

**THE UNITED REPUBLIC OF TANZANIA
MINISTRY OF HOME AFFAIRS
TANZANIA CORRECTIONAL TRAINING ACADEMY**



**PROSPECTUS
FOR
TANZANIA CORRECTIONAL TRAINING ACADEMY
2022/2023 – 2023/2024**

TANZANIA CORRECTIONAL TRAINING ACADEMY (TCTA)

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LIST OF ABBREVIATIONS

CGP	-	Commissioner General of Prisons
CP	-	Commissioner of Prisons
DCP	-	Deputy Commissioner of Prisons/Police
SACP	-	Senior Assistant Commissioner of Prisons
ACP	-	Assistant Commissioner of Prisons
SSP	-	Senior Superintendent of Prisons
SP	-	Superintendent of Prisons
ASP	-	Assistant Superintendent of Prisons
INSP	-	Inspector of Prisons
A/INSP	-	Assistant Inspector of Prisons
S/SGT	-	Staff Sergeant
SGT	-	Sergeant
DC-(ARC)	-	Deputy Commandant (Academic, Research and Consultancy)
DC-(PFA)	-	Deputy Commandant (Planning, Finance and Administration)
DIT	-	Dar es salaam Institute of Technology
GPA	-	Grade Point Average
IFM	-	Institute of Finance and Management
KIU	-	Kampala International University
MU	-	Mzumbe University
NACTVET	-	National Council for Technical and Vocational Education and Training
NTA	-	National Technical Award
PHQ	-	Prisons Headquarters
TCTA	-	Tanzania Correctional Training Academy
TPS	-	Tanzania Prisons Service
TTC	-	Teachers Training College
UDSM	-	University of Dar es salaam

TANZANIA CORRECTIONAL TRAINING ACADEMY ADMINISTRATION

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1.0 INTRODUCTION

1.1 HISTORICAL BACKGROUND OF TANZANIA CORRECTIONAL TRAINING ACADEMY

The TCTA (formerly Ukonga Prisons Staff College) was officially established in the year 1959, with unarticulated vision and mission. However, the college had an implied vision of becoming an excellent professional training institution in inmates' correctional science operating along National and International set norms and standards. Also, the implied Mission was to prepare competent prisons officers with necessary knowledge and skills to manage prisons in the country.

The primary function was to run Advanced Leadership and Senior Management Courses (Gazetted Officers Course). Upon completion of the course, graduates are promoted to the ranks of Assistant Inspectors and Assistant Superintendent of Prisons respectively. The training at the Ukonga Prisons Staff Training College continued up to 1968 when the Ministry of Home Affairs decided to amalgamate the training of Police, Prisons and Immigration officers at the Police Training College in Moshi-Kilimanjaro and Ukonga in Dar es Salaam. The Moshi College and Ukonga were earmarked for the training of the recruits and officers for all Forces respectively. In addition to the above two mentioned courses, the college has been conducting in-service trainings in the areas of Administration, Management, Information Technology, Music and Intelligence. From 1996 the College has been running Certificate in law course under the auspices of the University of Dar es salaam. This course is intended to produce low cadre legal professionals who serve in different prisons as legal advisors/paralegals.

In 2015, the College was formally registered by NACTVET and it changed its name from Ukonga Prisons Staff College to Tanzania Correctional Training Academy (TCTA). From that time the College started offering Correctional Science programmes in addition to its original mandate. The College in the course of its history has served in provision of correctional knowledge to participants from countries such as Rwanda, Swaziland, Mozambique and Seychelles. Also the College has hosted training of other forces such as Police, Immigration and Fire and Rescue. Due to its reserve of knowledge in the area of detention the College has offered the same to Tanzania Peoples Defence Forces personnel on how to handle professionally the detainees who come into conflict with the law in that Force.

Due to importance of the College as aforementioned, there is need of having a special provision in the Prisons Act or an independent Act to establish the College.

1.2 VISION, MISSION, CORE VALUES, GOAL AND OBJECTIVES OF THE TANZANIA CORRECTIONAL TRAINING ACADEMY AND MOTTO

1.2.1 VISION

Become a world class professional Training Institution in Inmates Correctional Science.

1.2.2 MISSION

To provide quality scientific inmates correctional knowledge and skills through undertaking teaching, researches, consultancies and render correctional advices so as to enhance public safety.

1.2.3 CORE VALUES

To achieve the above framework the following values and principles will guide correctional work in the Service and the Community in general;

1.2.3.1 Allegiance and loyalty

We bear true allegiance and loyalty to the TCTA Advisory Board, TPS Top Management, NACTVET (The Regulator), Country and Constitutionally elected Government of the day.

1.2.3.2 Integrity

We adhere to high moral and ethical standards in fulfilling our academic obligations and managing public resources.

1.2.3.3 TCTA Spirit

Unity is our strength and power, therefore, we dedicate unreserved loyalty to team effort and we vow to support each other at all times.

1.2.3.4 Professionalism

We recognize our duty to perform with competence and to strive for excellence at all times.

1.2.3.5 Accountability

We accept our responsibilities and consequences of our actions.

1.2.3.6 Partnership

We respect our stakeholders and community at large. Their active support and cooperation is valuable to our undertakings.

1.2.3.7 Commitment

We are dedicated to work so as to accomplish Institution's set goals and objectives.

1.2.3.8 Progressive

We embrace positive changes. We are flexible, innovative, and we will not hesitate to experiment new roles, programs, or technologies so as to improve our performance.

1.2.3.9 Excellence

We hold ourselves accountable to the highest degree of performance.

1.2.3.10 Transparency

We strive to observe the doctrine of transparency in the provision of our services.

1.2.4 GOAL

Producing professional and outstanding prison officers who will be able to deal more technically with law enforcement challenges both at national and global level by providing with highly quality and excellent performance.

1.2.5 OBJECTIVES

1.2.5.1 Build capacity among practitioners in custodial and rehabilitation industry.

1.2.5.2 Equip students with sufficient knowledge, skills and attitude that will enable them to work competently as correctional officers in inmates Rehabilitation Services.

1.2.5.3 Provide professional advice and consultancy services in the areas of crime prevention, security, safety, rehabilitation and custodial management.

1.2.6 MOTTO

Excellent Professional training.

1.3 LEARNING PRINCIPLES

The Tanzania Correctional Training Academy is firmly rooted from TPS training policy and strategy. The overriding training philosophy of the Academy is that effective training and development planning and implementation can foster a

continuous learning culture and realize the potential of its officers to meet the needs of the TPS and the community it serves.

1.4 COLLABORATION WITH OTHER TRAINING INSTITUTIONS

One important source of external knowledge is academic input by developing closer collaboration with universities and other learning institutes and partnering with practitioners in the field. The training institutions bridge the gap between academic theory and practical knowledge.

The Academy has mutual cooperation with other training institution within the country such as Mzumbe University (MU), University of Dar es Salaam (Udsm), Dar es Salaam Police Academy (DPA) and Institute of Social Work (ISW).

1.5 OVERSEAS TRAINING

To broaden their international perspective, officers of all ranks may have the opportunity to undertake overseas training in order to bring back vital skills and knowledge on specialized areas.

1.6 QUALITY ASSURANCE AND QUALITY CONTROL

Quality assurance and quality control not only maximizes quality and efficiency; it also brings about standardization in the training deliverables of the Academy. Else, it is an essential ingredient for recognition by comparable training establishments. In addition, it is the hallmark of any professional organization that it possesses an effective mechanism for continuous self-improvement.

The Academy has developed a quality assurance and quality control mechanism based on the NACTE Guidelines. Quality assurance and quality control are built in the entire training process and involves all training needs as per training programmes.

1.7 THE TCTA ACCREDITATION

The Academy has been granted full registration by NACTE to offer training ranging from NTA level 4 - 6 and has embarked on the Accreditation processes.

