

**NEWMAN INSTITUTE OF SOCIAL WORK**

P.O. Box 356 Kigoma – Tanzania. Tel: +255 75396566 / 0787 998 494



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**PROSPECTUS 2015/2016**

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***PRINCIPAL ADDRESSES OF THE INSTITUTE***

***NEWMAN INSTITUTE OF SOCIAL WORK***

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**THE DIRE CTOR**

The Chief Academic Officer

P.O. Box 356 Kigoma – Tanzania

**THE DEAN OF STUDENTS**

P.O. Box 356 Kigoma – Tanzania

**THE DEAN OF FACULTY**

P.O. Box 356 Kigoma – Tanzania

**BOARD MEMBERS OF NEWMAN INSTITUTE OF SOCIAL WORK**

1.....

2.....

3.....

4.....

# PROSPECTUS OF NEWMAN INSTITUTE OF SOCIAL WORK

## PART ONE

**b. INTRODUCTION TO NEWMAN INSTITUTE OF SOCIAL WORK** Newman Institute of Social Work was established by Brothers of Charity as a religious organization under the catholic Diocese of Kigoma.

The institute became operational in 2000. The Newman Institute of Social Work is an institution offering certificates, diplomas, courses and it plans to offer a bachelor degree in the future. THE institute has two programmes, one in the morning and another in the evening. The evening programme is for those who are working in different organizations whether private, religious or governmental or those who have other reasons of studying during evening time

The geographical location of Newman Institute of Social Work is in Kigoma Town at the Kigoma Bangwe road. This prospectus combines the certificate as well as the diploma programmes. It puts together general and specific regulations governing these two programmes.

### NISW VISION AND MISSION

#### VISION STATEMENT

To be a self sustaining, a high quality and innovative higher learning social work institution in Tanzania

#### MISSION STATEMENT

NISW fulfill a three-fold mission

- To equip social workers with high standards of knowledge and practical tools for welfare and development work, linked with care- giving, education, administration, research ,mobilizing and lobbying
- To orient, actualize and harmonize the training towards the needs of the society and the policies in place b authorities ,such as those in the field of illiteracy ,hunger and disaster relief ,environment ,poverty, health, etc.
- To be a centre promoting continued resourcing, updating and research for staff, students and partners

### 1.2 ACADEMIC PROGRAMMES OFFERED BY THE NEWMAN INSTITUTE OF SOCIAL WORK

Newman institute of social work offer three programmes

- **Certificate programme**
- **Diploma programme, and**
- **Distance programme for those who are registered for the diploma programme and who have reasons of not attending daily class sessions(The institute plans to offer a Bachelor Degree Programme in the future)**

### ADMISSION REGULATIONS

I. Certificate Candidate should possess an Ordinary secondary school certificate with a minimum of four "D"

An application fee of Tsh 1,000 for each applicant has to be paid through the institute bank account. This goes concomitantly with filling of application forms

iii) Fees once paid will not be refunded for continuing students. In extremely exceptional circumstances consideration of refund of paid fees

iv) The deadline for change of academic programme and registration for all students will be four weeks from the first date of the orientation week

v) All students that are admitted are required to conform fully to all the institute regulations

vi) If any candidate previously discontinued from institute studies will be shown to have cheated to gain

admission by credit transfer, he/she shall be discontinued from studies at this institute

Students gaining admission to this as transfer cases from accredited institutes can transfer their grades only after getting approval from the academic board.

Change of names by students after registration is not allowed. Students should register in the names that appear in their certificates. The official order of names during

registration will be; Surname, First Name(s), Middle Name(s). Where a candidate have only two names in his or her certificates, then only those two names shall be used and accordingly the second name in the list will be taken as his/her surname.

Every student is required to carry with him/her, the student identity card issued by the institute, whenever he/she visits the main campus, enter examination rooms, and attend face to face sessions. Any loss of the identity card must be reported to the dean of student, where a new card shall be issued after payment of a fee of .....  
.....TSH.

