



THE UNITED REPUBLIC OF TANZANIA
MINISTRY OF CULTURE, ARTS AND SPORTS
TAASISI YA SANAA NA UTAMADUNI BAGAMOYO
(TaSUBa)



PROSPECTUS

2023/2024

This Prospectus is published yearly.

Staffs, Courses, Dates and Fees shown in this Prospectus are for the Academic year 2023/2024.

The College reserves the right to make changes without notice.

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The Principal

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WORD FROM THE PRINCIPAL



Dkt Herbert Francis Makoye

The **Bagamoyo Arts and cultural Institute** (Taasisi ya Sanaa na Utamaduni Bagamoyo, **TaSUBa**) is a semi-autonomous governmental organisation for training, research and consultancy service in arts and culture. It was established by the United Republic of Tanzania to "encourage the development of the arts and culture, to promote their use as a record of contemporary life and manners, to promote education about film, television and the moving image generally, and their impact to the society".

The institution offers programs in Dance, Drama, Fine Art, Stage Technology, Film and Music Production as well as Music.

The College also offers short courses in different programs, duration of the course is from one to nine months

You are warmly welcome all to join us for those who are interested and have required qualifications.

.....

Dr. Herbert Francis Makoye

Principal

ESTABLISHMENT

Taasisi ya Sanaa na Utamaduni Bagamoyo (TaSUBa) is a product of the Bagamoyo College of Arts (BCA) and, this can be traced from 1962 when for the first time in the history of by then Tanganyika, the Ministry of National Culture and Youth was established. The need for training in arts was recognized since 1971 under the Ministry of National Education. This led to the establishment of Bagamoyo Collage of Performing Arts. Between 2003 and 2005, BCA became fully registered with the National Council for Technical Education (NACTVET) and from there BCA developed a competence modular based curriculum which has been accredited by NACTVET. Towards the end of 2005, a decision was made by then Ministry of Education and Culture, that BCA be transformed into an Executive Agency as part of the Government's Public Service Reform Programs and, therefore Taasisi ya Sanaa na Utamaduni Bagamoyo (TaSUBa) was established on 2nd November, 2007 by Government Notice No.220 according to the Executive Agencies Act No.30 of 1997.

Taasisi ya Sanaa na Utamaduni Bagamoyo-TaSUBa is an East African Community (EAC) Centre of Excellence for visual and performing arts training with an overall objectives of aiming at addressing partners states' requirements for preservation, promotion and development of visual and performing arts within the EAC.

This Prospectus spells out the composition of the Governing Body, Executives, programmes and courses offered at the Institute as well as academic members of staff in each department. The prospectus provides information on the courses approved by NACTVET from NTA Level 4 to NTA Level 6. Essentially, the courses focus on competence based education and training methods.



The view of TaSUBa from the beach drone view



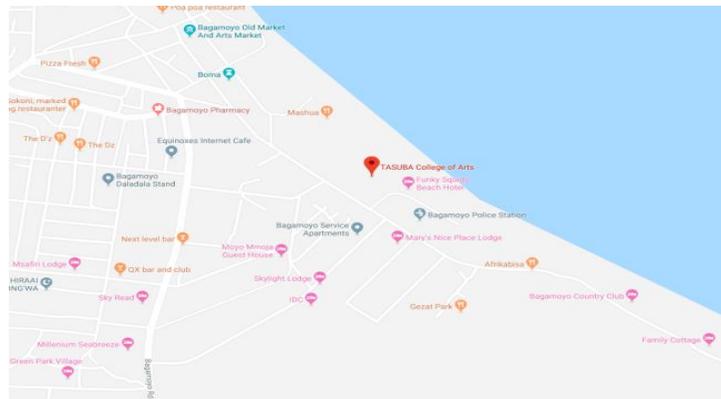
Lecture rooms at TasUBa as seen from the drone shot by the beach

CHAPTER ONE

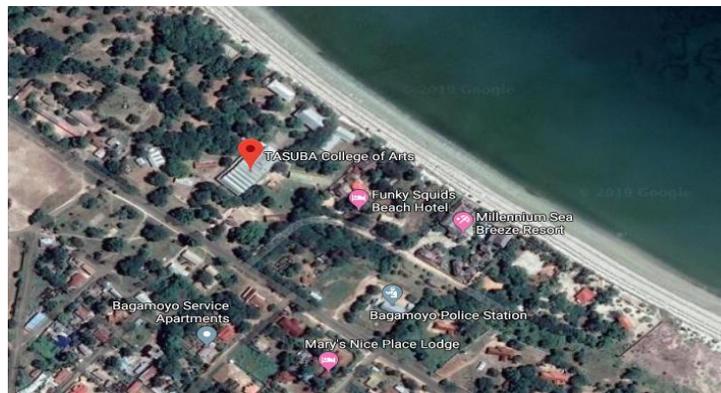
1.1 Location

Location of the Institute

The College is located along Kaole Road neaby Police office 2 Kilometers from Bagamoyo town at Dunda Ward in Bagamoyo District, Pwani region; the college site has a very prominent view as it is situated along the coast of Indian Ocean with a very attractive beach.



A map showing the location of TaSUBa



A satellite photo of TaSUBa

1.2, Vision

The Institute vision is:

To be a competence-based training Institution for a dynamic Arts and Culture centre of excellence in Africa and the Worldwide.

1.3, Mission

The Mission of the Institute

1.

To improve conduct training, research and consultancy services in arts and culture by producing high quality professional artists, arts managers, cultural workers as well as producing arts products, services and multimedia productions

1.4 Functions and Objectives of the Institute

1.4.1, Objectives of TaSUBa

The main objectives of TaSUBa are to develop and promote Tanzanian arts and culture and impart knowledge of the same to existing and future generations.

1.4.2, Functions of TaSUBa

The specific functions of TaSUBa are as follows;

- To offer high quality training programs learning facilities, multi-media, arts and culture production;
- To undertake consultancy services and research in arts and culture; and
- To facilitate an efficient management of the Institute resources

1.5 Accreditation Status

The College is a legal and viable institution which was awarded full registration and full accreditation to offer training at NTA Level 4, 5 and 6 with the National Council for Technical Education (NACTVET) on 4th, April 2003 and 30th December, 2005 respectively.

This led to transformation of Bagamoyo Collage of Performing Arts. (BCA) and became fully registered with the National Council for Technical Education (NACTVET) hence reform programs, and therefore Taasisi ya Sanaa na Utamaduni Bagamoyo (TaSUBa).

1.6, Admission Process

Call for applications

Advertisements for the courses are made in the media in early March and the deadline for submitting applications is September each year. For March intake programmes, advertisement is made early December and deadline for application is February each year.

1.7, How to Apply

Applications for all programmes are made online through the following procedure:-

- Visit the College website. www.tasuba.ac.tz
- Go to Academic Resources and click/select “Online Application Forms
- Follow instructions given by the online Application system to apply for the course of your choice

2.