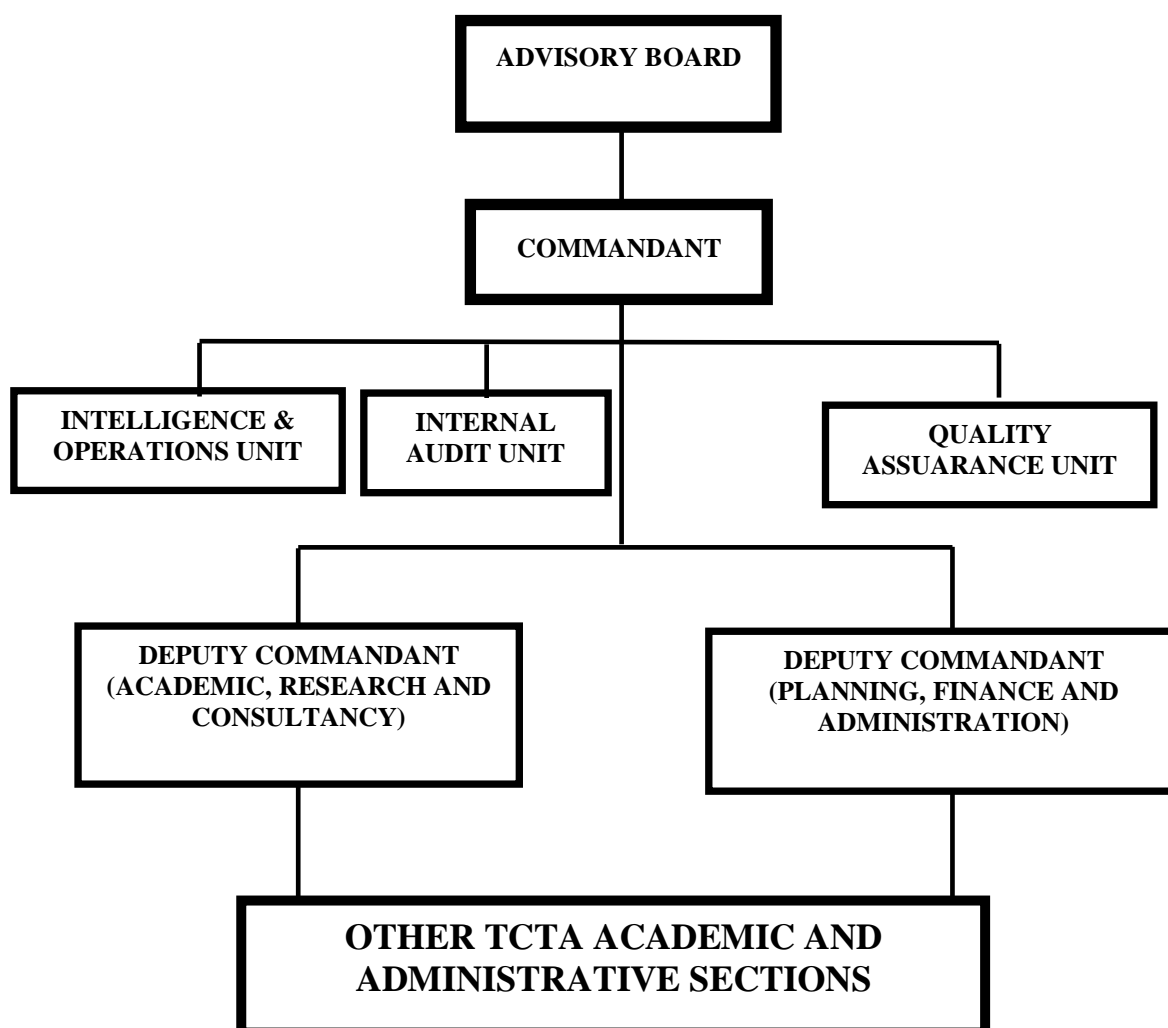
2.0 MEMBERS OF THE ADVISORY BOARD

- | | |
|-----------------------------|---------------------------|
| 1. Dr. Zena M. Mabeyo | Chairperson |
| 2. DCP. Jeremiah Y. Katungu | Deputy Chairperson |
| 3. SACP. Lazaro Mambosasa | Member |
| 4. Dr. Cairo Mwaitete | Member |
| 5. Dr. Monica Chiduo | Member |
| 6. Mr. Godfrey S. Nyaisa | Member |

2.1 MEMBERS OF THE SECRETARIAT

1. ACP. Wellington W. Kahumuza **Secretary to the Board**
2. SSP Halima A. Msumai **Member**
3. SP Lilian J. Lubozi **Member**
4. SP Lihuwi S. Ngonyani **Member**
5. A/INSP Emmiliana Q. Chales **Member**
6. A/INSP Raphael R. Ungani **Member**

3.0 ORGANIZATIONAL STRUCTURE OF THE TANZANIA CORRECTIONAL TRAINING ACADEMY



4.0 THE SENIOR ADMINISTRATIVE AND ACADEMIC STAFF

4.1 SENIOR ADMINISTRATIVE STAFF

- The Commandant
W. W. Kahumuza (ACP), Advanced. Diploma in Public Administration (IDM Mzumbe), Masters in Public Administration (Mzumbe University)
- Deputy Commandant (Academic, Research and Consultancy)
M. S. Mwakyoso (ACP), Master Degree of Science in Public Health and Food Safety
- Deputy Commandant (Planning, Finance and Administration)
H. A. Msumai (SSP), Certificate of Teaching Grade III, Diploma in Social Work and Administration (Institute of Social Work)

4.2 HEAD OF SECTIONS

- Course Coordination
B. J. Magoma (ASP), Bachelor's in Politics Management and Social Development.
- Examinations
E. A. Mghase (A/INSP) BA of Computer Engineering. (Dar es Salaam Institute of Technology)
- Student Affairs
J. E. DAFFI (SP), Bachelor of Arts in Sociology (University of Dar Es Salaam)
- Admission
R. R. Ungani (A/INSP), Advance Diploma in Information Technology (IAA - Arusha).
- Quality Assurance Officer
L. J. Lubozi (SP), Advance Diploma in Information Technology (IFM)

4.3 OTHER ACADEMIC STAFF

- (i) **T. P. Kimaro** (SP), Bachelor of Arts in Cooperative Management and Accountancy.
- (ii) **M. M. Mazengo** (ASP), Advance Diploma in Information Technology (IFM)
- (iii) **H. B. Mlimilwa** (ASP), BA. Education with Fine and Performing Arts (UDSM).

- (iv) **A. J. Mangara** (SP), B.sc in Medicine- MD (MUHAS), M.sc in Clinical Medicine
- (v) **S. A. Kabelwa** (SP), Masters in Public Administration. (Mzumbe Univesrity)
- (vi) N. S. Mbwilo (SP), Bachelor of Arts with Education.
- (vii) **A. W. Mkingule** (INSP), Bachelor of Medicine and Surgery - MBBS (IMTU).
- (viii) **G. S. Mdoe** (ASP), Bachelor of Arts with Education.
- (ix) **E. M. Jackson** (ASP), Bachelor of Arts with Education, (University of Dar Es Salaam).
- (x) Mwalimu Nyerere Memorial Academy)
- (xi) **A. H. Ngwaly** (ASP), Advance Diploma in Accounts.
- (xii) **J. M. Kisika** (ASP), Bachelor in Education (UDOM)
- (xiii) **M. P. Matata** (INSP), Bachelor in Information Technology.
- (xiv) **M. A. Mushi** (INSP), Bachelor Degree in Procuremnt and Supply Management.
- (xv) **D. P. Moshi** (INSP), Bachelor of Laws (LLB), (Tumaini University)
- (xvi) **C. F. Mgina** (INSP), BA in Music (Tumaini University).
- (xvii) **A. B. Faustine** (INSP), BA in Music (Tumaini University).
- (xviii) **M. P. Mbuki** (INSP), BA in Music (Tumaini University).
- (xix) **J. C. Bakari** (INSP), Bachelor of Human Resource Management (Theofilo Kisanji University).
- (xx) **K. C. Mishack** (A/INSP), Bachelor Degree of Arts (Fine & Performing Arts), (UDSM)
- (xxi) **L. M. Kuchilingulo** (A/INSP), Bachelor Degree in Social Work.
- (xxii) **E. M. Noel** (A/INSP), Bachelor Degree of Arts in Music. (Tumaini University).
- (xxiii) **Theophil Theonest Rwiukya** (A/INSP), Post Graduate Diploma in Legal Practice. (Mzumbe University)
- (xxiv) **A. T. Kapelela** (A/INSP), **Post** Graduate Diploma in Legal Practice.
- (xxv) **I. S. Mwinyigoha** (A/INSP), Bachelor of Arts with Education, (University of Dar Es Salaam).

- (xxvi) **S. S. Kakulu** (A/INSP), Diploma in Records, (TPSC - Tabora) Bachelor of Business Administration, (Tanzania Institute of Accountancy)
- (xxvii) **P. C. Sabin** (A/INSP), Masters of Social Work, (Open University of Tanzania)
- (xxviii) **A. M. Kyangala** (A/INSP), Bachelor of Arts with Education, (Tumaini University), Masters of Arts in Applied Social Psychology, University of Dar Es Salaam).
- (xxix) **E. G. Marco** (A/INSP), Bachelor Degree in Procurement and Logistics
- (xxx) **S. I. Mnubi** (A/INSP), Bachelor of Laws.
- (xxxii) **T. C. Masolwa** (A/INSP), Degree Bachelor of Arts in Library and Information Studies
- (xxxiii) **R. R. Ungani** (A/INSP),
- (xxxiiii) **M. E. Mwasumbi** (S/SGT), Instructor's Course, Certificate in Information Technology (VETA), Technician Certificate In Correctional Science.
- (xxxv) **V. M. Kibuga** (S/SGT), Instructor's Course, Certificate in law (UDSM), Technician Certificate In Correctional Science,
- (xxxvi) **B. A. Mwakabeta** (SGT), Instructor's Course, Diploma in Law (Kampala International University)

5.0 PROGRAMME OFFERED

The academy offers Correctional Science Programme at three levels namely:-

- 5.1 NTA Level 4 – Basic Technician Certificate in Correctional Science
- 5.2 NTA Level 5 – Technician Certificate in Correctional Science
- 5.3 NTA Level 6 – Ordinary Diploma in Correctional Science

6.0 ADMISSION PROCEDURES AND DESCRIPTIONS OF PROGRAMME LEVELS

(General Information)

All enquiries about admission to Tanzania Correctional Training Academy should be addressed to

The Commandant,

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Website: www.magereza.go.tz

6.1. ADMISSION TERMS, REGISTRATION PROCEDURES AND REGULATIONS

A candidate is admitted to Tanzania Correctional Training Academy on understanding that in accepting the admission he/she commits himself/herself to adhere to its statutes, act, regulations, rules and by- laws. Tanzania Correctional Training Academy is an institution of higher reputation which expects students' behaviour on and off campus to be moral, ethical and legal. The Academy reserves the right to withdraw admission for conduct that is contrary to the objectives of the Academy.

The Academy normally invites applications for admission to the various courses from early May to August of the academic year for the courses beginning in the following academic year according to NACTE calendar. The shortlisted applicants are entered in the NACTE online System for verification procedures. The selected candidates are informed through official communication channels.

The academic year of the Tanzania Correctional Training Academy is as per NACTE National Calendar and selected students are required to report not later than two weeks after commencement of studies. There shall be no registration after the third week of commencement of the semester.

- Fresh students must register themselves from the first day of the orientation week and furnishing a medical examination form on the fitness of the candidate.
- Failure to register for the programme will lead to automatic cancellation of student's admission. Such a student will therefore be required to re-apply for studies.
- A student enrolled at the Academy shall not be allowed to postpone studies after the academic year has begun except under special circumstances and with permission from the Deputy Commandant for Academic, Research and Consultancy.
- No student shall be allowed to postpone studies during the two weeks preceding final examination but may be considered for postponement of examinations.
- No change of names by students is entertained during the course of study at the Academy. Names appearing on the original academic certificates shall be used.

6.2 BASIC CERTIFICATE IN CORRECTIONAL SCIENCE (NTA LEVEL 4)

The minimum entry requirements for Basic Technician Certificate in Correctional Science Programme (NTA Level 4) shall be 4 passes of "D" Grade in Certificate of Secondary Education Examination (CSEE), or with 3 passes of "D" Grade in CSEE who has passed a pre-entry examination set by the Academy.