#### **a. THE INSTITUTE ORGANIZATION STRUCTURE.**

## **PART TWO**

### **3. GENERAL INFORMATION OF THE INSTITUTE**

**2.1 Catering Services**  
Catering services are provided by students themselves. The hostels facilitate the availability of infrastructure where students can stay while cooking themselves

#### **2.2 Sports and Games**

Students are engaged in sports and games wherever there is a need to do so. They sometimes participate in various football matches and other games with students from other schools/ colleges or other community groups

#### **2.3 Religious Functions**

Religious beliefs of each student are respected .The institute admits student s regardless of their culture provided it does not interfere with the set academic programmes of the institute

#### **2.4 Library services**

The institute has a library that has enough books of references .It serves all students and the staff. It also caters for the students and staff from other offices and institutions

#### **2.5 Accommodation**

In view of its core task of ensuring the quality of education the institute has found necessary to facilitate the provision of suitable accommodation to its students.However they have to pay for it.Therefore, students who can afford accommodation fees usually have special areas for hostels:

##### **Types of accommodation hostels available to students**

i) Kigoma Homecraft and Sanganigwa children Homecraft hostels allocated in Kigoma town these are for female students.

iii) Mwanga hostel, exclusively for male students found at Mwanga Area

#### **2.7 Students' Organizations**

The Students' organization is called NISO or The Newman Institute Students' Organization

LOCATION: The office of Newman Institute students organization is located at the campus of Newman institute of social work,in Kigoma Town.

Address: the permanent address of NISO is Newman institute, P.O .BOX 356 KIGOMA.

All communication and students matters are dealt with through this organization

### **PART THREE**

#### **COURSES OFFERED**

##### **3. I Basic Technician Certificate of social work**

##### **3.2 Inquiries of admission**

Candidates who possess a Certificate of Secondary Education (O'Level) with a minimum of **4 credits (four Ds)** in any Arts subjects, English language inclusive; or

##### **3.3 Ordinary Diploma in social work**

##### **3.3.1. Diploma course**

## **ADMISSION CRITERIA**

### **Direct entry:**

- a. Candidates who possess a Certificate of Secondary Education (O'Level) with a minimum of **5 credits** in any Arts subjects, English language inclusive; or
- b. Candidates with a Technician Certificate in a social work or other related social science fields, obtained from a recognized institution with at least the Lower Second Class; or
- c. Form Six (A'Level) with at least 4.5 points.

### **Mature entry:**

- a. Candidates who have a minimum of 2 years working experience in a social service organization and pass Newman Institute matriculation examinations(s) and preparatory course.

## PART FOUR

### 4. REGULATIONS GOVERNING FIELD WORK PRACTICE

- a. General Field work rules(see attachment)
  - b. Placement guidelines(see attachment)
  - c. Certificate in social work(see attachment)
- #### 4.4Diploma in social work
- a. **Block Fieldwork**Block fieldwork will take place for a 8-week period in the last semester.

This involves assessment of practical skills attained during practical training in an organization within one's field of specialized training. The student shall be required to compile and submit a report on the activities performed during the field attachment including the type of training, level of training, the skills learned, the problems tackled, the solution procedures adopted and experiences. They may also be required to investigate and/or analyze a specific problem or process in the field and submit a specific report on the same. Assessment of IPT may be guided by the following format:

S/N	Admn. No.	Name	Institute Supervisor's Report	Field Supervisor's Report	Field Report	Daily Summary	Weekly Summary	Total	Grade	Remarks
			20%	30%	25%	10%	15%	100%		

## PART FIVE

### 5. Examinations regulations

a. **Definitions of terms**  
**Semester:** a period of six months after which the student is supposed to do semester examination

**Assignments:** a written or oral work given to the student and for which marks are given periodically and totaling to 40 marks per semester

