



MINERAL RESOURCES INSTITUTE (MRI)

PROSPECTUS
2018/2019

October, 2018

Website: www.mri.ac.tz



FOREWORD

We are very pleased to welcome you to undertake tertiary studies at the Mineral Resources Institute. This prospectus will provide you with a flavour of academic life in our institution.

The Mineral Resources Institute (MRI) is an institution of Earth sciences education which was established in Dodoma by the former Ministry of Water, Energy and Minerals in August, 1982. It is fully accredited by the National Council for Technical Education (NACTE) to offer Geology and Mineral Exploration, Mining Engineering; Petroleum Geosciences; Mineral Processing Engineering; Environmental Engineering and Management in Mines; and Land and Mine Surveying programmes leading to the qualifications of National Technical Awards (NTA) Level 4 – 6. NTA Level 4 programmes lead to Basic Technician Certificate, NTA Level 5 programmes lead to Technician Certificate and NTA Level 6 programmes lead to Ordinary Diploma Certificate.

Introduction of the new curricula leading to NTA awards at MRI follows phasing out of the previous curricula leading to Mineral Resources Technology Certificate and Full Technician Certificate in Earth Sciences.

With the cooperation of main stakeholders under the auspices of the Ministry of Minerals of the United Republic of Tanzania, the Mineral Resources Institute is still undergoing transformation to match envisaged expectations and aspirations of the public.

Our ultimate goal is to transform our institution to be the best academic institution in Africa in 25 years from 2012 in areas of quality training, research and consultancy in Earth sciences.



The institutes' acceptance pool grows increasingly competitive each year; however, our graduates apply to, are accepted to, and attend the most prestigious universities in the country. We are proud to acknowledge that more than 60 percent of our graduates go on to pursue higher education at domestic colleges and universities and others are employed in various public and private sectors.

When thinking about the future and technical education in geosciences, you should think of MRI. "We believe that success comes out of skilled hand; and the innovative and creative mind."

Once again, we warmly welcome you to the Mineral Resources Institute and looking forward to work with you towards the achievement of your academic ambitions.

.....
Mr. Fredrick M. Mangasini

Ag. Principal
October, 2018



TABLE OF CONTENTS

FOREWORD	I
VISION STATEMENT	VI
MISSION STATEMENT	VI
CORE VALUES	VI
FUNCTIONS.....	VIII
OBJECTIVES.....	VIII
INSTITUTE EXECUTIVES.....	X
HEADS OF ACADEMIC AND RELATED DEPARTMENTS.....	XI
HEADS OF SUPPORTING UNITS	XII
MAJOR CONTACT ADRESSES.....	XIII
CHAPTER 1.....	1
1 INTRODUCTION	1
1.1 Historical Background of the Institute.....	1
1.2 Mode of Functioning	2
CHAPTER 2.....	4
2 ACADEMIC PROGRAMMES OFFERED	4
2.1 Basic Technician Certificate and Technician Certificate	4
2.2 Ordinary Diploma Programmes	4
CHAPTER 3.....	5
3 ADMISSION REQUIREMENTS	5
3.1 Minimum Entry Qualification for Ordinary Diploma (NTA Level 4 – 6) programmes.....	5



3.2 Procedures for Application and Admission	5
3.3 Institute Regulations.....	6
CHAPTER 4.....	7
4 FEES AND OTHER FINANCIAL REQUIREMENTS.....	7
4.1 Part A: Compulsory Fee Items	7
4.2 Part B: Other Charges	8
4.3 Mode of payment of Fees	9
CHAPTER 5.....	10
5 GENERAL EXAMINATION REGULATIONS.....	10
CHAPTER 6.....	56
6 GENERAL LIBRARY REGULATIONS	56
6.1 Membership.....	56
6.2 Registration	56
6.3 Admission to the Library	56
6.5 Borrowing	57
6.6 Theft of library materials	57
CHAPTER 7	58
7 STRUCTURE OF ACADEMIC PROGRAMMES	58
7.1 Overall Structure	58
7.2 Curriculum Overview.....	58
7.3 Mode of Training	59
7.4 Examinations	59
CHAPTER 8.....	61
8 PROFILES OF ACADEMIC DEPARTMENTS	61
8.1 Geology and Mineral Explorations Department....	61
.....	61
8.2 Mining and Mineral Processing Engineering	
Department.....	69
8.3 General Studies Department	77



CHAPTER 9.....	79
9 PROFILE OF ACADEMIC RELATED DEPARTMENT/ SECTION/ UNIT	79
9.1 Research, Consultancy and Short Courses Unit	79
9.2 NZEGA CAMPUS - TABORA.....	82
9.3 Industrial Practical Training Section	85
9.4 Library and Documentation Unit	86
9.5 Information Communication and Technology (ICT) Section	87
CHAPTER 10.....	89
10 GENERAL INFORMATION	89
10.1 Accommodations.....	89
10.2 Cafeteria Services.....	89
10.3 Recreation Services	89
CHAPTER 11	90
11 MRI CALENDAR	90



VISION STATEMENT

To be a centre of excellence in the delivery of quality services in the fields of minerals, oil and gas at national and international levels

MISSION STATEMENT

To provide quality and cost effective services through training, research and consultancy in the fields of minerals, oil and gas to the public to contribute to the sustainable socio-economic development.

CORE VALUES

1. Customer focus

Customers to MRI come first. We dedicate ourselves to serve the needs of our customers and deliver services to customers at high level of dignity and timely respond to their needs.

2. Team work and collaboration

We believe in team work and collaborations. We promote team work spirit and collaborations across the college in discharging our functions in achieving desired results.

3. Integrity

We dedicate ourselves to provide services of high quality while adhering to values and ethics.

4. Mutual respect and unity of Purpose

We encourage mutual respect and unity of purpose among employees, management and stakeholders.



5. Effectiveness and efficiency

In striving to achieve objectives in an efficient manner; we provide services of high quality and reflect on value for money.

6. Transparency and accountability

Institute staff provides their services in an open manner and equal treatment; and promote good governance and implement fiscal policy according to agreed plans and regulations.



FUNCTIONS

- To train middle cadre professionals in minerals, oil and gas including; Geology and Mineral Explorations; Petroleum Geosciences; Mining Engineering; Mineral Processing Engineering; Environmental Engineering and Management in Mines; and Land and Mine Surveying.
- To carry out researches in order to improve learning process and utilization of earth resources;
- To provide consultancy services in order to strengthen sustainable utilization of Earth resources.
- To provide short and tailor-made courses in areas related to Geology and Mineral exploration; Mining; Mineral Processing and Metallurgy; Environmental Engineering and Management in Mines, Land and Mine Surveying and Oil and Gas;
- To provide training to applicants of blasting certificates prior to certifications by the Ministry of Minerals;

OBJECTIVES

- To improve quality of education and training services in minerals, oil and gas;
- To increase students' enrolment for long and short courses in minerals, oil and gas;
- To enhance capacity to undertake research and consultancy services;
- To improve working and learning environment;
- To improve resources management and supportive services;
- To strengthen cooperation in education and training with regional and international organization;



-
- To improve marketing of Institute's products and services;
 - To address cross-cutting issues (for example gender, HIV/AIDS, health, safety, environments and corruption)



INSTITUTE EXECUTIVES

Principal

Mr. F. M. Mangasini MSc. Environmental Geology (University of Dar Es Salaam, Tanzania); MBA (University of Dar es Salaam, Tanzania); BSc. Geology (University of Dar es Salaam, Tanzania); Certified PPP Specialist (Virginia, USA).

Deputy Principal – Academic, Research and Consultancy

Eng. E.M. Kapira MSc. Applied Environmental Science (Halmstad University, Sweden); BSc. Environmental Engineering (Ardhi University, Tanzania)

Deputy Principal – Planning, Finance and Administration

Mr. E. S. Ndulila MA in Linguistics (University of Dar es salaam, Tanzania); B. Ed Arts Linguistics (University of Dar es salaam, Tanzania)

Coordinator– Nzega Campus

Mr. V. M. Dionise Advanced Diploma in Procurement and Supplies + CPSP (Tanzania Institute of Accountancy)

Head -Quality Assurance & Quality Control

Ms. T. F. Rwechungura BSc. Education (Tumaini University, Tanzania)



HEADS OF ACADEMIC AND RELATED DEPARTMENTS

Geology and Mineral Exploration Department

Eng. D. E. Ngowi, BSc.Engineering Geology
(University of Dar es Salaam,
Tanzania)

Mining and Mineral Processing Engineering Department

Eng. S. H. Mkango Grad Dip. Mining Engineering
(Curtin University, Australia); BSc.
Mining Engineering (University
of Dar es Salaam, Tanzania)

General Studies Department

Mr. E. S. Mrema BSc. Education (University of
Dar es Salaam, Tanzania)

Research, Consultancy and Short Courses Unit

Mr. K.R. Nzowa Master Degree in
Environmental Planning &
Management
(Institute of Rural Development
Planning, Tanzania); MA.
Education (University of
Dodoma, Tanzania);
B.Ed (Maths)
(University of Dar es Salaam,
Tanzania)

Registrar of Students and Examinations

Mr. J. M. Masunga BSc. Geology (University of Dar
es Salaam, Tanzania)



HEADS OF SUPPORTING UNITS

Administration and Human Resources Management Unit

Ms. A. F. Lushara MBA Public Administration
(University of Dodoma,
Tanzania); BA Education (Mount
Meru University, Tanzania)

Dean of Students

Eng. K.I. Lwitakubi MSc Oil and Natural Gas
Engineering (China University of
Petroleum, East China); MBA
(University of Dodoma, Tanzania);
BSc Mineral Processing
Engineering (University of Dar es
Salaam, Tanzania)

Procurement Management Unit

Mr. A. A. Mwakitego Certified Procurement
Supplier Professional (PSPTB);
MSc. Procurements and Logistic
Management
(Mzumbe University,
Tanzania); Advanced Diploma
in Procurement and Supply
(Tanzania Institute of
Accountant)

Finance Unit

Mr. R. Mukunirwa B. Accounting & Finance
(Mzumbe University, Tanzania);
FTC Mineral Processing
Engineering (Mineral Resources
Institute, Tanzania)



MAJOR CONTACT ADDRESSES

POSTAL ADDRESS	Mineral Resources Institute P.O.Box 1696, Dodoma, Tanzania Tel/ Fax: +255 26 23 00 472 / +255 26 23 03 159 E-mail: principal@mri.ac.tz info@mri.ac.tz Website: www.mri.ac.tz
PRINCIPAL	Tel: +255 26 23 00 472 / +255 26 29 63 004 Fax: +255 26 29 63 003 E-mail: principal@mri.ac.tz
DEPUTY PRINCIPAL – ACADEMICS, RESEARCH AND CONSULTANCY	Tel/Fax: +255 26 23 00 472 / +255 26 29 63 000 E-mail: dp-arc@mri.ac.tz
DEPUTY PRINCIPAL – FINANCE AND ADMINISTRATION	Tel/Fax: +255 26 23 00 472 / +255 26 23 03 159 E-mail: dp-fa@mri.ac.tz
RESEARCH, CONSULTANCY AND SHORT COURSES UNIT	Tel/Fax: +255 26 23 00 472 / +255 26 29 63 002 E-mail: research@mri.ac.tz
REGISTRAR	Tel/Fax: +255 26 23 00 472 / +255 26 23 03 159 E-mail: registrar@mri.ac.tz



INDUSTRIAL PRACTICAL TRAINING OFFICE

Tel/Fax: +255 26 23 00 472 /
+255 26 2963002
E-mail: ipto@mri.ac.tz

LIBRARY

Tel/Fax: +255 26 23 00 472 /
+255 26 23 03 159
E-mail: mrilibrary@mri.ac.tz

DEAN OF STUDENTS

Tel/Fax: +255 26 23 00 472 /
+255 26 23 03 159
E-mail: deanstudents@mri.ac.tz



Chapter 1

1 INTRODUCTION

1.1 Historical Background of the Institute

The history of the Mineral Resources Institute (MRI) dates back to 1978, when the management of the then Ministry of Water, Energy and Minerals hatched the idea of training middle cadre personnel to serve the mining sector. With that in mind, 61 form six leavers were identified and placed in the mineral exploration camps in Bukoba and Kyerwa in Kagera Region, during the programme named Mineral and Ground Water Exploration (MGWEP). The Bukoba camp was carrying out geochemical stream sediments sampling in the whole of Kagera Region with the aim of identifying various mineral geochemical anomalies especially for gold and base metals. This was a UNDP supported project. The Kyerwa camp was carrying out work on tin exploration with support from the Finish Government. The programme was later transferred to Dodoma at Madini headquarters (Mineral Resources Division-MRD). However, the spirit to train technical personnel to meet the needs of the growing mining industry still existed. As a result, the former Ministry of Water, Energy and Minerals officially established Mineral Resources Institute (MRI) in Dodoma in August 1982. The Institute remained a major producer of one year technician certificate in geosciences graduates since its establishment, who served the mining sector in Tanzania especially in the Government led projects. A three year training programme in Full Technician Certificates (FTC) was initiated in the year 2002 to replace the one year Certificate Programmes in order to improve the required skills and appropriate knowledge needed by the fast growing mining sector in the country.