The Basic Technician Certificate in Correctional Science comprises a total of 12 modules, which extend for two semesters of 15 weeks each in one academic year. The programme has a total of 120 credits

The table below provides a summary of all the modules taught in the Basic Technician Certificate

SEMESTER I

S/N	Module Code	Module Title	Class	Credit VALUES
1	CST04101	Basics of Correctional Science	C	10
2	CST04102	Basic Correctional Laws	C	9
3	CST04103	Basics of Security Systems	C	11
4	CST04104	Drills and Parading	C	15
5	CST04105	Basic Communication Skills	F	12
TOTAL CREDIT VALUES				57

SEMESTER II

S/N	Module Code	Module Title	Class	Credit Values
1	CST04206	Inmate Behavior and Rehabilitation	C	7
2	CST04207	Defensive Tactics	C	12
3	CST04208	Inmate Rights	C	5
4	CST04209	Basic Computer Applications	F	10
5	CST04210	Public Health	F	8
6	CST04211	Life Skills	F	10
TOTAL CREDITS				

6.3 TECHNICIAN CERTIFICATE IN CORRECTIONAL SCIENCE (NTA LEVEL 5)

The minimum entry requirements for Technician Certificate in Correctional Science Programme shall be 1 principal pass of “E” and 2 Subsidiary passes in Advanced Certificate of Secondary Education Examination (ACSEE), holder of Basic Technician Certificate in Correctional Science or any other Certificate related to Corrections.

A candidate must have a service of at least three years. The programme duration shall be two semesters full time.

SEMESTER I

S/N	Module Code	Module Title	Class	Credits
1	CST05101	Inmates Management	C	12
2	CST05102	Correctional Security	F	23
3	CST05103	Development Studies	C	13
4	CST05104	Communication Skills	F	12
TOTAL CREDITS				60

SEMESTER II

S/N	Module Code	Module Title	Class	Credits
1	CST05205	Social Work	F	15
2	CST05206	Correctional Administration and Management	C	08
3	CST05207	Parade and Safety Training	F	21
4	CST05208	Correctional Laws	C	16
5	CST05209	Field Practical Training	F	
TOTAL CREDITS				60

6.4 ORDINARY DIPLOMA IN CORRECTIONAL SCIENCE (NTA LEVEL 6)

To qualify for admission to Diploma in Correctional Science (NTA Level 6 programs), a candidate is required to obtain a Technician Certificate in Correctional Science (NTA Level 5) or equivalent qualification(s) in Correctional Science.

The Program Comprises of Eleven (11) modules that are spread over two semesters in one academic year. A module has to be covered in one semester of fifteen (15) weeks. Therefore the whole program has a total of thirty (30) weeks of study for full time attendance mode.

SEMESTER I

S/NO	MODULE CODE	MODULE TITLE	CLASS	CREDITS
1	CSD06101	CORRECTIONAL LEADERSHIP	C	14
2	CSD06102	CORRECTIONAL LAWS	C	8
3	CSD06103	SOCIAL WORK	C	15
4	CSD 06104	OFFICE MANAGEMENT	F	10

5	CSD06105	BASIC PROCUREMENT AND SUPPLY	F	13
TOTAL CREDITS				60

SEMESTER II

S/NO	MODULE CODE	MODULE TITLE	CLASS	CREDITS
1	CSD06206	CORRECTIONAL OFFICERS' WELFARES	C	10
2	CSD06207	CORRECTIONAL PHILOSOPHY	C	16
3	CSD06208	PUBLIC HEALTH	F	13
4	CSD06209	INFORMATION AND COMMUNICATION TECHNOLOGY	F	21
5	CSD06210	FIELD PRACTICAL TRAINING		
TOTAL CREDITS				60

7.0 GUIDELINES AND PROCEDURES FOR THE CONDUCT AND ADMINISTRATION OF CONTINUOUS ASSESSMENT AND EXAMINATIONS

7.1 ADMINISTRATION OF CONTINUOUS ASSESSMENTS

7.1.1 Continuous assessment is an ongoing process that measures a learner's achievement during the course of a grade or level, providing information that is used to support a learner's development and enable improvements to be made in the learning and teaching process.

7.1.2 The Academy shall submit to students every year, at the beginning of a semester, a statement of how each of their courses is to be assessed, specifying what pieces of work are or are not to be counted in the final assessment, and what weighting is to be assigned to various components of the assessment scheme. It should be noted that the follow-up of the implementation of this item/guideline is primarily a task of the Examinations Officer.

7.1.3 Students shall be informed about their performance in continuous assessment throughout the academic year so that they can make a follow-up of their progress.

7.1.4 The following assessment components shall be used in continuous assessment:

- (i) Assignments - these are administered in a form of written works or practical exercises that are done individually or in a group.

- (ii) Competence Skill Tests - intends to tests and measure the practical capability of learners through actual doing of a particular task or skill.
- (iii) Class Room knowledge Tests - intends to tests and measure the theoretical and practical ability of students and evaluate performance in written work and actual doing in form of theory and practice.
- (iv) There will be a minimum of two (2) written classroom tests during the semester, which will be supervised by the Academy trainer(s) for duration of 1 hour.
- (v) End of module Examination - shall be conducted for aduration of 2½ hrs. It is to be done under a supervised condition by the academy's official supervisors.
- (vi) Field Practical Training (FPT) - this is planned to take place during the 1st week after the end of the 1st semester.
- (vii) Management of Assessment - the mode of conduct and administration of assessment shall be those approved by NACTE.

7.1.5 The administration of these assignments and assessed work shall be the duty of the relevant instructor of the subject.

7.1.6 The continuous assessment for each module shall be completed prior to its examination at the end of a semester in which it is offered.

7.1.7 For each module, a minimum of two (2) class tests shall be administered along with quizzes, assignments and/or other forms of assessment the module instructor may consider appropriate. Note that the number of class tests indicated is the minimum. The module instructor is free to administer more tests.

7.1.8 Coursework that is used for assessment shall be of a type that can be made available for use by External Examiners.

7.1.9 The continuous assessment for each module shall be completed and students be informed about their performance at least one week prior to the end of semester examination in which the module is offered.

7.1.10 Continuous assessment results shall be prepared in duplicate and submitted to both the Academic coordinator and Examinations Officer prior to commencement of semester examinations. It should be noted that the follow-up of continuous assessment results is primarily a task of the Academic coordinator.

7.1.11 While each academic assessment carries maximum of 100 per cent, continuous assessment (class tests and class assignments) will carry a maximum of 60

percent, and end of semester examination will carry the maximum of 40 percent. The breakdown will thus be as follows:

- (i) Continuous assessment 60%
 - Written test 20%
 - Assignments 20%
 - Timed Test 20%
- (ii) Semester examination 40%

7.2 PROCEDURES FOR SETTING EXAMINATIONS

- 7.2.1 The Examination Officer in consultation with the Academic coordinator shall compile a schedule of examination papers to be set.
- 7.2.2 The Academic coordinator and Examination Officer shall compile a list of the Principal Internal Examiners (PIE) who may be the module instructor against each module whose examination is to be set. For cases where modules have more than one instructor, it is the duty of the Academic coordinator to designate one PIE for the module(s).
- 7.2.3 The Examinations Officer in collaboration with the DC-(ARC) shall set a timetable for the deadline for submitting of proposed examination papers from respective examination setters.
- 7.2.4 Examination papers shall be submitted to a qualified team of moderators for moderation.
- 7.2.5 Upon completion of the moderation of examination, the Moderator shall submit such examination to the examination officer for processing and custody.
- 7.2.6 Every end of semester examination paper under each academy's program should also be accompanied with a recommended special/supplementary paper.
- 7.2.7 Final examination papers for each programme, diploma and certificate students should be set/submitted together with model solutions; suggested marking schemes; course outlines and/or assessment plans. It should be noted that the follow-up of the timely setting of these papers, model solutions/marketing schemes and course outlines is primarily a task of both the Academic coordinator and the Examinations Officer(s).
- 7.2.8 Both final and special/supplementary examination papers with their corresponding attachments mentioned in part (g) above shall simultaneously be submitted to the respective External Examiners before the commencement of the final examinations.

7.3 NOTES TO INVIGILATORS

7.3.1 Procedure in the examination premises/rooms before the examinations:

- (i) Invigilators shall be present in the examination premises/rooms at least twenty minutes before the commencement of the examination.
- (ii) All candidates must show their identity cards and examination numbers before entry into the examination room. Candidates who fail to show the examination numbers and identity cards shall not be allowed to sit for the examinations.
- (iii) Invigilators may search/check candidates to ensure that they do not enter the examination premises/rooms with unauthorized materials.

7.3.2 Invigilators will be provided with the following items by the Academy's Examination Officer:

- (i) The question papers to be attempted by candidates. Sealed envelopes containing question papers must be personally collected by each Chief Invigilator from the office of the Examination Officer at least thirty minutes before the examination time.
- (ii) A list showing the names of the papers to be attempted in the examination room. This will be distributed to Invigilators in advance in a form of timetable for the Academy's examinations.
- (iii) A list of names of candidates that are to sit for the examination.

7.3.3 Invigilators must also ensure that ONLY ONE answer book is provided to each candidate unless the rubric on the question papers requires otherwise. The answer-book must be filled before any additional paper is provided.

7.3.4 Question papers and any other materials prescribed in the rubric (e.g. log tables, charts, etc.) shall be set out by the Invigilators.

7.3.5 Cellular phones, handbags, purses, books, papers and other similar articles shall not be allowed in the examination premises.

7.3.6 Invigilators shall admit candidates to the examination room ten minutes before the commencement of the examination and they shall ensure that candidates take the right places.

7.3.7 Where large numbers of candidates are involved, Invigilators may admit candidates to the examination room fifteen to twenty minutes in advance.

During these ten to twenty minutes the Invigilator(s) shall:-

- (i) Make an announcement to the effect that candidates shall satisfy themselves that they are in possession of the correct paper.

- (ii) Call attention to any rubric at the head of the paper, which seems to require attention.
- (iii) Announce that, where this is practicable, both sides of the paper must be used.
- (iv) Then tell candidates when they may begin writing, candidates will normally be allowed for five minutes to read the paper.