Applicants with foreign certificates will be required to submit their certificates to National Examination Council of Tanzania (NECTA) for equivalence. To download equivalence form visit: <http://www.necta.go.tz/fomu.html>

For those who will experience any difficulties during application process or have no/limited access to Internet may obtain assistance at the admission office of their choice.

1.8, Documents to be produced during Registration

During Registration every student must produce the following documents:

- Sponsor's commitment form
- A dully filled medical Examination form
- Original certificates, academic transcripts, statement of results etc.
- Birth Certificate.
- Two passport size photographs (colored) recently taken
- Resident permit (foreigners only).

1.9 Admission Regulations

1.9.1 Selected candidates are required to register after they have paid at least first installment of the tuition fee. No student shall be allowed to register or attend classes unless the required fees and costs have been paid as per fees/costs structure instructions. The College opens; this also applies to students with repeat module or carries forward. Students who will have not completed registration and fee payment process within the specified time frame will automatically lose their students' status and not be able to undertake any course during the particular Semester.

1.9.2 No student shall be allowed to change an academic programme later than the **second** week from the commencement of the programme.

1.9.3 No change of names by the student shall be allowed during the course of study.

Students shall be allowed to use names appearing on the certificates which qualified them for admission

1.9.4 Certificates obtained outside Tanzania should get translation from the National Examinations Council of Tanzania (NECTA).

1.10 Enrolment:

The College enrolment shall be limited to the available facilities. The management will from time to time determine the number of students to be enrolled at its Campuses.

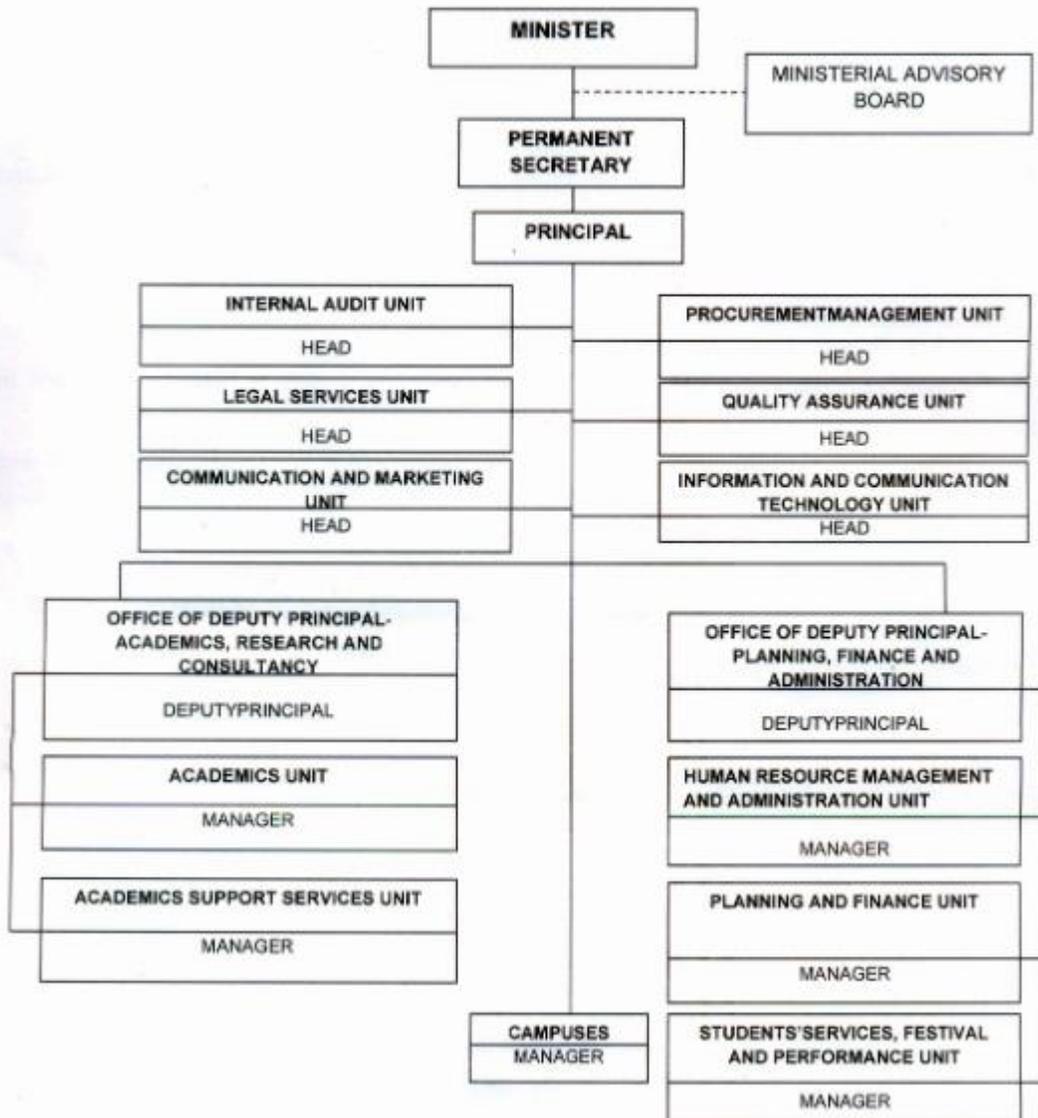
1.11 Medium of Instruction:

English is the medium of instructions

CHAPTER TWO

THE APPROVED ORGANISATION STRUCTURE FOR TAASISI YA SANAA NA UTAMADUNI BAGAMOYO

(Approved by the President on 17th November, 2022)



2.1 The Governing Body

The College operates under the Ministry of Information, Culture, Arts and Sports, has a Governing Body which puts in place policies for running the College activities. The Principal, who is the Head of the College reports to the Advisory Body.