In line with Act No. 9 of 1997, which empowered the National Council for Technical Education (NACTE) to establish “National Technical Awards (NTA)” in technical education which are consistent in standards and comparable to related awards at national and international levels, MRI was awarded provisional registration by NACTE in 2002. Since then, the Institute operated with FTC curriculum that was recognised and examined by the National Examinations Council of Tanzania (NECTA). The NACTE awarded full registration to MRI in February 2005, and during the same period; FTC programmes were phased out by the Government. MRI was then given directives to prepare new competence based modularised NTA Levels curricula. Based on the guidelines issued by NACTE, MRI prepared 9 curricula leading to the awards of Certificates and Ordinary Diploma in Geology and Mineral Exploration, Mining Engineering and Mineral Processing Engineering. The Institute was awarded full accreditation by NACTE in April, 2007 to conduct training in Certificate and Ordinary diploma Levels (NTA Level 4, 5 and 6) in the said programmes.

1.2 Mode of Functioning

MRI is governed by the Permanent Secretary of the Ministry of Minerals who is advised by the Advisory Board. The Chief Executive of the Institute is the Principal who is in-line supported by the Deputy Principal – Academics, Research and Consultancy; and the Deputy Principal – Finance and Administration as indicated in figure 1.1.

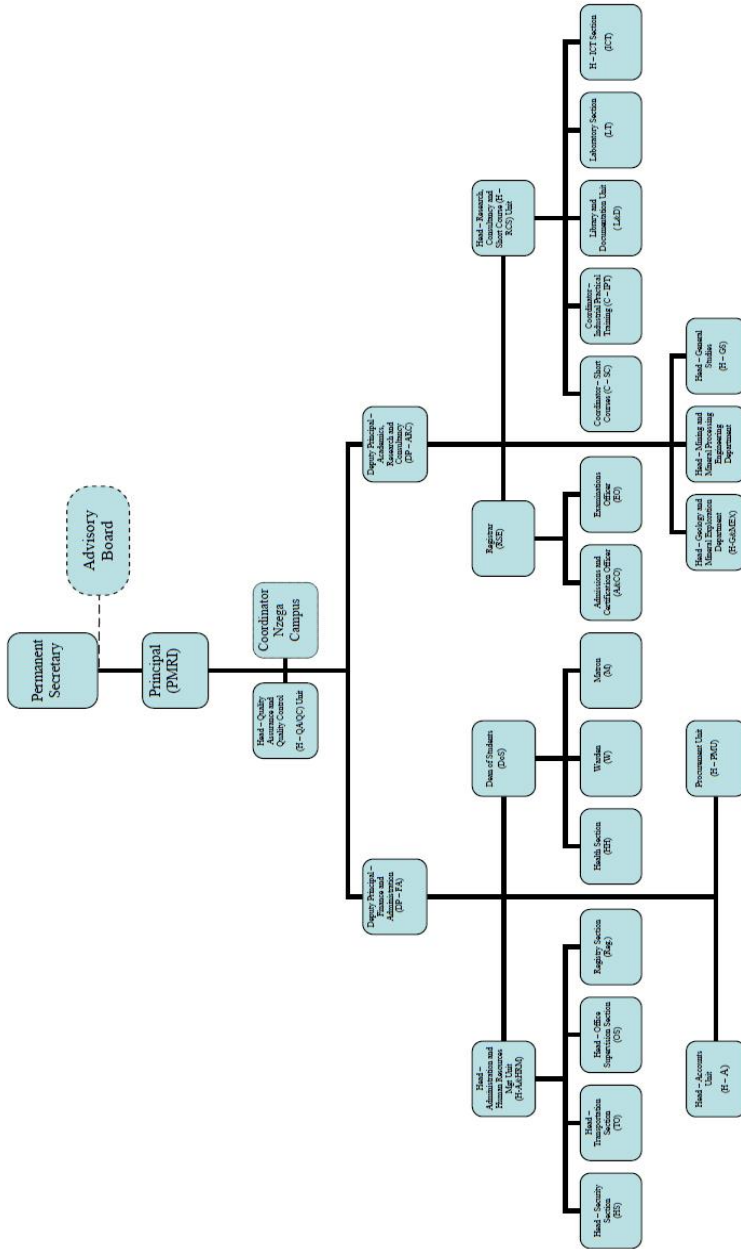


Figure 1.1 Organisation Structure of MRI



Chapter 2

2 ACADEMIC PROGRAMMES OFFERED

The Institute is accredited by the National Council for Technical Education (NACTE) to offer and grant awards to successful candidates in Certificate and Ordinary Diploma programmes. Awards offered are National Technical Award (NTA) Levels 4 – 6.

2.1 Basic Technician Certificate and Technician Certificate

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

2.2 Ordinary Diploma Programmes

- a) Ordinary Diploma in Geology and Mineral Exploration
- b) Ordinary Diploma in Petroleum Geosciences
- c) Ordinary Diploma in Mining Engineering
- d) Ordinary Diploma in Mineral Processing Engineering
- e) Ordinary Diploma in Environmental Engineering and Management in Mines
- f) Ordinary Diploma in Land and Mine Surveying



Chapter 3

3 ADMISSION REQUIREMENTS

3.1 Minimum Entry Qualification for Ordinary Diploma (NTA Level 4 – 6) programmes

Candidate may join the Ordinary Diploma (NTA Levels 4 – 6) programmes offered by MRI through Direct Entry Scheme.

NTA Level 4

Certificate of Secondary School Education (CSSE) with a minimum of “D” Grade in physics, mathematics and chemistry; and one pass in any other subject **or** National Vocational Awards - NVA Level 3 in science/ engineering programmes or equivalent.

NTA Level 5

Basic Technician Certificate (NTA Level 4) or equivalent in the applied course from any recognized institution.

NTA Level 6

Technician Certificate (NTA level 5) or equivalent in the applied course from any recognized institution.

3.2 Procedures for Application and Admission

Advertisements for the application are made in the local media in March each year. Applications can only be considered if they include full details of the applicant's personal and educational history as indicated in application forms. Copies of National Certificates of Education and any other relevant certificate (s)/ testimonial supporting the qualifications stated must be attached to the application form.



Applicants must channel their applications through their employers, parents or other sponsors to confirm their sponsorship.

All applications must be addressed to the Principal and obliged to reach the Institute not later than date stipulated in the application forms. Formal application forms will be available at the Institute (MRI), or they can be directly downloaded from Institutes' website (www.mri.ac.tz). Joining instructions are available from July and admission to the course commences in September/October (depending on the calendar) each year.

3.3 Institute Regulations

Upon admission, all new students must obtain and read thoroughly the following documents:-

- a) Student General Welfare, Conduct and Disciplinary Regulations,
- b) Prospectus with Examination Regulations and Library Regulations included,
- c) Constitution of Mineral Resources Institute Students Organisation (MRISO),
- d) Industrial Practical Training Guidelines and Regulations.

All admitted students are required to comply entirely with Institute's Regulations and any other regulations issued by the Institute from time to time.



Chapter 4

4 FEES AND OTHER FINANCIAL REQUIREMENTS

4.1 Part A: Compulsory Fee Items

S/N	Fee Item	NTA LEVEL 4 (1 st YEAR)			NTA LEVEL 5 & 6 (2 nd & 3 rd YEAR)		
		Semester I	Semester II	Total Cost	Semester I	Semester II	Total Cost
1.	Tuition Fee (NMB)	450,000.00	450,000.00	900,000.00	450,000.00	450,000.00	900,000.00
2.	Registration Fee (NMB)	10,000.00	-	10,000.00	-	-	-
3.	Examination Fee (CRDB)	50,000.00	50,000.00	100,000.00	50,000.00	50,000.00	100,000.00
4.	Caution Money (CRDB)	10,000.00	-	10,000.00	-	-	-
5.	Library Fee (CRDB)	10,000.00	-	10,000.00	10,000.00	-	10,000.00
6.	Identity Card (CRDB)	10,000.00	-	10,000.00	-	-	-
7.	MRISO Fee (CRDB)	10,000.00	-	10,000.00	10,000.00	-	10,000.00
8.	Sports and Games Contribution (CRDB)	10,000.00	-	10,000.00	10,000.00	-	10,000.00
9.	Prospectus Contribution (CRDB)	25,000.00	-	25,000.00	-	-	-
10.	NACTE Quality Assurance Fee (CRDB)	15,000.00	-	15,000.00	15,000.00	-	15,000.00
Total		600,000.00	500,000.00	1,100,000.00	545,000.00	500,000.00	1,045,000.00
For Non Tanzanian (Foreign)		US\$780	US\$650	US\$1430	US\$710	US\$652	US\$1362



4.2 Part B: Other Charges

S/N	Fee Item	NTA LEVEL 4 & 5 (1 st & 2 nd YEAR)			NTA LEVEL 6 (3 rd YEAR)		
		Semester I	Semester II	Total Cost	Semester I	Semester II	Total Cost
1.	Meal Allowance (Payable to Student)	1,190,000.00	1,190,000.00	2,380,000.00	1,190,000.00	1,190,000.00	2,380,000.00
2.	NHIF (CRDB)	50,400.00	-	50,400.00	50,400.00	-	50,400.00
3.	Accommodation Fee (CRDB)	100,000.00	100,000.00	200,000.00	100,000.00	100,000.00	200,000.00
4.	Industrial Practical Training Costs (Payable to Student)	-	560,000.00	560,000.00	-	-	-
5.	Final Year Project (Payable to Student)	-	-	-	50,000.00	50,000.00	100,000.00
	Total	1,340,400.00	1,850,000.00	3,190,400.00	1,390,400.00	1,340,000.00	2,730,400.00
	For Non Tanzanian (Foreign)	US\$1748	US\$2413	US\$4161	US\$1813	US\$1747	US\$3560



4.3 Mode of payment of Fees

Students are required to pay their fees in full at the beginning of each semester before undertaking any studies and/or occupying a room in the hostel. Hostel fee is paid at the beginning of each semester after being confirmed by the warden that there is room available for accommodation. The payment shall be made via **NMB A/C 50501000116 – Mineral College Revenue Collection** for Tuition fee, and Registration fee; **CRDB A/C 0IJ 1082316900 – Madini Institute – Dodoma** for the rest of other institute contributions.

The fees once paid to the institute shall not be refunded or transferred under any circumstances.

Note:

- i). Fees will be reviewed from time to time depending on the changes in training costs.
- ii). Fees for residential students excluding food allowances are to be paid to the student by their sponsors. Food allowance is negotiable between the sponsor and the student but it should not be paid less than Tshs. 600,000.00 (USD 1 400.00 for foreign students) per semester.



Chapter 5

5 GENERAL EXAMINATION REGULATIONS

5.1 Introduction

Progression of students from one NTA Level to the next level, the general fate of students and the conduct of examinations are guided by the approved Institute Examination Regulations. Students are required to sit for examinations according to the Institute Examinations Regulations. These regulations shall apply to the accredited programmes leading to the awards of NTA Levels 4, 5 and 6 with effect from academic year 2017/2018.

By registering as MRI student every student is deemed to be cognisant of, and to have agreed to abide by, the examination rules set out in these regulations.

PART I

PRELIMINARY PROVISIONS

1. Citation
2. Interpretation

1. **Citation:**

These regulations may be cited as the Mineral Resources Institute Examinations Regulations, from academic year 2017/2018 till reviewed.

2. **Interpretation:**

In these regulations unless the context otherwise requires:

“Academic Program” means a program of studies, which leads to the National Technical Award (NTA) to students, after successful completion of the program requirements.



“**NACTE**” means the National Council for Technical Education established under the Act No. 9 of 1997.

“**Continuous Assessment**” means any form of evaluation made during the course of the academic year such as practical, written test, quiz, assignment, presentations, homework, project, and field excursion, which contributes to the final score in examinations.

“**Practical**” means any form of evaluation made during the course of the academic year including laboratory experiments, field experiments, computer laboratory exercises and workshop experiments.

“**Credit Module**” means a module of study, successful completion of which shall count towards earning of the award.

