

**TAASISI YA SANAA NA UTAMADUNI BAGAMOYO - TaSUBa
ALMANAC FOR THE ACADEMIC YEAR 2024/2025**

ABBREVIATIONS/ACRONYMS

MAB	Ministerial Advisory Board
PS	Permanent Secretary
P	Principal
DP/ARC	Deputy Principal Academic, Research and Consultancy
DP/PFA	Deputy Principal Planning, Finance and Administration
AAM	Academics Affairs Manager
ASSM	Academics Support Services Manager
HRMAUM	Human Resource Management and Administration Unit Manager
PFUM	Planning and Finance Unit Manager
CM	Campus Manager
HIAU	Head Internal Audit Unit
HLSU	Head Legal Services Unit
HCMU	Head Communication and Marketing Unit
HPMU	Head Procurement Management Unit
HQAU	Head Quality Assurance Unit
HICTU	Head Information Communication Technology Unit
HoD/Mus.	Head Music Department
HoD/D	Head Drama Department
HoD/VA	Head Visual Arts Department
HoD/DA	Head Dance and Acrobatics Department
HoD/SS	Head Social Sciences Department
HoD/FAT	Head Film and Audio Technology Department
HoD/ST	Head Stage Technology Department
HoD/CH	Head Cultural Heritage Department
HoD/LS	Head Library Services Department
DSW	Dean of Students' Welfare
Mtr	Matron
BCA	Bagamoyo College of Arts
CBET	Competent Based Education Training
ICT	Information Communication Technology
MEB	Media Basic (Film and TV Production)
MET	Media Technical (Film and TV Production)
MED	Media Diploma (Film and TV Production)
MCAS	Ministry of Culture, Arts and Sports
MSB	Music and Sound Basic
MST	Music and Sound Technical
MSD	Music and Sound Diploma
NACTVET	National Council for Technical and Vocational Education Training.
NTA	National Technical Award
NVA	National Vocational Authority
PAB	Performing Arts Basic
PAT	Performing Arts Technical
PAD	Performing Arts Diploma
TaSUBa	Taasisi ya Sanaa na Utamaduni Bagamoyo (TaSUBa)
TUGHE	Tanzania Union of Government and Health Employees
UwaTaSUBa	Umoja wa Wanachuo TaSUBa
GePG	Government Electronic Payment Gateway
EFD	Electronic Fiscal Device
IPSAS	International Public Sector Accounting Standards
ISAs	International Standards on Auditing

IFRS	International Financial Reporting Standards
FIFO	First In First Out
OC	Other Charges
PE	Personal Emoluments
MUSE	Mfumo wa Ulipaji Serikalini
PAYE	Pay AS You Earn
VAT	Value Added Tax
GRN	Good Received Note
CAG	Controller and Auditor General
HIA	Head of Internal Audit
AC	Audit Committee
AO	Accounting Officer
IAG	Internal Auditor General
QAIP	Quality Assurance and Improvement Program
NBAA	National Board of Accountants and Auditors
PlanREP	Planning and Reporting System
NeST	National e-Procurement System of Tanzania

TEACHING AND EXAMINATIONS

Taasisi ya Sanaa na Utamaduni Bagamoyo – TaSUBa Semester activities:

End of Semester 2 Sept. Intake and 1 March Intake of Academic year 2023/2024

Examination Preparations Week

Begins: 24 June 2024

Ends: 28 June 2024

Practical Examinations

Begins: 01 July 2024

Ends: 05 July 2024

Theory Examinations

Begins: 08 July 2024

Ends: 12 July 2024

Vacation:

Begins: 15 July 2024

Ends: 07 October 2024

Marking

Begins: 15 July 2024

Ends: 30 July 2024

Grading Compilation

Begins: 01 August 2024

Ends: 26 August 2024

Internal Examiners Board Meeting

Begins: 29 August 2024

Ends: 31 August 2024

External Examiners Board Meeting

Begins: 13 September 2024

Ends: 13 September 2024

Uploading and Submission of Results to NACTVET

Begins: 16 September 2024

Ends: 27 September 2024

Verification and Publication of Results

Begins: 30 September 2024

Release of Admission of Students Verification

Begins: 07 October 2024

College Baraza

06 November 2024

SEMESTER I OF ACADEMIC YEAR 2024/2025

Begins 07 October 2024
Ends 03 February 2025

Supplementary and Special Examinations

Begins: 16 October 2024
Ends: 22 October 2024

Registration and Opening of Technical Institutions Academic Year 2024/2025

Begins 07 October 2024
Ends: 03 February 2025

Fresh entrants' orientation week

Begins: 10 October 2024
Ends: 29 October 2024

43rd Festival Preparations and Rehearsal

Begins: 07 October 2024
Ends: 21 October 2024

43rd Festival

Begins: 23 October 2024
Ends: 26 October 2024

Registration of students reported for studies in 2024/2025 into NACTVET system

Begins: 07 October 2024
Ends: 30 November 2024

Examination Preparations Week

Begins: 13 January 2025
Ends: 17 January 2025

College Baraza 16 January 2025

Practical Examination

Begins: 20 January 2025
Ends: 24 January 2025

Theory Examination

Begins: 27 January 2025
Ends: 31 January 2025

Vacation:

Begins: 03 February 2025
Ends: 10 March 2025

Marking

Begins: 03 February 2025
Ends: 14 February 2025

Grading Compilation

Begins: 15 February 2025
Ends: 21 February 2025

Internal Examiners Meeting

Begins: 25 February 2025

Ends: 26 February 2025

External Examination Board Meeting

Begins: 27 February 2025

Ends: 28 February 2025

Publication of Results

Begins: 31 March 2025

Release of Verification results through Institution Panel
31 March 2025

SEMESTER II OF ACADEMIC YEAR 2024/2025

Begins: 10 March 2025

Ends: 04 July 2025

Registration

Begins: 10 March 2025

Ends: 21 March 2025

Supplementary and Special Examinations

Begins: 17 March 2025

Ends: 21 March 2025

Opening of Students Admission Window for the Academic year 2025/2026

12 May 2025

PAD, MED, MSD Project Presentations

Day 1 16 June 2025 Internal Examiners

Day 2 17 June 2025 Internal Examiners

Day 3 18 June 2025 External Examiner

Examination Preparations Week

Begins: 16 June 2025

Ends: 20 June 2025

College Baraza 19 June 2025

Practical Examination

Begins: 23 June 2025

Ends: 27 July 2025

Theory Examination

Begins: 30 June 2025

Ends: 04 July 2025

Vacation:

Begins: 07 July 2025

Ends: 06 October 2025

Registration of students reported for studies in 2024/2025 into NACTVET system

Begins: 07 October 2024

Ends: 30 November 2024

2023/2024 and 2024/2025 ACADEMIC YEAR

July 2024

Semester 2 (Week 16) 2023/2024

Monday	1	Examinations Begins
Tuesday	2	
Wednesday	3	
Thursday	4	
Friday	5	
Saturday	6	
Sunday	7	Saba Saba (Public Holiday)

Semester 2 (Week 17) 2023/2024

Monday	8	
Tuesday	9	
Wednesday	10	
Thursday	11	
Friday	12	Examinations Ends
Saturday	13	
Sunday	14	
Monday	15	Vacation Begins
Tuesday	16	
Wednesday	17	Management Meeting
Thursday	18	PEPMIS Monitoring Committee
Friday	19	
Saturday	20	
Sunday	21	
Monday	22	
Tuesday	23	Curriculum Review Inauguration
Wednesday	24	
Thursday	25	
Friday	26	
Saturday	27	
Sunday	28	
Monday	29	
Tuesday	30	
Wednesday	31	

August 2024

Thursday	1	
Friday	2	
Saturday	3	
Sunday	4	
Monday	5	
Tuesday	6	
Wednesday	7	
Thursday	8	Nane Nane (Public Holiday)
Friday	9	
Saturday	10	
Sunday	11	
Monday	12	
Tuesday	13	
Wednesday	14	Management Meeting
Thursday	15	

Friday 16
 Saturday 17
 Sunday 18
 Monday 19
 Tuesday 20
 Wednesday 21
 Thursday 22
 Friday 23
 Saturday 24
 Sunday 25
 Monday 26
 Tuesday 27
 Wednesday 28
 Thursday 29
 Friday 30
 Saturday 31

All staff Meeting

Department and Units Meeting

September 2024

Sunday 1
 Monday 2
 Tuesday 3
 Wednesday 4
 Thursday 5
 Friday 6
 Saturday 7
 Sunday 8
 Monday 9
 Tuesday 10
 Wednesday 11
 Thursday 12
 Friday 13
 Saturday 14
 Sunday 15
 Monday 16
 Tuesday 17
 Wednesday 18
 Thursday 19
 Friday 20
 Saturday 21
 Sunday 22
 Monday 23
 Tuesday 24
 Wednesday 25
 Thursday 26
 Friday 27
 Saturday 28
 Sunday 29
 Monday 30

Management Meeting

October 2024

Tuesday 1
 Wednesday 2
 Thursday 3
 Friday 4
 Saturday 5
 Sunday 6

Entrance Meeting – Internal Auditor

Audit Committee Meeting

Semester 1 (Week 1) 2024/2025

Monday	7	
Tuesday	8	Department and Units Meeting
Wednesday	9	
Thursday	10	
Friday	11	Ministerial Advisory Board -Meeting
Saturday	12	
Sunday	13	