7.3.8 Invigilators shall not admit candidates to the examination room after thirty minutes from the commencement of the examination and shall not permit candidates to leave the room until thirty minutes have expired.

7.4 DURING THE EXAMINATION

7.4.1 At the commencement of the examination, Chief Invigilators shall remind candidates to ensure that they are attempting the right examination paper.

7.4.2 At the end of the first thirty minutes the total number of candidates present shall be recorded. Invigilators shall then collect the answer books from all vacant places. Spare question papers shall be returned to the correct envelopes for collection by the Chief Invigilator.

7.4.3 During the examination, Invigilators shall ensure that candidates are provided with additional requirements (e.g. scripts, log-tables etc.). Candidates are permitted to do rough work on the inside covers of the answers scripts on the understanding that this is crossed out at the end of the examinations. No candidate shall be permitted to shift his/her place during the examination, except to leave the examination room. Additionally, candidates will not be allowed to do rough work on the examination papers.

7.4.4 Invigilators shall not sit in one place; rather they shall walk about and strategically observe candidates from the back. Random checks of answer books shall be done to search for unauthorized materials usually hidden within the answer book.

7.4.5 Students shall use either black or blue pens in writing their examinations and pencils for sketches and drawings.

7.5 AT THE END OF THE EXAMINATION

7.5.1 Invigilators shall not permit candidates to leave their places until scripts have been collected. Candidates who wish to leave the examination room before the end of the examination shall hand-in their scripts to the invigilator before leaving the examination room.

7.5.2 No candidate shall leave the examination room during the last thirty minutes of the time allocated for the examination except in cases of emergency.

- 7.5.3 At the end of the examination period invigilators shall instruct the candidates to stop writing and then collect all the scripts.
- 7.5.4 Invigilators shall enter the number of examination scripts collected from the candidates on the Attendance Sheet provided by the office of the Examination Officer at the time of collecting the examination papers. Invigilators shall sign the Attendance Sheet before handing over all the scripts to the Examination Officer. On receipt of the scripts, the Examination Officer will check them and sign on the collection form. The attendance sheet must be handed over to the Examination Officer at the end of each session.
- 7.5.5 Invigilators shall hand over all examination papers to the Chief Invigilator who will eventually submit them to the Examination Officer.

7.6 GENERAL GUIDELINES TO INVIGILATORS

- 7.6.1 Internal Examiners or programs instructors are required to be in the examination rooms at the commencement of each examination to assist the Invigilators. Instructions which the Examiners/Instructors may wish to be given shall be announced by the Invigilators.
- 7.6.2 Cases of illness shall be reported to the Examination Officer as soon as possible.
- 7.6.3 Invigilators shall have the authority to confiscate any unauthorized material brought into the examination room and to expel from the examination room any candidate who creates disturbance in the premises.
- 7.6.4 The toilets around the examination premises shall be under the surveillance of security guards.

7.7 EXAMINATION REGULATIONS

- 7.7.1 Interpretation
The examination rules and regulations listed in this part shall be harmonized with the Academy's rules and regulations and standing orders promulgated by the Commandant.
- 7.7.2 General
At the end of every semester the academic coordinator will submit to the Examinations Officer a written report on each student enrolled for courses under his/her department showing each student's attendance and performance in course work. This will form the progress report for each student in each module.

7.8 EXAMINATION IRREGULARITIES

- 7.8.1 A candidate who absents oneself from any continuous assessment or fails to submit assignment(s) given during the semester without compelling reasons shall be considered to have attempted such assignment(s) and shall be awarded a zero mark.
- 7.8.2 The DC (ARC) shall bar any student from being admitted to any examination in any module where the DC (ARC) is satisfied that the student has not satisfactorily completed by attendance or otherwise the requirements of the module.
- 7.8.3 If a student who has been barred from sitting for an examination and decides to do the examination without permission, then his/her examination paper shall be null and void.
- 7.8.4 Students are required to sign against their names and/or scores when informed about their performances in the continuous assessment prior to commencement of semester examinations.
- 7.8.5 A candidate who absents oneself (unauthorized absence¹) from any examination without compelling reasons shall be discontinued from studies.

7.9 STUDENT DISPOSAL

- 7.9.1 Student disposal shall be undertaken at the end of every semester.
- 7.9.2 A student passing in all prescribed semester modules shall proceed to the subsequent semester.
- 7.9.3 A student who fails in prescribed modules is allowed to sit for supplementary examinations in the failed modules and will do so in two weeks before the commencement of the next academic year.
- 7.9.4 A student who got a course work below 16 marks will be eligible to sit for supplementary examination in that module two weeks before the commencement of the next academic year.
- 7.9.5 The maximum grade that shall be awarded where a supplementary examination has been passed shall be “C”.
- 7.9.6 A student may be discontinued from studies for failure to:-
- (i) Submit the project report and
 - (ii) Attend scheduled examinations unless caused by extenuating circumstances.

¹In this regulations “unauthorized absence” include going out of examination room, temporarily or otherwise, staying out of the examinations room for an unduly long period without authority or permission of the invigilator or one of the invigilators for the examination in question.

7.9.7 In addition, students may also be discontinued from studies due to the following reasons:-

- (i) Committing examination/academic irregularities,
- (ii) Committing disciplinary offences as described in the Academy Standing Orders
- (iii) Absconding from studies,
- (iv) Absconding from tests or examinations.

7.10 PRESERVATION OF EXAMINATION SCRIPTS

The Academy shall preserve students' examination papers for purpose of reference for a period of two years after publication of the results. This includes written examination scripts.

7.11 REGISTRATION AND ELIGIBILITY

A candidate will be allowed to sit for final examination after successful completion of the course work.

Every person registered as a student shall be deemed to be also registered for the appropriate examination in the relevant course of study.

A candidate pursuing any programs at the Academy shall be admitted to an examination room on condition that:-

- 7.11.1 The overall attendance of the candidate in every module must be not less than 80% of the time allocated to the module in that semester.
- 7.11.2 The candidate has passed his/her coursework for the subject being examined. Student will be considered to have passed the course work in a particular module if he/she scores at least 50% of 60 marks in Basic Technician Certificate (NTA 4) = 30 marks, 45% in Technician Certificate (NTA 5) = 27 marks and 40% of 60 marks in Ordinary Diploma (NTA 6) = 24 marks.
- 7.11.3 The candidate is not barred by any lawful order or law. Where a student is discontinued from a course of study on disciplinary grounds in accordance with the Academy's Standing Orders and the execution of such discontinuation is not waived, he/she shall not be eligible for any form of assessment under these regulations.
- 7.11.4 Subject to the regulations, the Academic Committee shall prescribe any requirement to be complied by every student or prospective student eligible

for the assessment of performance during the whole or part of the academic year.

A student who without reasonable cause fails or refuses to comply with any such requirement shall be deemed to be disqualified for assessment of performance during the period in question.

7.12 POSTPONEMENT OF EXAMINATIONS/STUDIES

7.12.1 A student may in extenuating circumstances approved by the DC (ARC) postpone examinations or studies.

7.12.2 The student shall report the matter in writing, as soon as is practical to the DC (ARC) through the academic coordinator. Such a report shall be accompanied by supporting documents.

7.12.3 No student shall postpone examinations without written permission from the DC (ARC).

7.12.4 A student may be allowed to postpone studies for a reason which in the opinion of the DC (ARC) is strong enough to prevent one from pursuing studies effectively. Such postponement shall be for a semester or an academic year as the case may be. The maximum period for a student to postpone studies shall be one academic year.

7.12.5 A student may be allowed to postpone examinations/studies on grounds of ill health provided that the postponement has been recommended by registered medical practitioner and approved by the DC (ARC).

7.12.6 Re-admission of a student who previously postponed studies on the ground of ill health is subject to a recommendation by a registered medical practitioner and approval by the DC-(ARC). Where practicable, such a student shall be allowed to continue with his or her studies from the point at which he or she was when he/she felt sick.

7.13 SUPPLEMENTARY AND SPECIAL EXAMINATIONS

There shall be supplementary examinations for Diploma and Certificate students as follows:

7.13.1 Any student who scores less than the MINIMUM PASS MARK in each module will be required to sit for supplementary examination. However, the minimum pass mark in each module is 45 marks.

7.13.2 A student who is to sit for a supplementary examination will be required to pay supplementary fee at the rate as may be prescribed by the Academy's Advisory Board from time to time.

- 7.13.3 A student shall be allowed to sit for supplementary examinations if she/he has a G. P. A of not less than 2.0.
- 7.13.4 Supplementary examinations will be held once each year prior to the commencement of the subsequent academic year.
- 7.13.5 Supplementary examinations shall be conducted two weeks before the commencement of the next academic year.
- 7.13.6 Where a candidate sits for supplementary examinations as required under (a) above but fails at such a sitting he/she shall be required by the Academic Committee to repeat the respective year.
- 7.13.7 No student shall be allowed to repeat one year of study more than once.
- 7.13.8 In case of a student doing supplementary examination(s), there will be no need for External Examiners. Instead, the Examiners' Committee will appoint Internal Examiners for the purpose of marking the examination(s).
- 7.13.9 Students who pass the Supplementary examination shall be awarded a course Grade of "C" (Satisfactory).
- 7.13.10 Students who fail the supplementary examination may either:-
(i) Start afresh the program or
(ii) Withdraw from the Academy.

7.14 ELIGIBILITY FOR SPECIAL EXAMINATION

- 7.14.1 Where a candidate pursuing any program of study of the Academy fails to attend the whole or part of an examination under circumstances which are beyond the control of the student, such a student may, subject to production of authentic evidence approved by the DC-(ARC), will be allowed to sit for special examination in the module which he/she did not complete.
- 7.14.2 A candidate who appears for special examination under sub regulation (i) of these regulations shall be treated as if he/she is sitting for examinations for the first time.
- 7.14.3 Special examinations shall be conducted at such time, coincident with supplementary examinations as provided for under these regulations.
- 7.14.4 A candidate appearing for special examination shall not be eligible to sit for supplementary examinations in those subjects attempted under special examinations as provided for under these regulations.
- 7.14.5 For avoidance of doubt, it is hereby provided that no further examinations shall be administered by the Academy after conducting Special and Supplementary Examinations which shall be centrally administered only once following the declaration of overall examination results as provided for in these regulations.