“**Credit Value**” means a credit assigned to the module of which shall count towards earning of the award.

“**Credit Hour**” means a lecture of one-hour duration per week per semester or two or three contact hours in case of tutorials and laboratory work for a module countable towards a student's Cumulative Grade Point Average.

“**Semester Grade Point Average**” also known in its acronym as (**sem GPA**)” means the summation of product of grade points and credit values of all credit modules divided by the total number of credits taken by a student in a given semester;



WHERE GPA FOR A GIVEN SEMESTER = $\frac{\sum (\text{Grade points} \times \text{Credits})}{\sum \text{Credits}}$

“Cumulative Grade Point Average” also known in its acronym as **(cum GPA)**” means the summation of product of grade points and credit values of all credit modules divided by the total number of credits taken by a student beginning from his/ her admission till the last examination held;

CGPA = Avg GPA = $\frac{(\text{GPA FOR SEMESTER I} + \text{GPA FOR SEMESTER II})}{2}$

“MRISO” means Mineral Resources Institute Students Organization;

“Examination” means a measurement of academic or professional achievement attempted during the progression of an academic phase or professional training phase, which helps to provide accurate predictions for future academic success or future professional competence of a Candidate. **Examinations** include Test 1, Test 2 and end of Semester Examinations including practical where appropriate.

“Examination Offence” means any harm brought about before, during or after the examination by the conduct of a candidate in relation to examinations, which the Institute desires to prevent by a threat of punishment.

“Academic Year” Means the period between the beginning of the first semester and the end of the second semester, including Industrial Practical Training.

“Grade Point” means number of points representing letter grades scored by a student in a module examination.



“Institute” means Mineral Resources Institute.

“Registrar of Student and Examinations” means a person appointed by the Institute on such terms and conditions as the Institute may consider necessary for the registration of students and examinations.

“Invigilator” means an officer in charge of candidates in an examination room to ensure that the examination is properly conducted and no candidate cheats.

“Principal” means the Principal of Mineral Resources Institute.

“Semester” means an academic period, in which one set of course modules in each discipline is offered and examined.

“Supervisor” means an officer in charge of candidates at an examination centre to make sure that the examinations are properly conducted and no candidate or invigilator cheats.

“Supplementary Examination” means an examination administered to candidates who fail to obtain a pass in the specified number of modules during regular examinations.

“Student’s Academic Progress Report” means an official written statement of Semester Examinations results issued by the Institute.

“Academic Transcript” means an official written statement of all three years results issued by the Institute.

“Special Examinations” means examination administered to candidates who by reasonable cases fail to attend the



semester examination(s).

“Examinations Officer” means a person appointed by the Institute on such terms and conditions as the Institute may consider necessary for the coordination and overseeing all examinations activities.

“Secrecy Officer” means a person appointed by the Institute on such terms and conditions as the Institute may consider necessary for engaging in any examination activities.



PART II

CONDUCT OF EXAMINATIONS

Dates and Timing of Examinations

Mode of Application Payment of fees

Payment of late fees

Registration for examinations

Examinable modules

Mode of Examination

Admission into Examinations

Requirement of Attendance in Subjects of

Continuous Assessment

Rules for Condonation of Shortage of

Attendance

3. Dates and Timing of Examinations

1. Examinations shall be conducted on such dates and at such time as the Institute may determine. Provided that unless otherwise decided by the Institute:-
2. Examinations for various National Technical Award Levels conducted by the Institute shall be held at the end of each semester
3. Timetables in respect of the dates and times of examinations shall be released at least two (2) weeks before the commencement of such examinations.
4. There shall be a written and, where the module demands, a practical examination during each end of semester for a module taught.

It is the responsibility of the candidates to maintain awareness of the mode of examination, examination room, dates and time of examination.



4. Mode of Application

- 1) Any candidate seeking admission to any examination of the Institute shall make an application in the prescribed examination registration form within such period as may be prescribed by the Institute, provided that the Principal shall have power if he considers it appropriate to accept any examination registration form/fees after the deadline with late fees, on such terms and conditions as he may deem fit.
- 2) The examination registration forms duly filled in shall be submitted to the Registrar of Students and Examinations before the deadline for receipt of the form, provided that no Examination Registration Form shall be accepted by the Registrar of Students and Examinations if the applicant has not paid fees as described in the Prospectus.
- 3) Each candidate shall together with the duly filled registration form enclose:- Two copies of his recent passport size photograph;

Candidate's name appearing on the entry form shall be the same as the name appearing on the Continuous Assessment record form.

5. Payment of Fees

- 1) The examination fees described in the Prospectus shall not be negotiable or refunded or transferred



and shall be deposited through CRDB Bank, Account No. 01J1082316900 and the original receipt shall be submitted **to the Registrar of Student and Examinations.**

- 2) No cash amount shall be received.

Provided that where the last date fixed for receipt of fees and form of application or list of candidates with or without late fees is a public holiday, the next working day shall be considered as the last date for the purpose.

6. Registration for Examinations

After due consideration of the application forms and other requirements as submitted by the candidate, the Registrar of Students and Examinations shall within a prescribed time cause the registration of the candidate for examination.

7. Examinable modules

- 1) The Registrar of Students and Examinations shall prescribe from semester to semester the examinations to be conducted by the Institute. Provided that the Principal may order a special examination or re-examination in one or more modules.
- 2) The Registrar of Students and Examinations shall from time to time provide Examination guidelines for Supervisors, Invigilators and candidates and issue rules relating to the duties of Supervisors and Invigilators.
- 3) Subject to the Regulations, Rules and Directions given by the Institute, the Principal shall be



responsible for all arrangements connected with the conduct of examinations and all matters connected therewith.

8. Mode of Examination

Candidates for the Institute Examinations shall be examined by:-

- a) Written question papers which they shall be required to answer in writing;
 - b) Practical examinations as provided for in the curriculum for the respective modules;
 - c) Presentations as provided for in the curriculum for the respective modules; and
 - d) Industrial Practical Training and Project reports
- 1) Provided that the management of practical and Industrial Practical Training examinations, unless otherwise specified, shall be assessed by examiners appointed by Principal
 - 2) Whenever Industrial practical Training or field excursion work has been done as described in the curriculum, a duly report of such work done shall be brought to the Institute by each student for marking or evaluation.
 - 3) Written examination in a module shall be, by means of question paper and the question paper in the module shall be given to candidates simultaneously at every room at which the examination is being held.
 - 4) The Curriculum of each National Technical Award



Level and assessment plan of examination shall be prescribed by the Institute from time to time. The Medium of instruction for all modules shall be English.

9. Admission into Examinations

No eligible candidates shall be prohibited from appearing in the examination of the Institute except for compelling reasons and with permission from the Principal.

10. Requirement of Attendance in Subjects of Continuous Assessment

- 1) No candidate shall be admitted into examinations unless he/she has completed the prescribed continuous assessment and 75% of class attendance. For all programmes except Land and Mine Surveying, Continuous assessment marks for each module is 20 marks out of 40 marks for NTA Level 4 and 5, and 18 marks out of 40 marks for NTA Level 6. For Land and Mine Surveying programme, Continuous assessment marks for each module is 30 marks out of 60 marks for NTA Level 4 and 5, and 27 marks out of 60 marks for NTA Level 6.
- 2) A candidate who has been barred from sitting for end of semester examination because of either incomplete continuous assessment or not attaining 75% of class attendance shall be given an F grade for the respective module and shall be required to retake the Module when next offered.
- 3) A candidate who fails in the continuous assessment shall be deemed to have failed the module and



will be barred from sitting for end of semester examination. A candidate who is barred shall be given an F grade for the respective module and shall be required to retake the Module when next offered.

- 4) All incomplete for continuous assessment shall be cleared before the starting end of semester examinations and it is the responsibility of students to make sure that he/she has cleared the incomplete (s).
- 5) A candidate who has not cleared his/her incomplete (s) in the continuous assessment shall be deemed to have failed the module and will be barred from sitting for end of semester examination. A candidate who is barred shall be given an F grade for the respective module and shall be required to retake the Module when next offered.
- 6) All continuous assessment shall be administered and Coordinated by the Head of respective Department as per Institute almanac.
- 7) A candidate who is required to retake the module shall have to do both Continuous Assessment and End of Semester.

A candidate who is required to retake the module (s) shall pay all Institute contributions for the respective semester with exception of Tuition fee.



11. Rules for Condonation of Shortage of Attendance

- 1) Basing on medical ground, the Principal of the Institute shall be the competent authority to allow a deficiency of class attendance provided that the class attendance of student is 50% or above.
- 2) All cases of shortage of attendance shall be referred by the Registrar of Students and Examinations to the Principal with his/her recommendation, failure of which valid reasons for not recommending the case shall have to be stated

The following may be considered valid reasons for recommending the cases:

- a) Prolonged illness;
 - b) Loss of parent or guardian or any other incident leading to absence from the Institute which merits special consideration;
 - c) Any other reason of serious nature as the Registrar of Students and Examinations of the Institute may determine.
- 3) A candidate who participates in sports and cultural activities or tournaments conducted by the Government or appears in a competitive examination conducted by the Government, shall have the actual days spent in sports and cultural activities or tournaments or examination and the travelling days connected therewith counted on the production of satisfactory evidence as to the attendance of the candidate.
 - 4) Notwithstanding anything contained in these Regulations, no candidate who has been expelled or is still undergoing rustication or who has been barred from taking an examination for being involved in



examinations offences or for any other reason shall be admitted to any examination of the Institute.



PART III

CONFIDENTIALITY, SAFETY AND SECURITY OF EXAMINATIONS

Paper Setting

Moderation

Receipt of Answer Books Marking

Appointment and Duties of Markers

Checking of Marking

Remuneration

Score Lists

Examination Results

Approval of Examination results Publication of Results

Maintenance of Answer Books

Maintenance of Confidentiality

12. Paper Setting

- 1) For the purpose of paper setting, the Institute shall from time to time, approve a list of tutors of proven integrity and with the requisite qualifications set by the Institute from whom paper setters will be appointed:

Provided that no paper setter shall be engaged for the same type of work for more than 3 years continuously unless such engagement is approved by the Principal

- 2) The Institute may in modules where setters are not available appoint any other competent person as paper setter.



- 3) The procedure for appointment of paper setters shall be prescribed in the guidelines for appointment of paper setters provided by the institute from time to time.

13. Moderation

- 1) Question papers shall be moderated by a team of moderators appointed by the Institute, consisting of eminent scholars with at least two years' experience in the concerned module to see their correctness and consistency with curriculum:
Provided that no person who has written any help book or guide on a module shall be appointed as moderator on the concerned module unless he has declared that his position as an author will not conflict with his appointment as moderator.
- 2) External examiners shall be invited to oversee the whole process moderation of such examinations. These people shall have the relevant qualifications coming from the academic institutions recognized by the Government.
- 3) A person appointed as moderator shall declare (in the declaration form) the name(s) of his/her close relative(s) appearing in the concerned examination.

14. Receipts of answer Books

- 1) All answer books shall be received at the office of the Registrar of Students and Examinations and shall be deemed to be confidential documents and no



person except those authorized by the Institute shall be permitted to handle them.

- 2) The team of Secrecy Officers shall undertake to maintain the confidentiality of the assignment given to them.
- 3) A person appointed as a Secrecy Officers or a member of such team shall declare (in the declaration form) the name(s) of his close relative(s) appearing in the examination(s) of the Institute.

15. Marking

- 1) No answer book may be marked outside the specified marking centres.
- 2) All answer books shall be marked by approved markers at such centres as shall be approved by the Principal from time to time.
- 3) Each examination paper shall be accompanied by detailed marking scheme, indicating value points in respect of each answer which should be revisited by markers before marking starts.
- 4) For calculating pass marks fixed by the regulations for each examination, if a fraction is half or more it shall be rounded up to the next higher figure and if a fraction is less than one-half, it shall be ignored.

16. Appointment and duties of markers

- 1) The Institute shall appoint Chief Markers for various modules from amongst the serving tutors of the Institute.



- 2) It shall be the responsibility of the Chief Marker to:
 - a) Ensure uniformity in marking;
 - b) Bring to the notice of the Institute, discrepancies, anomalies and suspected use of unfair means identified during the course of marking;
 - c) Recommend to the Institute in writing the names of such markers who have not carried out instructions of the Institute and have not been punctual or have not observed the code of conduct as may be deemed fit by the Institute.
- 3) A person to be appointed as Chief Marker shall possess the following qualifications:
 - a) Have a teaching experience of not less than three years.
 - b) Be conversant with the curriculum by being engaged in teaching the relevant modules.
- 4) The Institute shall appoint other markers to mark the answer books in accordance with the approved marking scheme:

Provided that no person shall be appointed as a marker for two or more marking panels or for two examinations simultaneously
- 5) The panel of markers shall consist of serving tutors of registered technical institution, with experience of teaching the module for at least 2 years, recommended by the Principal.



