



RUNGWE

International College of Business and Entrepreneurship Development

RICOBED

PROSPECTUS

2016-2017 Academic Year



Produced by Principal,

**Rungwe International College of Business &
Entrepreneurship Development (RICOBED)
Mwambenja Avenue, Katumba
Box 564
Tukuyu
Mbeya**



College Contacts,Address and E-Mails

Physical Address

Rungwe International College of Business &
Entrepreneurship Development (RICOBED)
Mwambenja Avenue, Katumba
Box 564
Tukuyu
Mbeya

Phones Contacts

Tel: +255 25 2664
Cell 1: +255 754803286
Cell 2:+255 716020378
Cell 3: +255 763 788088

Website and Emails

Web: www.ww.ricobed.ac.tz
Blog: www.rungwecollege.wix.com/ricobed
General inquires, info@ricobed.ac.tz
directorricobed@gmail.com
Admission: admission@ricobed.ac.tz
Results: examination@recobed.ac.tz
Sports: sports@ricobed.ac.tz

Coordinator of Studies (COS)

Mr. Jonas William
Cell 1:+255 756373101
Email: cos@ricobed.ac.tz

Outreach Program and Quality Assurance Coordinator

Mr. Mallya, Charles Godfrey
Cell 1:+255 754 807 861
Cell 2: +255 718 818 789

Principal

Mr. Samsom Mkisi
Cell 1:+255 715327942
Cell 2:+255 753889495
Email: principal@ricobed.ac.tz

Dean of student(s) Service (DSS)

Mr. Jofrey Andrea

Cell 1:+255 755911443
Email: dean@ricobed.ac.tz

ABBREVIATION

ACSEE	ADVANCED CERTIFICATE OF SECONDARY EDUCATION EXAMINATION
ADLS	ADVANCED DIPLOMA IN LABOR STUDIES
BA	BACHELOR OF ARTS
BAED	BACHELOR OF ARTS WITH EDUCATION
B.Com	BACHELOR OF COMMERCE
BED	BACHELOR OF EDUCATION
BEE	EXTERNAL EXAMINERS COMMITTEE
BMG	BUSINESS AND MANAGEMENT
B.Sc	BACHELOR OF SCIENCE
BTC	BASIC TECHNICIAN CERTIFICATE
BTCPS	BASIC TECHNICIAN CERTIFICATE IN PROCUREMENT AND SUPPLY
CAB	COLLEGE ACADEMIC BOARD
CAS	CENTRAL ADMISSION SYSTEM
CEO	CHIEF EXECUTIVE OFFICER
CPA-T	CERTIFIED PUBLIC ACCOUNTANT OF TANZANIA
CSEE	CERTIFICATE OF SECONDARY EDUCATION EXAMINATION
CEO	CHIEF EXECUTIVE OFFICER
CIPS	CHARTERED INSTITUTE OF PROCUREMENT AND SUPPLY
CBE	COLLEGE OF BUSINESS EDUCATION
COS	COORDINATOR OF STUDIES
DA	DIPLOMA IN ACCOUNTANCY
DPS	DEPARTMENT OF PROCUREMENT AND SUPPLY
DSS	DEAN OF STUDENT SERVICES
EEC	EXTERNAL EXAMINERS COMMITTEE
ESE	END OF SEMESTER EXAMINATION
ESFE	END OF SEMESTER FINAL EXAMINATION
GB	GOVERNING BOARD

GPA	GRADE POINT AVERAGE
ICT	INFORMATION AND COMMUNICATION TECHNOLOGY
IEC	INTERNAL EXAMINERS COMMITTEE
IFM	INSTITUTE OF FINANCE MANAGEMENT
ISW	INSTITUTE OF SOCIAL WORK
LLB	BACHELOR OF LAWS
MAED	MASTERS OF ARTS IN EDUCATION
MBA	MASTERS OF BUSINESS ADMINISTRATION
MCED	MASTERS OF COMMUNITY AND ECONOMIC DEVELOPMENT
MEC	MANAGEMENT EXECUTIVE COMMITTEE
MEMART	MEMORANDUM AND ARTICLES OF ASSOCIATION
MOEVT	MINISTRY OF EDUCATION AND VOCATIONAL EDUCATION
NACTE	NATIONAL COUNCIL FOR TECHNICAL EDUCATION
NECTA	NATIONAL EXAMINATION COUNCIL OF TANZANIA
NOAS	NACTE ONLINE ADMISSION SYSTEM
NTA	NATIONAL TRAINING AWARD
NVTA	NATIONAL VOCATIONAL TRAINING AWARD
OD	ORDINARY DIPLOMA
ODPS	ORDINARY DIPLOMA IN PROCUREMENT AND SUPPLY
OUT	OPEN UNIVERSITY OF TANZANIA
PGDMA	POSTGRADUATE DIPLOMA IN MEDIATION AND ARBITRATION
PFAC	PLANNING FINANCE AND ADMINISTRATION COMMITTEE
PPA	PUBLIC PROCUREMENT ACT
PS	PROCUREMENT AND SUPPLY
PSPTB	PROCUREMENT AND SUPPLIES PROFESSIONALS AND TECHNICIAN BOARD
PSTC	PROCUREMENT AND SUPPLY TECHNICIAN CERTIFICATE
RICOBED	RUNGWE COLLEGE OF BUSINESS AND ENTREPRENEURSHIP DEVELOPMENT RUNGWE COLLEGE OF BUSINESS AND ENTREPRENEURSHIP DEVELOPMENT
RICOBEDSO	STUDENTS' ORGANIZATION

SDAC	STUDENT DISCIPLINARY APPEAL COMMITTEE
SDC	STUDENT DISCIPLINARY COMMITTEE
TC	TECHNICIAN CERTIFICATE
TCU	TANZANIA COMMISSION FOR UNIVERSITIES
TIA	TANZANIA INSTITUTE OF ACCOUNTANCY
UDSM	UNIVERSITY OF DAR ES SALAAM
VETA	VOCATIONAL EDUCATION AND TRAINING AUTHORITY

Executive summary

Rungwe College Of Business and Entrepreneurship Development (RICOBED) is a post-secondary and non-university technical education and training institution established in 2013 to offer National Training Award (NTA) level 4,5, and 6 in Accountancy, Business Administration and Procurement and Supply to graduates of O'Level and A 'level secondary school leavers. The college is located in Mwambenja Avenue-Katumba ward, Tukuyu town of Rungwe District in Mbeya Region-a southern highland of Tanzania in East Africa.

Like in many other developing countries the provision of technical education and training in Tanzania is of paramount important and one of the essential pre-conditions for economic growth and development. A strong technical education and training system provides individuals with the skills required to become productive and in turn, contribute to the economy. Increasing access to the post-secondary and non-university technical education training, the government has broadened participation base through encouraging the private sector to support the government on provision of tertiary technical education and training.

RICOBED has been established to support the Government effort in the provision of technical education in the country. To ensure quality and national recognition of training programmes offered, the college has been registered by the National Council for Technical Education (NACTE) with registration number BMG/019P. In addition, the college uses NACTE curriculum in teaching of all NTA program. The primary objective of adopting NACTE curriculum is a guarantee that our learners are being trained on the national standard and the government requirement. This synergy has made our student gaining easy access to higher education institution such as Universities and institution that offering bachelor degree.

This prospectus contained useful information on our program, the management, program structure, and examination regulation student's bylaws, etc all of which assist our leaner in the whole process of teaching and learning at RICOBED. The college environment is highly suitable for learning. We also provide a fulltime learning support to our student to ensure both teaching and learning is enjoyable.

Acting Principal (RICOBED)

TABLE OF CONTENTS

CHAPTER ONE	10
1.1 Introduction	10
1.2 Vision	10
1.3Mission	10
1.4 Objective of the College.....	10
1.5Our Values.....	11
CHAPTER TWO	13
2.0 Management of the College	13
2.1 The Governing Board.....	13
2.2 Composition of the Governing Board	15
2.3 College Academic Board.....	15
2.3.1 Composition of College Academic Board.....	17
2.4.0 Planning Finance and Administration Committee (PFAC).....	17
2.4.1 Composition of the Finance and Administration Committee (PFAC).....	18
2.5 Management of the College	19
2.4.1 Composition of the Management Executive Committee	19
2.6.1 Members of the Academic Department.....	20
2.7.0 None Academic Staff	20
2.8.0 Management Organization Structure.....	21
CHAPTER THREE	22
3.0 Academic Programs Offered the College.....	22
3.1 Program overview	22
3.2 Programme Objectives	22
3.3 Admission Requirements to all programme	23
(a) NTA Level 4 (9months).....	23
(b) NTA Level 5/Technician certificate (9months).....	23
(c) NTA Level 6/Ordinary Diploma (9months)	23
3.4 Enrolment	23
3.5 Applications	24

3.6 Student Registration Requirement	24
3.7 Medium of Instruction	24
3.8 Admission Rules and Regulations	25
3.9 Transfer from other technical institution.....	25
3.9.1 Student hand book.....	26
CHAPTER FOUR	27
4.0 Programme Structure.....	27
4.1 NTA Level 4.....	27
3.2 Overall Structure	27
4.3 Modules of the Programme	27
4.4 Fundamental Modules	27
4.5 Core Modules	27
4.6 Module Coding.....	28
4.7 Distribution of Modules in the semester	28
4.8 Assessment	29
4.9 Grading System	30
4.9.1 Computation of Grade Point Average (GPA)	30
4.9.2 Classification of Awards	30
CHAPTER 5	32
5.0 NTA Level 5.....	32
5.1 Programme Structure.....	32
5.3 Modules of the Programme	32
5.4 Fundamental Module.....	32
5.5 Core Modules	32
5.6 Module Coding.....	33
5.7 Distribution of module in the Semesters	33
5.8 Assessment	35
5.9 Grading System for NTA Level 5.....	35
5.9.1 Computation of Grade Point Average (GPA)	35

4.9.2 Classification of Awards.....	36
CHAPTER 6	37
5.0 NTA Level 6.....	37
5.2 Overall Structure	37
5.3 Module of the Programme.....	37
5.4 Fundamental Module.....	37
5.5 Core Modules	37
5.5 Module Coding.....	38
5.6 Distribution of Modules in the semesters.....	38
5.7 Assessment	40
5.8 Grading System	40
5.8.1 Computation of Grade Point Average (GPA)	40
5.8.2 Classification of Awards	41
APPENDICES	42
Appendices 1: Library Rules	42
Appendices 2: Examination Regulations	46
Instructions to Candidates	49
Notes to Invigilators	50
Eligibility for Finals / Supplementary Examination.....	53
Repeating a Course.....	54
Examination Irregularities.....	54
Appeals Procedure.....	55
Evaluation.....	55
Marking, Grading and Classification of Awards.....	56
Examination Marking Process and Results	58
College Academic Board.....	58
External Examiners Committee.....	58
Appendices 3: Student By-Laws	60
Preamble	60
Objectives	60
Citation and Scope of Application	61

Interpretation	62
Inconveniencing other RICOBED member	62
Safety at the College.....	63
Visitors	63
Provisions Relating to Illness and Cafeteria.....	63
Disciplinary Offences	64
Student’s Disciplinary Committee	67
Students Disciplinary Appeals Committee.....	71
First Schedule Offences and Penalties	74
Appendices 4: Fees Structure For 2016-2017 Academic Year	76

CHAPTER ONE

1.1 Introduction

Rungwe College of Business and Entrepreneurship Development (RICOBED) is private legal entity of higher learning limited by guarantee. The RICOBED 2013 Memorandum and Articles of Association (MEMART) provide for its establishment. The objective of establishing RICOBED is The to conduct training for the advancement of community for higher and further education leading to the award of Certificate, Diploma and Degrees (or other appropriate qualifications) in field of Accountancy, Business Administration, Procurement and Supplies and entrepreneurship development. The college will admit and conduct training on NTA level 4, 5, and 6 in the Procurement and Supply only. Other programs willbe fully available in 2017/2018 academic year.