7.15 CONTINUATION OF STUDIES

Students must pass all preceding semester(s)' examinations before they are allowed to proceed to the following semester of study.

7.16 DISCONTINUATION AND DE-REGISTRATION

7.16.1 Discontinuation or De-registration of a candidate on the basis of academic performance shall be as follows:

- (i) A candidate who gets an overall GPA of 2.0 or below, i.e. Equivalent to Grade "D" in the Semester examinations will be discontinued.
- (ii) A candidate who gets an overall GPA of 1.9 or below, i.e. equivalent to Grade "F" in the Final/Annual examinations will be discontinued.
- (iii) A student who is found guilty of examination irregularities as provided for under these Regulations shall be discontinued from studies.

7.16.2 A candidate who has earlier been discontinued from a program of study on academic grounds other than involvement in an examination irregularity may be re-admitted after two academic years.

7.16.3 A student shall also be de-registered from studies under the following circumstances:

- (i) Absconding from studies;
- (ii) Absconding from tests and/or examination(s);
- (iii) If a student is found to have joined the Academy using forged certificates;
- (iv) If a student is found to have joined the Academy illegally.

7.17 CONDITIONS FOR REPEATING A YEAR

A candidate whose overall GPA in the Semester Examination is equivalent to Grade "D" will be required to repeat that particular year of study.

7.18 EXAMINATION IRREGULARITIES

One of the primary responsibilities of the Academy is to ensure the provision of an environment that is conducive for conducting examination. All the parties involved in examination process are obliged to maintain academic integrity and ethical conduct so as to ensure smooth conduct of the examinations.

Examination Irregularities shall mean:-

7.18.1 Cheating before the examination, which mostly involves leakage. Examination is said to have leaked if its contents or any part of it is disclosed prior to taking the examination.

7.18.2 Cheating during the examination which involves acts like impersonation, external assistance, and smuggling of foreign materials, access to foreign

materials, copying, peruses of mobile phone, collusion, intimidation and substitution of scripts.

7.18.3 Cheating during marking; Markers' malpractice is deliberate alteration of mark designed to inflate or deflate a candidate's original mark. This can be initiated by examination officials, by candidates making contact with markers, or markers making contact with candidates.

7.18.4 Specifically, inappropriate conduct by a student concerning semester examinations impairs academic integrity, and will subject the offending student to expulsion. Such examination irregularities can include, but are not limited to:

- (i) Carrying unauthorized materials into the examination room;
- (ii) Attempting to copy or to make references to unauthorized materials in the examination room;
- (iii) Communicating with other students, either verbally or through other means, during the examination without permission from the invigilator;
- (iv) Permitting another student to copy from one's paper;
- (v) Obtaining, or endeavoring to obtain assistance from any other person directly or indirectly or endeavoring to give assistance to any other student;
- (vi) Removing examination answer books/sheets from the examination room;
- (vii) Starting to attempt the examination before being authorized to do so;
- (viii) Continuing the examination after being ordered to stop;
- (ix) Failing to comply with any other examination rules, regulations, or directions given by an invigilator;
- (x) Destroying, or attempting to destroy evidence relating to any suspected irregularity;
- (xi) Reproducing the works of another person or persons in course work or assignments without acknowledgement and with the intention to deceive (Plagiarism).
- (xii) Absconding from examinations.

7.18.5 No candidate shall be allowed to bring unauthorized materials into the examination room. In this regulation "unauthorized material" include but not limited to:-

- (i) Any written or printed material
- (ii) Crib note (Answers)
- (iii) Cellular or mobile phones
- (iv) Radios
- (v) Radio cassette or other types of cassette players

- (vi) CD Players
- (vii) VCD/DVD
- (viii) Computers
- (ix) Alcoholic drinks, drugs
- (x) Purses, bags and all forms of clothes assisting in hiding unauthorized materials.
- (xi) Programmable calculators
- (xii) Any other materials as may be specified by the Academy's board.

7.18.6 No candidate shall be allowed to borrow examination tools/materials such as calculators, rulers, correcting fluid and pens from any student during examinations. **Borrowing from others during examination is interpreted as cheating and is therefore NOT allowed.** Where borrowing is necessary, the candidate shall strictly communicate with the invigilator.

7.18.7 Leaving the examination room to look at pre-hidden notes is a breach of examination rules and regulations.

7.19 PROCEDURES FOR DEALING WITH EXAMINATION IRREGULARITIES

7.19.1 STUDENTS

It is prohibited for a candidate to;

- (i) bring in or any authorized material in the examination room;
- (ii) bring unclean and annotated material when he is authorized to bring such materials in the examination room for reference;
- (iii) communicate with another candidate or any person outside the examination room without leave of an invigilator;
- (iv) write or scribble anything on a question paper in the course of an examination;
- (v) copy from any unauthorized material, script or question paper of another candidate, notes scribed on a table, desk, wall, cloth, body part, fan, or any such other source.

7.19.2 ACADEMY OFFICIAL/EMPLOYEES

Any member staff of the Academy who is found to have participated and/or involved in cheating of examinations will be dealt with in accordance with relevant laws and regulations governing disciplinary matters.

7.20 MARKING OF EXAMINATIONS

7.20.1 The markers shall countercheck and convince themselves that the model answers are correct;

- 7.20.2 Within a question, marks shall be allocated according to the mark distribution indicated on the question paper and the marking criteria as agreed with the external examiner;
- 7.20.3 The marker shall use a pen (not a pencil), which writes in red ink. The checker shall use a pen that writes in green ink. Students shall be expected to use either black or blue pens in writing their examinations, and pencils for sketches and drawings;
- 7.20.4 The overall total mark for script must be a whole number. Fraction marks may be allocated to components of questions, but the overall total mark for the script must be rounded up to the nearest whole number. All marks that are less than 10 must be preceded by a 0, e.g. 03, 07, etc. The total for each question shall be ringed where it appears inside the script, and transcribed onto the front of the script.
- 7.20.5 For each examination script, the checker must ensure that all pages have been marked, that all additions are correct, that the candidate's marks have been appropriately allocated in the light of the examination rubric, and that all total have been correctly transferred to the cover of the examination book and to module mark sheet.
- 7.20.6 Each page that has been considered by the checker (including all rough work and the front cover) must have some clear indication (in green ink) to this effect, preferably a tick in the top corner.
- 7.20.7 The markers shall be required to submit all mark sheets (scripts) for final examinations to the Academic coordinator immediately after the marking exercise is over.

7.21 STANDARDIZATION OF EXAMINATIONS

- 7.21.1 Internal examiners shall notify the external examiners (moderators) proposed examination papers, model answers/markings scheme and course outline/syllabus for each examinable subject.
- 7.21.2 External examiners shall review critically and recommend modifications to the questions, model answers and the marking scheme.
- 7.21.3 Academy Instructor shall ensure that comments and recommendations by external examiners are incorporated in the final examinations.
- 7.21.4 External examiners shall check, discuss with internal examiners and adjust as and when necessary the scores for each question that marking is correct and fair.

7.21.5 All mark sheets and continuous assessment results shall be made available during the Academies Examiners Committee Meeting to discuss results, in the presence of external examiners.

7.21.6 Both internal and external examiners shall prepare reports based on standard, and comment on the question papers, individual questions, and candidates' performance and recommend improvement for future examinations.

7.22 PUBLISHING OF EXAMINATION RESULTS

7.22.1 Publishing of examination results refers to those, which have received an official judgment i.e. passed by relevant examiners' committee. The process ends up by making the examination results known to candidates who did the examination and the public at large.

7.22.2 Issues of results and awards shall be entirely to the discretion of the Academy. The Academy shall reserve the right to reduce the classification, withhold or cancel an award of any candidate, in proved cases of substantial and significant copying, plagiarism or other fraud or to revoke, any certificate it has awarded and to require the issued certificate to be returned.

7.22.3 The Academy may withhold or cancel the results of a candidate if it considers that such candidate has been involved in irregularities before, during or after examination.

7.23 DISCLOSURE OF MARKS AND EXAMINATION RESULTS

7.23.1 Marks for coursework shall be made available to the students by the Academic Coordinator, after they have been agreed by the respective internal markers. However, disclosure shall be on the basis that they are only indicative.

7.23.2 Provisional examination results shall be made available to the students by the Examiners' Committee of the Board soon after its meeting to confirm the same.

7.23.3 Final examination results shall be approved by the Advisory Board.

7.23.4 Approved results shall show letter grades obtained in each module, the annual GPA and cumulative GPA of each student.

7.23.5 The Academy shall publish examination results after they have been approved by the Advisory Board.

7.24 TIMING AND MEANS OF RELEASE

7.24.1 The Academy shall publish examination results within 7 days after having been approved by the Advisory Board.

7.24.2 The Academy shall use the Prisons Service website and/or other internal communication channels to give notices on matters relating to examination results. Under no circumstances should names or any other identification known to a third party be used for releasing the results to the public.

7.25 WITHHOLDING EXAMINATION RESULTS OR BARRING CANDIDATE FROM DOING EXAMINATION:

The DC-(ARC) in consultation with the Commandant may, where a student or a candidate has failed to fulfill a fundamental, contractual or legal obligation may bar him/her from doing examination or withhold examination results until he/she discharges the obligation or is exonerated from the wrong.

7.26 PROCEDURE FOR APPEALS

7.26.1 As soon as the Advisory Board approves the examination results, the candidates who would like to appeal shall have not more than fourteen (14) days (counted from the day of release of the results) to submit/lodge their appeals regardless of the results being withheld or not.

7.26.2 Any appeal shall have to be on material issues and shall be in written form accompanied by all relevant and substantive evidence documented and addressed to the DC (ARC) together with a receipt evidencing payment of appeal fee at the rate as may be prescribed by the Advisory Board from time to time.

7.26.3 The DC-(ARC) shall submit the appeal to the Academic Committee of the Academy which shall make decision on the appeal. The decision of the Committee is final.

