ass Fish Tech II
4	Germanus Mbeni	BSc. Information and Communication Technology	REGISTRAR/ ADMISSION OFFICER Tutor II
5	Rehema S. Mbaga	BSc. In Aquaculture Technology	EXAMINATION OFFICER Tutor II
6	Innocent Mabula	MSc. in Fisheries Science	AQUACULTURE COORDINATOR Senior Tutor
7	Khadija Mghamba	Diploma in Fisheries, Quality Assurance and Marketing	BUSSINESS SUPPORT COORDINATOR/MATRON Ass Principal Tutor

NYEGEZI CAMPUS		ACADEMIC STAFFS	
SN	NAME	QUALIFICATIONS	CURRENT TITLE
8	Louis Ottaru	Diploma in Library and Archive	PATRON Librarian Assistant II
9	Immaculata Ndalaha	BSc. in Education	Ass Principal Tutor
10	Anitha Robina	BSc. in Aquaculture Technology	Tutor II
11	Winie D Mori	MSc. in Aquaculture Technology	Tutor I
12	Elizabeth Lukindo	BSc. in Environment Planning and Management	Ass Tutor II
13	Samson M Chambili	BSc. in Food Science and Technology	Tutor II
14	Ally S Mohamed	Diploma in Fisheries Science and Technology	Ass Tutor II
15	Joackim Temu	BSc. in Aquatic Science and Fisheries	Tutor II
16	Shilya S Sonda	Diploma in Fisheries Science and Technology	Ass Tutor II
17	Remigius K Rwegasira	Diploma in Fisheries Science and Technology	Assistant Tutor II
18	Kahindi Mishamo	Diploma in Mechanical Engineering	Assistant Tutor II

NYEGEZI CAMPUS		SUPPORTING STAFFS	
S/N	NAME	QUALIFICATIONS	CURRENT TITLE
1	Leocardia M. Anselmi	Certificate	Principal Office Assistant
2	Angelina P. Nyanda	STV II COA	Mess Attendant II
3	Frank E Mbekenga	Masters in Business Administration, Ad Dip in Material Management	Senior Supplies Officer
4	Omar Idd Kingwande	BA Library, MA	Librarian II
5	Wema Alex Minja	DIPLOMA, Library	Librarian Assistant II
6	Mariam Haruni	DIPLOMA, Records Management	Assistant Record Management II

KIGOMA CAMPUS		ACADEMIC STAFFS	
SN	NAME	QUALIFICATIONS	CURRENT TITLE
1	August Shirima	MSc. in Marine Sciences	Agricultural Tutor I
2	Alex Peter	MSc. in Fisheries Science	Tutor II
3	Tigia Omar	BSc. in Fisheries and Aquaculture	Tutor II
4	Rudia Shimba	Diploma in Fish Processing, Quality Assurance and Marketing	Assistant Tutor II
5	Meshack Maguru	BSc. in Aquaculture and Technology	Tutor II
6	Emmanuel J Hamis	BSc. in Aquaculture and Technology	Tutor II
7	Ndalo Missana	BSc. in Aquaculture and Technology	Assistant Fisheries Officer II
8	Wilson M Pagi	BSc. in Aquaculture and Technology	Tutor II
9	Bakari Mwichande	BSc. in Marine Biology	Principal Fisheries Officer I

**KIGOMA CAMPUS****SUPPORTING STAFF**

SN	NAME	QUALIFICATIONS	CURRENT TITLE
1	Mwajuma Kibire	Secretarial Certificate	Personal Secretary II

**MKINDANI CAMPUS****ACADEMIC STAFFS**

SN	NAME	QUALIFICATIONS	CURRENT TITLE
1	Hamis Salehe	MSc in Aquaculture Technology	Tutor II
2	Salma Chato	BSc in Aquaculture	Assistant Tutor II
3	Victor Kaiza	MSc in Aquaculture	Agricultural Tutor II

**MIKINDANI CAMPUS****SUPPORTING STAFF**

SN	NAME	QUALIFICATIONS	CURRENT TITLE
1	Edmund Mndolwa	NVTA II	Technician

**GABIMORI CAMPUS****STAFFS**

SN	NAME	QUALIFICATIONS	CURRENT TITLE
1	Elius P Kaganda	Diploma in Aquaculture	Assistant Tutor II
2	Hashim A Tengeni	MSC in Food Science	Senior Fish Tech