1.2 Vision

The College aspires to take the leading role in providing high quality educational programmes for learning to the students

1.3 Mission

Greater community access to higher and technical education by increasing opportunities for both international and national students

1.4 Objective of the College

- (i) The to conduct training for the advancement of community for higher and further education leading to NTA award of Accountancy, Business Administration, Procurement and Supplies and entrepreneurship development including, in particular and without prejudice to the generality of the foregoing.
- (ii) To provide, on such terms as the College shall think fit, and to admit students to facilities for and to promote instruction study training and research both full-time and part-time having regard to the educational and training needs of the public.
- (iii) To assess the performance of persons by examinations and by other means;

- (iv) To provide, upon such terms as the College shall think fit, such libraries, teaching rooms, museums, laboratories and workshops, galleries, club rooms, premises for sports, playing fields, refectories and residential accommodation and such furniture, fixtures, apparatus, equipment, books, publications and other things as are suitable or convenient for any purposes of the College .
- (v) On the grounds of examination or study or research or other evidence of achievement or as recognition of service to the College or as a mark of distinction and respect to grant to persons approved by the College such Degrees, Honorary Degrees, Diplomas, Licences, Certificates, Credits, Academic Distinctions or Awards as the College may think fit and to withhold or withdraw the same if the College shall consider that there are good grounds for such withholding or withdrawal.
- (vi) To participate as the College may think fit in any arrangements made with any College or institute of higher education or with any other body having the appropriate powers whereby Students of the College may become qualified to receive any Degrees or other academic qualifications of such other body.
- (vii) To establish such relationships with other Colleges, universities or other educational institutions or any other body as may be thought desirable or expedient, including the recognition of course or parts of courses of or taught at such other universities and educational institutions and other bodies as leading to Awards or Credits of the College.

1.5 Our Values

The values that are fundamental to the college identity provide the foundation for its practices.

- **Value for excellence:** The search for excellence is the climax of our endeavors
- **Value for learning:** Learning and community satisfaction are measures of success
- **Value for freedom of expression:** A respectful environment for exchange of ideas, discovery, innovation and community responsibility
- **Value for community studies:** We engage in reflective research through sponsorship of discovery and teaching

- **Value for accountability:**We are accountable to our students, to each other and to the public

CHAPTER TWO

2.0 Management of the College

RICOBED organizational structure is a means for attaining objectives of the college. The structure entails reporting hierarchy, clearly defined roles and responsibilities in a form of job descriptions, organization, and charter of the Governing Board and working relationship. The structure to be followed has in addition:

- (i). Well defined authority and reporting procedures,
- (ii). Clearly defined job titles,
- (iii). Articulated policies and regulations,
- (iv). Specific job duties and instructions,

2.1 The Governing Board

The Governing Board of Rungwe International College of Business and Entrepreneurship Development Ltd are the Guarantors for the RICOBED and is charged to oversight of the funding, strategic direction and management of the College in addition to ensuring that the College continues to meet its legal, regulatory, financial and social obligations and responsibilities. This is a formally constituted governing body, which includes independent members, that exercises competent governance oversight of, and is accountable for all the requirements for education operations including accountability for the award of NTA qualifications, and for continuing to meet the requirements of the National Council for Technical Education (NACTE) standards framework, professional bodies, and for the representation of the College

The functions of the Governing Board are to:

- (i). To provide facility for the study, and human resource capital for the establishment of the college.
- (ii). Set the mission and strategic goals and objectives of the College
- (iii). Approve and monitor the implementation of the College's plans and financial forecasts and ensures the College maintains financial viability and has sufficient funds for its ongoing Operations.

- (iv). Oversee and monitor the assessment and management of risk and ensure the College has strategies to mitigate risks that may eventuate;
- (v). Oversee and review the management and performance of the College.
- (vi). Establish and maintain College Academic Board to oversee the academic governance of the College including assuring the quality of education offered are in line with the college quality assurance policy, authorities and professional bodies.
- (vii). Determine a Quality Assurance Framework to guide the College and approve policies and procedures for the quality assurance of the College's operations consistent with legal and regulatory requirements and corporate social responsibility
- (viii). Award qualifications on recommendation of the College Academic Board.
- (ix). Appoint the Principal who will act as CEO of the College and monitor his/her performance
- (x). Appoint the Secretary of the company
- (xi). Appoint the external auditor(s) for the company
- (xii). Ensure the College meets its statutory obligations including but not limited to, the Companies Act, National Council for Technical Education, Tanzania Revenue Authority, National Social Security and Protection ACT, and Employment and Labor Relations ACT.
- (xiii). Implement an appropriate, documented, observed and regularly reviewed system of delegations to ensure the effective discharge of these functions
- (xiv). The governing board is the final appeal body of the college. Two-thirds of the members constitute a quorum to convene a meeting **if and only if** the chairman and the secretary are present, other members may have a representative.

Considering the development of the academic activities of the College and the resources needed to support, and for advising the Principal and the Governing Board thereon; the Governing Board delegates all academic issues of the college to the College Academic Board (CAB) which shall be recommending organ to the board.

2.2 Composition of the Governing Board

Dr. Mwambene, Pius
PhD, Msc, Bsc)

Chairman

Dr. Henry Chalu
PhD, MBA, Bcom

Vice Chairman

Dr. Vicensia Shule
PhD (Austria), MA

Member

Mr. Exaut Julius
MBA, Bcom, CPA-T

Member

Mrs. Sophia Charles
MBA, Bcom, CPA-T

Member

Mr. Samson M. Mkisi
MBA, BA

Secretary

Advocate. Benjamin Mwakagamba

2.3 College Academic Board(CAB)

The College Academic Board (CAB) is the principal academic body of the College, responsible for establishing and maintaining the highest standards in teaching and learning and research in the college. The Academic Board is charged with overseeing the College's academic policies, practices and courses and ensuring they are of the highest quality and serve the interests of our stakeholders. CAB is the primary advisory body of the college on academic matters.

Responsibilities of the College Academic Board

- a) To act as the guardian of academic quality, ensure quality in academic standards, enhancement of academic policies procedure and practices and to provide a forum for debate over academic policy directions.
- b) To recommend to the Governing Board on removal of internal and external examiners, policies and procedures for assessment and examination of the academic performance of Students;

- c) To recommend to the board upon dismissal or discontinuation or exclusion of Student(s) for academic reasons.
- d) Monitor, evaluate and reviewing various policy instruments from time to time and suggest recommended best practice.
- e) Advising on such other matters as the Advisory Board or the Principal may refer to the Governing Board.
- f) Monitor and supervises conduct of continuous assessment and examinations.
- g) Release of examination results
- h) Discuss and deliberate on examinations grievance or appeals
- i) To make consideration of any matter relating to the teaching, learning, research or other academic activity, and approve such matters or advise the governing board and the principal as delegated to it.
- j) Maintaining academic standards and promoting academic quality improvement.
- k) To consider and advise the governing board upon all academic matters and questions affecting the educational policy of the College, the organization of teaching, examining, research, and courses of instruction, including the following;
 - (i) Matters concerning academic co-operation between the College and any other body;
 - (ii) Appointments of CAB Chair and the Vice Chair
- l) Establishing internal academic monitoring and quality assurance mechanisms.
- m) To consider and advise the Governing Board upon conditions and tenure of appointment of Members of the Academic Staff.
- n) To discharge such other duties and functions connected with the Governing board as the Board may from time to time assign to it.
- o) To elect and nominate as and when necessary Members to the CAB in accordance with CAB Rules and Regulations
- p) To recommend to the Governing Board the award of certificates, diploma and degrees of the college to qualified candidate.

2.3.1 Composition of College Academic Board

<i>Dr. Gwamaka Moses</i> PhD, Msc, Bsc	<i>Chairman</i>
<i>Mr. Frank Mbunda</i> MA, BED	<i>Member</i>
<i>Mr. Daniel Chota</i> MCED, Bsc.Ed	<i>Member</i>
<i>Mr. Sadick Mkakile</i> MBA, Bcom, CPA-T	<i>Member</i>
<i>Mr. Samson Mkisi</i> MBA, BA	<i>Secretary</i>

2.4.0 Planning Finance and Administration Committee (PFAC)

The role of the Finance Planning and Administration Committee (PFAC) is to ensure that the fiduciary responsibilities of the College are being maintained and that those policies and procedures are in place to safeguard college assets. The committee accomplishes its' role through oversight of the college fiscal controls and human resource policies. To approve personnel policies, compliance policies, technology upgrades, risk management plans and other duties as delegated to it by the Governing Board.

Responsibilities

- (i) To recommend for approval by the Governing Board, the annual budget and fees charged to college.
- (ii) Oversight of the annual operating plan and budget development, including recommendations to the Governing Board for approval of operating budgets.
- (iii) Oversight of accounting practice related to budget development, general operations and ensuring compliance with all applicable reporting requirements.

- (iv) To ensure that policies are in place to provide adequate operating serves in times of need.
- (v) To ensure that the college adheres to and complies with all laws and regulations including compliance to bylaws and board policies.
- (vi) Ensuring accurate and timely reports to the board on all administrative and financial issues.
- (vii) Oversight of personnel and compensation policies.
- (viii) Provide oversight of ICT functions and to review and recommend upgrades to technology systems as appropriate to provide efficient services to internal staff and the students.
- (ix) To ensure that policies and procedures are in placeto protect the college, staff from undue risk.
- (x) To review and consult on appropriate insurance coverage for the college and all of its affiliated operations.
- (xi) To further ensure that sufficient business resumption policies and procedures are in place that will aid facilitating resumption of operations (within a reasonable timeframe) in the event of a disaster.

2.4.1 Composition of the Finance and Administration Committee (PFAC)

<i>Mr. Densdedit Sinda</i>	<i>Chairman</i>
Diploma in Accountancy, CPA –T	
<i>Mr. Abel Mwamwaja</i>	<i>Member</i>
ADLS, PGDMA	
<i>Mr. Musa Shabani Ally</i>	<i>Member</i>
MA.ED, Bed	
<i>Mr. Athman Chota</i>	<i>Member</i>
MCED, Bsc. Ed	
Mr. Samson M. Mkisi	Secretary
MBA, BA	

2.5 Management of the College

The management of the college is headed by the Principal who is the Chief Executive Officer (CEO) of RICOBED. The Principal is appointed by the Governing Board. The Chief Executive Officer (CEO) is responsible for the efficient conduct of the College's business. To assist in this regard the CEO convenes and chairs the Management Executive Committee. MEC assists the CEO in the day-to-day running of the College and implementation of the College's plans.

Functions of the Management Executive Committee

The functions of the Management Executive Committee are to:

- (i). Exercise an executive decision-making and coordination role in relation to College business;
- (ii). Works to implement the decisions of the Governing Board and provide day to day leadership of the college and report on operations of the college to the Governing Board
- (iii). Implement policies and procedures to enable the efficient running of the College;
- (iv). Implement the College's plans;
- (v). Ensure that the College maintains a quality assured teaching and learning environment for all students, stakeholders, staff and community.