7.27 REPLACEMENT OF LOST ACADEMIC CERTIFICATES

The Academy may issue another copy in case of loss of the original certificate on condition that:

7.27.1 The applicant produces a sworn in affidavit.

7.27.2 The applicant produces a loss report from the Police.

7.27.3 The applicant makes announcement through local news paper widely distributed,

7.27.4 The replacement certificate shall not be issued until the Academy Authority is satisfied and convinced with the produced evidence.

7.27.5 The certificate so issued shall be marked “**COPY**” across it.

7.27.6 The applicant will pay a fee for a new certificate as may be prescribed by the Advisory Board from time to time.

7.28 RECTIFICATION OF ERRORS

7.28.1 All complaints, applications or rectifications of clerical, arithmetical, grammatical errors or mistakes or misspellings of any names of candidates shall have to be lodged and/or made before the next graduation ceremony.

7.28.2 Any genuine complaints as to clerical, arithmetic, grammatical or any other errors, which affect the award of any candidate shall first be lodged with the office of the Examinations Officer who shall cause an investigation to be undertaken forthwith and make recommendation to the DC (ARC) for decision.

7.29 MISCELLANEOUS PROVISIONS

7.29.1 The administration of Tests, Assignments and Assessed work of students is entirely the duty of the relevant instructor of the module.

7.29.2 Final examinations are controlled by the DC-(ARC).

7.29.3 Invigilators are appointed by the Academic Coordinator in consultation with the DC-(ARC).

7.29.4 There shall be a Graduation Ceremony every calendar year. The ceremony shall be held on such a date, time and place determined by the Advisory Board, as may be convenient to the Academy after the declarations of the overall year results.

7.30 EVALUATION FOR THE PROGRAMMES

7.30.1 GENERAL INFORMATION

Students are assessed on semester basis. The evaluation system adopted is a combination of course work (Assignment, field project, class tests, exercises) and end of semester written examination for all programmes.

7.30.2 STANDARD OF ASSESSMENT AND AWARD:

Candidates will be assessed in every module on the following basis:-

- (i) Course work – (Assignment, seminar, test, and exercises)..... 60%.
- (ii) Semester/Annual/Final written Examination 40%.

7.30.3 GRADING SYSTEM

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

NTA LEVEL 4 & 5

S/N	SCORE RANGE (%)	GRADE	GRADE POINTS	DEFINITION
1.	80 – 100	A	4	Excellent
2.	65 – 79	B	3	Good

3.	50 – 64	C	2	Average
4.	40 – 49	D	1	Poor
5.	0 – 39	F	0	Failure
6.	-	I	0	Incomplete
7.	-	Q	0	Disqualification

NTA LEVEL 6

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

7.30.4 CLASSIFICATION OF AWARDS

The award shall be made to the student who satisfies the following criteria:-

- (i) Have completed all module for the award;
- (ii) Have achieved a minimum cumulative Grade Point Average (GPA) equivalent to pass
- (iii) GPA shall be computed from grades earned by students using the NACTE Guidelines.
- (iv) The award shall be classified as shown in Tables of award.

Table of Award Classification for NTA Level 6

S/N	CLASS AWARD	CUMULATIVE
1.	First Class	4.4 to 5.0
2.	Upper Second Class	3.5 to 4.3
3.	Second Class	2.7 to 3.4
4.	Pass	2.0 to 2.6

Table of Award Classification for NTA Level 4 & 5

CLASS OF AWARD	COMMULATIVE GPA
First class	3.5 – 4.0
Second class	3.0 – 3.4
Pass	2.0 – 2.9

7.31 PROCEDURE FOR CALCULATING OVERALL GRADE POINT AVERAGE (GPA) AND CLASSIFICATION OF AWARD

7.31.1 COMPUTATION OF CUMULATIVE GPA

- (i) A cumulative grade points 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 for the award.

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

Where P represents a grade points assigned to letter grade scored by the students on a module and N represents the Number of Credits associated with the module.

- (ii) The Grade Point Average (GPA) shall be computed and truncated that provide a range of decimal point.

7.31.2 AWARDING REQUIREMENTS

Students must pass all courses as set forth in the syllabus with a minimum pass mark of “C”.

Students must fulfill all other requirement as prescribed by the Academy rules.

8.0 STUDENTS WELFARE, STANDING ORDERS RULES AND REGULATIONS

8.1 ORIENTATION FOR NEW STUDENTS

Orientation will be held within a week before the commencement of the first semester. The students are exposed to existing standing orders, rules and regulations guiding their life at the Academy.

8.2 STUDENTS WELFARE

8.2.1 TCTA STUDENTS ORGANISATION (TCTASO)

The Academy has a Students Organisation which will consist of student leadership. The leaders shall be elected among themselves.

The Students’ leadership will be responsible for Students’ academic, social and recreational activities at the Academy in consultation with the Dean of Students. Apart from that, students’ leadership will be also responsible for:

- (i) Protection and promotion of students’ interests in all aspects of their lives during their stay at the Academy.
- (ii) Maintain a proper basis for communication between the Academy administration and students.

- (iii) Establish and develop fraternal relations with students of other learning institutions.

8.2.2 CANTEEN SERVICES

Students will be provided with food at the Academy's Canteen.

8.2.3 RESIDENCE/ACCOMMODATION

Students will be provided accommodation at the Academy. They shall ensure cleanliness, proper keeping and security of the Academy's facilities and must report any damage to the Dean of students. If it appears that the damages are caused by negligence of the student, he shall bear the costs of replacement.

8.2.4 FUNCTIONS

For specific official student's functions, permission to extend musical performance in specified places within the Academy may be granted by the DC-(ARC) subject to prior knowledge and written permission from the office of the Dean of Students.

8.2.5 HEALTH SERVICES

Students should come with their health insurance card to get medical services in the Academy dispensary, which is headed by competent medical practitioners. All health cases requiring specialist attention are referred to relevant hospitals in the City.

8.2.6 LIBRARY SERVICES

All Library users are required to adhere to its rules and regulations. However, students are expected to avail themselves with the opportunity of utilizing libraries materials.

8.2.7 SPORTS AND GAMES

The Academy has a gymnasium, sports grounds and other sports facilities. Students are encouraged to participate in different sports and games in order to be physically and mentally fit.

8.3 STUDENTS STANDING ORDERS RULES AND REGULATIONS

8.3.1 GENERAL RULES REGARDING CONDUCT, BEHAVIOUR AND DISCIPLINE

- (i) Except in designated areas, smoking is prohibited inside any building or in public places within the Academy grounds.
- (ii) Students are required to keep noise to a minimum during breaks and are prohibited from engaging in loud or boisterous behaviour that disturbs, annoys or causes inconvenience to any other person.

- (iii) The use or possession of alcoholic beverages in the mess, dormitories and classrooms or in the public place is strictly prohibited unless it is taken at the designated place.
- (iv) Professional conduct is expected at all times, therefore each student (iv) shall conduct herself/himself both within and outside the campus of the Academy in a manner befitting the trainee, Academy and his/her own agency.
- (v) Each trainee shall show due respect and courtesy to the tutors/instructors, administrators, staff of the Academy, visitors, residents of the Academy and good behaviour to fellow trainees.
- (vi) The use of offensive, disrespectful and abusive language is prohibited at the Academy.
- (vii) Each Trainee shall be responsible for care of Government properties. Any Trainee who is found to cause damage or loss of such property shall be liable.
- (viii) Every student shall be responsible for his/her own belongings and properties.

8.3.2 RECEPTION

- (i) All trainees selected to join the Academy shall without fail report at the respective Campus on the exact date and time as stipulated in their joining instructions/other means as the authority may deem suitable.
- (ii) Reception of all trainees shall be done at the main entrance gate.
- (iii) Trainees shall be requires at the time of reporting to be in the working dress.
- (iv) Each trainee shall surrender to the Academy Instructor on duty his official rank if any, and shall be issued with sham titles of the same rank.
- (v) Each trainee only arrival arid while being at the main gate shall be supplied with a copy of these rules for easy of reference.
- (vi) Each trainee shall familiarize with these rules of the Academy before the orientation program commences.
- (vii) Each trainee shall participate in one week orientation program designed by the TCTA unless the Academic Instructor on duty is satisfied that some events are unfeasible to a particular trainee at the material period.

8.3.3 REGISTRATION

Every trainee shall be required to register for the specific module(s) to the office of the Registrar. Registration shall be subject to fulfilment of the Academic and other requirements stipulated in the joining instructions/or other means used for communication.

8.3.4 DORMITORY

- (i) Residents are required to keep dormitory areas clean at all times. Clothing and personal items shall be arranged neatly in specified places and beds shall be well dressed. Academic staff will be conducting scheduled and unscheduled room inspections.
- (ii) Only authorized personnel will reside or visit dormitory no room assignment change is permitted without prior approval of the Dean of Students/designated officer.
- (iii) Posting of items on walls, windows, or doors is strictly prohibited.
- (iv) Cooking or heating is strictly not permitted within dormitories.
- (v) Students are required to report as soon as it is practicable any incident of damaged or missing items whether personal or government to any immediate member of staff.
- (vi) Student's Visitors are not permitted in any of the dormitory areas.
- (vii) Where it is necessary, visitors may be permitted to enter in the dormitory, in that case they will be required to sign in At the Dormitory reception desk where a visitor's book maintained at the check-in counter and provide identity upon request of security or other Academy Staff. Furthermore, students receiving visitors must remain with their guests at all times. Visitors are not allowed to walk at any place in the Academy grounds unescorted.
- (viii) Students of the opposite sex are strictly prohibited from entering or remaining in the room of another student unless the reason is for emergency of a life threatening nature.
- (ix) Sexual conduct In the TCTA permitted or facilities are prohibited.
- (x) Alcohol is not permitted anywhere within the dormitory.
- (xi) Every trainee shall be required to switch off lights at 23.00hrs.

8.3.5 CLASSROOM

- (i) Trainees shall be responsible for keeping classrooms and training venues neat.
- (ii) Trainees are required to speak clearly and project their voices when asking or answering a question in a classroom setting so that all trainees will hear.