2.2 TaSUBa Administrative Staff

The College senior administrative staffs:

1. Dr. Herbert F. Makoye Principal
2. Mr. Gabriel B. Kiiza Deputy Principal Academic, Research and Consultancy
3. Mr. Emmanuel M. Bwire Deputy Principal Planning, Finance and Administration

2.2.1. Heads of Units

1. Mr. Michael J. Nkana Estate Management Unit
2. Mr. Daniel K. Awaki Legal Service Unit
3. Mr. Issa J. Kiyango Procurement Management Unit
4. Mr. Benjamini M. Mahimbali Marketing and Public Relations Unit
5. Ms. Iluminata H. Masaka Quality Assurance
6. Mr. Peter B. Mayombo ICT and Statistics Unit

2.2.2 Heads of Academic Departments

1. Ms. Beatrice B. Taisamo Dance and Acrobatics
2. Ms. Suzan Mhoja Social Science
3. Ms. Rhoda J. Mitanda Music
4. Mr. Shabani J. Bakari Drama
5. Mr. David E. Ndosi Visual Arts
6. Ms. Mgole V. Musiba Film and Audio Technology
7. Ms. Nyafungo Jirabi, Library
8. Mr. John M. Sagati Stage Technology
9. Mr. Heri C. Kaare Cultural Heritage

2.2.3 Heads of Planning Finance & Administration Department

1. Mr. Kiliba R. Mugisha Planning and Accounts

2. Ms. Lutifin A. Milanzi Administration and Human Resources Management
3. Mr. Peter E. Izengo Student Welfare
4. Mr. Shaban J. Bakari Festival and Performances

2.2.4 TaSUBa Academic Staff and their Education Level

Dr. Herbert Francis Makoye	PhD.
Mr. Gabrieli Birungi Kiiza	MFA -Theater Design (Univ. of Illinois Urbana-Champaign, USA BA) BA of Arts (UDSM) Diploma in Performing Arts (BCA)
Mr. Michael Joseph Kadinde	MA of Arts in Information Studies (UDSM) BA in Art (UDSM) Diploma in Performing Arts (BCA)
Mr. Juma Musa Swafi.	MA Fine Arts (UDSM), BA of Art (UDSM), Diploma in Education (BUTIMBA)
Mr. Omery Paul Kanyihilayo	BA of Arts (UDSM),
Mr. Kurwijira Maregesi Ng'oko	MA of Science in Leadership and Management (MZUMBE), BA in Music (TUMAINI), Diploma in Performing Arts (BCA)
Mr. Haji Ahmad Maeda	Diploma in Performing Arts (BCA)
Ms Perpetual Joshua Katondo	BA of Arts (UDSM) Diploma in Performing Arts (BCA)
Ms Iuminata Henry Masaka	BA of Education (THEOFILO) Diploma in Performing Arts (BCA)
Mr. Benignius Method Mbiro	BA of Arts (UDSM) Diploma in Performing Arts (BCA)
Mr. Heri Chikobha Kaare	BA of Education (UDSM), Certificate in Education (TARIME TTC)
Mr. John Mughobi Sagatti.	BA in Arts (UDSM) Diploma in Performing Arts (BCA)
Mr. Denis Benjamin Wasonga.	BA in Music (MAKUMIRA), Diploma in Performing Arts
Mr. Cyprian Frank Kipalamoto	BA of Arts (UDSM), Diploma in Performing Arts (BCA)
Mr. Melkiades Christian Banyanka	BA of Arts (MAKUMIRA), Diploma in Performing Arts (BCA)
Ms Rehema Hamis Nzige	BA of Business Administration in Marketing (OUT), Diploma in Education (KASULU)
Ms Rhoda Mitanda James	BA of Arts (MAKERERE), Diploma in Performing Arts (BCA)

Mr. Beatrice Boniface Taisamo	BA in dance (STAVANGER), Diploma in Performing Arts (BCA)
Mr. Leonard Lupeja Mdaki	BA in Fine and Performing Arts (UDSM)
Ms Christa Dominic Komba	Certificate in Performing arts (BCA)
Mr. Felix Fidelis Sesoa	Certificate in Performing arts (BCA)
Mr. Zacharia David Ngulunda	Certificate in Performing arts (BCA)
Ms Mgole Vedastus Msiba	BA of Arts in Theatre and Film (UDOM), Diploma in Performing Arts (BCA)
Mr. David Estomihi Ndosi	BA of Arts in Fine arts and Design (UDOM), Diploma in Performing Arts (TaSuba)
Mr. Justin Godfrey Kaozya	Diploma in Performing Arts (TaSuba)
Mr. Shabani Bakari Jabiri	Diploma in Performing Arts (TaSuba)
Mr. Shabani Juma Bakari	BA of Education (MAKUMIRA), Diploma in Performing Arts (BCA)
Ms Neema Martin Mirambo	Certificate in Performing arts (BCA)
Mr. Issa Said Mtumbwe	Certificate in Performing arts (BCA)
Mr. Hussen Rashid Masimbi	BA of Arts in Music (MAKUMIRA) Diploma in Performing Arts (BCA)
Mr. Andrew Gelasius Nyakasi	Diploma in Performing Arts (TaSUBa)
Mr. Julius Loth Sanga	Diploma in Performing Arts (TaSUBa)
Ms Sauda Yahaya Kabelwa	Diploma in Performing Arts (TaSUBa)
Mr. Maro Geoffrey Protas	Diploma in Performing Arts (TaSUBa)
Mr. Huruma Edmund Haule	Diploma in Performing Arts (TaSUBa)
Mr. John Mathias Mhando	Diploma in Performing Arts (TaSUBa)
Mr. Samwel Joseph Chotta	Diploma in Performing Arts (TaSUBa)
Ms Saada Mohamedy Mkaudya	Diploma in Performing Arts (TaSUBa)
Mr. Peter Elias Zengo	Diploma in Performing Arts (TaSUBa)
Mr. Dennis Hermas Mwansoko	Diploma in Performing Arts (TaSUBa)
Mr. Sunday Richard Kamangu	Diploma in Performing Arts (TaSUBa)

CHAPTER THREE

3.1 STUDENTS' WELFARE.



3.2 Dean of Students

The Dean of Students is answerable for general administration of students' welfare, accommodation, discipline, social services, and cultural, recreational and religious activities.

3.3 Orientation for New Students

Orientation is held one week before the beginning of the first semester in each new academic year. During orientation students will be informed existing rules and regulations guiding their life at the College.

3.4 Students' Government

Students have their own organization known as TaSUBa Students' Organization (UWaTaSUBa). This organization accepts every student who is registered to the

College to become its member and the organization conducts its election every year. The Students' Organization is accountable for Students' academic, social and recreational activities at the College

3.4.1 UWaTaSUBa Objectives

UWaTaSUBa is the only official recognized organization representing all students of TaSUBa.

The objectives of UWaTaSUBa shall be:

- Collaborate fully with the Institutional leadership in ensuring that academic activities proceed as planned.
- Build and foster good professional relationships between TaSUBa scholars and other local and international colleges.
- To ensure that every Student has the opportunity to collaborate with other colleagues in contributing to the success of the Institute
- Developing a sense of self-esteem, educating and developing a habit of researching and meditating before acting.
- To maintain proper and effective relationships and communication between the scholars and academics as well as the entire Institutional Community.
- To ensure that every student respects and obeys the laws of the Institute..
- To ensure that the students do the activities that arises as per the instructions of UWaTaSUBa (TaSUBa).
- Build relationships and provide advice to the Institution.

3.5 Financial Matters

- Every student must complete payment of the fees at the beginning of every academic year.
- A student is not permitted to attend any lecture or practical session without being registered to the College.
- Any student attempting to attend classes or access to any other College's facility without paying fees will lead to suspension.