2.5.1 Composition of the Management Executive Committee

Principal	<i>Vacant</i>
Acting Principal	Samson Mzee Mkisi MBA, BA
Coordinator of Studies	Jonas William B.A (Procurement & Logistic)
Dean of Student Services	Jofrey Andrea B.A (Procurement & Logistic)

Accountant Mbonile Jacob
Bcom (Accounting)

Administrator *Vacant*

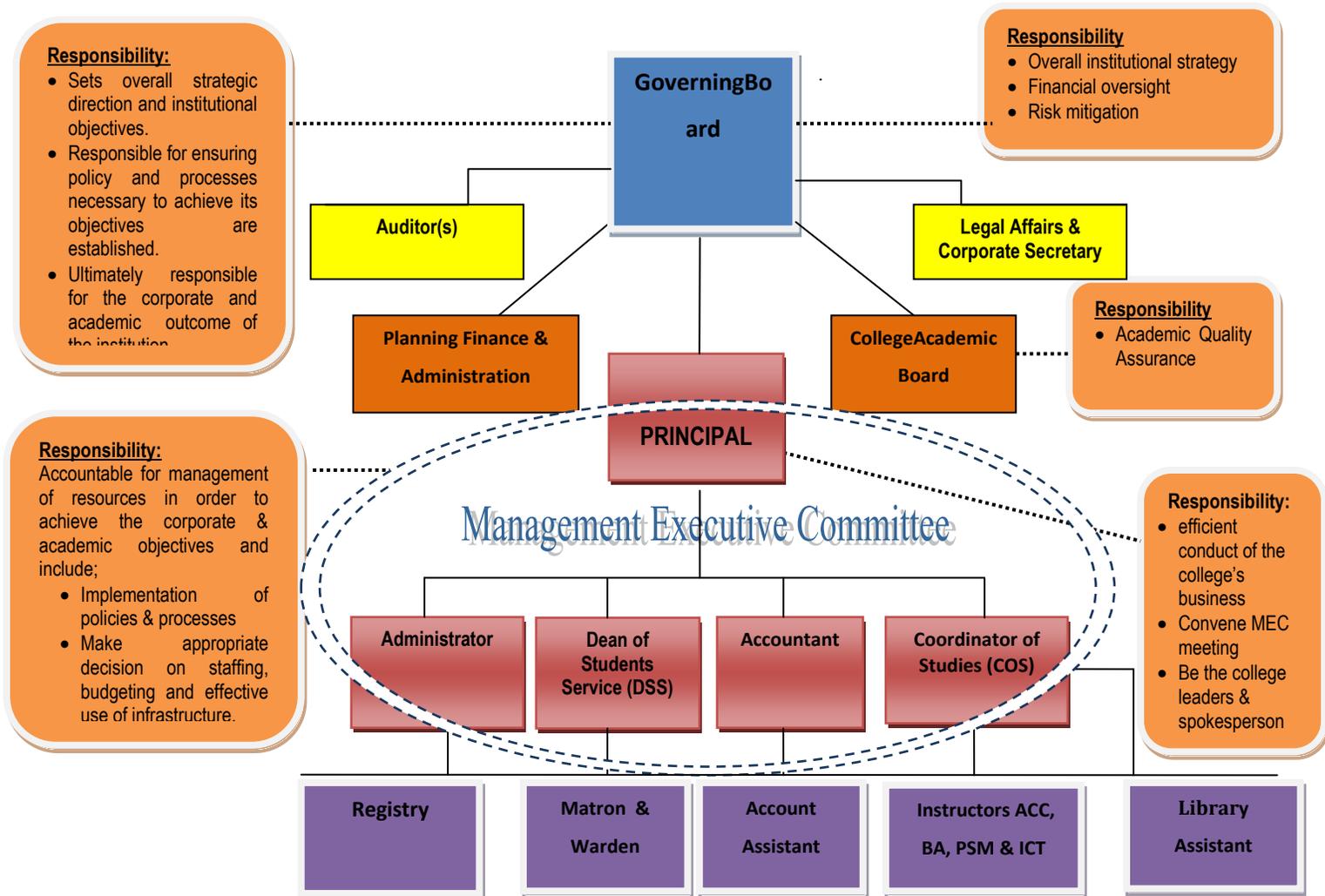
2.6. Members of the Academic Staff

<i>Abby Mwamwaja (Mr.)</i> <i>ADLS, PGDMA</i>
<i>Frank Mbunda (Mr.)</i> <i>MA, BED</i>
<i>Jofrey Andrea (Mr.)</i> B.A (Procurement & Logistic)
<i>Jonas William (Mr.)</i> B.A (Procurement & Logistic)
<i>Mbonile Jacob(Mr.)</i> Bcom (Accounting)
<i>Sadick Mkakile (Mr.)</i> <i>MBA, Bcom, CPA-T</i>

2.7.0 None Academic Staff

Designation	Office Holder	Qualification
Library Asistant	<i>Vacant</i>	
Procurement Assistant	Hashimu Maseta	Diploma in Procurement and Supplies Management (CBM-Dar)
Accounts Asistant	<i>Vacant</i>	
Secretary	Tusekile Mwakajila	Full Secretarial and computer application
Office attendant	Tusanie Mwakanyamale	Form Four

2.8.0 Management Organization Structure



CHAPTER THREE

3.0 Academic Programs Offered the College

The college is currently offering NACTE approved program on NTA level 4, 5 and 6 in Procurement and Supply.

3.1 Program overview

Procurement has thus become an integral part of organisational performance and it is drawing increased attention from top to lower management levels. Based on this development, organizational profitability, industry and country competitiveness as well as the organization's responsiveness to customers' needs all now depend on how procurement professionals are effectively carrying out their responsibilities.

The economic climate, pre and post-recession, has highlighted the need for better procurement practices. This has led to heightened recruitment levels as organizations try to save money, improve efficiency and comply with regulations. The government of Tanzania has made a milestone reform in the procurement and supplies sector since 1992 and has deliberately increases the demand for technician and professional in the procurement and supplies fields of occupation.

Manufacturers are constantly striving to improve their supply chain efficiency so demand and procurement and supply technician, planners, managers and functional heads who can implement vigorous procurement and supply processes, are being hired. Henceforth, The demand for procurement professionals has increased at all levels within the public sector following the recent focus on cost cutting.

3.2 Programme Objectives

The general objective behind the development of this programme is to produce innovative, creative and flexible graduates specifically, the curriculum intends to achieve the following objectives:-

- (a) To provide an entry level to higher education and career in the qualification of Procurement and Supply occupation

- (b) To provide foundations of basic principles, skills and expertise that will give the wider opportunity for graduates.
- (c) To provide foundation knowledge and skills for occupations in business supporting Procurement and Supply.
- (d) To facilitate development of interest for different disciplines supporting Procurement and Supply, their roles and responsibilities.
- (e) To provide a range of personal, interpersonal and occupational skills sufficient to equip students with competences necessary for effective functioning at their expected level , and

3.3 Admission Requirements to all Programme

(a) NTA Level 4 (9months)

The minimum requirements for NTA level 4 are as follows;

- (i) Possession of at least (4) passes in the certificate of secondary education (CSEE) excluding religious subject or
- (ii) Possession of NVTA level III (Trade Test Grade) in a relevant field and certificate of secondary education (CSEE).

(b) NTA Level 5/Technician certificate (9months)

The minimum requirements for NTA level 5 are as follows;

- (i) Possession of at least (1) principal and (2) two subsidiary passes in the advanced certificate of secondary education (ACSEE) or
- (ii) Possession of relevant NTA level 4

(c) NTA Level 6/Ordinary Diploma (9months)

The re requirement for NTA level 6 (ordinary diploma) is NTA level 5 ONLY.

3.4 Enrolment

RICOBED has two (2) intakes in a particular year for the basic technician Certificate and Technician Certificate courses and all these intakes have an interval of six months. The first intake starts in April, and the second intake comes in October. The NTA 6 has only one intake which commence on early October in each academic year.

3.5 Applications

- (i) The College receives applications after advertising in the newspapers and other media commencing early January for the April intake and mid July for October intake. Deadline for application 15th of March for April intake and 15th September for October intakes
- (ii) Applicant may apply direct to the college or through NACTE Online Admission System (NOAS) available at www.nacte.go.tz. Applicants applying direct to the college receive the highest priority on selection.
- (iii) The candidate is responsible for travel and all other expenses during application and the period of studies at RICOBED.
- (iv) Before registration, a student has to undergo medical checkup and submit a medical examination report by recognized hospital.
- (v) Application procedures and deadline for non-Tanzanian applicants are the same as for the Tanzanian citizen.

3.6 Student Registration Requirement

Every student must produce the following documents:

- (i). Original bank pay in slip of tuition fee paid through college bank account
- (ii). Original certificates, academic transcripts or statement of results.
- (iii). Birth Certificate.
- (iv). Two colored passport size photographs recently taken (with blue background)
- (v). Resident permit (for foreigners)
- (vi). Dully filled medical Examination form and
- (vii). A dully filled declaration form to abide the College Rules and Regulations

Registration expedition shall be conducted at the office of the Dean of Student Services

3.7 Medium of Instruction

The medium of instruction and communication is English. Our students are strictly advised to abide this communication rule.

3.8 Admission Rules and Regulations

- (i) Selected candidate must register and start the course within 14 days from the date of notification and **MUST** comply with all registration requirement under section 3.6
- (ii) Any candidate that fails to register and commence course within prescribed period without proper justification other than illness shall automatic lose the student status at RICOBED and shall not be allowed in the studies
- (iii) Any candidate who fails to register and commence course within the prescribed period but not later than 21 days from the date of commencement may be registered upon submission of justification in writing to the Principal and satisfy that he/she has been allowed for registration.
- (iv) Student shall not be allowed to change name during the studies. Student shall be allowed to use names appearing on the certificates which qualified them for admission.
- (v) Students are allowed to change into a relevant course after consultation with the coordinator of studies but not later than 30 days from the date of commencement.
- (vi) Any student disqualified from the college on grounds other than criminal offences may be admitted after expiration of one academic year with submission of rectification letter to the Principal
- (vii) Any academic certificate obtained outside Tanzania shall require translation from the National Examinations Council of Tanzania (NECTA).
- (viii) Tuition fees once paid cannot be refunded

3.9 Transfer from other technical institution

The college may receive continuing student from other institution in consideration of the following ground;

- (i). The course or program content is the same or relevant including assessment criteria.
- (ii). He/she do not have any issue in dispute.
- (iii). He/she comply with transfer procedure.

- (iv). Meet requirement under section 3.6

3.9.1 Student hand book(s)

Upon admission, all new students will receive the following documents;

- (i). College information bulletin
- (ii). College prospectus containing general information of the college, management, its program, examination regulations, library rules and student by-laws.
- (iii). Curriculum handbook for the prescribed program.
- (iv). The constitution of Rungwe College of Business and Entrepreneurship Development Students' Organization (**RICOBEDSO**) and;
- (v). Dress code,
- (vi). Time table for the teaching sessions and
- (vii). College ALMANAC or Academic Calendar.

These documents are available at the office of the Dean of student Service or library.

CHAPTER FOUR

4.0 Programme Structure

4.1 NTA Level 4

Through the Basic Technician Certificate in Procurement and Supply learner will acquire basic knowledge and skills in Procurement principles and logistics, Storekeeping, Communication, Computer Applications, Bookkeeping, Commercial arithmetic and Entrepreneurship.

3.2 Overall Structure

The programme has a total to ten (10) modules to be covered in 34 weeks of study in one academic year. Fifteen weeks in each semester are set aside for study and two weeks for semester examinations.

4.3 Modules of the Programme

The programme modules are classified in the following subsections.

4.4 Fundamental Modules

Fundamental Modules provide a range of skills, knowledge and principle that contribute to effective study of the main theme of a given training programme. Hence, the fundamental modules provide a viable foundation for further studies and lifelong learning. In this curriculum the fundamental modules are: Elements of Commercial Arithmetic, Bookkeeping, Basic Communication Skills, Elements of Commercial knowledge, Introduction to computer, Application and Elements of Entrepreneurship.

4.5 Core Modules

These are modules associated with the core studies which provide the development of the main theme of the programme. They broadly represent the main areas of activity in Procurement and Supply. These modules are taught together with fundamental modules to ensure that students gain an appreciation of the nature and complexities of real life Procurement and Supply. The core modules for the Basic Technician Certificate in Procurement and supply are Introduction to storekeeping, Introduction to Procurement Principles, Storekeeping and Introduction to Public Procurement.

In order to achieve an integration of the modules, considerable use of various teaching and learning methods including lectures, assignment, projects, discussions, case studies, independent work and field work.

4.6 Module Coding

The system of coding has a combination of letter and numbers, which have a specific meaning. For example the following module “*introduction to storekeeping*” offered in the first semester by the department of Procurement and Supply could be coded as PST 04101 where:

- PS** Represent the first two letters of the name of the programme “Procurement and Supply”
- T** Represent the qualification at the respective level “TECHNICIAN”
- 04** Represents the respective NTA Level.
- 1** Indicates the semester in which the module is conducted
- 01** Represent the serial number to which a particular module is assigned (1st Module in this case).

4.7 Distribution of Modules in the semester

The distribution of modules in the semester is as indicated in the table below.