**Answer sheet:** this is a set of papers on which the student puts answers for the examination

**Question sheet;** this is a sheet on which are written examination questions

**Supplementary examination:** Any examination for those who fail to get required marks of the first examination

**The invigilator:** a person who watch over the examinee to make sure he/she follows examination ethics/regulations

**Irregularity:** any break of the examination regulations

**Cancellation :** An act of nullifying the results of the examination following irregularities observed

- b. **General examination regulations**In order to keep examinations safe and reliable, we have



*laid down the following rules to guide student's conduct during the examination sessions.*

- 1. The student will only be allowed to conduct examination if s/he has accomplished and scored minimum 20 marks of the overall course assignments.*
- 2. The student who don't seat for first examination can do special examination during the supplementary period. Student who don't seat for first and special examination will repeat the semester.*
- 3. The student who seat for supplementary or special examination will pay 20,000/= for each subject.*
- 4. The use of mobile phones is prohibited in the examinations room.*
- 5. Once the examination starts, every student will be allowed to go to the toilet only once. Student who takes normal water therapy should suspend/stop it until the end of examination period; those with other health problems should report to the invigilator before.*
- 6. At the start of the examination each student receive 1 answer sheet, 1 question sheet and 1 paper to be used for drafting the answer. No student will be allowed to use his/her own papers.*
- 7. The answer sheet has a cover page and answer papers stapled together. Students shall not remove the staples to disassemble the bundle.*
- 8. We recommend that students fit their answers to the papers provided, except the supervisor / invigilator has decided otherwise.*
- 9. The student who completes the examination submits to the invigilator the answer sheet, draft and the question paper.*
- 10. The invigilator takes the responsibilities to ensure application of these regulations in the examination room.*
- 11. Breaking any of these rules may result in cancellation of the examination for the concerned student.*
- 12. If there is any problem in the application of one or more of these rules, or any irregularity in the conduct of the examination, the invigilator should report to the Chief Academic Officer*

## **PART SIX: DEPARTMENTS**

**a. DEPARTMENT OF SOCIAL WORK**The department trains social workers who can work as frontline, direct or indirect generic practitioners to individuals, communities, and social welfare agencies including the private, public, voluntary and nongovernmental organizations .It also intended through training to develop practical and reactive professional social workers who can effectively respond to the newly emerging social problems in the contemporary societies. Moreover the department expects through its various curricula to produce graduates who can create their own employment that has capacity t respond to societal needs In view of the above, the department offers the following courses: Certificate in Social work and Diploma in social work

**b. NTA LEVEL 4: Basic Technician Certificate in Social Work**This is a one year certificate course which is a National Technical award(NTA ) Level 4 aiming at helping graduates to apply the elementary knowledge and ski in Social Work to work with individuals, families ,groups and communities.

Additionally the course aims at making graduate students to work as paraprofessional social workers under close supervision of qualified professional social workers in various social welfare agencies working in the public, private voluntary and nongovernmental organizations.

## COURSE CONTENTS

### *Semester I*

S/N	Module Name	Category	Code	Scheme of Study Hours per week				
				L	T	P	Total	Credits
1	Introduction to Social Work	Core	SWT 04101	2	2	1	5	8
2	Social Work Values & Ethical Principles	Core	SWT 04102	2	2	1	5	8
3	Communication Skills	Core	SWT 04103	1	1	2	4	7
4	Basic Computer Skills	Fundamental	SWT 04104	2	2	2	6	9
5	Fundamentals of Mental Health	Core	SWT 04105	2	1	0	3	5
6	Human Behavior in His Environment	Core	SWT 04106	2	1	1	4	6
7	Introduction to Psychology	Fundamental	SWT 04107	2	1	1	4	6
8	Basic Social Work Skills Practice	Core	SWT 04108	4	3	2	9	14
		<b>Total hrs/week</b>					<b>40</b>	
		<b>Total unit credits</b>					<b>63</b>	

### Semester II

S/N	Module Name	Category	Code	Scheme of Study Hours per week				
				L	T	P	Total	Credit
1	Basic Guidance and Counseling Skills	Core	SWT 04209	4	2	3	9	8
2	Social Welfare Services and Policy	Core	SWT 04210	4	2	3	9	8
3	Introduction to Sociology	Fundamental	SWT 04211	2	2	1	5	6
4	Development studies	Core	SWT 04212	2	2	1	5	6