3.6 ABOUT BAGAMOYO FESTIVAL

Bagamoyo International Festival of Arts and Culture is an event held in Bagamoyo, Tanzania. It features music, dance, drama, acrobatics and many other arts related activities. It takes place every year at the end of October.

The event was previously held under the shade of a mango tree but today it is staged at the new TaSUBa Theatre. The new venue is a 2000 seat amphitheater with modern sound and lighting facilities. It is reportedly the largest venue for performing arts in all of East Africa.

The event dates back to the early days of the then Bagamoyo College of Arts, now referred to as TaSUBa. It was initially established to display the works of students and teachers at the college. Since 1982, the festival has grown to become host to a variety of activities from many different countries.

It mainly focuses on the country's music and that from East African countries. It showcases both traditional and contemporary performances. Music includes ngoma, Afro-jazz, bongo flava, reggae, African fusion and taarab.

Bagamoyo Festival of Arts and Culture is a seven-day event that is held in Bagamoyo, Tanzania. It features music, dance, drama, acrobatics and many other arts related activities. It takes place every year at the end of September.

The event was previously held under the shade of a mango tree but today it is staged at the new TaSUBa Theatre. The new venue is a 2000 seat amphitheater with modern sound and lighting facilities. It is reportedly the largest venue for performing arts in all of East Africa.

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It mainly focuses on the country's music and that from East African countries. It showcases both traditional and contemporary performances. Music include ngoma, Afro-jazz, bongo flava, reggae, African fusion and taarab.

CHAPTER FOUR

4.1, PROGRAMMES OFFERED AND ENTRY QUALIFICATIONS

The following Programmes are offered by the Institution;

- Basic Technician Certificate in TV and Video Production NTA Level 4
- Basic Technician Certificate in Performing and Visual Arts Level 4
- Basic Technician Certificate in Music and Sound Production Level 4
- Technician Certificate Performing Music and Sound Production Level 5
- Technician Certificate in Film and TV Production Level 5
- Technician Certificate in Performing and Visual Arts Level 5
- Ordinary Diploma in Film and Television Production Level 6
- Ordinary Diploma Performing and Visual Arts Level 6
- Ordinary Diploma in Music and Sound Production Level 6

Apart from the above mentioned training programmes, the College runs courses such as Computer Applications; getting basic applications like Introduction to Computer, Microsoft Office (word excel, power point, publisher & access) as well as Internet and short courses

4.2 Qualifications, Level Descriptor, Principal learning and Sub- enabling

4.2.1, NTA Level 4 (Basic Technician Certificate)

Applicants for all Courses of this level will be deemed eligible for consideration to join one-year Certificate programme if she/he has at least 4 passes subjects in Certificate of Secondary Education Examinations (CSEE) excluding religious subjects.

4.2.2. NTA Level 5 (Technician Certificate)

- Advanced Certificates of Secondary education (ACSEE) with One Principal pass and one Subsidiary pass.
- Basic Technician Certificate (NTA Level 4) with at least four passes of Certificate of Secondary Education (“O” level) CSEE.

4.2.3 NTA Level 6 Ordinary Diploma

Equivalent Certificate of NTA Level (5) with good passes for all subjects of this level.

4.3 Units Weighting

Each Course offers a variety of modules. Each module is given a weighting according to whether it is a Core (C) or a Supporting (F) module. A Core Module has a weight of two units and a

supporting module has a weight of one unit.

4.3.1, Programme Coding

4.3.2 NTA Level 4

MEB – Basic Technician Certificate in TV and Video Production

PAB - Basic Technician Certificate in Performing and Visual Arts

MSB - Basic Technician Certificate in Music and Sound Production

4.3.3, NTA Level 5

MET - Technician Certificate in Film and TV Production

PAT - Technician Certificate in Performing and Visual Arts

MST - Technician Certificate Performing Music and Sound Production

4.3.4, NTA Level 6

MED - Ordinary Diploma in Film and Television Production

PAD - Ordinary Diploma Performing and Visual Arts

MSD - Ordinary Diploma in Music and Sound Production

4.4 MODULE CODING

The modules are coded in according to NACTVET standards. The codes for the various modules are contained in the structure of modules hereunder (3.4.1)

4.4.1 STRUCTURES OF MODULES

FILM AND TV PRODUCTION MODULES

SEMESTER I NTA LEVEL 4

CODE	COURSE NAME
MET04101	Cinematographic Techniques in Still Images
MET04102	Camera Functions and Operation
MET04103	Video Editing Techniques
MET04104	Film and TV Pre –Production
MET04105	Multi Media in Society
MET04106	Communication Skills

SEMESTER II NTA LEVEL 4

CODE	COURSE NAME
MEB 04206	Cinematographic Techniques in Moving Images

MEB 04207	Camera Operations and Sound Recording
MEB 04208	Editing in Final Cut Pro
MEB 04209	Films and TV Pre-Production Process
MEB04216	Internet and Email

SEMESTER I NTA LEVEL 5

CODE	COURSE NAME
MET 05101	Directing
MET 05102	Camera Operation Decoupage
MET 05103	ICT in Photoshop
MET 05104	ICT Adobe Premiere
MET 05105	Film and TV Theory
MET 05106	Art Management
MET 05107	Creative Media Project Proposal
MET 05108	Finding Internship

SEMESTER II NTA LEVEL 5

CODE	COURSE NAME
MET 05209	Story Board and Script
MET 05210	Camera Operation in Chroma key
MET 05211	ICT in After Effects
MET 05212	Film and TV Storytelling
MET 05213	Project and Resource Management
MET 05214	Creative Media Field Study
MET 05215	Portfolio Development

SEMESTER I NTA LEVEL 6

CODE	COURSE NAME
MED 06101	Internship
MED 06102	ICT in Final Cut Pro
MED 06103	Composing in After Effects
MED 06104	Camera Operation Techniques
MED 06105	Media Project Management

MED 06106 Films and TV Production Report
MED 06107 Creative Media Portfolio

SEMESTER II NTA LEVEL 6

CODE	COURSE NAME
MED 06208	Films and Television Project
MED 06209	Final Cut Pro facilities
MED 06210	Visual compositions in after effect
MED 06211	Camera Operation Facilities
MED 06212	Films and Television Entrepreneurship
MED 06213	Finding Employment in Audio – Visual

MUSIC AND SOUND PRODUCTION

SEMESTER I NTA LEVEL 4

CODE	COURSE NAME
MST04101	Sound Theory
MST04102	Studio Art Technology
MST04103	Studio Digital and Music Studies
MST04104	Audio Software Practice

SEMESTER II NTA LEVEL 4

CODE	COURSE NAME
MSB 04207	Studio Engineering
MSB 04208	Sound Design
MSB 04209	Audio Software
MSB04211	Internet and Email