- 6) No person even if he is fully qualified shall be appointed as marker for a theory module, if he has never engaged in teaching.
- 7) The Institute shall enlist and maintain approved list of markers from which it shall appoint markers.
- 8) A person appointed as Chief Marker or marker shall declare the name(s) of his close relative(s) appearing in the examination(s) of the Institute.

17. Checking of Marking

- 1) The Chief Markers shall have power to appoint such number of Checking Assistants as per the guidelines provided by the Institute.
- 2) The responsibilities of the Checking Assistants shall be to:
 - a) Assist in summing marks;
 - b) Compare the score lists with the answer scripts to ensure accuracy in the work; and
 - c) Ensure that no portion of the script has remained unmarked.

18. Remuneration

- 1) Every Paper Setter, Moderator, Supervisor, Invigilator, Chief Marker, Marker, Checker, Secrecy Officer, or any other person deployed by the Institute for examinations work may be paid remuneration at such rates as approved by the Institute.



- 2) The Registrar of Students and Examinations may permit markers to mark more than a prescribed maximum number of answer books in special cases in the interest of the Institute.

19. Score Lists

- 1) All score lists shall be treated as confidential documents of the Institute as the case may be and no person except those authorized by the Institute shall be permitted to handle the score lists.
- 2) No person shall be authorized to change the marks already in the score list, if any; verification shall be communicated to the Registrar of Students and Examinations through a written communication.
- 3) No person other than the Principal or Registrar of Students and Examinations or Head of Department as the case may be, shall be competent to communicate any change in the score list:

Provided that all such communications shall be sent in writing duly attested and signed by the officer concerned.

- 4) All score lists of the Institute, shall be destroyed two years after the declaration of results in the presence of the Institute Academic Committee Members.



20. Examination Results

All examination results together with a statement of percentage of passes in the whole examination and in each Module shall be submitted to the Institute Academic Committee for approval before publication.

21. Approval of examinations results

In case of discussion and approval of examination results, there shall be Committees and Board with defined compositions and functions.

21.1 The approval of results shall be as follows:

- a) Continuous Assessment results shall be approved by the Departmental Academic Committee before starting of end of semester examinations,
- b) Provisional results for end of semester examinations shall be approved by the Institute Academic Committee (IAC).
- c) Final results for end of semester examinations shall be approved by the **Institute Advisory Board (IAB)**

21.2 The Committees and Board shall have the compositions and functions as stipulated below;

a) Departmental Academic Committee (DAC)

The Departmental Academic Committee (DAC) shall constitute the following members:

- i). Head of Department - Chairperson
- ii). Departmental Academic Coordinator - Secretary



- iii). Teaching staffs of the Department in that particular Semester - Members
- iv). An Appointee of the Principal - Member
- v). Course Coordinator (s) - Member(s)

Responsibilities of Departmental Academic Committee (DAC) are:

- i). To discuss the module outlines and assessment plans prepared by Tutors before being used.
- ii). To approve the Continuous Assessment results for the modules belonging to the particular Department,
- iii). To review External Examiners reports of the particular department.
- iv). To discuss problems of setting, moderation, invigilation, supervision, marking and all matters related to examinations.
- v). To discuss and review examination results of all students in the department and recommend students' examinations performance to the Institute Academic Committee (IAC). (For modules which are offered by other Department(s), their approval shall involve consultation from respective Department,)
- vi). To discuss report findings and recommendation for improvements to the Institute Academic Committee (IAC).
- vii). To discuss the general performance of students.
- viii). To meet at least twice per academic year to deliberate on items (i) to (vii) above.



b) Institute Academic Committee (IAC)

The Institute Academic Committee (IAC) shall constitute the following members:

- i). Deputy Principal – Academics, Research and Consultancy - Chairperson
- ii). Registrar of Students and Examinations - Secretary
- iii). Head of Academic Departments and Units -Members
- iv). Examinations Officer - Member
- v). Admission Officer - Member
- vi). Head of ICT - Member
- vii). Head of QA/QC- Member
- viii). Minister for Academic Affairs for MRISO - Member

Responsibilities of IAC are:

- i). To Approve student admissions to various academic programmes,
- ii). To review external examiners reports at all departments,
- iii). To receive and discuss DAC reports,
- iv). To review performance of all students as well as to discuss on pass/fail/incomplete/withheld and any other examination issues related to candidates. The Committee shall write the report and submit to the Principal,
- v). To recommend students' examinations performance to the Institute Advisory Board (IAB),
- vi). To initiate, discuss and recommend academic policies to the IAB,



- vii). To approve and release provisional examinations results,
- viii). To meet at least twice per academic year to deliberate on items (i) to (vii) above.

c) Institute Advisory Board (IAB)

The Institute Advisory Board (IAB) shall constitute members appointed by the Minister of Minerals. Principal may appoint MRI members to attend the board meeting as resource personnel.

For the purpose of these Regulations, the responsibilities of the IAB are:

- i). Approve establishment of new academic programmes,
- ii). Approve end of semester examination results,
- iii). Receive student's examination appeals and make final decisions,
- iv). To recommend student examinations performance to the NACTE,
- v). To discuss and recommend academic policies to the Examinations and Awards Division of NACTE for approval,
- vi). To meet at least twice per academic year to deliberate on items (i) to (v) above.

22. Publication of Results

22.1 The Registrar of Students and Examinations shall publish the provisional results of an examination in such manner as directed by the Institute Academic Committee before submitting to the Institute Advisory Board (IAB).



- 22.2 The final results of candidates in every examination shall be published by Registrar of Students and Examinations after being approved by Institute Advisory Board (IAB).
- 22.3 The published results will indicate the registration number, marks, grades obtained by the candidate in each module and GPA.
- 22.4 It is the responsibility of the candidates to maintain awareness of academic performance including examination results.
- 22.5 The Institute may declare the result of the candidate(s) as incomplete (I) due to inadequacy of data, lack of information from the candidate or 'Withheld' due to receipt of inadequate fee from the candidate etc.
- 22.6 If deemed necessary with reasonable cases candidates with incomplete(s) in his /her semester examination shall be allowed to attend special examination during supplementary examination period. It must be noted that no supplementary examination will be offered to candidates who fail special examinations.
- 22.7 If a candidate, whose result is withheld by the Institute for any case as described in (22.5) above, the results shall stand be withheld until he/she clears the discrepancy.

If the candidate fails to attend supplementary or any other examination due to the results being withheld shall be considered as discontinued from studies.



22.9 The Principal in consultation with IAC has the power to authorize special examination to students discontinued from studies if their cause of discontinuation is due to withheld results and the students have strong reasons for being late in clearing the discrepancy, such strong reasons include:

- a) Prolonged illness;
- b) Loss of parent or guardian or any other incident leading to absence from the institution which merits special consideration;
- c) Any other reason of serious nature as the Registrar of Students and Examinations and/ or Dean of Students of the Institution may determine.

23. Coordination of the Institute Examinations

- i). The overall coordination of the examinations shall be the responsibility of the Registrar of Students and Examinations under the directives of the Deputy Principal – Academics, Research and Consultancy/ Principal.
- ii). Continuous Assessment (CA) results for each module shall be completed and made available to students by the respective Tutors before commencement of end of semester examination after being approved by DAC.
- iii). The Institute shall appoint the External Examiners for the Institute examinations.



Maintenance of Answer Books

The answer books shall be maintained for a period of at least two years from the date of publication of final results and shall thereafter be disposed off in the manner as may be determined by the Institute.

25. Maintenance of Confidentiality

Every person appointed by the Institute for confidential work shall maintain utmost secrecy.



PART IV

EXAMINATION OFFENCES AND PENALTIES

Examination Offences, Irregularities and Penalties

Examination Instructions to Candidate

Invigilation of End of Semester Examinations

Appeals

Preservation of Examination Scripts

Penalties in the Case of Markers and Checkers

26. Examination Offences, Irregularities and Penalties

26.1 Any person who contravenes any of the requirements or conditions stipulated in the third schedule to these Regulations shall have committed an Examination offence as interpreted in this document and shall be liable for the penalty prescribed therein.

26.2 Notwithstanding the provisions of Sub regulation (26.1) and the third schedule:-

- a) Where a person who is not the students of the Institute commits an Examination offence under these Regulations, the Institute may report the case to the Police.
- b) Where a Tutor or a person connected with an Institute commits an Examination offence under these Regulations, his/her conduct shall be reported to the Management of the Institute and he/she shall be banned from any remunerative job in the Institute with additional punishment as decided by Management.



Where the Institute is satisfied after enquiry that the integrity of the Examinations had been violated as a consequence of wholesale unfair assistance rendered to the examinees, the Principal in consultation with the IAC may cancel the examination and order other examination.

26.3 Examination Irregularities

- a) All cases of suspected or proved examination irregularities shall be referred to Institute's Academic Committee (IAC) for discussion and final decision.**
- b) Examination irregularities shall mean:**
 - i). Cheating (i.e. copying from manuscript and books or any source which is not allowed in examination room)
 - ii). Conversing with a fellow candidate during examination.
 - iii). Bringing unauthorized materials in the examination room, whether found in briefcases, clothes, pockets, handbags or elsewhere within the examination room.
 - iv). Copying from a fellow student.
 - v). Exchanging answer scripts.
 - vi). Leaving the examination room without permission.
 - vii). Attempting examinations which is not registered for,
 - viii). Any other forms either being kind of dishonesty falsification or destruction of evidence of unlawful material.



c) For the Purpose of these Regulations:

- i). Unauthorized materials include any written or printed materials that is generally or specifically prohibited from being brought into the examination room (e.g. cellular or mobile phones, radios, radio cassette, pagers, microcomputers, computers, earpiece, books, exercise books and any other materials as may be specified by the Institute from time to time.
- ii). Any candidate found cheating or committing examination irregularities in any part of the examination process shall be deemed to have failed in the whole examinations for that semester and shall be discontinued from studies with immediate effect, subject to confirmation by the IAC.
- iii). Any candidate found guilty of bringing unauthorized materials into the examination room in any part of the examination process, shall be deemed to have committed an examination irregularity and shall be discontinued from studies subject to confirmation by the IAC.
- iv). Any candidate found guilty of committing an examination irregularity may appeal to the IAB in accordance with the provisions of these regulations.



- v). The IAB may impose penalty on a candidate found guilty of committing an examination irregularity, depending on the gravity of the facts or circumstances constituting the offence, as the IAB may deem appropriate.

26.4 Examination Instructions to Candidate:

25.3.1 Candidates shall be allowed to enter the examination room at least ten minutes prior to time prescribed for the commencement of end of semester examinations.

25.3.2 In any end of semester examination, no candidate shall be allowed to enter the examination room more than half an hour after the examination has started and no candidate shall be permitted to leave the examination room until half an hour has elapsed after the start of the examination.

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

25.3.4 Smoking and drinking alcohol and or being in a condition of alcohol influence in the examination room, causing disturbance in/ near any examination room is completely prohibited.



- 25.3.5 Candidates, subject to the permission of the invigilator, are allowed to go out of the examination room, one at a time, with an escort for no more than ten minutes and only for the purpose of a call of nature.
- 25.3.6 Candidates should use their examination numbers only for the examinations as such names, initials or any other mark that may distinguish one candidate from another should never be written on script papers or answer books.
- 25.3.7 Using anybody else's examination number is considered a case of dishonesty that is liable for disciplinary action as shall be determined by examinations Regulations to IAC.
- 25.3.8 Candidate must stop writing immediately the invigilator gives notice. During examination normally candidate will be warned 15 minutes prior to the end of examination.
- 25.3.9 Candidates should arrange and fasten their answer scripts following page numbers. Before going out of the examination room, each candidate shall personally handover his/her answer script to the Invigilator.
- 25.3.10 All students must have valid Institute's Identify Card in the examination room.



26.5 Invigilation of end of Semester Examinations:

26.5.1 Before the examinations start:

- i) Invigilators should be physically present in the examination room at least fifteen minutes before the commencement of the examination.
- ii) The Examinations Officer shall provide invigilators with the following items:

Sealed envelopes containing the examination papers to be attempted by candidates. The sealed envelopes containing examination papers must be collected personally by each invigilator from the

- Examinations office at least 20 minutes before the examination start.
 - Timetable for examinations.
 - Attendance sheet with candidates' examination numbers for their signature.
 - Examinations Forms
- iii) Invigilators shall search/ check students to ensure that they do not enter the examination room with unauthorized materials.
 - iii) Invigilators must also ensure that only one answer book/ script is provided for each candidate. The answer book/ script must be filled before any additional sheets of paper are provided.
 - iv) Invigilators shall admit candidates to the examination room at least ten minutes before the commencement of the examination. Handbags, purses, overcoats,



books, papers and other similar articles shall not be allowed in the examination room.