Semester 1 (Week 2) 2024/2025

Monday	14	Nyerere Day (Public Holiday)
Tuesday	15	TUGHE/ CWT – (TaSUBa) Branch Meeting
Wednesday	16	
Thursday	17	
Friday	18	
Saturday	19	
Sunday	20	

Semester 1 (Week 3) 2024/2025

Monday	21	
Tuesday	22	
Wednesday	23	43rd Festival Begins
Thursday	24	
Friday	25	
Saturday	26	43rd Festival Ends
Sunday	27	

Semester 1 (Week 4) 2024/2025

Monday	28	Exist Meeting – Internal Auditor
Tuesday	29	
Wednesday	30	
Thursday	31	

November 2024

Friday	1
Saturday	2
Sunday	3

Semester 1 (Week 5) 2024/2025

Monday	4
Tuesday	5
Wednesday	6
Thursday	7
Friday	8
Saturday	9
Sunday	10

Semester 1 (Week 6) 2024/2025

Monday	11	
Tuesday	12	
Wednesday	13	
Thursday	14	Baraza la Wafanyakazi
Friday	15	
Saturday	16	
Sunday	17	

Semester 1 (Week 7) 2024/2025

Monday	18	
Tuesday	19	
Wednesday	20	Management Meeting
Thursday	21	
Friday	22	

Saturday	23	34 th Graduation Ceremony
Sunday	24	
Semester 1 (Week 8) 2024/2025		
Monday	25	
Tuesday	26	
Wednesday	27	Public Holiday
Thursday	28	
Friday	29	
Saturday	30	
December 2024		
Sunday	1	
Semester 1 (Week 9) 2024/2025		
Monday	2	
Tuesday	3	Department and Units Meeting
Wednesday	4	
Thursday	5	All staff Meeting
Friday	6	35th Graduation
Saturday	7	
Sunday	8	
Semester 1 (Week 10) 2024/2025		
Monday	9	Independence Day (Public Holiday)
Tuesday	10	Maulid (Public Holiday*)
Wednesday	11	
Thursday	12	BOMA Painting Exhibition at Germany Embassy
Friday	13	
Saturday	14	
Sunday	15	
Semester 1 (Week 11) 2024/2025		
Monday	16	
Tuesday	17	
Wednesday	18	Management Meeting
Thursday	29	
Friday	20	
Saturday	21	
Sunday	22	
Semester 1 (Week 12) 2024/2025		
Monday	23	
Tuesday	24	
Wednesday	25	Christmas (Public Holiday)
Thursday	26	Boxing Day (Public Holiday)
Friday	27	
Saturday	28	
Sunday	29	
Semester 1 (Week 13) 2024/2025		
Monday	30	
Tuesday	31	
January 2025		
Wednesday	1	New Year's (Public Holiday)
Thursday	2	Entrance Meeting – Internal Auditor
Friday	3	Departments and Units Meeting
Saturday	4	
Sunday	5	Entrance Meeting – Internal Auditor
Semester 1 (Week 14) 2024/2025		
Monday	6	

Tuesday 7 **OPRAS Monitoring Committee**
 Wednesday 8
 Thursday 9
 Friday 10
 Saturday 11
 Sunday 12 **Zanzibar Revolution Day (Public Holiday)**

Semester 1 (Week 15) 2024/2025

Monday 13
 Tuesday 14
 Wednesday 15
 Thursday 16 **Management Meeting**
 Friday 17
 Saturday 18
 Sunday 19

Semester 1 (Week 16) 2024/2025

Monday 20
 Tuesday 21
 Wednesday 22
 Thursday 23
 Friday 24
 Saturday 25
 Sunday 26

Semester 1 (Week 17) 2024/2025

Monday 27 **Exist Meeting – Internal Auditor**
 Tuesday 28
 Wednesday 29
 Thursday 30
 Friday 31

February 2025

Saturday 1
 Sunday 2
 Monday 3 **Audit Committee Meeting**
 Tuesday 4
 Wednesday 5
 Thursday 6
 Friday 7
 Saturday 8
 Sunday 9

End of Semester I Vacation Begins

Monday 10
 Tuesday 11 **TUGHE/CWT –(TaSUBa Branch Meeting)**
 Wednesday 12
 Thursday 13
 Friday 14
 Saturday 15
 Sunday 16
 Monday 17
 Tuesday 18
 Wednesday 19
 Thursday 20 **Management Meeting**
 Friday 21
 Saturday 22
 Sunday 23
 Monday 24