SEMESTER I NTA LEVEL 5

CODE	COURSE NAME
MST 05101	Introduction to Listening and Assessing
MST 05102	Studio Mixing and Recording
MST 05103	Sound Design and Recording
MST 05104	ICT in Audio Software
MST 05105	Art Management in Music and Sound Production

MST 05106	Advanced Project Proposal
MST 05107	Internship Management

SEMESTER II NTA LEVEL 5

CODE	COURSE NAME
MST 05208	Advanced Listening and Assessing
MST 05209	Studio Mastering in Pro-Tools
MST 05210	Sound Design for Movie
MST 05211	Audio Software Video in Pro - Tools
MST 05212	Project and Resource Management
MST 05213	Music and Sound Project
MST 05214	Portfolio Development

SEMESTER I NTA LEVEL 6

CODE	COURSE NAME
MSD 06101	Internship
MSD 06102	ICT in Audio software
MSD 06103	Project Management
MSD 06104	Project Report
MSD 06105	Portfolio Development

SEMESTER II NTA LEVEL 6

CODE	COURSE NAME
MSD 06206	Music and sound in Media Project
MSD 06207	Audio Software
MSD 06208	Music and Sound Entrepreneurship
MSD 06209	Finding Employment

PERFORMING AND VISUAL ART

SEMESTER I NTA LEVEL 4

CODE	COURSE NAME
PAT04101	African Dance
PAT04102	Music Theory
PAT04103	Acting
PAT04104	Theatre Design
PAT04105	Drawing
PAT04106	Introduction to Computer and Word Processing

PAT04107 Communication Skills

SEMESTER II NTA LEVEL 4

CODE	COURSE NAME
PAB04203	Recreational Dance
PAB04206	Musicianship
PAB04207	Indigenous African Music
PAB04209	African Drama
PAB04211	Stage Practice
PAB04214	African Art Studies
PAB04215	Principles of Painting
PAB04218	Internet and Email

SEMESTER I NTA LEVEL 5

CODE	COURSE NAME
PAT05101	African Traditional Music Instrument
PAT05104	Music Composition
PAT05105	Sight Reading
PAT05108	Directing
PAT05110	Drama Appreciation
PAT05111	Scenery and Costume Production
PAT05113	Clay Modeling
PAT05114	Still Life Drawing
PAT05117	Spreadsheet Ms Excel
PAT05118	Art and Society

SEMESTER II NTA LEVEL 5

CODE	COURSE NAME
PAT05202	Construction of Traditional Music & Instruments
PAT05203	Ritual Dance
PAT05206	Harmony
PAT05207	Musical Instruments
PAT05209	Theatre for Development

PAT05212	Lighting and Sound Production
PAT05215	Painting
PAT05216	Sculpture Techniques
PAT05219	Power Point
PAT05220	Development Studies
PAT05221	Art Project

SEMESTER I NTA LEVEL 6

CODE	COURSE NAME
PAD06101	Concepts of Dance Choreography
PAD06102	Improvisational Dance
PAD06105	Musical Ensemble
PAD06106	Conducting
PAD06109	Drama Production
PAD06110	Play writing
PAD06111	Lighting and Sound Design
PAD06113	Sculpture
PAD06114	Combination in Painting
PAD06119	Art Resources Management

SEMESTER I NTA LEVEL 6

CODE	COURSE NAME
PAD06203	Traditional Tanzanian Dance
PAD06204	Dance Choreography
PAD06207	Vocal Music
PAD06208	Entrepreneurship in Music
PAD06212	Stage Management
PAD06215	Art Works Marketing
PAD06216	Natural Material Artworks
PAD06217	Artworks Criticism
PAD06218	Graphic Design
PAD06220	Art Projects

4.4.2 Description of the Diploma Programme

The Diploma Programme has two levels:

NTA Level 5: The Technician Certificate level which has duration of one year

NTA Level 6: The Ordinary Diploma level which has also duration of one year.

According to NACTVET a student may leave her or his studies after successfully completing the Technician Certificate level. Also a student may postpone his/her studies after successfully completing the Technician Certificate level and resume the Ordinary Diploma (NTA Level 6) course later. This arrangement, therefore, requires separate calculations of GPAs for each of the two levels.

4.4.3, Assessment of the Course.

- Course assessment will include course work and end of Semester exams.
- Course work shall consist of continuous assessment which includes assignments and tests. It will carry 40% of the final marks.
- The end of Semester exam will carry 60% of the final marks.
- The pass mark for each course or module per NTA Level shall be a combination of both course and end of semester examination in a respective semester provided that a student has scored a minimum of 16 marks out of 40 in course work and 24 marks out of 60 in the end of semester examination in a respective course or module

4.4.4 Grading System:

It will abide by the existing system for other courses taught at TaSUBa, Examination grading systems and conditions of award

3.4.4.1 Examination Grading for NTA level 4 and 5

The following shall be the grading systems for NTA Level 4 and 5:

Grade	Score Range (%)	Definition
A	80 – 100	Excellent
B	65 – 79	Good
C	50 – 64	Satisfactory
D	40 – 49	Poor
F	0 – 39	Fail
I		Incomplete
Q		Disqualification

The continuous assessment shall constitute 40% and 60% of the end of semester Examination of the overall performance. The Pass mark for each module shall be 50%. For each credit module the following grades and grade points will hold.

Grade	Definition	Grade Points
A	Excellent	4.0
B	Very good	3.0
C	Satisfactory	2.0
D	Poor	1.0
F	Failure	0.0

The award at the NTA level 4 and 5 will be granted to a candidate who:

- a) Passes all credit modules at grades A, B, or C and
- b) Obtains the overall cumulative Grade Point Average (G.P.A) as follows:-

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

4.4.4.2 Examination Grading for NTA 6

The following shall be the grading systems for NTA 6:

Examination award shall be

Grade	Score Range (%)	Definition
A	75 – 100	Excellent
B+	65 – 74	Very good
B	55 – 64	Good
C	45 – 54	Satisfactory
D	35 – 44	Poor
F	0 – 34	Fail
I	–	Incomplete
Q	0	Disqualification

The continuous assessment shall constitute 40% and 60% of the end of semester. Examination of the overall performance. The Pass mark for each module shall be 50%. For each credit module the following grades and grade points will hold.

Grade	Definition	Grade Points
A	Excellent	5.0
B+	Very good	4.0
B	Good	3.0
C	Satisfactory	2.0
D	Poor	1.0
F	Failure	0.0

The awards for the NTA level 6 will be granted to a candidate who:

a) Passes all credit modules at grades A,B+, B or C and obtains the overall cumulative Grade Point Average (G.P.A) as follows:-

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

CHAPTER FIVE

5.1 ADMISSION PROCEDURES

5.1.1 General Information

All enquiries about admission to the College should be addressed to:

The Principal

Taasisi ya Sanaa na Utamaduni Bagamoyo (TaSUBa)

P.O. Box 32,

Bagamoyo,

Tanzania.