- v) During the first ten minutes before the commencement of the examination the invigilator should:
- Make an announcement to the effect that candidates should satisfy themselves that they are in possession of the correct paper.
 - Call attention to anything that seems to require clarification.
 - Tell candidates when they may begin writing. Candidates will normally be allowed five minutes to read the paper.
- vii) Invigilators should not admit candidates to the examination room after thirty minutes from the commencement of the examination and should not permit them to leave the room until thirty minutes have elapsed.

The Invigilator shall be responsible for the proper conduct of the examination. It will be his/her duty to report immediately all cases of irregularity or misconduct in the examination to the Registrar of Student and Examinations and shall have to write a report to the Deputy Principal - Academics, Research and Consultancy/ Principal including full details of the contravention.



26.5.2 During the Examination:

- i). At the commencement of the examination, invigilator should remind candidates to ensure that they are attempting the right examination papers.
- ii). Invigilators should ensure that candidates are provided with the necessary examination requirements (e.g. scripts, mathematical tables).
- iii). Invigilators should not stay in one place for too long. They should move around and strategically observe candidates from the back.
- iv). Random checks of answer books should be done to search for unauthorized materials which may be hidden within the answer books.
- v). Invigilators shall have the power to confiscate any unauthorized materials (e.g. book, manuscript, or other aid brought into the examination room) and submit the written report with evidence to supervisor for further actions.

26.5.3 At the end of the Examination:

- i). No candidate shall leave the examination room during the last fifteen minutes of the time allocated for the examination except in cases of emergency.



- ii). Invigilators shall instruct the candidates to stop writing to require them to hand in the examination scripts.
- iii). Invigilators must ensure that candidates sign against their examination numbers in the attendance sheet provided by the Registrar of Students and Examinations. The attendance sheet must be handed to the Registrar of Students and Examinations at the end of each session.
- iv). Invigilators shall hand over all extra examination papers to the Registrar of Students and Examinations.

26.5.4 Appeals

- i). Where a candidate is aggrieved by the decision taken under section (Examination Regulatory) of these regulations, or is dissatisfied with the marking of his/her examination, computation of marks or grades or for any other academic grounds, he/ she may appeal to the Institute Advisory Board (IAB).
- ii). All appeals must be lodged to Principal within 14 days from the date of release of provisional examination results.
- iii). All appeals must be accompanied by a non-refundable fee of Tshs. 25,000/= (Thirty thousand shillings only) per module, this fee may be reviewed from time to time.



- iv). The same rate or any other rates approved by the IAB shall be charged for any further appeals or application for review of appeal decision.

26.5.5 Penalties in the case of Markers and Checkers

The Institute Academic Committee shall prescribe penalties to be imposed on markers for the delay in submission of scores to the Institute and other mistakes committed by the markers and checkers.



PART V

CERTIFICATION AND AWARDS

Pass Certification and Transcript

27. Pass Certification and Transcript

A candidate who has appeared in an examination of the Institute and passed all credit modules shall be given Academic Progress Report, Student's Academic Performance (Provisional Results), Academic Transcript and Certificate for each NTA Level by the Institute provided that he/she exists in that level. The charges shall be as follows:

Academic Transcript – Tshs. 10,000/= (per request)

Student's Academic Performance (Provisional Results)
– Tshs. 5,000/= (per request)

Academic Progress Report – Tshs. 5,000/= (per request)



PART VI

IMPROVEMENT OF PERFORMANCE

Continuation/ Discontinuation from Studies

28. Continuation/ Discontinuation from Studies

- 28.1 A candidate who fails in one or more module(s) may sit for supplementary examination for the failed module(s) for improvement of his/her performance provided that his/ her semester GPA is greater or equal to 1.8 ($GPA \geq 1.8$).
- 28.2 For a candidate to continue with next semester or next academic year studies, he/ she shall obtain an overall $GPA \geq 2.0$ after supplementary Examinations.
- 28.3 A Candidate is required to pass in all the modules at the end of the Academic year before proceeding to the next NTA Level of study.
- 28.4 A candidate who has failed one or more modules at Supplementary/ Special examination whatever done at the end of semester; shall retake the failed module (s) in next academic year when offered.
- 28.5 A student who fails the supplementary examination of the retaken module(s) shall be discontinued from studies.
- 28.6 If deemed necessary with reasonable cases candidates shall be allowed to attend special examination during supplementary



examination period. It must be noted that no supplementary examination will be offered to candidates who fail special examinations.

28.7 Where a candidate obtains higher grade than the minimum pass grade (C- grade) in supplementary Examination, the grade shall be regarded as C-grade.

28.8 The Industrial Practical Training shall be treated as a module with the following conditions:-

- a) Results from Industrial Practical Training (Daily and Weekly summaries, Industrial supervisor's report, Institute supervisor's report and IPT report) shall count to final score.
- b) The results for Industrial Practical Training shall be released not later than the fourth week after opening of the institute;
- c) Similarly, no reports shall be handled over to the supervisor later than the second week after opening of the institute for new Academic year.

Any report (including daily report) shall be handled in by writing, i.e., a name of a student and his/ her signature must appear on the submission form to be provided by the IPT Coordinator.

- d) Any student who by any reasons, other than sickness (proved physically by the Doctor or



the in charge of the hospital/healthy center/ dispensary) or death of close relatives as defined by Natural laws of Tanzania, absentees himself/herself from any part of the field training shall be automatically discontinued.

- 28.9 It shall be regarded that, although the Industrial Practical Training account for final GPA, no student shall attend Industrial Practical Training (IPT) without first attaining a $GPA \geq 1.8$ in other modules (IPT exclusive) and no student shall be allowed to continue with higher NTA level unless his/her overall GPA in other modules (IPT exclusive) is greater or equal to 2.0 and all other conditions for continuation of studies are satisfied.
- 28.10 The candidate should at least score a quarter ($\frac{1}{4}$) of the points of the end of semester examination (i.e. 15/60) otherwise, a student will be considered to have failed the module.
- 28.11 A candidate, who deliberately absents himself / herself from any examination without compelling reasons, shall have absconded and shall be discontinued from studies.
- 28.12 Any candidate found cheating or committing examination irregularities in any part of the examination process shall be deemed to have failed in the whole examinations for that semester and shall be discontinued from studies with immediate effect, subject to confirmation by the IAC.



-
- 28.13 Any candidate who has been discontinued from studies due to examination irregularities shall be allowed to apply until after at least two (2) academic years from the date of publication of final results.
- 28.14 Any candidate who has been discontinued from studies due to inadequate of GPA or being absconded shall be allowed to apply in next academic year if it is the first discontinuation.
- 28.15 Any candidate who has been discontinued from studies due to inadequate of GPA or being absconded shall be allowed to apply once for a final attempt if it is the second discontinuation.



PART VII

CHECKING AND REMARKING OF EXAMINATIONS

Checking and Remarking of Examination in Response
of Appeal
Amendment of Results

29. Checking and Remarking of Examination in Response to Appeal

- 29.1 Checking and Remarking of Examination shall be confined to re-marking of answer scripts. If unmarked questions are discovered then rechecking of marks awarded for each question in the answer book together with retotaling of marks will be done. Provided that in no case shall the scrutiny and rechecking, referred to above be done in the presence of the candidate or his answer books be shown to him or her.
- 29.2 Rechecking shall be done by the officials appointed for the purpose by the Principal and they may be paid remuneration as may be approved by the Institute.
- 29.3 The Institute shall upon discovery of any mistake as a result of re-checking of answer scripts, rectify the result and communicate the outcome of rechecking to the candidate.
- 29.4 The Institute shall not be liable for any loss caused to any candidate following his or her application for rechecking.



29.2 No candidate shall be entitled to any retrospective benefit by way of admission to any class/ course/ program or his/ her eligibility for any scholarship, medal or such other benefit consequent upon any change in his results/ marks.

The decision of the appeal committee made under this regulation shall be final.

30. Amendment of Results

- a) The Institute shall have the power to amend the results of a candidate within six (6) months from the date of commencement of examinations after it has been declared if:
 - b) he or she is disqualified for using unfair means at the examination;
 - c) a mistake is found in his/ her results;
 - d) He/ she is found ineligible to appear at the examination;
He/ she is a person against whom action could have been taken, had the facts come to the notice of the Institute earlier.



31. GRADING OF EXAMINATION RESULTS AND CONDITIONS OF AWARD FOR DIFFERENT NTA LEVELS

31.1 Examination Results for NTA Levels 4 - 5 shall be graded as follows:

a) For each credit module the following grades and grade points will hold

Grade	Marks Ranges	Definition	Grade Point
A	80 – 100	Excellent	4.0
B	65 – 79	Good	3.0
C	50 – 64	Satisfactory	2.0
D	40 – 49	Poor	1.0
F	0 – 39	Failure	0.0

b) Grades A, B, and C shall be regarded as pass in ascending order of merit where A will be the highest pass grade and C the lowest pass grade while grades D and F shall be regarded as Fail.

c) Conditions for the award of the NTA levels 4 to 5

The awards for the NTA levels 4 to 5 will be granted to candidate who;

- i). Passes all credit modules at grades A, B or C; and
- ii). Obtains the overall cumulative grade point average (GPA) as follows:

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



31.2 Examination Results for the NTA Level 6 shall be graded as follows:

- a) For each credit module the following grades and grade points will hold

Grade	Marks Ranges	Definition	Grade Point
A	75 – 100	Excellent	5.0
B+	65 – 74	Very Good	4.0
B	55 – 64	Good	3.0
C	45 – 54	Satisfactory	2.0
D	35 – 44	Poor	1.0
F	0 – 34	Failure	0.0

- b) Grades A, B+, B and C shall be regarded as pass in ascending order of merit where A will be the highest pass grade and C the lowest pass grade while grades D and F shall be regarded as Fail.

- c) Conditions for the Award of NTA Level 6
The awards for the NTA levels 6 will be granted to a candidate who;

- i) Passes all credit modules at grades A, B+, B or C; and
- ii) Obtains the overall cumulative grade point average (GPA) as follows:-

Class of Award	Cumulative GPA
First Class	4.4 – 5.0
Upper Second Class	3.5 – 4.3
Lower Second Class	2.7 – 3.4
Pass	2.0 – 2.6



31.3 Review and Approval of Examination Regulations

These regulations shall be reviewed from time to time by the Institute Academic Committee and approved by the Institute Advisory Board (IAB).



Chapter 6

6 GENERAL LIBRARY REGULATIONS

6.1 Membership

Membership is open to all students and staff of the Institute.

6.2 Registration

Every prospective member is required to complete a registration form. On approval he/ she will be given a number of borrowing tickets. Loss of borrowing tickets has to be reported to the library immediately; a replacement will be given after paying Tshs. 2,000.00. All tickets have to be submitted back to the library after the end of the members' stay at the Institute.

6.3 Admission to the Library

Admission is conditional on strict observation of the library rules and regulations.

Users are required at all times to note that:

- Silence must be observed in the library
- Smoking is not allowed
- Bags or parcels are not allowed into the library
- Eating is not allowed in the library

6.4 Damage or loss of borrowed books

- Members will be responsible for any damage or loss of the book borrowed from the library.
- Marking of books will be regarded as damage, and those responsible will be required to finance the cost of replacement.



- Bottles of drinks should not be brought into the library unless by special permission of the librarian on duty.

6.5 Borrowing

A book will be borrowed for a period not exceeding one week. However, this can be renewed provided the request for renewal is

- Made before or the date due and no other member has reserved a book.
- Borrower who fails to return a borrowed book on the date due will be liable to a fine of Tshs. 500.00 (five hundred shillings) per day. A borrower who does not pay the fine will have his/ her borrowing rights withdrawn.
- Books at any one time, one each for every borrowing ticket issued, unless otherwise approved by librarian. Academic staffs are allowed to borrow up to six books.
- No book or other library materials may be taken out of the library until it has been officially issued to the borrower by the issuing officer.

6.6 Theft of library materials

A member found guilty of stealing or attempting to steal any library material will have his/ her membership suspended and referred to the higher Institute authorities for necessary action.