Table 1: Semester I Modules

S/N	Module code	Module Title	Core Fundamental	Credits
1	PSTO 4101	Introduction to storekeeping	Core	15
2	PSTO 4102	Introduction to Procurement Principle	Core	15
3	PSTO 4103	Elements of Commercial Arithmetic	Fundamental	10
4	PSTO 4104	Basic Communication Skills	Fundamental	10
5	PSTO 4105	Elements of Commercial Knowledge	Fundamental	10
Total Credits				60

Table 2: Semester II Modules

S/N	Module code	Module Title	Core Fundamental	Credits
1	PSTO 4206	Storekeeping	Core	15
2	PSTO 4207	Introduction to Public Procurement	Core	15
3	PSTO 4208	Element of entrepreneurship	Fundamental	10
4	PSTO 4209	Introduction to computer Application	Fundamental	10
5	PSTO4210	Bookkeeping	Fundamental	10
Total Credits				60

Table 3: Scheme of study

Module Code	Module Name	Distribution of Hours				Credits
		per week				
		L	T	P	AS	
PSTO 4101	Introduction to Storekeeping	5	3		4	15
PSTO 4102	Introduction to Procurement Principle	4	3		1	15
PSTO 4103	Elements of Commercial Arithmetic	4	3		3	10
PSTO 4104	Basic Communication Skills	2	4	8	6	10
PSTO 4105	Elements of Commercial Knowledge	2	2		2	10
PSTO 4206	Storekeeping	4	2	2	2	15
PSTO 4207	Introduction to Public Procurement	3	1		2	15
PSTO 4208	Element of entrepreneurship	2	3		2	10
PSTO 4209	Introduction to computer Application	2	4	8	6	10
PSTO 4210	Bookkeeping	4	2	2	2	10
Sub total						120

KEY: L: Lecture; T: Tutorial; P: Practical; AS: Assignment

4.8 Assessment

Assessment is an integral part of the learning process which is employed in order to measure the extent to which the course reflects the required progression in a range of the developed key

skills. Assessment under this program are contained in curriculum handbook for NTA level 4 in Procurement and supply

4.9 Grading System

For NTA Level 4, all assessed work will be marked according to the grading system which specifies a range of scores for different grades, grade points and their definitions as shown Table 4.

Table 5: NTA Level 4 Range of Sores; Grade Point and Definitions

S/N	Score range	Grade	Grade point	Definition
1	80 – 100	A	4	Excellent
2	65 – 79	B	3	Good
3	50 -64	C	2	Pass
4	40 -49	D	1	Poor
5	0 - 39	F	0	Failure
6	-	I	0	Incomplete
7	-	Q	0	Disqualification

4.9.1 Computation of Grade Point Average (GPA)

For all assessments leading to NTA, results shall be computed as follows:-

A cumulative grade point average (cum GPA) for each candidate shall be computed by dividing the total number of credits for the award examined.

$$\text{Cumulative GPA} = \frac{\text{sum of } (P \times N)}{\text{sum of } N}$$

P represents a grade point assigned to a letter grade score by the student in a module and **N** represents the number of credits associated with the module. The Grade Point Average (GPA) shall be computed and truncated to single decimal point.

4.9.2 Classification of Awards

The Grade Point Average (GPA) shall be computed from credits and grade weights and classified as in Table 6:

Table 6: Award Classification and Cumulative GPA

Class of Award	Cumulative GPA
First class	3.5 - 4.0
Second class	3.0 - 3.4
Pass	2.0 - 2.9

An award shall be given to a student who satisfies the following conditions:

- a) Having successfully completed all modules for which the award is to be made; and
- b) Having achieved the minimum cumulative Grade Point Average (GPA) or pass grade.

Table 7: Summary of Modules for NTA Level 4

S/N	Code	Module Name	Core Support	Semester		
				1	2	
1	PSTO 4101	Introduction to Storekeeping	Core	v		15
2	PSTO 4102	Introduction to Procurement Principle	core	v		15
3	PSTO 4103	Elements of Commercial Arithmetic	Support	v		10
4	PSTO 4104	Basic Communication Skills	Support	v		10
5	PSTO 4105	Elements of Commercial Knowledge	Support	v		10
6	PSTO 4206	Storekeeping	core		v	15
7	PSTO 4207	Introduction to Public Procurement	Core		v	15
8	PSTO 4208	Element of entrepreneurship	Support		v	10
9	PSTO 4209	Introduction to computer Application	Support		v	10
10	PSTO 4210	Bookkeeping	Support		v	10
	Sub total					

CHAPTER 5

5.0 NTA Level 5

5.1 Programme Structure

Through Technician Certificate in Procurement and Supply learners will acquire knowledge and skills in Stores Administration, Procurement Principles, Marketing, Inventory Control, Business Mathematics and Accounting and Costing.

5.2 Overall Structure

The programme has a total of ten (10) modules to be covered in 34 weeks of study in one academic year. Fifteen (15) weeks in each semester are set aside for study and two weeks for semester examinations.

5.3 Modules of the Programme

The Programme modules are classified in the following sub sections.

5.4 Fundamental Module

Fundamental Modules provide a range of skills, knowledge and principles that contribute to effective study of the main theme of a given training programme. Hence, the fundamental modules provide a viable foundation for further studies and lifelong learning. In this curriculum the fundamental modules are: Marketing, Elements of Business Mathematics, Communication Skills, Introduction to ICT, Introduction to Accounting and Costing and Elements of Logistics.

5.5 Core Modules

These refer to modules associated with the core studies, which provide the development of the main theme of the programme. They broadly represent the main areas of activity in Procurement and Supply. These modules are taught together with fundamental modules to ensure that students gain an appreciation of the nature and complexities of real life in Procurement and Supply. The core modules for the in Technician Certificate Procurement and Supply are Stores Administration Procurement principles, Inventory Control and Law of Contract.

In order to achieve an integration of the modules, considerable use of various teaching and learning methods including lecturer, assignment, projects, discussions, case studies, independent work and field work is mandatory

5.6 Module Coding

The system of module coding has a combination of letter and numbers, which have a specific meaning. For example the following module “*stores Administration*” offered in the first semester by the department of Procurement and Supply could be coded as PST 05101 where:

- PS** Represent the first two letters of the name of the programme “Procurement and Supply”
- T** Represent the qualification at the respective level “TECHNICIAN”
- 05** Represents the respective NTA Level.
- 1** Indicates the semester in which the module is conducted
- 01** Represent the serial number to which a particular module is assigned (1st Module in this case).

5.7 Distribution of module in the Semesters

The distribution of Module in the semester is as indicated in the table below.

Table 8: Semester I Modules

S/N	Module code	Module Title	Core / Fundamental	Credits
1	PST 05101	Stores Administration	Core	15
2	PST 05102	Procurement Principles	Core	15
3	PST 05103	Marketing	Fundamental	10
4	PST 05104	Elements of Business Mathematics	Fundamental	10
5	PST 05105	Communication Skills	Fundamental	10
Total Credits				60

Table 9: Semester II Modules

S/N	Module code	Module Title	Core/ Fundamental	Credits
1	PST 05206	Inventory Control	Core	15
2	PST 05207	Law of Contract	Core	15
3	PST 05208	Introduction to ICT	Fundamental	10
4	PST 05209	Introduction to Accounting and Costing	Fundamental	10
5	PST 05210	Elements of Logistics	Fundamental	10
Total Credits				60

Table 10: Scheme of study

Module Code	Module Name	Distribution of Hours per week				Credits
		L	T	P	AS	
PST 05101	Store Administration	5	3		4	15
PST 05102	Procurement Principles	4	3		1	15
PST 05103	Marketing	2	2	4	2	10
PST 05104	Elements of Business Mathematics	2	4	8	6	10
PST 05105	Communication Skills	2	2		2	10
PST 05206	Inventory Control	4	2	2	2	15
PST 05207	Law of Contract	3	1		2	15
PST 05208	Introduction to ICT	2	3		2	10
PST 05209	Introduction to Accounting and Costing	2	4	8	6	10
PST 05210	Elements of Logistics	4	2	2	2	10
Sub total						120

Key: L: Lecture; T: tutorial

5.8 Assessment

Assessment is an integral part of the learning process. Assessment is employed in order to measure the extent to which the course has achieved the required outcomes. It reflects the required progression in a range of the developed key skills. Assessment under this program are contained in the per curriculum handbook for NTA level 5 in Procurement and supply

5.9 Grading System for NTA Level 5

For NTA LEVEL 5, all assessed work will be marked according to the NACTE grading system. Table 5 specifies a range of scores for different grades, grade points and their definitions.

Table 11: NTA Level 5 Range of Scores; Grade Point and Definitions

S/N	Score range	Grade	Grade point	Definition
1	80 - 100	A	5	Excellent
2	65 - 79	B	3	Good
3	50 - 64	C	2	Pass
4	40 - 49	D	1	Poor
5	0 - 39	F	0	Failure
6	-	I	0	Incomplete
7	-	Q	0	Disqualification

5.9.1 Computation of Grade Point Average (GPA)

For all assessments leading to NTA, results shall be computed as follows:-

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

$$\text{Cumulative GPA} = \frac{\text{sum of } (P \times N)}{\text{sum of } N}$$

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

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

4.9.2 Classification of Awards

The Grade Point Average (GPA) shall be computed from credits and grade weights and classified as shown in the following Table.

Table 12: Award Classification and Cumulative GPA

Class of Award	Cumulative GPA
First class	3.5 -4.0
Second class	3.0 -3.4
Pass	2.0 -2.9

An award shall be given to a student who satisfies the following conditions:

- a) Having successfully completed all modules for which the award is to be made; and
- b) Having achieved the minimum cumulative Grade Point Average (GPA) or pass grade.

Table 13: Summary of Modules for NTA Level 5

S/N	Code	Module name	Core / Fundamental	Semester		Credit
				1	2	
1	PST 05101	Store Administration	Core	v		15
2	PST 05102	Procurement Principles	Core	v		15
3	PST 05103	Marketing	Fundamental	v		10
4	PST 05104	Elements of Business Mathematics	Fundamental	v		10
5	PST 05105	Communication Skills	Fundamental	v		10
6	PST 05206	Inventory Control	Core		v	15
7	PST 05207	Law of Contract	Core		v	15
8	PST 05208	Introduction to ICT	Fundamental		v	10
9	PST 05209	Introduction to Accounting and Costing	Fundamental		v	10
10	PST 05210	Elements of Logistics	Core		v	10
	TOTAL					120

CHAPTER 6

5.0 NTA Level 6

5.1 Programme Structure

The Ordinary Diploma Procurement and Supply offers the learner knowledge and skills in Warehouse Management, International Procurement, Organization Behavior, Principles of Economics, Public Procurement, Elements of Strategic Management, Financial Management, Computer Application and ICT.

5.2 Overall Structure

The whole programme has a total of ten (10) modules that will be covered in 34 weeks of study in one academic year. Out of these, 15 weeks in each semester are set aside for study and two weeks for semester examinations.

5.3 Module of the Programme

The module of the Programme is classified in the following subsections.

5.4 Fundamental Module

Fundamental Modules provide a range of skills, knowledge and principles that contribute to effective study of the main theme of a given training programme. Hence, the fundamental modules provide a viable foundation for further studies and lifelong learning. In this curriculum the fundamental modules are: ICT, Principle of Economics, Organization Behavior, Computer Application Financial Management and Entrepreneurship.

5.5 Core Modules

These refer to modules associated with the core studies, which provide the development of the main theme of the programme. They broadly represent the main areas of activity in Procurement and Supply. These modules are taught together with fundamental modules to ensure that students gain an appreciation of the nature and complexities of real life in Procurement and Supply. The core modules for the Ordinary Diploma in Procurement and Supply are Introduction to Warehouse Management, International Procurement, Public Procurement and Elements of Strategic Management.

In order to achieve an integration of these modules, there will be considerable use of various teaching and learning methods including lecturette, assignment, projects, discussions, case studies, independent work and field work.

5.5 Module Coding

The system of module coding has a combination of letter and numbers, which have a specific meaning. For example the module “*stores Administration*” offered in the first semester by the department of Procurement and Supply could be coded as PST 06101 where:

- PS** Represent the first two letters of the name of the programme “Procurement and Supply”
- T** Represent the qualification at the respective level “Technician”
- 06** Represents the respective NTA Level.
- 1** Indicates the semester in which the module is conducted
- 01** Represent the serial number to which a particular module is assigned (1st Module in this case).