Telephone: +255 (23) 244 0032,

Fax: + 255-23-2440149

E-mail: taasisisanaa@gmail.com

Website: www.tasuba.ac.tz /<http://www.tasuba.ac.tz>

5.1.2 Admission Terms

- A candidate will be admitted to TaSUBa on understanding that he/she has accepted and commits himself/herself to adherence to regulations, rules and by-laws set by the College. TaSUBa is an Institution which expects its students to behave ethically in and off campus. The College reserves the right to withdraw admission for misconduct that is contrary to the objectives of the College.
- All Applications should be made through NACTVET Central Admission System (CAS) accompanied by nonrefundable application fees of Tsh. 10,000/= (This fee is subject to change).

5.2 Registration

- It is an offence to submit false information when applying for admission. Applicants who will be found out to have submitted forged certificates or any other false information will not be considered and appropriate legal action will be taken against him/her.
- All new students are required to report for orientation during the first week of the academic year.
 - Successful applicants will be registered only after they have paid the College fees.
 - Fees once paid will not be refunded.
 - All students, if accepted, are expected to abide by all the College regulations.
 - Students discontinued from studies because of examination irregularities will be considered for readmission after have been away for two years. They will be required to

re-apply and compete with other applicants for admission into the relevant study programs.

5.3 Regulations Governing Studies postponement and change of Names

- No student shall be allowed to postpone studies after effective commencement of an academic year except under special circumstances and with permission from the Principal.
- Permission to postpone studies shall be considered after producing satisfactory evidence of the reasons for postponement. Special circumstances shall include ill sickness and serious social problem and severe sponsorship problem.

CHAPTER SIX

6.1: THE COLLEGE LIBRARY



Its main function is to provide library services to support teaching/ learning and research activities in the college. The collection consist of books, periodicals, CD ROMS and newspapers; covering a wide range of information. All users are required to stick to the library rules and regulations stipulated from time to time. Students are also advised to engage themselves to services offered by nearby libraries such as ADEM, SLADS and the District Library in Bagamoyo town.

6.2 Capacity of the library

- 3156 Subjects
- 1209 Tittles

The collection is in two major parts namely; the general collection with its major components being textbooks and few journals, Special Reserve and References this part is special for the tutors/lecturers for references. Reference and the special Reserve books are not for borrowing.

6.3 Rules and Regulations

A Library has rules and regulations guiding the service provided. It operates for the TaSUBa community as a whole.

6.3.1 Opening Hours Time

The library operates under the following time table:

DAYS SERVICE (HRS) BREA

DAYS	SERVICE (HRS)	BREAAK (HRS)	SERVICE (HRS)	BREAK(HRS)	SERVICE HRS
Monday - Friday	8:00am-3:30pm	10:00am-10:30	10:30am-1:00pm	1:00PM-2:00PM	2:00pm-3:30pm
Saturday	closed	closed	closed	closed	closed
Sunday Holiday	closed	closed	closed	closed	closed

6.3.2 Users/ Members

Allowed users of the College Library are the College Society composed of the diploma and certificate students, teaching staff, and non-teaching employees. The College Library extends its services to external users/visitors as a usually

6.3.3 External Users

All external users or visitors get the access to the library resources unless they get permission from the Deputy Principal Academic, Research and Consultancy before using the College library resources.

6.3.4 Members.

The College society is the user of the library resources.

6.4 Borrowing / Lending Services

Lending service/borrowing of library materials for home use/or outside the College library, is the right to registered students and staff only. When a user is registered, that particular user is a library member and not a common user.

Only the registered library users/members can borrow one to two (1-2) books for home use not in more than a 4 days. An identity card must be shown and remain upon borrowing a book this is for students only in case of staff they can borrow one to four (1-4) books for home use and not more than 14 days. During the vacations no books are borrowed.

A borrower is free to renew the borrowing once, if has not completed the assignment he is supposed to do. No user is allowed to renew the borrowing of a book twice unless permission is granted by the head of department (library).

6.4.1 Overdue Book Loans

- Books, like other information resources are the property of the College library. A user who borrows a book(s) or material from the library should return it in time. Library staff will keep on writing overdue reminder notices to inform any user whose book(s) is /are over.
- Resistant clients with overdue book loans will be reported to higher authority for further steps. A student can be restricted to access Examination results or any academic output he deserves if he further resists returning a book. A college clearance form has been designed to be completed by every student before being given his certificate and statement of results. Retirement benefits will be withheld for employee users unless the library material(s)/book(s) are recovered.

6.4.2 Misplaced, lost and damaged items

- Borrowers are personally responsible for borrowed materials/items and will be required to pay for replacement of lost or damaged materials twice times the purchase price.

- Patrons found defacing library materials, for instance mutilation of pages, books, journals/or any library property will be terminated and disqualified from entering the College library.
- Already used items must be left on the reading tables. No user is allowed to return books back to the shelves; this avoids misplacement of books from their proper locations.
- It is the duty of the library staff to put back on the shelves all used books by using the class numbers.
- It is an offence to misplace an item within the library so that others cannot see it for a personal future use.

6.5. Order and Discipline

- All Students must show their identity cards at the entrance
- Observe silence
- Water bottles/flask are prohibited in the Library
- Do not use computer/internet more than limited time (1/2 hour)

CHAPTER SEVEN

7.1 RULES REGARDING ATTENDANCE, COURSE WORK ASSESSMENT AND EXAMINATIONS

7.1.1 Attendance

Attendance is compulsory for all courses, fieldwork attachment and other programs. Students are expected to attend for at least 75% of the course for each program enrolled for in order to be allowed to sit for examinations; for this purpose an attendance register shall be maintained for all lectures.

7.2 Coursework

- Every student shall be required to do all assignments and exercises which lead to the final total coursework grade.
- Any student who misses a test without prior permission will not be allowed to do an alternative test.
- Any absence from class due to sickness shall be supported by a note from a recognized medical Practitioner.
- Plagiarism is forbidden in the College, using another person's words or ideas as if they are ones own without acknowledgement is an academic crime and treated by the College as a serious offence.

7.3 Courses Assessment

In accordance with the examination regulations of the College students in all courses will be assessed in the following areas:-

- Individual assignment
- Class tests
- Practical work
- Research Project
- End of Semester examinations
- Attendance
- Group presentation

7.4 End of Semester Examinations

At the end of each semester, each student has to answer a specified number of questions (which is Six to Eight questions) related to different modules taught in the respective semester.

7.5 Practical Work/Fieldwork

NTA level 4 and NTA level 5 students shall be required to undertake field work at the end of second semester. The field work is designed to impart skills on the Practical work of teaching.