Chapter 7

7 STRUCTURE OF ACADEMIC PROGRAMMES

7.1 Overall Structure

Each programme has modules that spread over two semesters. Each academic year has two semesters. The first semester consists of seventeen (17) weeks and second semesters consist of seventeen (17) weeks for classroom activities and eight (8) weeks for Industrial Practical Training. Therefore, the whole programme has a total of forty two (42) weeks of study for the full time attendance mode.

7.2 Curriculum Overview

7.2.1 General Modules

They provide a range of basic skills, knowledge and principles appropriate for a graduate in all fields of science and engineering as well as for the underpinning and effective study of main theme of a programme. They also provide a viable foundation for future studies and lifelong learning.

7.2.2 Core Modules

Modules associated with the core studies provide the development of the main theme of the programme. They broadly represent the main areas of activity in the respective discipline, and the in-depth treatment of them will enable graduates to rapidly become effective technicians or engineers in the industries associated with the discipline. These modules are taught with general ones so as to enable students gain an appreciation of the nature and complexities of real science/ engineering



disciplines. In order to achieve an integration of these modules, there will be considerable use of modern integration of laboratory, workshop, fields, lectures and assignment works. In addition, case studies will be used in the modules.

7.3 Mode of Training

The two major parts of training, the theoretical and practical parts, carry almost the same weight. The formal part is conducted in the Institute's classrooms while the latter is carried out in the well-equipped laboratories, workshops and in industries during the industrial practical training. At the end of each academic year, students attend industrial practical training for eight (8) weeks. The main purpose of the industrial practical training is to give a student a chance to apply what he/ she has learnt at the Institute in industry and to make him/ her appreciate real working environment which he/ she will experience after completing his/ her studies.

7.4 Examinations

- a) Examinations include continuous assessment (tests, assignments, seminar presentations, practical or any other form of assessments specified in the study guides issued at the beginning of semester) and end of semester examinations including practical where appropriate.

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



-
- c) Timing of examinations shall be between 07.00 am and 10.00 pm in the day of the week including weekends. Approved public holidays and other days when the Institute is closed are excluded.



Chapter 8

8 PROFILES OF ACADEMIC DEPARTMENTS

8.1 Geology and Mineral Explorations Department

The Department offers Ordinary Diploma Certificate in Geology and Mineral Exploration and Petroleum Geosciences under the National Technical Award (NTA) Framework. The curriculum used in the Department are modular in structure, competence based and meets the challenges of the current technological developments. The Competence Based Education and Training (CBET) emphasizes on learning outcomes, which demonstrate competences, knowledge and practical skills required for a particular task. Apart from training activities in the Department, the experienced staff also offer consultancy in mineral sector whenever needed. Their experience and services have been of great benefits to the community. The department has adequate resources to run its programme, which include workshop and classrooms, nineteen (19) teaching staff in which five (5) members of staff are in study leave.



8.1.1 Module Offered by Geology and Mineral Exploration Department

NTA Level 4: Basic Technician Certificate in Geology and Mineral Exploration

Semester I		Semester II	
Code	Module Title	Code	Module Title
GET04101	Introduction to geology	GET04201	Geological Mapping
GET04102	Health, Safety and Environment	GET04202	Geo-Laboratory Technology
GET04103	Principles of Land Surveying	GET04203	Environmental Hazards Monitoring
GET04104	Structural Geology	MTT04201	Trigonometry and Complex Numbers
MTT04101	Algebra and Geometry	PHT04202	Vibrations and Waves
PHT04102	Basics of Mechanics	EDT04204	Introduction to Entrepreneurship
CTT04103	Computer Applications	CAT04205	Computer Aided Drafting
TDT04104	Technical Drawing	GET04204	Industrial Practical Training (IPT)
CST04203	Communication Skills		

NTA Level 5: Technician Certificate in Geology and Mineral Exploration

Semester I		Semester II	
Code	Module Title	Code	Module Title
GET05101	Economic Geology	GET05201	Exploration Drilling
GET05102	Petrology	GET05202	Gemology
GET05103	Exploration Geochemistry	GET05203	Exploration Geophysics
GET05104	Control Surveying	MNT05203	Ore Dilution and Production Control
MTT05101	Calculus and Numerical Methods	GET05204	Industrial Practical Training
PHT05102	Electricity and Magnetism	CHT05201	Atomic Structure and Radioactivity
CTT05103	Computer Networks and Database Systems	CST05202	Communication and Business Correspondences
TRT05104	Technical Report Writing	EDT05203	Venture Creation and Business Plans



NTA Level 6: Ordinary Diploma in Geology and Mineral Exploration

Semester I		Semester II	
Code	Module Title	Code	Module Title
GET06101	Mining Geology and Grade Control	GET06201	Mineral Exploration Project Management
GET06102	Mining Geology Software	GET06202	GIS Database Creation and Usage
GET06103	Mine Surveying	MNT05202	Legal Framework in Mining
MIT06101	Linear Programming and Critical Path Methods	GET06203	Final Year Project
PHT06102	Heat and Thermodynamics	MIT06201	Probability and Statistics
CTT06103	Introduction to Information Technology	EDT06202	Entrepreneurship Creativity and Innovation

NTA Level 4: Basic Technician Certificate in Petroleum Geosciences

Semester I		Semester II	
Code	Module Title	Code	Module Title
PGT04101	Health, Safety and Environment	GET04201	Geological Mapping
PGT04102	Elements of Petroleum Geology	GET04202	Geo-Laboratory Technology
PGT04103	Petroleum Structural Geology	PGT04201	Introduction to Paleontology
GET04101	Introduction to Geology	PGT04202	Sedimentology and Stratigraphy
GET04103	Principles of land surveying	MIT04201	Trigonometry and Complex Numbers
MIT04101	Algebra and Geometry	PHT04202	Vibrations and Waves
PHT04102	Basics of Mechanics	EDT04204	Introduction to Entrepreneurship
CTT04103	Computer Applications	PGT04204	Industrial Practical Training (IPT)
CST04203	Communication Skills		



NTA Level 5: Technician Certificate in Petroleum Geosciences

Semester I		Semester II	
Code	Module Title	Code	Module Title
PGT05101	Seismic Fundamentals and Refraction Methods	PGT05201	Gravity and Magnetic Methods
PGT05102	Seismic Reflection Acquisition and Processing	PGT05202	Geo-Electric Methods
PGT05103	Petroleum Geo-chemistry	PGT05203	Petro physics and Well Logging
MTT05101	Calculus and Numerical Methods	PGT05204	Petroleum Geochemistry
PHT05102	Electricity and Magnetism	PGT05205	Industrial Practical Training
CTT05103	Computer Networks and Database Systems	CHT05202	Organic Chemistry
TRT05104	Technical Report Writing	CST05202	Communication and Business Correspondences
CHT05105	Inorganic Chemistry	EDT05203	Venture creation and Business Plan
CHT05106	Physical Chemistry		

NTA Level 6: Ordinary Diploma in Petroleum Geosciences

Semester I		Semester II	
Code	Module Title	Code	Module Title
PGT06101	Sequence Stratigraphy	PGT06201	Introduction to Drilling Engineering
PGT06102	Seismic Interpretation	PGT06202	Coring and Core Analysis
PGT06103	Principles of Basin Analysis	PGT06203	Geo-Information Management System
PGT06104	Introduction to Reservoir Engineering	PGT06204	Basics of Management and Legal Framework
MTT06101	Linear programming and Critical Path Methods	PGT06205	Final Year Project
PHT06102	Heat and Thermodynamics	MTT06201	Probability and Statistics
CTT06103	Introduction to Information Technology	EDT06203	Entrepreneurial Creativity and Innovation



NTA Level 4: Basic Technician Certificate in Land and Mine Surveying

Semester I		Semester II	
Code	Module Title	Code	Module Title
LMT04101	Introduction to Land and Mine Surveying Career	LMT04201	Employment Skills Development
LMT04102	Health and Safety Practices	LMT04202	Elements of Geology and Mining Operations
MTT04103	Algebra and Geometry	LMT04203	Computer Aided Drawing in Surveying
LMT04104	Principles of Land and Mine Surveying	MTT04204	Trigonometry
CTT04105	Basics of Computer Applications	LMT04205	Surveying Operations
CST04106	Communication Skills	LMT04206	Survey Calculations and Plans
		LMT04207	Industrial Practical Training

NTA Level 5: Technician Certificate in Land and Mine Surveying

Semester I		Semester II	
Code	Module Title	Code	Module Title
LMT05101	Field Work Supervision	EDT05201	Business Practices
LMT05102	Technical Report Writing	PHT05202	Basics of Physics in Surveying
MTT05103	Probability and Statistics	LMT05203	Mining Geology
LMT05104	Land Use and Development Planning	CTT05204	Database Systems
LMT05105	Land Laws and Regulation in Surveying	LMT05205	Engineering Surveying Calculations
LMT05106	Cadastral Surveying	LMT05206	Mine Surveying
LMT05107	Engineering Surveying	LMT05207	Industrial Practical Training



NTA Level 6: Ordinary Diploma in Land and Mine Surveying

Semester I		Semester II	
Code	Module Title	Code	Module Title
LMT06101	Geographic Information Management	MTT06201	Basics of Calculus
EDT06102	Entrepreneurship Creativity and Innovation I	LMT06202	Geospatial Data Analysis
MTT06103	Linear Programming Methods	EDT06203	Entrepreneurship Creativity and Innovation II
LMT06104	Control Surveying	LMT06204	Surveying Project Management II
LMT06105	Surveying Project Management I	LMT06205	Land and Mine Surveying Project II
LMT06106	Land and Mine Surveying Project I		



8.1.2 Members of Teaching Staff

Head of Department

Eng. D. E. Ngowi, BSc. Engineering Geology (University of Dar es Salaam, Tanzania)

Members

Mr. F. M. Mangasini MSc. Environmental Geology (University of Dar Es Salaam, Tanzania); MBA (University of Dar es Salaam, Tanzania); BSc. Geology (University of Dar es Salaam, Tanzania); Certified PPP Specialist (Virginia, USA).

Mr. V.W. Pazzia BSc. Geomatics (University College of Lands and Architectural Studies, Tanzania)

Mr. R. M. Singano MSc. Geology (Curtin University, Australia); BSc. Geology of Dar es Salaam, Tanzania)

Mr. E.E. Mabugo BSc. Land Surveying (University College of Lands and Architectural Studies, Tanzania)

Mr. J. M. Masunga BSc. Geology (University of Dar es Salaam, Tanzania)

Mr. E. M. Elias BSc. Geology (University of Dar es Salaam, Tanzania)

Mr. S.J. Brown BSc. Geodetic (Ardhi University, Tanzania)



Eng. Y.M. Nyakunga	BSc. Petroleum Engineering (University of Dodoma, Tanzania)
Mr. K.T. Somangiza	BSc. Land Management & Evaluation (Ardhi University, Tanzania)
Mr. W.C. Mpondo	BSc. Land Management & Evaluation (Ardhi University, Tanzania)
Mr. M.A. Mwaikendo	BSc. Geology (University of Dar es Salaam, Tanzania)
Mr. P. O. Maira	BSc. Applied Geology (University of Dodoma, Tanzania); Ord. Dipl. Geology and Mineral Explorations (Mineral Resources Institute, Tanzania)
Ms. H. J. Chikwana	Ord. Dipl. Geology and Mineral Explorations (Mineral Resources Institute, Tanzania)
*Mr. G.A. Mchiwa	BSc. Geology (University of Dar es Salaam, Tanzania)
*Mr. G.A. Nkusa	BSc. Geology (University of Dar es Salaam, Tanzania)
*Mr. H.H. Mkumba	BSc. Applied Geology (University of Dodoma, Tanzania)
*Mr. K.H Komba	BSc. Geoinformatics (Ardhi University, Tanzania)
*Ms. R.Y Mwanafunyo	Bsc. Geomatics (Ardhi University, Tanzania)



8.2 Mining and Mineral Processing Engineering Department

8.2.1 Module Offered by Mining and Mineral Processing Engineering Department

This Department offers a three-year programme leading to Ordinary Diploma in Mining Engineering; Mineral Processing Engineering and Environmental Engineering and Management in Mines. In order to keep abreast with global technological changes, the current system ensures that learners possess the necessary required competences that can be applied in relevant working places. Apart from training activities in the Department, the experienced staff also offer consultancy in mineral sector whenever needed. Their experience and services have been of great benefits to the community.

The department has adequate resources to run its programme, which include workshop and classrooms, fifteen (15) teaching staff in which two (2) members of staff are in study leave.