5.6 Distribution of Modules in the semesters

The distribution of modules in the semester is as indicated in the following tables:

Table 14: Semester I Modules

S/N	Module code	Module Title	Core/ Fundamental	Credits
1	PSTO 06101	Introduction to Warehouse Management	Core	15
2	PSTO 06102	International Procurement	Core	15
3	PSTO 06103	ICT	Support	10
4	PSTO 06104	Principle of Economics	Support	10
5	PSTO 06105	Organization Behavior	Support	10
Total Credits				60

Table 15: Semester II Modules

S/N	Module code	Module Title	Core/ Fundamental	Credits
1	PST 06206	Public Procurement	Core	15
2	PST 06207	Elements of Strategic Procurement	Core	15
3	PST 06208	Computer Application	Support	10
4	PST 06209	Financial Management	Support	10
5	PST 06210	Entrepreneurship	Support	10
Total Credits				60

Table 16: Scheme of study

Module Code	Module Name	Distribution of Hours per week				Credits
		L	T	P	AS	
PST 06101	Introduction Warehouse Management	5	3		4	15
PST 06102	International Procurement	4	3		1	15
PST 06103	ICT	2	2	4	2	10
PST 06104	Principles of Economics	2	4	8	6	10
PST 06105	Organization Behavior	2	2		2	10
PST 06206	Public Procurement	4	2	2	2	15
PST 06207	Elements of Strategic Procurement	3	1		2	15
PST 06208	Communication Skills	2	3		2	10
PST 06209	Financial Management	2	4	8	6	10
PST 06210	Entrepreneurship	4	2	2	2	10
Sub total						120

Key: L.....Lecture;T.....Tutorial;

5.7 Assessment

Assessment is an integral part of the learning process which must support and complete the leaning strategies in order to achieve the required outcomes. Assessment reflects the required progression and range of key skills developed. Assessment under this program are contained in the curriculum handbook for NTA level 6 in Procurement and supply

5.8 Grading System

For NTA Level 6, all assessed work will be marked according to the grading system which specify range of scores for different grades, grade points and their definitions as shown in the following table:

Table 18: NTA Level 6 Range of Sores; Grade Point and Definitions

S/n	Score range	Grade	Grade point	Definition
1	75-100	A	5	Excellent
2	65-74	B+	4	Very Good
3	55-64	B	3	Good
4	45-54	C	2	Average
5	35-44	D	1	Poor
	0-34	F	0	Failure
6	-	I	-	Incomplete
7	-	Q	0	Disqualification

5.8.1 Computation of Grade Point Average (GPA)

For all assessments leading to NTA, results shall be computed as follows:-

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

$$\text{Cumulative GPA} = \frac{\text{sum of } (P \times N)}{\text{sum of } N}$$

Represents a grade point assigned to a letter grade score by the student in a module and N represents the number of grade associated with the module. The Grade Point Average (GPA) shall be computed and truncated to single decimal point.

5.8.2 Classification of Awards

The Grade Point Average (GPA) shall be computed from credits and grade weights and classified as in Table

Table 19: Award Classification and Cumulative GPA

CLASS OF AWARD	CUMMULATIVE GPA
First class	4.4-50
Upper Second	3.5-4.3
Second class	2.7-3-4
Pass	2.2-2.6

An award shall be given to a student who satisfies the following conditions:

- a) Having successfully completed all modules for which the award is to be made; and
- b) Having achieved the minimum cumulative Grade Point Average (GPA) or pass grade.

Table 20: Summary of Modules for NTA Level 6

S/N	Code	Module Name	Core / Support	Semester		Credit
				1	2	
1	PSTO 06101	Introduction to Warehouse Management	Core	v		15
2	PSTO 06102	International Procurement	Core	v		15
3	PSTO 06103	Information Communication Technology	Support	v		10
4	PSTO 06104	Principles of Economics	Support	v		10
5	PSTO 06105	Organization Behavior	Support	v		10
6	PSTO 06206	Public Procurement	Core		v	15
7	PSTO 06207	Elements of Strategic Management	Core		v	15
8	PSTO 06208	Communication Skills	Support		v	10
9	PSTO 06209	Financial Management	Support		v	10
10	PSTO 06210	Entrepreneurship	Support		v	10
	TOTAL					120

APPENDICES

Appendices 1: Library Rules

1.0 Preliminary Matters

1.1 These Rules shall be cited as the College's Library Rules and shall apply to all library users.

1.2 When using these Rules, unless otherwise defined, the following terms shall have the meaning assigned to them under this section.

“Principal” refers to the Chief Executive Officer of the College

“COS” Means any person responsible for overall academic affairs of the college on behalf of the Coordinator of Studies.

“Board” refers to the Governing Board of the College.

“College” refers to the *Rungwe International College of Business and Entrepreneurship Development (RICOBED)*.

“Librarian” refers to any person in charge of the library or any other person acting on behalf of the person in charge of the library.

“Library” refers to the Library of the College.

“Library materials” refer to books, journals, periodicals, CD-ROMs, Magnetic Tapes and any other material, electronic or otherwise whose use is subject to these Rules.

“Members of the College” refers to Board Members, members of Staff of the College, Students of the College.

“Plagiarism” refers to using intentionally or unintentionally others' ideas clearly acknowledging the source of such ideas.

2.0 Registration as a Library User

2.1 No person shall enjoy the privilege of borrowing until he filled in the Registration Form and has been issued with a Library Membership Card.

2.2 Issuance of the Library Membership Card will be free of charge but a replacement cost will be charged at a rate set by the college.

- 2.3 These Rules shall be provided to an applicant for the Library Membership Card and the act of filling the Registration Form will signify the applicant pledges to abide by them.
- 2.4 Upon recommendation by the Librarian, the principal shall have the right to deregister any person owing the persistent disregard of these Rules, or for any other adequate cause that shall be considered inconsistent with these Rules.

3.0 Opening Hours

- 3.1 The Library will open from 08:30 hrs to 17:30 hrs on working days and from 09:00 hrs to 13:00 hrs on weekend and public holidays.
- 3.2 Library opening hours may be changed subject to approval by the Principal provided that the Library users are informed of the changes in advance.

4.0 Reading in the Library

- 4.1 All Members of the College shall be entitled to use the Library as readers.
- 4.2 No person who is not a Member of the College shall be allowed to use the Library unless the Principal has given approval.

5.0 Borrowing of Library Materials

- 5.1 Any member of the College who has registered himself as a Library user shall, upon presentation of his Library Membership Card, have the right to borrow Library materials.
- 5.2 Library Materials shall not be removed from the Library until they have been officially issued to the borrower at the issue desk.
- 5.3 For all borrowers, except in the case of certain items designated Principal, the maximum borrowing period shall be five days, although renewal for a further borrowing period will be possible where the materials have not been reserved for other readers.
- 5.4 The Librarian shall reserve the right, subject to approval by the Principal, to prohibit or restrict the borrowing of specified Library materials.

- 5.5 Re-Shelving of Library materials taken from the shelves by readers shall be responsibility of the Librarian and readers are required leave the materials on the table.
- 5.6 The borrower in whose name Library materials are withdrawn shall be solely responsible for returning it.
- 5.7 Failure to return Library materials by the due date shall attract a fine of Tsh. 1000/= per each item borrowed per each day after due date until the item is returned.
- 5.8 If the item remains unreturned one week after the due date, a final reminder notice will be issued to the borrower. During this period, clauses 5.7 will apply.
- 5.9 Provision 5.7 and 5.8 notwithstanding, Library materials that remain unreturned a week after the reminder notice has been issued will be assumed to have been lost and rule 8.2 will immediately.
- 5.10 Materials may be reserved for borrowing provided they will be returned to the shelves if not claimed within three days.
- 5.11 In the case of a finalist student who has not returned borrowed materials, the Principal will withhold his / her Examination and Statement of Results and Transcripts until the unreturned items have been recovered of the amount due to the Library in fines, the value of the materials and penalty have been paid by the student.
- 5.12 The Librarian shall reserve the right to recall any Library materials before the date on which it is due and when such is the case the date specified by the Librarian shall be considered as the due date for returning the Library material in question.

6.0 Disciplinary Matters

- 6.1 Silence must be observed in the Library by all Library users at all time.
- 6.2 Smoking and the use of matches or open light in any part of the Library is strictly prohibited.
- 6.3 No dispatch case / wallet of over 8” by 5” in size of attached case is allowed into the Library. All these things must be deposited at the counter in return for a control card, which must be presented to retrieve the deposited materials on leaving the Library.
- 6.4 Readers must dress and behave in a manner that will not causes offence, damage or inconvenience to other users, For example, the removal of shirts, the placing of feet on furniture, the wearing of noise-making shoes and the use of mobile phones.

- 6.5 All Library users should show all materials in their possession at the control desk or counter on leaving the Library as a precaution against illegal removal of the books from the Library. If necessary, the Librarian may search any users.
- 6.6 In the event that a user is found in possession of Library materials, which have not been borrowed in accordance with Rules, that particular user shall be detained in the Library and the incident shall immediately be reported to the Rector.
- 6.7 Bottles of ink, food, including all types of drinks and fruits, shall not be brought into the Library.

7.0 Damage and Loss of Library Materials

- 7.1 Readers or borrowers will be held responsible for any damage to Library materials while in their charge, and will be required to bear the full cost of such damage.
- 7.2 Library materials that are lost or missing shall be replaced at the borrower's expense including overdue fines and any penalties set by the Principal .
- 7.3 Theft or mutilation of Library materials shall be punishable in accordance with Student By-laws in case of Library users who are students, and in accordance with the laws of the land, in accordance with other users.

8.0 Unethical Library Use

- 8.1 Users of the Library are obliged to be familiar with rules against plagiarism and must avoid it at all time.
- 8.2 Plagiarism shall be dealt with in the same manner as any other case of academic dishonesty.

Appendices 2: Examination Regulations

1. The Rungwe International College of Business and Entrepreneurship Development Examination Regulations, are here by promulgated for the purpose of ensuring proper conduct, management and administration of examinations to be conducted by the Rungwe International College of Business and Entrepreneurship Development as a prerequisite for academic awards at all NTA levels as may, from time to time, be prescribed.
2. In these Regulations, unless the context requires otherwise:-

“College Academic Board” means independent organ of the Governing Board responsible for academic affairs of the college.

“Board” means the Governing Board of the Rungwe International College of Business and Entrepreneurship Development.

“Candidate” means any person admitted into any programme of study conducted by the College for which an academic award may be granted.

“Class test” means a written supervised examination in a particular subject conducted in class for at least one hour at any period during his course but before the end of the course of final examination session.

“College” means the Rungwe International College of Business and Entrepreneurship Development.

“Conflict of interest” means any direct or indirect interest of a Director I (whether personal by virtue or a duty of loyalty to another organization or otherwise) that conflicts, or might conflict with the interests of the College;

“Connected Person” means any person falling within one of the following categories and where payment to that person might result into directly benefit to the Director: (a) any spouse, civil partner, brother, sister, grandparent or grandchild of a Director I ; or (b) the spouse or civil partner of any person in (a); or (c) any person living with a Director I or his or her partner; or (d) any company or firm of which a Director I is a paid director, member, partner or employee.

“Co-opted Directors” mean those Directors appointed under Article 12.1;

“Course work” shall consist of quizzes; take home assignments, case studies and class tests.

“Course” for the purpose of award of any Certificate, diplomas of the Rungwe International College of Business and Entrepreneurship Development the totality of all subjects offered in a Programme.

“Examination season” means the period designated by the Management of the College for conduction final / supplementary examinations.

“Examination” shall include coursework, final or supplementary examination.

“In writing” includes printing, lithography, typewriting, photography, facsimile and other modes of representing or reproducing words in permanent visible form;

“Invigilator” means any person in charge of the conduct of an examination in an examination room including any person assisting him in the concerned examination.

“Irregularity” shall include unauthorized or unduly prolonged absence from examination room, disturbances, cheating (which includes dishonesty or destruction or falsification of any evidence of an irregularity) and the likes.

“Member” means a Member of the College, as provided by these Articles;

“Month” means calendar month;

“Ordinary Resolution” means a resolution agreed by a simple majority of the Members present (in person or by proxy) and voting at a general meeting or in the case of a written resolution by Members who together hold a simple majority of the voting power;

“Procedures” means provisions in writing made from time to time whether by Regulation, by the Principal or by any representative body constituted pursuant to these Articles for the purpose of regulating the proceedings of that body;

“Recognized medical doctor” means a medical practitioner of a government hospital or any other hospital accredited by the College.

“Principal ” means the chief executive officer of Rungwe International College of Business and Entrepreneurship Development.