5	Field Instruction	Core	SWT 04213	4	2	3	9	8
	<b>Total hrs/week</b>	Core					<b>39</b>	
	Block Fieldwork		SWT 04214			30		21
	<b>Total unit credits</b>						<b>57</b>	

**Total Credits for Basic Technician Certificate Course in Social Work is 120**

c. ORDINARY DIPLOMA IN SOCIAL WORK

This a National Technical Award Level 5 And 6 that has a purpose of enabling students to apply direct social work practice methods and principles of social case work social group work and community work so as to help individuals, different clients groups to solve their problems. In addition, the course aims at enabling the graduates to work as paraprofessional social workers under close supervision of qualified social workers in various social welfare agencies in public, private voluntary and non-governmental organizations. More than this, this course intended to enable the students to apply the gained knowledge and social skills in social practice to work with individuals, families and groups as well as mitigating problems of the society. The course consists of 22 modules.....

DURATION: TWO YEARS

YEAR ONE: NTA LEVEL 5

**Semester I**

Preparatory	Course	CATEGORY
	Pre-entry examination	Matriculation
	English course	Option
	Self study: How and why	Option

Semester I

S/N	COURSE MODULES		CODES	NOTIONAL HOURS PER WEEK			MODULE CREDITS	
				L	T	P	Hrs/week	
1	Social work profile 1	Core	SWT05101	2	2	2	6	9
2	Basic skills of social worker	Core	SWT 05102	2	2	2	6	9
3	Communication skills 1: Writing Skills	Fundamental	SWT 05103	1	1	2	4	7
4	Introduction to general							

	psychology	Fundamental	SWT 05104	4	2	2	8	11
5	Introduction to mental health	Core	SWT 05105	2	1	1	4	8
6	Basic social work skills practice I (Practicum)	Core	SWT 05106	4	2	2	8	11
7	Introduction to ICT	Fundamental	SWT 05107	1	1	2	4	6
		Total hours per week				40		
		Total semester credits						61

Semester II

S/N	COURSE MODULES	Category	CODE	NOTIONAL HOURS PER WEEK			MODULE CREDITS	
				L	T	P	Hrs/week	
1	Introduction to sociology and demography	Fundamental	SWT 05208	2	2	2		9
2	Introduction to cultural anthropology	Fundamental	SWT 05209	2	1	1	4	7
3	HIV/AIDS and community development	Fundamental	SWT 05210	2	1	1	4	7
4	Psychosocial change	Core	SWT 05211	2	2	2	6	9
5	Group dynamics	Core	SWT 05212	2	2	2	6	9
6	Communication skills 2: Presentation skills	Fundamental	SWT 05213	1	2	2	5	8
7	Basic social work skills practice II (Practicum)	Core	SWT 05214	4	2	2	8	11
		Average total hours per week				38		
		Total semester credits						59

YEAR TWO: NTA LEVEL 6

SEMESTER I

Semester I

S/N	COURSE MODULES	Category	CODES	NOTIONAL HOURS PER WEEK			MODULE CREDITS	
				L	T	P		Hrs/week
1	Lobbying and advocacy	Fundamental	SWT 06101	2	1	2	5	8
2	Education for target group	Core	SWT 06102	4	1	2	7	10
3	Guidance and counselling	Core	SWT 06103	4	1	2	7	10
4	Human being and religion	Fundamental	SWT 06104	2	0	1	3	5
5	Social work practice: Different approaches	Core	SWT 06105	4	1	2	7	10
6	Intermediate ICT	Fundamental	SWT 06106	2	0	2	4	6
7	Social entrepreneurship	Fundamental	SWT 06107	2	1	1	4	6
8	Social policy and law	Core	SWT06108	4	1	0	5	8
Total hours per week				42				
Total semester credits							63	