NTA Level 4: Basic Technician Certificate in Mining Engineering

Semester I		Semester II	
Code	Module Title	Code	Module Title
MNT04101	Basics of Mining Engineering	MNT04201	Drilling and Blasting Practices in Mine and Civil Works
MNT04102	Surface Mining Methods	MNT04202	Mine Equipment Operations and Maintenance
MNT04103	Rock Properties for Drilling and Blasting	MNT04203	Safety Practices in Mine and Civil Works
MNT04104	Drilling Machine Operations and Maintenance	MNT04204	Risk and Disaster Management in Mine Works
MPT04101	Basics of Mineral Processing	MNT04205	Industrial Practical Training
GET04101	Introduction to Geology	GET04203	Principles of Land Surveying
MTT04101	Algebra and Geometry	MTT04201	Trigonometry and Complex Numbers
PHT04102	Basics of Mechanics	PHT04202	Vibrations and Waves
CTT04103	Computer Applications	EDT04204	Introduction to Entrepreneurship
TDT04106	Technical Drawing	CAT04205	Computer Aided Drafting
CST04203	Communication Skills		

NTA Level 5: Technician Certificate in Mining Engineering

Semester I		Semester II	
Code	Module Title	Code	Module Title
MNT05101	Rock Excavation Engineering	MNT05201	Team Management Skills
MNT05102	Rock Mechanics	MNT05202	Legal Framework in Mining
MNT05103	Underground Mine Support Installation	MNT05203	Ore Dilution and Product Control
GET05101	Economic Geology	MNT05204	Industrial Practical Training
GET05104	Control Surveying	CHT05201	Atomic Structure and Radioactivity
MTT05101	Calculus and Numerical Methods	CST05202	Communication and Business Correspondences
PHT05102	Electricity and Magnetism	EDT05203	Venture Creation and Business Plans
CTT05103	Computer Networks and Database Systems		
TRT05104	Technical Report Writing		



NTA Level 6: Ordinary Diploma in Mining Engineering

Semester I		Semester II	
Code	Module Title	Code	Module Title
MNT06101	Underground Mining Methods	MNT06201	Mine Transportation
MNT06102	Mine Ventilation and Air Conditioning	MNT06202	Supervisory Skills in Mining Industry
MNT06103	Waste Dumps, Stockpiles and Tailings Dam Design	MNT06203	Mine Design Software
GET06103	Mine Surveying	MNT06204	Mining Engineering Projects
MTT06101	Linear Programming and Critical Path Methods	MPT06203	Basics of Mineral Economics and Finance
PHT06102	Heat and Thermodynamics	MTT06201	Probability and Statistics
CTT06103	Introduction to Information Technology	EDT06202	Entrepreneurship Creativity and Innovation

NTA Level 4: Basic Technician Certificate in Mineral Processing Engineering

Semester I		Semester II	
Code	Module Title	Code	Module Title
MPT04101	Basics of Mineral Processing	MPT04201	Comminution and Classification
MPT04102	Sampling and Assaying	MPT04202	Mineral Processing Laboratory I
MPT04103	Environmental Health and Safety in Laboratory and Plant Operations	MPT04203	Dewatering and Tailing Disposal
GET04101	Introduction to Geology	MPT04204	Industrial Practical Training
MTT04101	Algebra and Geometry	MTT04201	Trigonometry and Complex Numbers
PHT04102	Basics of Mechanics	PHT04202	Vibrations and Waves



NTA Level 5: Technician Certificate in Mineral Processing Engineering

Semester I		Semester II	
Code	Module Title	Code	Module Title
MPT05101	Physical Mineral Concentration	MPT05201	Pyro metallurgy
MPT05102	Froth Flotation	MPT05202	Maintenance of Plant and Laboratory Equipment
MPT05103	Hydrometallurgy	MPT05203	Industrial Mineral and Gemstone processing Technology
MPT05104	Metallurgical Test Work and Interpretation	MNT05202	Legal Framework in Mining
GET05105	Economic Geology	MPT05204	Industrial Practical Training
MTT05101	Calculus and Numerical Methods	CHT05201	Atomic Structure and Radioactivity
PHT05102	Electricity and Magnetism	CST05202	Communication and Business Correspondences
CTT05103	Computer Networks and Database Systems	EDT05203	Venture Creation and Business Plans
TRT05104	Technical Report Writing		

NTA Level 6: Ordinary Diploma in Mineral Processing Engineering

Semester I		Semester II	
Code	Module Title	Code	Module Title
MPT06101	Mineral Processing Plant Flowsheet Design	MPT06201	Supervision of Mineral Processing Plant Operations
MPT06102	Introduction to Metallurgical Accounting	MPT06202	Fundamental of Mineral Processing Control
MPT06103	Mine Waste Management.	MPT06203	Basics of Mineral Economics and Finance
MPT06104	Cyanide Management in Mining	MPT06204	Mineral Processing Engineering Projects
MTT06101	Linear programming and Critical Path Methods	EDT06202	Entrepreneurial Creativity and Innovation
PHT06102	Heat and thermodynamics	MTT06203	Probability and Statistics
CTT06103	Introduction to Information Technology		



NTA Level 4: Basic Technician Certificate in Environmental Engineering and Management in Mines

Semester I		Semester II	
Code	Module Title	Code	Module Title
EMT04101	Mining and the Environment	EMT04201	Environmental Chemistry and Pollution
EMT04102	Geology and the Environment	EMT04202	Land Contamination and Reclamation
EMT04103	Petroleum Technologies and the Environment	EMT04203	Environmental Sampling and Monitoring
EMT04104	Mineral Processing and the Environment	EMT04204	Occupational Health and Safety in Mining Industry
MTT04101	Algebra and Geometry	EMT04205	Industrial Practical Training
PHT04102	Basics of Mechanics	MTT04201	Trigonometry and Complex Numbers
CTT04103	Computer Applications	PHT04202	Vibrations and Waves
TDT04104	Technical Drawing	EDT04204	Introduction to Entrepreneurship
CST04203	Communication Skills	CAT04205	Computer Aided Drafting

NTA Level 5: Technician Certificate in Environmental Engineering and Management in Mines

Semester I		Semester II	
Code	Module Title	Code	Module Title
EMT05101	Nursery Preparation and Management	EMT05201	Team Management Skills
EMT05102	Flora and Fauna Relocation and Management	EMT05202	Industrial Practical Training
EMT05103	Legal Framework in Environmental Management	MPT06201	Cyanide Management in Mining
MTT05101	Calculus and Numerical Methods	CHT05201	Atomic Structure and Radioactivity
PHT05102	Electricity and Magnetism	CST05202	Communication Correspondences
CTT05103	Computer Networks and Database Systems	EDT05203	Venture Creation and Business Plans
TRT05104	Technical Report Writing		



NTA Level 6: Ordinary Diploma in Environmental Engineering and Management in Mines

Semester I		Semester II	
Code	Module Title	Code	Module Title
EMT06101	Water and Land Pollution Control	EMT06201	Mine Wastes Management
EMT06102	Water Treatment Engineering	EMT06202	Noise and Vibration Control
EMT06103	Air Pollution Control	EMT06203	Environmental Engineering and Management Projects
MTT06101	Linear Programming and Critical Path Methods	MNT06202	Supervisory Skills in Mining Industry
PHT06102	Heat and Thermodynamics	MIT06201	Probability and Statistics
CTT06103	Introduction to Information Technology	EDT06202	Entrepreneurship Creativity and Innovation



8.2.2 Members of the Teaching Staff

Head of Department

Eng. S. H. Mkango Grad Dip. Mining Engineering (Curtin University, Australia); BSc. Mining Engineering (University of Dar es Salaam, Tanzania)

Teaching staff

Eng. E.M. Kapira MSc. Applied Environmental Science (Halmstad University, Sweden); BSc. Environmental Engineering (Ardhi University, Tanzania)

Eng. D.C. Kaijage MSc. Mining Engineering (Curtin University, Australia); BSc. Mining Engineering (University of Dar es Salaam, Tanzania)

Eng. K.I. Lwitakubi MSc. Oil and Natural Gas Engineering (China University of Petroleum, East China); MBA (University of Dodoma, Tanzania) BSc. Mineral Processing Engineering (University of Dar es Salaam, Tanzania)

Mr. D. K. Mjoge BSc. Urban Development and Environmental Management (Institute of Rural Development Planning, Tanzania); FTC Mining Engineering (Mineral Resources Institute, Tanzania)



Eng. I.R. Bulushi	BSc. Mining Engineering (University of Dar es Salaam, Tanzania)
Eng. F.E. Paul	BSc. Mining Engineering (University of Dar es Salaam, Tanzania)
Mr. R. Mukunirwa	B. Accounting & Finance (Mzumbe University, Tanzania); FTC Miner Processing Engineering (Mineral Resources Institute, Tanzania)
Mr. M. Ngido	Ordinary Diploma in Mineral Processing Engineering (Mineral Resources Institute, Tanzania)
Eng. E. T. Guffu	BSc. Mining Engineering (University of Dar es Salaam, Tanzania)
Eng. I.A. Mwakateba	BSc. Mining Engineering (University of Dar es Salaam, Tanzania)
Eng. J.S. Rwabutaza	BSc. Mining Engineering (University of Dar es Salaam, Tanzania)
Eng. J.M. Mtui	BSc. Mineral Processing Engineering (University of Dar es Salaam, Tanzania)
*PEng. R. J. Mdoe	BSc. Mineral Processing Engineering (University of Dar es Salaam, Tanzania)
*Eng. P.K. Mbise	BSc. Mining Engineering (University of Dar es Salaam, Tanzania)



8.3 General Studies Department

8.3.1 Modules Offered by General Studies Department

This Department offers a three-year fundamental modules in Mining Engineering; Geology and Mineral Exploration, Petroleum Geosciences, Mineral Processing Engineering, Environmental Engineering and Management in Mines and Land and Mine Surveying. Their experience and services have been of great benefit to the community. The department has adequate resources to run its programme, which include workshop and classroom.

Head of Department

Mr. E.S. Mrema

BSc. Education (University of Dar es salaam, Tanzania)

Members of Staff

Mr. E.S Ndulila

MA in Linguistic (University of Dar es Salaam, Tanzania);
Bed Arts Linguistic (University of Dar es Salaam, Tanzania)

Mr. K.R. Nzowa

Master Degree in Environmental Planning & Management (Institute of Rural Development Planning, Tanzania); MA. Education (University of Dodoma, Tanzania); B. Ed (Maths) (University of Dar es Salaam, Tanzania)



Mr. F.I Challo

BSc. Education (University of Dar es Salaam, Tanzania);
Ord. Dipl. Petroleum
Geosciences (Mineral
Resources Institute, Tanzania)

Mr. S.A Saeid

MSc. in Material Science
and Engineering (The Nelson
Mandela African Institution
of Science and Technology,
Tanzania); BSc. Education
(St. John University of
Tanzania)

Ms. T.F. Rwechungura

BSc. Education (Tumaini
University, Tanzania)



Chapter 9

9 PROFILE OF ACADEMIC RELATED DEPARTMENT/ SECTION/ UNIT

9.1 Research, Consultancy and Short Courses Unit

Introduction

MRI emphasizes both staff and students to use its facilities to do applied and basic engineering and scientific researches in partnership with the public and private sector so as to contribute to improvement of techno socio-economic development. MRI has established the Unit of Research, Consultancy and Short-Courses to coordinate and promote excellence in academic and applied engineering and scientific researches, conduct consultancy and short/ tailor-made courses.

Objectives of the RCS Unit

The objectives of RCS Unit are to:

- Carry out technical education related research activities to enable the Institute achieve academic and professional excellence,
- Undertake applied research to generate technical information on priority technology problems of the country and channel the information to policy makers, planners, industry and other end-users,
- Promote, appraise, monitor and evaluate the development of science and technology in Tanzania,
- Conduct training on research methods and



techniques to staff, students, individuals, industries, government and non-government agency,

- Promote the efficient exchange of information and experiences within the fields of sciences and technology by organizing local and regional conferences and seminars,
- Collect and document information on engineering and scientific research and general development in Tanzania, and make these accessible to researchers in and outside Tanzania,
- Compile, publish and disseminate research and evaluation results,
- Coordinate short and tailor made training to stakeholders,
- Coordinate consultancy deals and its executions.

Research Priority Areas

RCS Unit promotes and coordinates those researches in the following research priority areas:• Geology and Mineral Exploration

- Mining Engineering
- Mineral Processing Engineering
- Mineral trading
- Entrepreneurship for Small-Scale Miners
- Socio-economic development issues for people living in the mining areas. These would include issues such as HIV/AIDS, Poverty reduction, child



labour sensitization and Human Resource development.