“Regulations” means rules and regulations made from time to time pursuant to the powers in that behalf conferred by these Articles;

“Special Resolution” means a resolution proposing changes to the Articles of Association or the name of the College of which at least fourteen days’ notice has been give agreed by a seventy five percent majority of the Members present (in person or by proxy) and voting at a

General Meeting or in the case of a written resolution by Members who together hold majority the voting power;

“Student Union” means association of the generally of the Students of the College formed to further the educational purposes of the College and the interests of the Students as students and established pursuant to these Articles;

“Student” means a person enrolled on a course of study or instruction at the College.

“the academic staff” means those staff of the College employed on a full-time or fractional academic contract;

“the alumni association” means the organization established for former members of the College and its predecessors;

“the appointing authority” means the Governing Board unless otherwise specified;

“the Auditors” means the Auditors of the College ;

“the Chair of Governing Board” means the person for the time being the Chair of the Governing Board;

“Subject” means any examinable unit offered in a course.

“the Office” means the Registered Office of the College;

“the Principal ” means the Chief Executive of the College

“the Governing Board ” means the Governing Board of the College or a quorum of the members of the Governing Board at a meeting of the Governing Board as provided by these Articles and the Regulations;

“the Staff” means all person employed by the College ;

“the Support Staff” means those staff of the College employed on a full-time or fractional non-academic contract;

“the URT” means United Republic of Tanzania ;

“Unauthorized materials” include, handbags, briefcases or any other similar materials, written or printed materials (whether paper based or otherwise); cellular phones and other communication gadgets; radios, radio cassette or other types of cassette players, computers, soft and alcoholic drinks and any other materials as may be specified from time to time by the Principal or Course Coordinator.

“year” means calendar year.

3. The principal shall ensure that all examinations are conducted in accordance with these Regulations.
4. The Board shall be the final authority for the interpretation of these Regulations and may from time to time amend or modify them.

PART I

Instructions to Candidates

5. These instructions should form part of these regulations.
6. Candidates should make sure that they have been issued with Examination Numbers before Examinations begin.
7. Candidates must acquaint themselves with the seating arrangement for their respective examinations in advance.
8. Candidates are advised to be at the examination centre at least fifteen minutes before the commencement of the examinations.
9. Candidates will be admitted by the invigilator to the examination room ten minutes before the time the examination is due to begin. Papers will be placed ready on the desks before they enter. They must not begin writing before they are told to do so by the Invigilator.
10. Before the examination begins the Invigilator will:
 - Make announcement to the effect that all unauthorized materials should be removed from the examination room;
 - Make an announcement to the effect that candidates should satisfy themselves that they are in possession of the correct paper;
 - Call attention to any rubric at the head of the paper which seems to require attention;
 - Announce that both sides of the paper must be used. He will then tell students when they may begin writing. Candidates will be given five minutes to read the paper.
11. Candidates are permitted to do rough work on the left hand part of the scripts on the understanding that this is crossed through at the end of the examination.
12. Once a candidate is found with unauthorized materials, he / she should sign on the materials to confirm they are his or hers.

13. No candidate will be permitted to enter the examination room after the lapse of thirty minutes from the commencement of the examination and no candidate will be permitted to leave the examination room until thirty minutes have expired.
14. At the end of the examination period, and on instructions from the Invigilator, candidates must stop writing and assemble their scripts, which they should personally hand to the Invigilator unless instructed otherwise. Candidates must remain seated till the Invigilator tells them to leave the room. Apart from the examination paper, candidates are not allowed to take any examination materials out of the examination room.

PART II

Notes to Invigilators

15. Before the Examination
 - a. Invigilators should be present in the examination room at least twenty minutes before the commencement of examination.
 - b. Invigilators will be provided with the following items by the Faculty Examinations Officer:-
 - i) The question paper to be attempted by candidates “Sealed envelopes” containing question papers must be personally collected by each Invigilator from the said Examinations Officer at least twenty minutes before the examination. All Invigilators who have reported to the Examinations Officer within this period should immediately to their respective examination room.
 - ii) A list showing the names of the papers to be attempted in the room, (This will be distributed to Invigilators in advance).
 - c. Invigilators must ensure that ONLY ONE answer book is provided for each candidate unless the rubric on the question paper requires otherwise. The answer book must be filled before any additional paper is provided.
 - d. Question papers and any other material prescribed in the rubric (e.g. log-tables, charts etc) should be set out by the Invigilator with the help of the Internal Examiner.
 - e. Bags, books attaché’ cases, papers and other related items should be left outside the examination room.

- f. Invigilators should admit candidates to the examination room ten minutes before the commencement of the examination and they should ensure that they take the right place. Handbags, books and other similar articles must be deposited with Invigilator before the candidate is permitted to go to his/her place. Invigilators should adhere to this arrangement.
- g. During these ten minutes before commencement of the examination the Invigilator should:-
 - i) Make an announcement to the effect that unauthorized materials are not allowed in the examination room.
 - ii) Make an announcement to the effect that candidates should satisfy themselves that they are in possession of the correct paper.
 - iii) Call attention to any rubric at the head of the paper which seems to require attention.
 - iv) Announce that, where this is practicable, both sides of the paper must be used. He/she should then tell students when they may begin writing. Candidates will normally be allowed five minutes to read the paper.

16. During the Examination:

- a. At the commencement of the examination, Invigilators should remind candidates to ensure that they are attempting the right examination paper.
- b. At the end of the first half hour the total numbers present should be noted down. Invigilators should then collect the blank answer-books from all vacant places. Spare question papers should be returned to the correct envelopes for collection by the Internal Examiner.
- c. During the examination, Invigilators should ensure that candidates are provided with any additional requirements (e.g. scripts, blotting-paper, log-tables etc). Candidates may be permitted to do rough work on the left hand pages of the script on the understanding that this is crossed out after the end of the examination. No candidate should be permitted to leave his/her place during the examination except to leave the examination room.

- d. A Candidate, who contravenes the regulations and instructions governing the examinations, especially by unfair practices such as copying from or communication with other candidates, shall be reported immediately to the Examination Officer.
- e. Once a student is found with examination materials, the Invigilator should ask the student to sign on the materials to confirm that they are his/hers.
- f. The Candidate shall be informed that he/she has contravened the regulations and that he/she has been reported, but shall not be prevented from continuing with his/her paper. A written report must be sent to the Principal including full details of the contravention.
- g. It is part of the Invigilator's duty to move about the examination room as quietly as possible at frequent intervals.

17. At the End of the Examination:-

- a. Invigilators shall not permit candidates to leave their places before their scripts have been collected. Candidates who wish to leave the examination room before the end of the examination shall hand over their scripts to the Invigilator before leaving the examination room.
- b. No Candidate shall leave the examination room during the last ten minutes of the time allocated for the examination except in case of emergency. At the end of the examination period Invigilators shall instruct the candidates to stop writing and then collect all the scripts.
- c. Invigilators shall enter the number of examination scripts collected from the candidate on the attendance sheet provided by the Examination Officer at the time of collecting the examination papers.
- d. Invigilators shall sign the said attendance sheet before they and over all the scripts to the Internal Examiner (or their deputies) that must be present in the examination room at the end of examination. Where Invigilators are also Internal Examiners, there should be no problem of collection of scripts. On receipt of the scripts, Internal Examiners will check them and countersign on the collection form. The attendance sheets must be handed to the Examination Officer at the end of each session.
- e. Invigilators shall hand over all extra examination papers to the head of the relevant Department.

18. It is stressed that:-

- a. Internal Examiners (or their deputies) are required to attend in the examination rooms at the commencement of each period to assist the Invigilators and to collect the scripts. Instructions, which the examiners (or their deputies) may wish to be given, should be announced by the invigilators.
- b. Cases of illness should be reported to the Examination Officers as soon as possible.
- c. Invigilators shall be the power to confiscate any unauthorized book, manuscript or other aid brought into the examination room and to expel from the examination room any candidate who creates a disturbance. They shall report to the Examinations Officer any cases of a candidate suspected of giving or obtaining unauthorized assistance or of attempting to do so, and that officer shall have power to take any further steps he may consider necessary. He shall then report the matter to the Coordinator of Studies .

PART III

Eligibility for Finals / Supplementary Examination

19. No Candidate shall sit for any final or supplementary examination in any subject unless he / she has attended at least 75% of the classes conducted for such subject.
20. A Candidate who does not sit for a final examination in a course either in part or in its entirety on account of illness as certified by a recognized medical officer or due to other causes acceptable to the Board shall be allowed to sit for the examination during the next examination season when such examination is being conducted.
21. A Candidate who fails in not more than half the minimum number of subjects required in a course shall be allowed to sit for supplementary examinations in the subjects failed provided that no candidate shall be allowed to sit for any supplementary examination unless he / she obtains a minimum GPA of 2.0 for all NTA Levels including all compulsory subjects.
22. A Candidate who fails to qualify for the supplementary examination shall be discounted.

PART IV

Repeating a Course

23. A Candidate shall be allowed to repeat a course if he / she was, on grounds acceptable to the Council, not able to attend at least 75% of classes in any subject for which he /she due to attend.
24. A Candidate who fails in a supplementary examination in any subject shall be allowed to repeat the course provided that he / she has not been repeating the course. A Candidate who fails a supplementary examination in a course he / she is repeating shall be discontinued.

PART V

Examination Irregularities

25. Any detected examination irregularity shall be immediately reported in writing by the Invigilator to the Coordinator of Studies ; provided however that the Invigilator shall allow the candidate to continue with the examination but shall endorse on the Candidate examination script the nature of an irregularity detected and direct the Candidate to countersign an endorsement shall be barred from continuing with the examination provided that the Principal or the Course Coordinator is notified immediately of the bared.
26. The Principal shall form a committee to investigate cases of reported examination irregularities, which are disputed.
27. The Committee formed pursuant to Regulation 26 above shall have power to summon any student and members of staff of the College and make recommendations on the issue and submit a report to the Principal who shall table the report to the Academic Board for decision.
28. Subject to confirmation by the Governing Board, any Candidate found guilty of an examination irregularity shall be discontinued forthwith from studies in the College.
29. Any act of verbal communication, gesturing, using unauthorized written material, exchange of documents or answer scripts or any other act in the course of the examination which contravenes the provisions of these regulations shall constitute cheating and the Principal shall recommend imposition of punitive measures including discontinuation from studies.

30. A Candidate, who deliberately absents himself / herself from an examination without valid reasons, shall be discontinued from studies.
31. Mobile phones and any other gadgets that can facilitate communication in the examination room shall constitute “Unauthorized Material” and shall not be allowed in the examination room. Any Candidate found in possession of such unauthorized material shall be considered to have cheated.

PART VI

Appeals Procedure

32. Except where unfair marking, wrongful computation of marks or grades or other like irregularity committed in the conduct of any examination of the College is alleged, no appeal shall lie in respect of any such examination or any other ground.
33. Appeals shall be in written form and addressed to the Principal accompanied by all relevant and substantive evidence to support the allegation raised.
34. The Principal shall submit the appeal to the Board together with his / her recommendation and the decision of the Board shall be final.
35. In case of grievances of provisional examination results, an appeal shall be lodged before the expiry of fourteen (14) days from the day the provisional results are officially declared.

PART VII

Evaluation

36. Final assessment shall be carried out as prescribed in the respective Programme curricular
37. Coursework shall be constituted by a minimum of two (2) class tests, group and individual assignments, quizzes and projects.

PART VIII

Marking, Grading and Classification of Awards

38. The following grading system shall apply in marking examination:

NTA level 4 Range scores, Grade Point and Definition

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

NTA level 5 Range scores, Grade Point and Definition

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

NTA Level 6 Range of Sores; Grade Point and Definitions

S/n	Score range	Grade	Grade point	Definition
1	75-100	A	5	Excellent
2	65-74	B+	4	Very Good
3	55-64	B	3	Good
4	45-54	C	2	Average

5	35-44	D	1	Poor
	0-34	F	0	Failure
6	-	I	-	Incomplete
7	-	Q	0	Disqualification

Computation of Grade Point Average GPA

For all assessment leading to NTA, results shall be computed as follows;

A cumulative Grade Point Average (cum GPA) 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.

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

P represents a grade point assigned to a letter grade scored by student in a modules and **N** represents number of credits associated with the module.