- (iii) Personal cellular phones are allowed in the classroom but while class sessions are ongoing, they should be switched off.
- (iv) Trainees must remain alert at all times in the classroom.
- (v) Trainees shall remain attentive at all times and may not participate in private conversation while class is in session.
- (vi) No spectacles are allowed to be worn in the classroom unless the trainee has a medical doctor's authorization.
- (vii) Trainees are required to be in the training venue prior to the beginning of the class session.
- (viii) Attendance is required for all scheduled classes and field exercises.

8.3.6 STUDENT MESS

- (i) Trainees should portray high standard of table manner and be courteous to cafeteria staff.
- (ii) Trainees shall clean their own tables, cutleries and mess's chairs and tables must be returned to the location they were found.
- (iii) Trainees are not allowed to enter into the student's mess while wearing singlet's, sport wear, P.T. shorts, night dresses, carwash, skin tints and other such clothes, which may be determined not decent by the Dean Students or any designated officer.
- (iv) Every trainee shall be required to be in the mess at the scheduled time.

8.3.7 DRESSING CODE

Trainees are required to wear the appropriate uniform depending on the type of training of the day and occasion as shall be determinate from time to time.

8.3.8 CHAIN OF COMMAND

The Chain of Command student should strictly adhere to chain of command throughout then stay at the academy.

8.3.9 PERMISSION

No any trainee shall be allowed to leave the Academy premises without an official permission from the academic staff on duty. There should be proper documentation which caters for the issuance of the trainees' permission showing departure and arrival time on daily basis.

8.3.10 VISITATION

Trainees are allowed to be visited by their relatives and friends and the meeting point shall be at the designated place within the Academy Premises. The visitation shall not take place during training hours and beyond 18:00 hours.

8.3.11 COMPLAINTS/GRIEVANCES HANDLING

All trainees' complaints/ grievances shall be channelled through chain of command. Failure to obey the stipulated chain of command is a misconduct which may attract disciplinary measures.

8.3.12 STUDENT OFFENCES

- (i) Any student who is found guilty for contravening any of the provisions of these rules shall be liable and punished accordingly.
- (ii) Notwithstanding the provisions of paragraph 8.3.12 (i) above the student may be punished for committing or omitting to do any of the following:
 - (a) Use of abusive language against instructor or fellow students.
 - (b) Affray
 - (c) Drunkenness
 - (d) Theft
 - (e) Admitting unauthorized persons into dormitory
 - (f) Destroying or causing loss of any government property
 - (g) Absenting himself from night inspection conducted around 23:00 hours
 - (h) Leaving the Academy premises without permission
 - (i) Striking or influencing others to strike
 - (j) Having sexual relationship with the Tutor
 - (k) Disobeying of lawful order
 - (l) Malingering
 - (m) Non attendance to class or lecture
 - (n) Late coming
 - (o) Involving in corrupt practices
 - (p) Laziness in the commission of responsibilities
 - (q) Untidiness
 - (r) Lying
 - (s) Quarrelsome
 - (t) Failure to accomplish instruction(s) timely
 - (u) Causing noise
 - (v) Trespassing
 - (w) Failure to wear appropriate uniform(s)
 - (x) Failure to report any incident of damage or causing loss by a student
 - (y) Failure to comply with a sanction(s) imposed under the students rules.

8.3.13 PUNISHMENT

Any trainee found guilty of violation of any of these rules shall be punished with one or more of the following:-

- (i) Sentry
- (ii) Reprimand
- (iii) Extra drill

- (iv) Confinement to the barracks
- (v) Written warning
- (vi) Suspension
- (vii) Termination from studies

8.3.14 TRAINEES PARKING

Trainees shall park in lots designated for trainees at the parking lot. However, in all cases parking at the academy's premises will always be at trainees own risk.

8.3.15 PHYSICAL FITNESS

Each trainee shall be required to participate in the physical fitness exercises as per Academy schedule unless exempted due to health grounds by a medical practitioner.

8.3.16 ACADEMY CLASS SCHEDULE

There shall be a morning call and inspection conducted from Monday through Friday unless directed otherwise. All trainees shall assemble at the designated area where they will be inspected by the Instructor on duty. Academic classes shall be conducted between 08:00am and 16:00pm from Monday through Friday except on public holiday

9.0 ORGANS OF THE ACADEMY

9.1 THE ADVISORY BOARD MEMBERS

Refer to Section No. 2.0 of this Prospectus for the details.

DUTIES

- (i) To advise on the policies regarding governing.
- (ii) To advise on the administration both movable and immovable properties of the Academy.
- (iii) To advise on the administration of funds and other assets of the Academy.
- (iv) To advise on the formulation policies of the Academy.
- (v) To signify the acts of the Academy by using the common seal.
- (vi) To receive and give grants, gifts, donations or other moneys on behalf of the Academy.
- (vii) To advise on the establishment of committees as the Advisory Board may deem fit.
- (viii) To receive, consider and make determination on reports and recommendations from the committees.

9.2 ACADEMIC COMMITTEE MEMBERS

- (i) The appointed Member of the Board
- (ii) The Deputy Commandant (Academic, Research and Consultancy)
- (iii) The Deputy Commandant (Planning, Finance and Administration)

- (iv) The Head of Department or Programme Coordinator
- (v) The Examination Officer
- (vi) The Registrar
- (vii) The Leader of the Students organisation; and
- (viii) A student leader who deal with academic matters.

DUTIES

- (i) To review and give provisional approval of examination results submitted to it;
- (ii) To make directive to various organs and tutor with regard to examination irregularities in the examination results; and
- (iii) To make recommendation to the Board regarding the examination results for approval.

9.3 ADMISSIONS COMMITTEE MEMBERS

- (i) The Deputy Commandant (Academic, Research and Consultancy)
- (ii) Academic Coordinator- Secretary
- (iii) The Registrar
- (iv) Examinations Officer
- (v) Public Relations Officer

DUTIES

- (i) To scrutinize the applications for admission and make provisional selection of qualified candidates.
- (ii) To submit proposal of the provisionally selected candidates to the Academic Committee for approval.
- (iii) To scrutinize and revise the qualifications and procedures of students' admission and make recommendations to the Academic Committee.

9.4 DISCIPLINARY COMMITTEE MEMBERS:

- (i) The Commandant -Chairman
- (ii) The Deputy Commandant (Academic, Research and Consultancy)
- (iii) The Deputy Commandant (Planning, Finance and Administration)
- (iv) Academic Coordinator
- (v) Dean of Student
- (vi) RSM
- (vii) Two Students Leaders (With Gender consideration)

DUTIES

- (i) To enforce institutional rules and regulations (by Laws)
- (ii) To handle all disciplinary matters as far as the students are concerned
- (iii) To receive and work on all complaints or conflicts reported
- (iv) To provide counselling, mediations reconciliation among parties

- (v) To be responsible for reporting and forwarding disciplinary matters to the students Appeals Disciplinary Committee of the Advisory Board.

9.5 QUALITY MANAGEMENT COMMITTEE MEMBERS

- (i) The Deputy Commandant (Academic, Research and Consultancy)
- (ii) Academic Coordinator
- (iii) The Quality Assurance Officer – Secretary
- (iv) Examination Officer
- (v) Public Relations Officer

DUTIES

- (i) To ensure that the Academy has effective academic quality Policies and standards.
- (ii) To establish indicators of effective education and training provision against which the College/Academy evaluates its achievements.
- (iii) To see to it the effective systems ensuring that the quality policies of the Academy are applied throughout the organisation.

10.0 ALMANAC

TCTA FIRST SEMESTER ACADEMIC YEAR (2023/2024)		
OCTOBER Semester I Week 1 (2023/2024)		
DAY	DATE	OCCASION
Monday	16	Registration and orientation
Tuesday	17	TCTA Academic Staff Meeting with DC (ARC)
Wednesday	18	
Thursday	19	
Friday	20	
Saturday	21	
Sunday	22	
OCTOBER Semester I Week 2 (2023/2024)		
Monday	23	Lectures Begins.
Tuesday	24	
Wednesday	25	
Thursday	26	Library Committee meeting
Friday	27	TCTA Staff Meeting
Saturday	28	
Sunday	29	
OCTOBER/NOVEMBER Semester I Week 3 (2023/2024)		

Monday	30	Lecture continues
Tuesday	31	
Wednesday	1	
Thursday	2	
Friday	3	TCTA Commandant -meeting with students
Saturday	4	
Sunday	5	
NOVEMBER		
Semester I Week 4 (2023/2024)		
Monday	6	Lecture continue
Tuesday	7	
Wednesday	8	
Thursday	9	
Friday	10	
Saturday	11	
Sunday	12	
NOVEMBER		
Semester I Week 5 (2023/2024)		
Monday	13	Lecture continue
Tuesday	14	
Wednesday	15	
Thursday	16	
Friday	17	Dean of Student Meeting with TCTASO leaders
Saturday	18	
Sunday	19	
NOVEMBER		
Semester I Week 6 (2023/2024)		
Monday	20	Lecture continue and test one
Tuesday	21	
Wednesday	22	
Thursdays	23	
Friday	24	TCTA Management meeting
Saturday	25	
Sunday	26	
NOVEMBER / DECEMBER		
Semester I Week 7 (2023/2024)		
Monday	27	Lecture continue
Tuesday	28	
Wednesday	29	

Thursday	30	TCTA Staff Meeting
Friday	01	Graduation ceremony for CS graduate
Saturday	02	
Sunday	03	
DECEMBER		
Semester I Week 8 (2023/2024)		
Monday	04	Lecture continue
Tuesday	05	
Wednesday	06	
Thursday	07	
Friday	08	TCTA Academic Staff Committee Meeting
Saturday	09	TANGANYIKA INDEPENDENCY DAY
Sunday	10	
DECEMBER		
Semester I Week 9 (2023/2024)		
Monday	11	Lecture continue
Tuesday	12	
Wednesday	13	
Thursday	14	
Friday	15	Passing out for GO's and Adv students
Saturday	16	
Sunday	17	
DECEMBER		
Semester I Week 10 (2023/2024)		
Monday	18	Lecture continue
Tuesday	19	
Wednesday	20	
Thursday	21	
Friday	22	TCTASO Meeting with academic Dean.
Saturday	23	
Sunday	24	
DECEMBER		
Semester I Week 11 (2023/2024)		
Monday	25	CHRISTMASS DAY/Submission of proposed questions for semester one exams by tutors to exams officer
Tuesday	26	BOXING DAY