Semester II

S/N	COURSE MODULES	Category	CODES	NOTIONAL HOURS PER WEEK			MODULE CREDITS	
				L	T	P		Hrs/week
1	Field Instruction	Core	SWT 06201	4	2	4	10	10
2	Research project	Fundamental	SWT 06202	0	0	8	8	8
3	Research	Core	SWT 06203	4	2	4	10	10

4 Governance, politics and

	society	Fundamental	SWT 06204	6	1	1	4	8
		Total hrs per week					36	
5	Block field work		Core	SWT 06205		30		21
		Total semester credits					57	

TOTAL PROGRAM CREDITS DIPLOMA: 240

## 6.2 Computation of Course Credits

A credit is a value awarded as evidence of a learning achievement. As per NACTE guidelines 1credit = 10 notional hours. The computation of credits per module per study week is summarized in the table below:

### Semester I

S/N	COURSE MODULES	CODES	NOTIONAL HOURS PER WEEK			MODULE CREDITS		
			L	T	P	Hrs/week		
1	Developmental psychology	SWO 06101	2	1	1	4	6	
2	Human being and religion	SWO 06102	2	1	1	4	6	
3	Social work and target groups	SWO 06103	2	1	1	4	6	
4	Social work practice	SWO 06104	2	2	3	7	11	
5	Social welfare, services and policy	SWO 06105	2	2	2	6	9	
6	Research methods	SWO 06106	2	2	2	6	9	
7	Intermediate ICT	SWO 06107	2	2	3	7	11	
			<b>Total hours per week</b>			<b>38</b>		
			<b>Total semester credits</b>			<b>58</b>		

## 13. DESCRIPTION OF THE NISW ASSESSMENT SYSTEM

### a. MOTIVATION AND RATIONALE BEHIND NISW ASSESSMENT FOR THE NISW

NISW takes great concern for the assessment of the learning process of the student. When the student joins the social work program, s/he does not just attend training; s/he starts an individual learning process whose outcomes are the widening of his/her insights, the sharpening of his view on the world and people, and the acquisition of a number of skills that will inspire, motivate, support and challenge his/her own person. We believe that the "person" of a social worker is the key tool at his/her disposal to bring about any intended change with the client or target group.

Our assessment of the learner reflects an integral and progressive evaluation of the person of the student, in the mirror of acquired competences, individual values and convictions, and behavioral patterns.

NISW also strives for a fair balance between the assessment of theory and practice. Social work is a practical profession, so that due weight is given to the assessment of the student's skills and attitudes during the practical sessions.

**b. OBJECTIVES OF ASSESSMENT** The main objective of assessment is to set a comprehensive system of measuring the achievement of the learning outcomes. It provides a yardstick for which the expected outcomes and benchmarking items are evaluated. This aspect has two major components, one for measuring performance and achievement while the other for evaluating the achievement of the goal as well as ascertaining whether the teaching and learning processes are efficiently and adequately carried out.

**c. PRINCIPLES OF ASSESSMENT** Principally, assessment will:

- a. Reflect the aims and objectives of the overall program.
- b. Be designed to assist student learning, in particular their development as self-directed learners and the acquisition of essential competences.
- c. Be varied, to facilitate motivation and in recognition of the need to adopt approaches which enable students to demonstrate that they have fulfilled learning objectives.
- d. Reflect progression through studying modules and semesters, with increasingly more complex assessment methods being associated with higher order skills.

**e. ASSESSMENT METHODS** The Institute will use a range of methods to assess students' performance as provided in the quality assurance tool. The balance between classroom theory teaching and practical fieldwork will comply with NACTE assessment procedures. The following activities form the assessment structure of the certificate program.