The Grade Point Average shall be computed and truncated to single decimal point

Classification of awards

The grade point average (GPA) shall be computed from credits and weights and classified as shown in the following tables;

Awards Classes and cumulative GPA

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

PART IX

Examination Marking Process and Results

39. In order to ensure confidentiality and efficiency of the examination marking process, marking of the final examination papers shall preferably be conducted at a designated place and within a specified time period.
40. The College Academic Board shall be responsible for approving provisional examination results, after which the Principal shall release the same.
41. The Principal shall submit the provisional results to the Governing Board for final approval.
42. Approved examination results shall be published by the College within 60 days after the date of examination.

PART X

College Academic Board

43. The Board will establish and delegate all academic issues in Article 29.1.1 to the College Academic Board (CAB) which shall be the approving organ. The structure, membership, powers and others will be determined in the College Academic Board Rules and Regulations. The academic board shall be responsible for approving provisional examination results, reviewing implementation of these Examination Regulations and advising Management accordingly.
44. The Academic Board shall be constituted by the following members:-
 - i) External Professional person – Chairman, being appointed by the governing Board
 - ii) Other five member appointed by the governing Board from outside
 - iii) Principal – Secretary

PART XI

External Examiners Committee

45. The Governing Board shall appoint External Examiners Committee to moderate the examination before and after the examination. This is intended to address issues of quality assurance, transparency and fairness from the setting through marking of examinations.

46. Each subject panel shall identify three subject experts (in the order of their preferences) and recommend to the Principal who shall make a recommendation to the governing Board.
- 47. *The functions and duties of the External Examiner shall include the following:***
Advising internal examiners on any aspect related to the course whose examination he /she is moderating.
48. The tenure of External Examiners Committee shall be three years. An External Examiner who completes his / her tenure may be reappointed after the expiration of one academic year after he / she had completed his / her tenure as an External Examiner.
49. The External Examiners shall be entitled to the following payments in the course of their assignments:-
- i) Honoraria for the assignment
 - ii) Transport allowance
 - iii) Accommodation
 - iv) Fare in case of those from outside Mbeya region and
 - v) Any other payment approved by the governing board.

Appendices3: Student By-Laws

Preamble

Whereas the Rungwe International College of Business and Entrepreneurship Developments (RICOBED) desirous take the leading role in providing high quality educational programmes for learning to the students

AND

Whereas the College mission to gear greater community access to higher and technical education by increasing opportunities for both international and national students

NOW THEREFORE

These By-laws are promulgated and made to maintain the necessary conditions that will enable students of the College live in harmony as they engage themselves in their professional pursuits in furtherance of the College's Vision and Mission.

Objectives

These by-laws are intended to achieve the following:-

- (i) The to conduct training for the advancement of community for higher and further education leading to NTA award of Accountancy, Business Administration, Procurement and Supplies and entrepreneurship development including, in particular and without prejudice to the generality of the foregoing.
- (ii) To provide, on such terms as the College shall think fit, and to admit students to facilities for and to promote instruction study training and research both full-time and part-time having regard to the educational and training needs of the public.
- (iii) To assess the performance of persons by examinations and by other means;
- (iv) To provide, upon such terms as the College shall think fit, such libraries, teaching rooms, museums, laboratories and workshops, galleries, club rooms, premises for sports, playing fields, refectories and residential accommodation and such furniture, fixtures, apparatus, equipment, books, publications and other things as are suitable or convenient for any purposes of the College .

- (v) On the grounds of examination or study or research or other evidence of achievement or as recognition of service to the College or as a mark of distinction and respect to grant to persons approved by the College such Degrees, Honorary Degrees, Diplomas, Licences, Certificates, Credits, Academic Distinctions or Awards as the College may think fit and to withhold or withdraw the same if the College shall consider that there are good grounds for such withholding or withdrawal.
- (vi) To participate as the College may think fit in any arrangements made with any College or institute of higher education or with any other body having the appropriate powers whereby Students of the College may become qualified to receive any Degrees or other academic qualifications of such other body.
- (vii) To establish such relationships with other Colleges, universities or other educational institutions or any other body as may be thought desirable or expedient, including the recognition of course or parts of courses of or taught at such other universities and educational institutions and other bodies as leading to Awards or Credits of the College.

PART I

Citation and Scope of Application

- (a) These Bylaws provide for the general conduct, disciplinary matters, proceedings, penalties and other incidental matters shall be cited as the Rungwe International College of Business and Entrepreneurship Development Students' Bylaws
- (b) These Bylaws shall apply to any person who is admitted and registered as a student of the College.
- (c) The application of these Bylaws to any student shall cease upon the expiry of the period one is registered as a student of the College or upon the happening of any event which disqualifies one from continuing to be a student of the College.
- (d) The College through its established mechanism shall bring to the attention of the students the existence of these Bylaws.
- (e) Notwithstanding the provisions of paragraph 1 (d) of these Bylaws every student shall be presumed to be aware of the existence of these Bylaws and any other regulations of the College, and shall not be a defense for any student in relation to nay proposed

disciplinary measure that these Bylaws were not brought to his attention by the College.

- (f) The Principal of the College or any other Officer appointed by the Principal shall be responsible to the Governing Board for the enforcement of these Bylaws.

Interpretation

These Bylaws the following words and expressions are used in the following senses unless a contrary intention appears from the context.

- (a) “*Administrator*” refers to the Head of Human Resources and Administration of the College.
- (b) “*Disciplinary Offence*” refers to the disciplinary offences in Part V of these Bylaws.
- (c) “*College*” means the Rungwe International College of Business and Entrepreneurship Developments.
- (d) “*College premises*” refer to the College’s compound and any hostel or building outside the compounds that belong to or under the care and authority of the College.
- (e) “*Management*” refers to the Principal or any officer of the College acting on behalf of the Principal.
- (f) “*Matron*” refers to the officer in charge of the Students’ Welfare of the College.
- (g) “*Member of the College*” refers to the students, teaching staff and other staff.
- (h) “*Principal*” means the Principal of the Rungwe International College of Business and Entrepreneurship Developments.
- (i) “*Students’ representative*” means any student democratically elected or appointed to lead or represent or act on behalf of his / her fellow students.

Inconveniencing other RICOBED member

Student shall be bound to conduct themselves in such a way as not to inconvenience other Rungwe International College of Business and Entrepreneurship Developments members as per the following guidelines

- (a) Musical appliances (high sounding) and noise making such as musical kits, systems and guitars shall not be entertained in students’ rooms.

- (b) Musical instruments and entertainment appliances may not be used until midnight but at a tone does not inconvenience others.
- (c) For specific official student functions, permission to extend musical performance in specified places within the College may be granted by the Management until but not beyond 3:00 am.
- (d) Balconies, windows, corridors and common areas shall not be used for drying or airing beddings, towels or clothing

Safety at the College

In order to ensure safety of Rungwe International College of Business and Entrepreneurship Developments members as well as property at the College, students shall abide by the following principles:-

- (a) Each student shall be personally responsible for safety of his /her money and valuables brought in the room. The College shall not be responsible for any loss.
- (b) The Management of the College shall reserve the powers to enter or search or investigate its halls of residence or hostels occupied by students whenever the needs to do so arise. The College shall also have the power to seize any unauthorized property or materials kept or placed in its buildings or halls of residence or hostels.

Visitors

- (a) Visitors may be allowed into students' rooms between the hours 10:00 am and 8:00pm. For the avoidance of doubt the term "Visitors" includes students of the opposite sex and non-student of either sex.
- (b) Any person who is neither a student nor a resident of the College who is a party to the breach of paragraph 7 (a) of these Bylaws shall be liable to criminal proceedings for criminal trespass.

PART II

Provisions Relating to Illness and Cafeteria

1. Health and Catering Services

Matters of illness and cafeteria services shall be guided as shown below:-

- (a) All meals will be served in the cafeteria at designated times or at other places and at other times as may be determined by the Management of the College.
- (b) Students' visitors shall not be allowed to use the cafeteria unless expressly authorized by the Management of the College.
- (c) The general policy of the College is to refer all cases of illness to Rungwe International College of Business and Entrepreneurship Developments authorized hospitals and clinics. However, the College shall maintain a first aid kit for emergency and / or minor cases of illness.

PART III

Disciplinary Offences

2. Types of disciplinary offences

(a) Student misconduct

Conduct which does or is likely to cause damage, defacement or violence to person and / or property within the College provided that such conduct is that of a student towards another students, member or members of Rungwe International College of Business and Entrepreneurship Developments or any employee or any person provided that the conduct in question occurred within the College premises.

(b) Violence

Unlawful use of force of offering violence against or striking a member of the College or any other person lawfully at the College premises provided that such violence occurred at the College.

(c) Malicious damage to property

Maliciously damaging, defacing or destroying property of the College, or of any member of the College or any other person who is lawfully within the premises of the College.

(d) Unlawful Obstruction

Any unlawful act or conduct which is likely to obstructs or frustrate or frustrates the holding of any lecture, practical assignment, fieldwork, research or other instructional

activity given or authorized by the College, any meeting, function or lawful activity authorized by the College.

(e) Trespass

Unauthorized use of or interference with any property, or electrical or other service or installation of the College or any student or member of the College or any other person who is lawfully at the College.

(f) Inciting Literature

Dissemination of inciting, literature that may induce feelings of hatred or violence.

(g) Possession of Keys

Unauthorized possession of key (s) for any room or office belonging to the College.

(h) Refusal or failure to comply with a lawful order

Any unjustifiable refusal or failure to comply with a lawful order or directive given by any officer of the College or order or directive from any competent organ or any other organ with the authority to order or direct what should be done or should not be done.

(i) Defamation

Use of defamatory words, or abusive language by any student against any person at the College.

(j) Assault

The use of words or conduct against any member of the College or any person lawfully at the College, that threaten the victim and lead to a reasonable fear that he / she is about to be attacked or his / her safety is in danger.

(k) Forgery

Forging a document or uttering a false statement or perpetrating forgery with intention to cause loss to any person or the College or any other College whether in cash or otherwise, or with the intention of using the forge document to achieve or accomplish a certain purpose or goal, or with the intention of using such document to obtain money or property or services or any other benefits.

(l) Inviting Barred Persons

Knowingly inviting or entertaining a student or any other person or persons or groups knows to have been barred from entering the College's premises.

(m) Disobedience

Refusal or failure to obey any lawful order of instruction issued under RICO-BED Examination Regulations or any other Bylaws promulgated by the College.

(n) Failure to attend a Disciplinary Committee call

Any unjustifiable failure or refusal to obey summons of the disciplinary authority or any other authority of the College when summoned to do so.

(o) Unlawful obstruction of proceedings

Unlawful obstruction of the proceedings conducted by the Disciplinary Committee or Appeal Committee or any other competent organ at the College.

(p) Failure to abide by a Disciplinary Committee decision

Unjustifiable refusal or failure to abide by the decision and / or penalty made or imposed by the disciplinary authority or any other competent authority of the College.

(q) Unauthorized holding of students' Baraza

Holding of any students' meeting that has not been authorized by the Principal or Administrator of the College.

(r) Nuisance

Any repeated or frequent and unjustifiable act or conducts that interferes with smooth learning or quite enjoyment in using dormitories or offices or halls of residence or any buildings or premises of the College.

(s) Inviting outsiders

Inviting outsiders as guest speakers, social entertainers or journalists without prior written permission from the Principal or Administrator of the Institute.

(t) Sexual harassment / discrimination

Any threat or repeated and / or unwarranted conduct (verbal or physical in nature) or gestures, sexual advances; or sexual explicit derogatory statements, or sexually discriminatory remarks made by a student of the College against a fellow students or any other person including and other act or conduct which undermines one's general feeling of security or creates a threatening or intimidating environment.

(u) Collection money at the College

Unauthorized collecting or charging of money from any student or groups of students or from any person or any company or any organization or from any source without prior written permission from the Principal .

(v) Unauthorized possession of weapons

Unauthorized carrying of any weapon within the College which is likely to jeopardize peace or threaten the life or safety of any student or member of the College or any person lawfully at the College.

(w) Unlawful demonstrations, mob action and class boycott

Organizing and / or participating in any unlawful demonstration or mob action or boycott; or inciting others to organize and / or participate in unlawful demonstration or mob action or boycotts.

(x) Doing or engaging in undesirable act

Doing or engaging in an act, which, although not under disciplinary offence, in the judgment of the Principal , is undesirable and likely to jeopardize harmony and security of students and the College's community in general or it tends to lower human dignity.