7.6 Research Project

There will be a research project for NTA level 6 students. Students will be required to produce Comprehensive Project papers on any aspect of Performing and Visual Arts, Film and TV Production and Music and Sound Production. The papers should have at least Forty (40), 1.5 double spaced typed, A4 pages but not more fifty (50) pages.

7.7 Distribution of Marks for Research Project and Practical Work

Field attachment for NTA LEVEL 4 & 5	100%
Research Report for NTA LEVEL 6	100%

CHAPTER EIGHT



8.1 GENERAL EXAMINATIONS REGULATIONS

8.1.1. Assessment Procedures

- Each Module shall be assessed on continuous assessment and end of semester examination. Continuous assessment shall constitute 40% and end of examination 60% of the overall course module performance.
- All continuous assessment results shall be released to the candidates a week before the start of semester examination.
- A letter grade shall be awarded at the end of module after combining of continuous assessment and end of semester examination results.
- After the combining marks for continuous assessment and end of semester examining the marks will be 100%.
- End of semester examination answer scripts shall not be returned to the candidate.

8.1.2 Students Registration for Examinations

Students will be registered by the College and admitted into examinations if he has completed the agreed continuous assessment, 75% of class attendance and other needed conditions as prescribed in the College guide line on the conduct of examinations. All cases of improper

attendance shall be referred to Academic Office to the Principal of the College with recommendations.

8.2 Failure to sit for Examination

Any candidate who fails to sit for an examination without reasonable cause shall be regarded as having failed that examination.

The following are the valid reasons for failure of the students to do Examination:-

- Prolonged illness
- Loss of parent or guardian or any incident leading to observe from the institution which merits special consideration,
- Any other reasons of serious nature as the academic Office of the College may be determined.
- In spite of anything contained in these Regulations no candidate who has been expelled or is still undergoing rustication or has been disqualified from taking an examination offence or for any other reasons shall be admitted to any examination of the College

8.3 Student with Disabilities

In spite of anything contained in any other regulations the College has power in the case of a candidate with disabilities:

- To make available services of capable transcriber free of charge for writing out the examination answers/room.
- To allow the answers to be typewritten by himself if the examinee desires.

8.4 Project Report Submission

Project papers are regarded as examinations. Any candidate, who fails to submit such a paper within the specified dates in that Academic year and without prior notification to the Academic office, shall be deemed to have failed that program and he will have to repeat the program with a new title. The repeating student shall be provided with a supervisor and he will pay a half of the College fee.

8.5 Dates of Examinations

- Dates for continuous assessments shall be determined by the respective course Coordinator. Marks for coursework shall be submitted to the Academic office two weeks before the beginning of end of semester exams.
- Dates for the end of semester examinations shall be published in the College almanac.

- Dates for supplementary examinations shall be published in the College almanac.

8.6 Coordination of the College Examinations

- The overall-coordination of examinations shall be the responsibility of the Academic Office under the direction of the principal
- Coursework results for each course shall be completed and made available to students by the respective course coordinator and a copy in soft copy the Academic Office within one week before commencement of end of semester examinations.

8.7 Examination Irregularities

- i. All examination irregularities shall be referred to the Academic Office.
- ii. For the purposes of these regulations, examination irregularities shall mean:-
 - Cheating (Copying from any document example, books or any source which is not allowed in the examination room)
 - Conversing with a fellow candidates during examinations
 - Bringing into the examination room unauthorized materials physically or hidden in briefcases, clothes, pockets, handbags and anywhere else within the examination room.
 - Copying from a fellow student.
 - Any other forms being kind of dishonesty, forgery or destruction of evidence of possession of unlawful materials during the exam.
- For the purpose of these regulations, unauthorized materials include any written or printed material that is generally or specifically prohibited from being brought into the examination room (e.g. cellular or mobile phones, radios, radio cassette, pagers, microcomputers, books exercise books and any other materials as may be specified by the College from time to time.
 - Any candidates found cheating in any part of the examination shall be deemed to have failed in the whole examination for that semester and shall be discontinued from studies with immediate effect, subject to confirmation by the Academic Office.
 - Any candidate found guilty of bringing unauthorized materials into the examination room in any part of the examination, shall be deemed to have committed an examination irregularity and shall be discontinued from studies subject to be confirmation by the Governing Council
- Any candidate found guilty of committing an examination irregularity may appeal

to the Academic Office in accordance with the provisions of these regulations.

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

8.8 Examination Instructions for Candidates

- Candidates will allow entering the examination room at least fifteen minutes prior to the time set for the beginning of examinations.
- No candidate allowed entering the examination room after half an hour of the beginning of an examination and no candidate shall be allowed to leave the examination room until half an hour has gone after the begin of the examination.
- No straight message (verbal or otherwise) between candidates is permitted during examinations. If any candidate needs to communicate, he has got to do so by raising his hand to draw attention of the invigilator for permission.
- Smoking and drinking alcohol and or being under the influence of alcohol in the examination room is prohibited
- Candidates are allowed to go out of the examination room, once at a time, with an escort for not more than ten minutes and only for the reason of a call of nature, by the permission of invigilator.
- Candidates should use their examination/registration number only for the end of semester examinations. As such names, initials or any other mark that may distinguish a candidate from another should never be written on script papers or answer books.
- Every candidate is required to start each question on a new page and to write his number on each page. Using anyone's number is measured as a lying and is liable for disciplinary action as shall be determined by examinations committee. Such lying may direct to discontinuation.
- Candidates have to stop writing immediately the invigilator gives notice candidates will be warned at least 15 minutes to time.
- Candidates must organize and close their answer papers in order of pages. Prior leaving out of the examination room, every candidate shall personally hand over his answer script/booklet to the invigilator and immediately after that shall sign the attendance list for that examination.

8.9 Invigilation of End of Semester Examinations

8.9.1 Before the Examinations

- Invigilators must be actually present in the examination room at least twenty minutes before the beginning of the examination.
- The Academic Office will present invigilators with the following items:
 - Envelope containing the examination papers to be attempted by candidates. The sealed envelopes containing examination papers must be collected personally by each invigilator from the examination office at least 30 minutes before the examinations starting.
 - Attendance sheet register with candidates examination numbers for their signature.
- Invigilators shall search/check students to make sure that they do not enter the examination room with illegal resources.
- Invigilators have to ensure that simply one answer book is provided for each candidate. The answer book must be filled before any additional sheets of paper are provided.
- Candidates shall confess to Invigilators in the examination room at least fifteen minutes before starting, items such as handbags, purses, overcoats, books, papers and other similar possessions that shall not be allowed into the examination room. Mobile phones should be turned off.
- Invigilators are responsible for the proper conduct of the examination and report immediately all issues of irregularity or misconduct in the examination room to the academic Officer.