#### 7.4.1 Conduct and Administration of Continuous Assessment (CA)

The intention of Continuous Assessment is to measure the theoretical ability and practical performance of students during the learning process. There shall be a minimum of one (1) knowledge test for each module during a semester that will be administered and supervised by module facilitator(s) for duration of two (2) hours and where applicable a number of Skill/Practical Tests which will be administered and supervised by the same. CA methods shall assess some of the tasks stipulated under Assessment Criteria and Instruments for each module. The following assessment methods will be used when conducting Continuous Assessment component:

##### a) Assignments

The aim of assignments is to reinforce the learning process by involving the participation of the students in finding the solution to a given question or problem which require decision-making. They include tasks given to students *apart from* written tests and examination, e.g. case study so as to enhance self-development. Assignments may be administered in a form of written work or practical exercises that are done individually or in a group. The required number of assignments and assessment instruments in a semester will be indicated under each module.

**i. Knowledge Test** The intention of a knowledge test is to measure the theoretical ability of a learner and evaluate performance in written work.

**iii. Skills Test/Social Work Skills Practice** The intention of skill test is to measure the practical capability of learners through actual doing of a particular task or skill; which may be done individually or in groups. It generally reinforces the learning process and develops the learners' practical abilities.

**iv. Visits/Observation of Performances** *The students shall visit the social services institutions to observe the clients and learn the how the services is delivery to the population. The learner shall observe the services, ask questions to clients and to the organization and finally the learner shall write a report of the visit. This shall require a learner to gather source material him/herself, involving a written submission of work marked and commented upon by a module tutor and/or independent assessor, plus an oral presentation which will also be assessed.*

##### e) End of Semester Examinations

**Semester Examinations (SE) shall be administered and conducted by the NISW under supervision of the Principal. The Principal shall be** responsible to ensure that the end of semester examinations is conducted according to NISW examinations procedures, guidelines and regulations, as approved by NACTE. The end of semester examinations shall assess all tasks which were not assessed during conduct of Continuous Assessment (CA) by adhering to the following as some of the assessment regulations:

- a. Each module taught in a semester will be examined separately at the end of semester.
- b. A candidate will be eligible for the end of semester examination if s/he has successfully passed continuous assessments for each module.
- c. A student who fails to attain 50% of continuous assessment for each core modules shall not be allowed to sit for semester examination.
- d. A student who did not sit for the semester examination for any module due to acceptable reason(s), shall have to do the examination for that module before progressing towards next semester.
- e. A student who attains GPA of minimum of 2.0 or above should be allowed to supplement the failed module once not later than four weeks after publication of results.
- f. A student who fails semester examination with GPA less than 2.0 should be discontinued from the program.
- g. A student who fails any core module after supplementary examination shall be discontinued from studies. A failed student may re-apply to join the program and re-sit the module(s) when next offered.
- h. Any score after supplementary examination shall be counted at 50% regardless the actual score.
- i. A student who fails the semester examination for any non-core module after supplementary examination shall be allowed to carry it over to the subsequent semester.

- j. Students will be allowed to progress towards the next semester if she/he has passed all semester examinations for each module.
- k. A candidate who falls seriously sick just before or during end of semester examinations or is hospitalized will be allowed to write the examinations when s/he has recovered from the illness, when next offered.
- l. A candidate who feels unable to attempt end of semester examination for any module for any reason, should present his case in writing four weeks before the date of end of semester examination to the head of an institution for consideration.
- m. A candidate will be deemed to have passed the end of semester examination if she/he achieves a minimum of 50% of the set marks for

both theory and practical/oral or the aggregates of continuous assessment and end of semester examination for each core module.

#### 7.4.2. Examination Components Contribution

Contribution of every component of the assessment to the final mark shall be specified under each module in Module Descriptions Chapter.

#### 7.4.3. Examination Appeals

The appeal of candidate, who has not satisfied the examiners, should follow the process described in the assessment/examination regulations of the NISW as approved by the Board of Trustees and copied to NACTE.