Tuesday 25
 Wednesday 26
 Thursday 27
 Friday 28

March 2025

Saturday 1
 Sunday 2
 Monday 3
 Tuesday 4
 Wednesday 5
 Thursday 6
 Friday 7
 Saturday 8
 Sunday 9

Department and Units Meeting

All staff Meeting

Semester 2 (week 1) 2024/2025

Monday 10
 Tuesday 11
 Wednesday 12
 Thursday 13
 Friday 14
 Saturday 15
 Sunday 16

Semester 2 (week 2) 2024/2025

Monday 17
 Tuesday 18
 Wednesday 19
 Thursday 20
 Friday 21
 Saturday 22
 Sunday 23

Management Meeting

Semester 2 (week 3) 2024/2025

Monday 24
 Tuesday 25
 Wednesday 26
 Thursday 27
 Friday 28
 Saturday 29
 Sunday 30

Department and Units Meeting

Entrance Meeting – Internal Auditor

Eid al Fitr

Semester 2 (week 4) 2024/2025

Monday 31

April 2025

Tuesday 1
 Wednesday 2
 Thursday 3
 Friday 4
 Saturday 5
 Sunday 6

Management Meeting

Entrance Meeting – Internal Auditor

Semester 2 (week 5) 2024/2025

Monday 7
 Tuesday 8
 Wednesday 9
 Thursday 10
 Friday 11
 Saturday 12

Karume Day (Public Holiday)

Almanac for the Year 2024/2025

Sunday 13
Semester 2 (week 6) 2024/2025
Monday 14
Tuesday 15
Wednesday 16
Thursday 17
Friday 18
Saturday 19
Sunday 20

Departments and Units Meeting

Semester 2 (week 7) 2024/2025

Monday 21
Tuesday 22
Wednesday 23
Thursday 24
Friday 25
Saturday 26
Sunday 27

Management Meeting

Union Day (Public Holiday)

Semester 2 (week 8) 2024/2025

Monday 28
Tuesday 29
Wednesday 30

Exist Meeting – Internal Auditor

May 2024

Thursday 1
Friday 2
Saturday 3
Sunday 4

International Labour Day (Public Holiday)

Semester 2 (week 9) 2024/2025

Monday 5
Tuesday 6
Wednesday 7
Thursday 8
Friday 9
Saturday 10
Sunday 11

Audit Committee Meeting

Semester 2 (week 10) 2024/2025

Monday 12
Tuesday 13
Wednesday 14
Thursday 15
Friday 16
Saturday 17
Sunday 18

Semester 2 (week 11) 2024/2025

Monday 19
Tuesday 20
Wednesday 21
Thursday 22
Friday 23
Saturday 24
Sunday 25

Management Meeting

Semester 2 (week 12) 2024/2025

Monday 26
Tuesday 27
Wednesday 28
Thursday 29
Friday 30
Saturday 31

June 2025

Sunday 1

Semester 2 (week 13) 2024/2025

Monday 2
Tuesday 3 **Department and Units Meeting**
Wednesday 4
Thursday 5
Friday 6 **All staff Meeting**
Saturday 7
Sunday 8

Semester 2 (week 14) 2024/2025

Monday 9
Tuesday 10
Wednesday 11
Thursday 12
Friday 13
Saturday 14
Sunday 15

Semester 2 (week 15) 2024/2025

Monday 16
Tuesday 17
Wednesday 18
Thursday 19 **Management Meeting**
Friday 20
Saturday 21
Sunday 22

Semester 2 (week 16) 2024/2025

Monday 23 **Practical Exams Begins**
Tuesday 24 **PEPMIS Monitoring Committee**
Wednesday 25
Thursday 26 **Ministerial Advisory Board -Meeting**
Friday 27
Saturday 28
Sunday 29

Semester 2 (week 17) 2024/2025

Monday 30 **Theory Exams Begins**

July 2025

Tuesday 1 **Department and Units Meeting**
Wednesday 2
Thursday 3
Friday 4
Saturday 5
Sunday 6

Almanac for the Year 2024/2025

Monday	7	Sabasaba Public Holiday
Tuesday	8	Marking Begins
Wednesday	9	
Thursday	10	
Friday	11	
Saturday	12	
Sunday	13	
Monday	14	
Tuesday	15	
Wednesday	16	
Thursday	17	
Friday	18	
Saturday	19	
Sunday	20	
Monday	21	
Tuesday	22	
Wednesday	23	
Thursday	24	Management Meeting
Friday	25	
Saturday	26	Union Day (Public Holiday)
Sunday	27	
Monday	28	
Tuesday	29	
Wednesday	30	
Thursday	31	

Note:

04 July 2025	Entrance Meeting – Internal Auditor
28 July 2025	Exist Meeting – Internal Auditor
04 August 2025	Audit Committee Meeting