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8.9.2, During the Examination

- At the beginning of the examination, invigilators must tell again candidates to make sure that they are attempting the right examination papers.
- Invigilators must make sure that candidates are provided with the essential examination requirements. (e.g. brush for rub the color, color, pencil, rubber, canvas, water)
- Invigilators must not stay in one position for too long. They must budge around and strategically observe candidates from the back.
- Arbitrary checks of answer, books must be done to look for unauthorized resources which may be hidden within the answer books.
- Invigilators shall have the authority to remove any unauthorized materials example exercise books, text books, or other helps bring into the examination room and shall banish from the examination room, any candidate who contravenes these regulations.

8.9.3, At the end of the Examination

- No candidate shall leave the examination room through the last thirty minutes of the time allocated for the examination except in cases of emergency.
- Invigilators shall instruct the candidates to stop writing and to hand over the scripts.
- Invigilators must ensure that candidates sign against their examination numbers in the attendance sheet provided by the Academic Officer. The attendance sheet must be handed to the Academic Office.
- Invigilators shall hand over all extra examination papers to the Academic Office.

8.10 Release of Results end of Semester Examination

- Provisional examination results in each semester shall be released by the Academic Office after Examination Committee meeting and finally being verified by NACTVET.

8.11 Appeals

- wherever a candidate is pained by the judgment taken, or disappointed with the marking of his examination, calculation of marks, grades or any other academic matter, he may submit his appeal to the Academic Office in writing.
- All appeals should be wedged to Academic Office within 14 days from the date of the release of provisional examination results
- All appeals must be accompanied by a nonrefundable fee of a hundred thousand Tanzania shillings only (Tshs. 80,000/=) per subject.
- Similar rate or any other rates agreed by the Academic Office shall be changed for any further appeals or application for review of appeal decisions.

8.12 Conservation of Examination Scripts

- The College shall maintain student's examination scripts in keeping for two years before they can be disposed of.

8.13 Development from Semester to Semester

- A candidate shall be permitted to ensue the semester as a continuing student after passing all the examinations for the preceding semester.
- A student who fails in his supplementary examinations will be allowed to repeat a year in the failed subject(s) on the condition that:-
 - He will be required to pay half of the tuition fee applicable in the particular year when he repeats the subject.

- He attends classes so that he is able to do course work along with other students. He does the examination in the respective semester.
- If the student fails again in this exam he will not be allowed to repeat.
- Supplementary examinations will be twice a year after each semester exams result. Any student who has qualified to continue with his studies may sit for a supplementary examination in any subject in which he has failed. The highest grade to be awarded in supplementary examination shall be C.
- Continuous assessments in general cannot be supplemented and will not be carried over to supplementary.
- Continuing student who fail in the supplementary examination will be allowed to repeat a year in the failed subjects(s).
- A special examination shall be regarded as a first sitting, for a student who, for satisfactory reasons, was allowed by the Academic Office to postpone the examination(s). A candidate, who either fails or does not appear in special examination(s) without any real reason(s) shall repeat a year.

- Normally, special examinations will be given at the time of supplementary examinations. For the purpose of these regulations, “special exam means an examination taken following one’s failure to sit for a normal examination for reasons of which permission for absence was granted by the Academic Office”

8.14 Certificates and Transcripts

8.14.1 Indemnity of Certificates

The Colleges Academic Office shall subject Certificate or other award to candidates as affirmed to contain fulfilled the academic committee and shall have been suggested to the Academic Office for the internment, and award of such certificate or other awards.

8.14.2 Insurance of Certificates

The College shall issue Certificate or other award to candidates as shall be declared to have satisfied the academic performance.

8.14.3 Loss of Academic Certificate

The College may issue another copy in case of loss, or total or partial destruction of original certificate or academic transcription on conditions that:-

- The applicant produces a sworn affidavit
- The certificate so issued shall be marked “*COPY*” cross it.
- The replacement certificate shall not be issued until 6 months after reporting the loss to the College.
- The applicant must produce evidence that the loss had been adequately publicly announced in Government newspapers, including a written loss report from the police
- The replacement fee shall be Tshs.50,000 (fifty thousand) shillings. This fee is subject to review by the academic Committee from time to time.

CHAPTER NINE

9.1 COURSE FEES

9.1.1 Fees

At the beginning of the Academic year all students are expected to pay full College fees before they can be allowed to use College facilities. Payment of fees should be made before or during registration. Failure to pay within the specified period may result in the withdrawn of registration.

9.2 Mode of payment

All payments for fees directly paid to TaSUBa should be made by depositing through **M-PESA, TIGO PESA, AIRTEL MONEY** or Bank Account, before any payment ask **CONTROL NUMBER** from the following mobile numbers during office hours **0716072288, 0688489654, 0712596757, 0624100684, or 0763275517**. However the College is not responsible for any type of charges and or Taxes and the fees once paid is not refundable.

9.3 Fee Structure

Tuition Fee paid is for that particular academic year, and it is subject to review from time to time when need arises.

The current Students Training costs for NTA Level 4, 5 & 6 Programs are as shown in the schedules given hereunder.

Taasisi ya Sanaa na Utamaduni Bagamoyo

(TaSUBa)

Certificate and Diploma Programmes

Fee Structure for Academic Year 2019/2020

1	DIRECT COST PAYABLE TO COLLEGE		CERTIFICATE (NTA 4)	DIPLOMA (NTA 5 & 6)	
				1ST YEAR	2ND YEAR
	COURSES/PROGRAMMES				
	Tuition Fee	Performing and Visual Arts	630,000	720,000	720,000
		Music and Sound Production	840,000	960,000	960,000
		Film and Television Production	840,000	960,000	960,000
2	STUDENTS' COSTS PAYABLE DIRECT TO THE COLLEGE				
	College Accommodation	OLD Hostels	160,000	160,000	160,000
		NEW Hostels	220,000	220,000	220,000
	Caution Money		20,000	20,000	-
	Graduation Gown		-	-	35,000
	Quality Assurance Fee		15,000	15,000	15,000
	Research Project		-	-	50,000
	Admission Fee		10,000	10,000	-
	Student ID Card		10,000	10,000	-
3	DIRECT STUDENTS COSTS PAYABLE TO THE STUDENTS				
	Medical Expenses		100,000	100,000	100,000
	Meals		2,400,000	2,400,000	2,400,000
	Stationeries		200,000	200,000	200,000
	Students' Union Fee		20,000	20,000	20,000

NOTE:

The College has limited accommodation facilities in Campus. Arrangements shall be made for off-campus accommodation after students' arrival.

Parents are required to pay direct to the student medical fees of at least Tsh. 100,000/= per academic year.

The College offers cafeteria services for all meals to students at different rates through a private caterer. The meals are paid for at the cafeteria counter.

For more clarification, please contact: +255(0) 763 408 792 or +255(0) 655 840 4



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