Wednesday	27	Lecture continue
Thursday	28	TCTA academic staff meeting
Friday	29	TCTA Staff Meeting.
Saturday	30	
Sunday	31	
DECEMBER / JANUARY Semester I Week 12 (2023/2024)		
Monday	01	NEW YEAR DAY
Tuesday	02	TEST TWO
Wednesday	03	
Thursday	04	
Friday	05	Heads of Department Meeting
Saturday	06	
Sunday	07	
JANUARY Semester I Week 13 (2023/2024)		
Monday	08	
Tuesday	09	
Wednesday	10	
Thursday	11	
Friday	12	
Saturday	13	
Sunday	14	ZANZAIBAR ROVOLUTION
JANUARY Semester I Week 14 (2023/2024)		
Monday	15	Lecture continue
Tuesday	16	
Wednesday	17	
Thursday	18	
Friday	19	
Saturday	20	
Sunday	21	
JANUARY Semester I Week 15 (2023/2024)		
Monday	22	Lecture continue
Tuesday	23	Moderation of Examination
Wednesday	24	
Thursday	25	Submission of CA by Tutors to Examination Officer
Friday	26	End of Lectures

Saturday	27	
Sunday	28	
JANUARY / FEBRUARY Semester I Week 16 (2023/2024)		
Monday	29	Preparation for Examination begins
Tuesday	30	
Wednesday	31	
Thursdays	01	TCTA Staff Meeting
Friday	02	Preparation for Examination ends
Saturday	03	
Sunday	04	
FEBRUARY Semester I Week 17 (2023/2024)		
Monday	05	Semester 1 Examination begins
Tuesday	06	
Wednesday	07	
Thursday	08	
Friday	09	Semester 1 Examination ends
Saturday	10	
Sunday	11	
FEBRUARY Semester I Week 18 (2023/2024)		
Monday	12	Marking Exams by the internal Examiners begins/Field Practical begins
Tuesday	13	
Wednesday	14	
Thursday	15	
Friday	16	Internal Marking ends
Saturday	17	
Sunday	18	
FEBRUARY Semester I Week 19 (2023/2024)		
Monday	19	Marking Exams by the External Examiners begins/ Field continues
Tuesday	20	
Wednesday	21	
Thursday	22	
Friday	23	External Examiner Marking ends/End of field.
Saturday	24	
Sunday	25	
FEBRUARY / MARCH Semester I Week 20 (2023/2024)		
Monday	26	Compilation of marks/ Vacation begins
Tuesday	27	Provisionally approval of exam results by the TCTA academy committee
Wednesday	28	
Thursday	29	

Friday	30	Provisional approval of examination results by TCTA Academic and staff committee meeting
Saturday	31	
Sunday	01	
MARCH Semester I Week 21 (2023/2024)		
Monday	02	Lecture continues
Tuesday	03	Academic Committee Meeting
Wednesday	04	
Thursday	05	
Friday	06	End of Vacation/ Approval of exam. Results by the academic and students welfare committee
Saturday	07	
Sunday	08	
MARCH Semester I Week 22 (2023/2024)		
Monday	09	
Tuesday	10	
Wednesday	11	
Thursday	12	Approval of first 9SE) Exam. Results by the TCTA Board and release of examinations results.
Friday	13	
Saturday	14	
Sunday	15	Arrival and Registration For Semester 11
SECOND SEMESTER 2023/2024		
MARCH Semester II Week 1 (2023/2024)		
Monday	16	Lecture begins
Tuesday	17	
Wednesday	18	
Thursday	19	
Friday	20	TCTA Academic Staff Meeting
Saturday	21	
Sunday	22	
MARCH Semester II Week 2 (2023/2024)		
Monday	23	Lecture continue
Tuesday	24	
Wednesday	25	
Thursday	26	
Friday	27	TCTA Staff Meeting
Saturday	28	
Sunday	29	
MARCH / APRIL Semester II Week 3 (2023/2024)		
Monday	30	Lecture continue

Tuesday	31	
Wednesday	01	
Thursday	02	Heads of Departments meeting
Friday	03	TCTASO Meeting
Saturday	04	
Sunday	05	
APRIL		
Semester II Week 4 (2023/2024)		
Monday	06	Lecture continue
Tuesday	07	
Wednesday	08	
Thursday	09	
Friday	10	TCTA Management Meeting
Saturday	11	
Sunday	12	
APRIL		
Semester II Week 5 (2023/2024)		
Monday	13	Lecture continue
Tuesday	14	
Wednesday	15	
Thursday	16	
Friday	17	Planning and Investment Committee meeting
Saturday	18	
Sunday	19	
APRIL		
Semester II Week 6 (2023/2024)		
Monday	20	Lecture continue
Tuesday	21	
Wednesday	22	
Thursday	23	
Friday	24	TCTA Management Meeting
Saturday	25	
Sunday	26	UNION DAY
APRIL / MAY		
Semester II Week 7 (2023/2024)		
Monday	27	TEST ONE
Tuesday	28	
Wednesday	29	
Thursday	30	TCTA Staff meeting
Friday	01	MAY DAY (WORKER'S DAY)
Saturday	02	
Sunday	03	
MAY		
Semester II Week 8 (2023/2024)		
Monday	04	Lecture continue
Tuesday	05	
Wednesday	06	

Thursday	07	
Friday	08	KARUME DAY
Saturday	09	
Sunday	10	
MAY Semester II Week 9 (2023/2024)		
Monday	11	Lecture continue
Tuesday	12	
Wednesday	13	
Thursday	14	
Friday	15	TCTA Management Meeting
Saturday	16	
Sunday	17	
MAY Semester II Week 10 (2023/2024)		
Monday	18	Lecture continue
Tuesday	19	
Wednesday	20	
Thursday	21	
Friday	22	Planning and Investment committee meeting
Saturday	23	
Sunday	24	
MAY Semester II Week 11 (2023/2024)		
Monday	25	Lecture continue
Tuesday	26	
Wednesday	27	
Thursday	28	
Friday	29	
Saturday	30	
Sunday	31	
JUNE Semester II Week 12 (2023/2024)		
Monday	01	TEST TWO
Tuesday	02	
Wednesday	03	
Thursday	04	
Friday	05	Think Tank Committee
Saturday	06	
Sunday	07	
JUNE Semester II Week 13 (2023/2024)		
Monday	08	Lecture continue
Tuesday	09	
Wednesday	10	Academic Dean Meeting with TCTASO
Thursday	11	
Friday	12	

Saturday	13	
Sunday	14	
JUNE		
Semester II Week 14 (2023/2024)		
Monday	15	Lecture continue
Tuesday	16	
Wednesday	17	
Tuesday	18	
Friday	19	
Saturday	20	
Sunday	21	
JUNE		
Semester II Week 15 (2023/2024)		
Monday	22	Lecture continue
Tuesday	23	
Wednesday	24	
Thursday	25	
Friday	26	End Of Lectures
Saturday	27	
Sunday	28	
JUNE / JULY		
Semester II Week 16 (2023/2024)		
Monday	29	PREPARATION FOR SEMESTER EXAM.
Tuesday	30	
Wednesday	01	
Thursday	02	
Friday	03	PREPARATION FOR SEMESTER EXAM. ENDS
Saturday	04	
Sunday	05	
JULY		
Semester II Week 17 (2023/2024)		
Monday	06	Semester II Examinations begins
Tuesday	07	
Wednesday	08	
Thursday	09	
Friday	10	Semester II Examinations ends
Saturday	11	
Sunday	12	
JULY		
Semester II Week 18 (2023/2024)		
Monday	13	Internal Examiner Marking begins
Tuesday	14	
Wednesday	15	
Thursday	16	
Friday	17	Internal Examiner Marking Ends
Saturday	18	

Sunday	19	
JULY		
Semester II Week 19 (2023/2024)		
Monday	20	External Examiner Marking begins
Tuesday	21	
Wednesday	22	
Thursday	23	
Friday	24	External Examiner Marking Ends
Saturday	25	
Sunday	26	
JULY / AUGUST		
Semester II Week 20 (2023/2024)		
Monday	28	Compilation of Marks
Tuesday	29	
Wednesday	30	
Thursday	31	
Friday	01	TCTA Academic Staff Committee Meeting
Saturday	02	
Sunday	03	
AUGUST		
Semester II Week 21 (2023/2024)		
Monday	04	
Tuesday	05	
Wednesday	06	
Thursday	07	TCTA Academic and Student Welfare Committee of the Board Meeting
Friday	08	TCTA Staff Meeting
Saturday	09	
Sunday	10	
AUGUST		
Semester II Week 22 (2023/2024)		
Monday	11	TCTA Planning and Investment Committee of the Board Meeting
Tuesday	12	
Wednesday	13	
Thursday	14	
Friday	15	
Saturday	16	
Sunday	17	
AUGUST		
Semester II Week 23 (2023/2024)		
Monday	18	Supplementary/Special Examination preparation begins
Tuesday	19	
Wednesday	20	
Thursday	21	
Friday	22	Supplementary/Special Examination preparation ends

Saturday	23	
Sunday	24	
SEPTEMBER Semester II Week 24 (2023/2024)		
Monday	22	Disciplinary Committee Meeting
Tuesday	23	
Wednesday	24	
Thursday	25	REHEARSAL
Friday	26	PASS OUT
Saturday	27	
Sunday	28	
SEPTEMBER Semester I Week 2 (2023/2024)		
Monday	01	Lecture begins
Tuesday	02	
Wednesday	03	
Thursday	04	
Friday	05	
Saturday	06	
Sunday	07	
SEPTEMBER Semester I Week 3 (2023/2024)		
Monday	08	
Tuesday	09	
Wednesday	10	Academic Committee Meeting
Thursday	11	TCTA's Staff meeting
Friday	12	
Saturday	13	
Sunday	14	
SEPTEMBER Semester I Week 4 (2023/2024)		
Monday	15	
Tuesday	16	
Wednesday	17	
Thursday	18	
Friday	19	Head of Sections Meeting
Saturday	20	
Sunday	21	

NB: The Academy reserves the right to make changes on the information displayed in this Almanac any time without notice.