(y) Interference with any electrical installation or service

Interfering with any electrical installation or any other service installed in the College.

PART IV

Student's Disciplinary Committee

3. Establishment

There shall be established the Rungwe International College of Business and Entrepreneurship Developments Student's Disciplinary Committee

4. Composition

(a) The Students Disciplinary Committee shall be composed of the following members:-

Coordinator of studies	-	Chairperson / Chairman
Dean of student Services	-	Secretary
Matron or Dean	-	Member
Student's Representative	-	Member

(b) Students shall elect their representative to the Students Disciplinary Committee, preferably a student who is enrolled in a course lasting one academic year.

5. Quorum

The Committee shall be properly constituted if at least three members are present. If the Chairperson is absent, members present shall elect a Chairperson for the purposes of the meeting at hand.

6. Powers of the Committee

The Students' Disciplinary Committee shall have the following powers and functions:-

To receive and deliberate on any matter relating to the conduct of any student of the College as may be referred to it by the Matron or Warden or any other person;

- (a) To summon and interrogate any student and demand any evidence relation to any alleged misconduct of such student or any other student.
- (b) To impose and appropriate penalty to students for any offence committed under these Bylaws or any other laws of the College in which the conduct of the student is at issue.
- (c) To determine and impose any appropriate penalty on any student and for any proven offence relating to the conduct and discipline of such student where the same is not provided for in these Bylaws.
- (d) To advise the College on any matter in which the conduct and discipline of students is in issue and propose, in appropriate cases, for measures to be taken, for any act of misconduct or indiscipline by any student that occurs on or off the campus of the College.
- (e) To any other thing not specifically provided for in these Bylaws for the maintenance and promotion of good discipline among students, between students and the College's Community and other communities outside the College.

7. Powers of the Committee

Notwithstanding the provisions of items (C) and (d) of paragraph (15) no penalty shall be imposed on any student without first providing him the opportunity to be heard.

It shall be the duty of the Committee through its Chairman to inform the Principal of any decision passed by the Committee on any student under these Bylaws or any other relevant law of the College and the Committee shall not implement any decision on any student before the Principal is informed of such decision.

Any matter which has been decided by the Committee shall not be referred to it again and a student who is not satisfied with the decision of the Committee may appeal to the Students' Disciplinary Appeals Committee.

8. Breach of Bylaws

Without prejudice to any specific penalties provided for in these Bylaws; breaches of these Bylaws shall first be reported to the Administrator who shall have powers to warn, reprimand, counsel or require any such student concerned to rectify such a breach after giving him / her an opportunity to be heard.

9. Non- compliance with the Administrator's directions

non-compliance with the Administrator's directions to rectify the breach, or repeated breaches of any of these Bylaws by any student shall be reported to the Students' Disciplinary Committee was against another student or any member of the College, the victim shall produce his /her complaints into writing, specifying the disciplinary offence committed, date and time. The Disciplinary Committee and shall be lodged within 14 days from the date when the offence in question was committed.

10. Disciplinary Proceedings

The Rungwe International College of Business and Entrepreneurship Developments Students' Disciplinary Committee shall conduct its business in accordance with the following procedures:-

Where a complaint has been received by the Chairperson, a copy of the same shall be sent to the accused in writing so as to inform him / her of the nature of the allegations against him /her and shall require the accused person to make written reply to the allegations addressed to the Chairperson and shall reply within 7 days from the date when the copy of the complaints constituting the allegations was received by him / her.

- (a) The Chairperson shall convene a meeting of the Disciplinary Committee in order to determine the Disciplinary offence alleged to have been committed with 7 days from the date when reply to the allegation is received from the accused person.

- (b) Where the Disciplinary Committee convenes as a result of the above provision, Members shall examine the complaints and the reply, and ascertain whether the allegations amount to any Disciplinary offence or not.
- (c) Where the Committee is satisfied that the allegations constitute a Disciplinary offence the Committee shall examine the accused response to the allegations and determine if the accused admits the allegations or not.
- (d) Where the accused admits the offence and the facts constituting it, the Committee may pronounce its decision without any further inquiry. Admission of the allegation may be considered as one of the factors of mitigating the punishment to be imposed on the accused student.
- (e) Where the accused denies the alleged Disciplinary offence, the Disciplinary Committee shall determine the matter by summoning both parties and require them to appear before it on the appointed day, venue and time in order to defend their submissions before the Disciplinary Committee.
- (f) In determining the Disciplinary offence, parties shall be afforded an opportunity to be heard and may call witnesses, produce evidence and / or submit before the Disciplinary Committee anything relevant to the matter in question.

11. Decision of the Students' Disciplinary Committee

All questions before the Students' Disciplinary Committee shall be decided by a majority of votes of the members present. In case of a tie of votes the Chairperson shall have a casting vote. The decision of the committee shall be communicated to the parties, in writing, and shall state the grounds / reasons that led to that decision.

12. Appeal

Any party aggrieved by the decision of the Students' Disciplinary Committee may appeal to the Students Disciplinary Appeals Committee, and such appeal must be in writing addressed to the Principal stating all grounds of appeal. No appeal shall be entertained unless lodged within 7 days from the date when the decision was received by the aggrieved party.

PART V

Students Disciplinary Appeals Committee

13. Establishment

There shall be established a Students' Disciplinary Appeals Committee.

14. Composition

The Students' Disciplinary Appeals Committee shall consist of the Principal and at least three other members to be appointed by the Governing Board. One of the members must be a RICOBED Student.

15. Quorum

The appeal Committee shall be properly constituted if at least three members are present. If the Chairperson is absent Members who are present shall elect a Chairperson for the purposes of determining the appeal in question.

16. Appeal Committee Meetings

The Students' Disciplinary Appeals Committee shall meet within seven days following the receipt of the appeal.

17. Hearing procedure

In determining the appeal the Appeal Committee shall give the parties concerned enough opportunity and time to defend their positions at the appeal.

18. Appeal Committee Membership

Any member of the Students' Disciplinary Committee who took part in the decision that is the subject of an appeal before the Students' Disciplinary Appeals Committee shall not take part in the hearing of such appeal.

19. Appeal Committee Powers

In determining an appeal, the Appeal Committee shall have powers to confirm, vary or set aside any decision of the Students Disciplinary Committee.

- (a) Decision of the Students' Disciplinary Appeals Committee shall be final and conclusive.
- (b) Where and appellant is dissatisfied with the decision of the RICO-BED Students' Disciplinary Appeals Committee in respect of an appeal against any penalty imposed under these Bylaws shall be entitled to appeal to the Governing Board of the College within ten working days from the date of determination of such an appeal by the RICO-BED Students' Disciplinary Appeals Committee.

20. Appeals to the Governing Board

- (a) Appeals to the Governing Board shall be in writing where the appellant shall set out the grounds for such appeal.
- (b) In determining any appeal by any aggrieved person under these Bylaws, the Governing Board shall adopt its own procedure and in so doing may require the presence of any of the parties involved in the dispute or any other person it considers necessary.
- (c) In determining any appeal under this paragraph no procedure shall be adopted by the Governing Board which offends or seeks to offend the principles of natural justice.
- (d) In the exercise of its appellate jurisdiction, the Governing Board shall have all the power vested in any authority or organ under these Bylaws, and may decide or do other things not expressly provided for under these Bylaws.
- (e) Any decision or act of the Governing Board as provided for under subparagraph (5) of this paragraph shall final and conclusive.

PART VI

21. Penalties

Upon proof of breach of the disciplinary offences specified in these Bylaws, the Disciplinary Authority may impose penalties in appropriate cases guided by the First Schedule to this regulations as follows:-

- (a) An ordinary warning or severe warning, with a direction to have it recorded in the personal file of the student concerned; or
 - (b) Payment of compensation commensurate with the nature of the offence committed;
- or

- (c) Suspension from classes of hostel of the student (s) involved for a period not exceeding one month. A rustication for a maximum period of nine months or one academic year; or
- (d) Discontinuation from studies in case of grave offences as may be determined by the Disciplinary Committee.

22. Dismissal from the hostel of the College

Where penalties specified in article (28) are imposed on a student, and that student repeats the same offence within the same semester the Disciplinary Committee may dismiss him or her from the College's hostel or halls of residence. In any case in which the Disciplinary Committee finds that the breach is so grave it may recommend that the student be dismissed from the College.

23. Imposition of a lesser penalty

Notwithstanding any penalty provided for under these Bylaws the Students' Disciplinary Committee or any other competent body may impose a lesser penalty having duly considered the circumstances of a particular case.

24. Married Students

Married students shall be required to comply with these Bylaws. Couples shall not live together in the premises of the College.

25. Amending these Bylaws

The Governing Board may from time to time propose to amend these Bylaws.

26. Application of other rules

These Bylaws are not exhaustive and therefore students shall abide by other rules governing general conduct, and for RICOBED staff, the Staff Regulations and Code of Conduct shall also apply.

27. Availability of these Bylaws

The Student Bylaws shall be made available to every student on arrival at Rungwe International College of Business and Entrepreneurship Developments. Each student shall be required to read, understand and abide with these Bylaws.

First Schedule Offences and Penalties

No.	Column 1 Bylaw contraven ed under these Bylaw	Column 2 First breach	Column 3 second breach	Column 4 third breach	Column 5 any subsequent breach
1.	11 (a)	Ordinary warning (and compensation where applicable)	Severe warning (and compensation where applicable)	Suspension	Discontinuation from s studies
2.	11 (b)	Severe warning (and compensation where applicable)	Suspension	Discontinuation from s studies	
3.	11 (c)	Suspension	Discontinuation from s studies		
4.	11 (d)	Severe warning	Suspension	Discontinuation from s studies	
5.	11 (e)	Suspension	Suspension		
6.	11 (f)	Suspension	Discontinuation from s studies		
7.	11 (g)	Severe warning	Suspension	Discontinuation from s studies	
8.	11 (h)	Severe warning	Suspension	Discontinuation from s studies	
9.	11 (i)	Severe warning	Suspension	Discontinuation from s studies	
10.	11(j)	Suspension	Discontinuation from s studies		

11.	11 (k)	Discontinuation from s studies			
12.	11(l)	Suspension	Discontinuation from s studies		
13.	11 (m)	Severe warning	Suspension	Discontinuation from s studies	
14.	11 (n)	Severe warning	Suspension	Discontinuation from s studies	
15.	11 (o)	Suspension	Discontinuation from s studies		
16.	11 (p)	Suspension	Discontinuation from s studies		
17.	11 (q)	Severe warning	Suspension	Discontinuation from s studies	
18.	11 (r)	Ordinary Warning	Severe warning	Suspension	Discontinuation
19.	11 (s)	Ordinary Warning	Severe warning	Suspension	Discontinuation from s studies
20.	11 (t)	Suspension	Discontinuation from s studies		
21.	11 (u)	Severe warning	Suspension	Discontinuation from s studies	
22.	11(v)	Discontinuation from s studies			
23.	11(w)	Suspension	Discontinuation from s studies		
24.	11 (x)	Severe warning	Suspension	Discontinuation from s studies	
25.	11 (y)	Suspension	Discontinuation from s studies		

Appendices 4: Fees Structure for 2016-2017 Academic Year

Academic Program	Tuition fees	Caution money	Identity	NACTE fees	Graduation	Stationery	Students union	Transport	Total
All Basic Certificate (NTA -4)	800,000	15,000	10,000	15,000	50,000	20,000	10,000	20,000	940,000
All Technician Certificate (NTA-5)	1,350,000	15,000	10,000	15,000	50,000	20,000	10,000	20,000	1,490,000
All Diploma Program (NTA-6)	1,350,000	15,000	10,000	15,000	50,000	20,000	10,000	20,000	1,490,000

Terms and Conditions

- (i) Payment is made **five days before the beginning** of each academic year/semester
- (ii) Payments for successive installments should be in advance prior to the commencement of the second semester
- (iii) **Please not that all registrations must be accompanied by proof of payment of tuition fees**
- (iv) The tuition fees should be paid to the ***Rungwe International College of Business and Entrepreneurship Development*** VIA Bank Account number: **61410003287 NMB**
- (v) **Tuition fees once paid cannot be refunded**
- (vi) Student should themselves incur cost for the living expenses, transportation, during the course period and practical



Mount Rungwe in Rungwe District



Lake Ngozi in Rungwe District