#### 7.4.4. Score Ranges and Grading System

Marks will be awarded out of 100 percent. The marks so obtained from different assessment components will be clustered and graded as follows:

S/N	SCORE RANGE	GRADE	DEFINITION
1.	80 – 100	A	Excellent
2.	65 – 79	B	Good
3.	50 – 64	C	Average (Satisfactory)
4.	40 – 49	D	Poor
5.	0 – 39	F	Failure
6.	–	I	Incomplete
7.	0	Q	Disqualification

#### 7.4.5. Grade Point Average Computation

For examinations conducted by the NISW results will be computed as follows:-

- i. A cumulative grade point average (CGPA) for each candidate shall be computed by dividing the total number of grade points earned for all modules by the total number of credits for the award examined.

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

*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.

- (b) The Grade Point Average (GPA) shall be computed and truncated to single decimal point.

#### 7.4.6. Award Classification

- (a) Grades for the different score ranges are assigned points as follows (for NTA Level 5):

- A 4
- B 3
- C 2
- D 1
- F 0

- (b) The Grade Point Average (GPA) shall be computed from Credits and grade weights and classified as shown below:

CLASS OF AWARD	CUMMULATIVE GPA
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First Class	3.5 - 4.0
Second Class	3.0 - 3.4
Pass	b. - 2.9

c. Students shall be declared qualified after successful completion of all modules prescribed for this level; and obtaining a minimum Cumulative Grade Point of 2.0 to be allowed to join NTA level 6 (GPA).

d. C or higher grade shall be a pass in all modules.

e. A student who fails to complete the course is given Incomplete Grade ("I") due to acceptable reasons approved by the institution.

f. Disqualified ("Q") is awarded to a student who is guilty of examination irregularities.

**g. Examinations regulations for semester examinations** *In order to keep examinations safe and reliable, we have laid down the following rules to guide student's conduct during the examination sessions.*

14. *The student will only be allowed to conduct examination if s/he has accomplished and scored minimum 20 marks of the overall course assignments.*
2. *The student who don't seat for first examination can do special examination during the supplementary period. Student who don't seat for first and special examination will repeat the semester.*
3. *The student who seat for supplementary or special examination will pay 20,000/= for each subject.*
4. *The use of mobile phones is prohibited in the examinations room.*
5. *Once the examination starts, every student will be allowed to go to the toilet only once. Student who takes normal water therapy should suspend/stop it until the end of examination period; those with other health problems should report to the invigilator before.*
6. *At the start of the examination each student receive 1 answer sheet, 1 question sheet and 1 paper to be used for drafting the answer. No student will be allowed to use his/her own papers.*
7. *The answer sheet has a cover page and answer papers stapled together. Students shall not remove the staples to disassemble the bundle.*
8. *We recommend that students fit their answers to the papers provided, except the supervisor / invigilator has decided otherwise.*
9. *The student who completes the examination submits to the invigilator the answer sheet, draft and the question paper.*
10. *The invigilator takes the responsibilities to ensure application of these regulations in the examination room.*
11. *Breaking any of these rules may result in cancellation of the examination for the concerned student.*
12. *If there is any problem in the application of one or more of these rules, or any irregularity in the conduct of the examination, the invigilator should report to the Chief Academic Officer*

**a. Appeals against examination results**

**The appeal of candidate, who has not satisfied the examiners, should follow the process described in the assessment/examination regulations of the NISW as approved by the Board of Trustees and copied to NACTE.**

**b. Institute examinations organs and responsibilities APPENDIX A**

List of senior administrative and academic staff

13. Bro
2. Human Resource Manager: Mr Nicholaus Mmbaga
3. Academic Master: Mr Jacob Tunga
4. Dean of Student : Ms Ruth Kilezu

**i. certificate level Tsh 800,000/= per year**

**ii. Diploma Level Tsh 950,000/= per year**

**a. Issuing of certificates and transcripts** Certificates and transcripts will be issued to the students who will have passed all exams and who have no debts in terms of school fees and other materials if any

**b. Loss of certificate** Any loss of certificates must be reported to the relevant authorities and to the institute so as to take other appropriate measures to ensure that

another certifying document may be issued

**c. Institute Academic Calendar 2015/2016 .....**