- Information Technology and Geo-information Management
- Environmental Management in mines

Head of Research, Consultancy and Short Courses Unit

Mr. K.R. Nzowa

Master Degree in Environmental Planning & Management (Institute of Rural Development Planning, Tanzania); MA.Education (University of Dodoma, Tanzania); B. Ed (Maths) (University of Dar es Salaam, Tanzania)



9.2 NZEGA CAMPUS - TABORA

Introduction

Mineral Resources Institute - Nzega campus is located 23km from Nzega town. Previously, the campus was owned by Resolute Tanzania Limited (RTL) a Golden Pride Project (GBP), which closed mining operations in 2014. After closure of mining activities, the assets and all facilities of RTL were handed to the Ministry of Energy and Minerals and later Mineral Resources Institute to be utilized effectively in training mining and related environmental professionals. Mineral Resources Institute - Nzega campus is mandated for conducting training in the mineral sector and mining related environment.

Currently Nzega campus offers National Technical Awards (NTA) Level 4, Level 5 and Level 6 in Geology and Mineral Exploration, Mining Engineering, Mineral Processing Engineering, and Land and Mine Surveying.

Objectives of the Nzega Campus

- To train middle cadre professionals in the fields of Geology and Mineral Exploration, Mining Engineering, Mineral Processing Engineering, and Land and Mine Surveying by using existing infrastructures inherited from Resolute Tanzania Limited.
- To provide practical training in the said fields using the existing facilities such as the closed mine pit, tailing storage facilities (TSF), geological laboratory, existing environmental nurseries and



small and medium scale mining operations around the campus.

- To be used as a training center for short and tailor-made courses.
- To provide extension services and practical training center on gold recovery and environmental conservation to small scale miners

Ag. Coordinator of Nzega Campus

Mr. V. M. Dionise Advanced Diploma in
Procurement and Supplies + CPSP
(Tanzania Institute of Accountancy)

Deputy Principal – Academic, Research and Consultancy

Eng. N.S. Msengesi BSc in Mineral Processing
Engineering (University of
Dar es Salaam, Tanzania)

Deputy Principal – Planning, Finance and Administration

Eng. A. K. Mutagulwa MSc. in Mining Engineering (Curtin
University, Australia); BSc.
Mining Engineering (University
of Dar es Salaam, Tanzania)

HEADS OF ACADEMIC AND RELATED DEPARTMENTS AT NZEGA CAMPUS

Geology and Mineral Exploration Department

Mr. F. N. Makyao MSc. Geo Information Science and
Earth Observation Enschede
(Netherlands); Post Graduate
Diploma in Mineral Exploration
ITC Delft (Netherlands); BSc.
in Geology (University of
Dar es Salaam, Tanzania)



Mining and Mineral Processing Engineering Department

Eng. L. J. Rwebembera MSc. Mining Engineering Sofia High Institute of Mining and Geology; BSc. Mining Engineering, (Sofi, Bulgaria)

Teaching Staffs

Eng. M.T Msacky BSc Mineral Processing Engineering (University of Dar es Salaam, Tanzania); Post. Grad. in Education (University of Dodoma, Tanzania)

Ms. W.H. Kibwana BSc. Geomatics (Ardhi University, Tanzania)

Mr. L.M. Mkoy BSc. Geomatics (Ardhi University, Tanzania)

Mr. M.O. Mahundu BSc. Geomatics (Ardhi University, Tanzania)

Ms. J.A. Mlay Ord. Dipl. Mineral Processing Engineering (Mineral Resources Institute, Tanzania)

Ms. B. H. Luzabiko MSc. in Mineral Economics (Curtin University, Australia); BSc in Geology University of Dar es Salaam, Tanzania)

Eng. E.G. Mutalani Master of Engineering in Mining Engineering (University of



British Columbia, Canada); BSc. in Mining Engineering (University of Dar es Salaam, Tanzania)

Mr. J.S Sarota

MSc. in Mineral Economics (Curtin University, Australia); BSc. in Geology (University of Dar es Salaam, Tanzania)

*Eng. A.S Rwakajungute MSc. Mineral and Energy Economics (Curtin University, Australia); MBA (University of Dodoma, Tanzania); BSc. (Mineral Processing Engineering (University of Dar Es Salaam, Tanzania)

*Eng. J.J. Mollel

BSc. Mining Engineering (University of Dar es Salaam, Tanzania)

9.3 Industrial Practical Training Section

Introduction

Industrial Practical Training (IPT) is among the components covered in the three years Ordinary Diploma Certificate. Industrial Practical Training in this context means practical training taken by all eligible students outside the Institute at a given time of the academic year in the mining industries.

Objectives of Industrial Practical Training

- To give students an opportunity to apply theoretical knowledge and skills gained during



the tutorial semesters to real practical situations in industries / fields,

- To increase skills gained in the Institute workshop and laboratories and to get used to different equipment not used at the Institute,
- To realize the importance of cooperation and good human relationship at a workplaces,
- To give students a chance to appreciate and participate in manual work,
- To give students an opportunity to appreciate that cost estimation and efficiency are important factors to be considered during engineering decisions,
- To give students a chance to know organizational and management problems in engineering activities,
- To give students a chance to identify projects that can be done during their course work.

Industrial Practical Training Officer

Eng. I.R. Bulushi BSc. Mining Engineering (University of Dar es Salaam, Tanzania)

9.4 Library and Documentation Unit

The Institute has a modest library with limited internet facilities. The library has 1440 volumes of different disciplines.



Membership

The library may be accessible to all teaching staff, all registered students, administrative staff members and other employees of the Institute. All people allowed to use the library are required to abide with the library regulations. All books may be borrowed with the exception of works of reference and special materials in demand.

Head of the Library and Documentation Unit

Ms. L. L. Lubala BA (Library and Information Studies)
(Tumaini University - Dar es Salaam
College, Tanzania)

9.5 Information Communication and Technology (ICT) Section

ICT section is one of the strongest section at MRI that provides services in library, classes, study rooms and study areas.

The responsibilities of ICT Section;

- Development and management of MRI information systems,
- Development and management of the MRI digital service portal (website),
- Management and development of MRI communication infrastructure including LAN and telephone system,
- Management of data storage facilities and backup services,
- Troubleshooting and repairing of ICT equipment,



- Provision of support to end users within its campuses,
- Acts as an advisor and regulator of MRI ICT policy,
- Provide a wireless network and internet access in all its campuses based on 802.1 standards and Wi-Fi technology.

Head of ICT Section

Eng. H.T. Hermenegild B. Eng. in Information Systems
and Networking Engineering
(St. Joseph University in Tanzania)



Chapter 10

10 GENERAL INFORMATION

10.1 Accommodations

Currently the Institute has a limited number of rooms in its hostel blocks at Dodoma Campus. The Hostel block at Dodoma with sixty six (66) rooms has been designed to accommodate four (4) beds in each room, therefore 264 students can be accommodated in the hostel at one time. Since accommodation facilities are not sufficient to serve all students, we encourage students to seek accommodation services off campus. On the other hand, at the Mineral Resources Nzega Campus all students are offered accommodation services within the campus. No student is allowed to stay outside at Nzega Campus.

10.2 Cafeteria Services

The Institute has a cafeteria facilities both at Dodoma and Nzega Campus. Services provided by the cafeteria include meals for students and members of staff. In compliance with the policy of public private partnership, the Institute has subcontracted cafeteria services to private service providers for effective and efficient operations.

10.3 Recreation Services

Various recreational facilities available in the proximity of the Institute allow ample opportunity for sports and games for the students. This aims at contributing to social welfare development of students. There is a broad range of sports including football, basketball, volleyball, netball, swimming and gymnastics, to mention a few.



Chapter 11

11 MRI CALENDAR ALMANAC FOR THE ACADEMIC YEAR 2018/2019

Dates	Activities
17.09.2018 - 21.09.2018	Supplementary/ Special examinations for End of Semester II (2017/2018)
01.10.2018- 12.10.2018	NTA Level 4 (2018/2019) orientation and registration week
15.10.2018	Opening of the Institute for 1st Semester – 2018/2019
19.10.2018	Departmental Academic Committee (DAC) Meeting
20.10.2018	Departmental and Units Meetings/ MRISO Cabinet Meeting
22.10.2018	Institute Academic Committee (IAC) Meeting
24.10.2018	Management Meeting
27.10.2018	Institute Advisory Board Meeting
29.10.2018 – 09.11.2018	MRISO Cup
10.11.2018	Fresher's Ball
12.11.2018	Departmental Academic Committee (DAC) Meeting with Students in the Departments
14.11.2018	Institute Academic Committee (IAC) Meeting with all Students
15.11.2018	MRISO Cabinet Meeting
16.11.2018	Geoscience Day
19.11.2018 – 23.11.2018	Two Hours Test 1
27.11.2018	RCSC Meeting
30.11.2018	Management Meeting
03.12.2018 – 07.12.2018	First Presentation for Final Year Projects
10.12.2018 – 21.12.2018	Setting of End of Semester I (2018/2019) Examinations
22.12.2018	Graduation Ceremony for the Academic Year 2017/2018
03.01.2019 – 09.01.2019	Two Hours Test 2
11.01.2019	Geoscience Day
14.01.2019- 18.01.2019	Moderation of End of Semester I (2018/2019) Examinations
21.01.2019- 25.01.2019	Release of Continuous Assessment Results
	Madini Challenges Competitions



28.01.2019-08.02.2019	End of Semester I (2018/2019) Examinations
09.02.2018	Students Vacation
11.02.2019-22.02.2019	Marking and Compilation of Examination Results
25.02.2019	Departmental Academic Committee (DAC) Meeting
27.02.2019	Institute Academic Committee (IAC) Meeting and Release of Semester I (2018/2019) Examinations Results
01.03.2019	Management Meeting
11.03.2019-15.03.2019	Supplementary/ Special Examinations for End of Semester I (2018/2019)
20.03.2019	Institute Academic Committee (IAC) Meeting and Release of Semester I (2018/2019) Examinations Results after Supplementary Examinations
25.03.2019	Opening of the Institute for 2nd Semester – 2018/2019
26.03.2019	Departmental Academic Committee (DAC) Meeting
27.03.2019	Institute Academic Committee (IAC) Meeting
28.03.2019	Management Meeting
30.03.2019	Institute Advisory Board Meeting
01.04.2019	Departmental Academic Committee (DAC) Meeting with Students in the Departments
03.04.2019	Institute Academic Committee (IAC) Meeting with all Students
05.04.2019	MRISO Cabinet Meeting
29.04.2019-03.05.2019	Two Hours Test 1
06.05.2019-10.05.2019	Madini Challenges
14.05.2019	Geoscience Day
15.05.2019	RCSC Meeting
17.05.2019	Management Meetings MRISO Cabinet Meeting
20.05.2019-24.05.2019	Second Presentation for Final Year Projects
28.05.2019	MRISO Cabinet Meeting
27.05.2019-07.06.2019	Setting of End of Semester II (2018/2019) Examinations
03.06.2019-07.06.2019	Two Hours Test 2
11.06.2019	Management Meeting



16.06.2018-05.07.2019	Advertisement to join MRI and Receiving of Application forms for New Academic Year 2019/2020
17.06.2019-21.06.2019	Moderation of End of Semester II (2018/2019) Examinations Release of Continuous Assessment Results
24.06.2019-28.06.2019	MRISO Government Election
	Final Presentation for Final Year Projects
	Final Presentation for non - Semester II (2018/2019) Examination Modules
08.07.2019-19.07.2019	End of Semester II (2018/2019) Examinations and Final Year Projects submission
20.07.2019	Madini day
22.07.2019	Students Vacation
22.07.2019-02.08.2019	Marking and compilation Examination Results
05.08.2019	Departmental Academic Committee (DAC) Meeting
07.08.2019	Institute Academic Committee (IAC) Meeting
09.08.2019	Release of Semester II (2018/2019) Provisional Examinations Results
12.08.2019	Management Meeting
12.08.2019-04.10.2019	Industrial Practical Training (IPT)
01.10.2019	Management Meeting
05.10.2019	Institute Advisory Board Meeting
07.10.2019-18.10.2019	NTA Level 4 (2019/2020) orientation and Registration Week/ Supplementary/ Special Examinations
21.10.2019	Opening the Institute for Semester I– 2019/2020



PROSPECTUS 2018/2019

MINERAL RESOURCES INSTITUTE (MRI)
P. O. Box 1696, Dodoma, Tanzania
Telephone/Fax: +255 (0) 26 23 00 472 / +255 (0) 26 23 03 159
E-mail: research@mri.ac.tz / principal@mri.ac.tz
Website: www.mri.ac.tz