TANZANIA COMMISSION FOR UNIVERSITIES

CURRICULUM DEVELOPMENT FRAMEWORK FOR ALL LEVELS OF UNIVERSITY EDUCATION IN TANZANIA
(University Qualifications Framework (UQF) 6 - 10)

NOVEMBER 2021

BACKGROUND INFORMATION

This Curriculum Development Framework, 2021 is a revised version of the Framework, 2018. It is aligned with the Standards and Guidelines for University Education in Tanzania 2019. It will serve as a guide to universities in the development and approval of new or revised curricula, and to the Commission in the accreditation or re-accreditation of curricula.

The Framework contains different sections reflecting specific quality aspects both qualitative and quantitative. To allow institutional peculiarity, universities may wish to add some feature(s) that deem important in order to meet institutional objectives. It is expected that this version of the Framework will be user-friendly to the developers of curricula and approval organs within Universities.

Submission of all curricula to the Commission is done through an online system "*Programme Management System (PMS)*". To ensure compliance with quality assurance mechanisms for the design, development and approval of curricula by the universities, submission to the Commission has to be accompanied with the following:

i)   Vice Chancellor's submission letter indicating that the curriculum has been endorsed by relevant Department, Faculty/College/School, and approved by the Senate;

ii) Verified extract of the Senate minutes of the meeting that approved the curriculum;

iii) Payroll of academic staff indicated in Section 8.0 for recent three consecutive months;

iv) Verification letter from the professional body(ies) to confirm their involvement in the design and development of the proposed/reviewed curriculum;

v)   Minutes of stakeholders' meeting for validation of the proposed or reviewed curriculum;

vi) Market survey/need assessment report for the newly developed curriculum;

vii) Tracer study report for the reviewed curriculum; and

viii) Section 9.0 should only be filled for the reviewed curriculum.

1. **Institutional Profile**
   1.1 Name of Institution
   1.2 Cluster of Institution (Full-fledged University, Constituent/Campus College, Centre, or Institute)
   1.3 Nature of Provider (Private, public, private-public partnership
   1.4 Programme Host Department
   1.5 Head of Department and his/her contacts (*Please include postal address, email, and telephone numbers (both personal and office number*))

2. **Programme Details**
   2.1 Proposed Programme Title
   2.2 Programme Cluster *(Refer to the booklet of institutional and programme clusters available at the PMS homepage)*
   2.3 Programme Discipline (*Refer to the booklet of institutional and programme clusters available at the PMS homepage)*
   2.4 UQF Level *(Refer to the University Qualifications Framework, 2012 available at TCU website)*
   2.5 Programme Duration and Credits

Number of Years	Total Number of Semesters	Total Credits

   2.6 Programme Status (*Full-time or part-time*)
   2.7 Mode of Delivery *(Face-to-face, blended, outreach, distance, online, etc.)*
   2.8 Location of the Delivery (*Physical address where the actual training will be based*)
   2.9 Proposed Intake Number of Students (*Initial intake number and expected intake in the next 4 academic years*)

Enrolment Year	*Year 1*	*Year 2*	*Year 3*	*Year 4*
Number of Students				

   2.10 General Minimum Entry Requirements for Admission *(Must be precise and clear, should describe minimum points/grade/GPA. Refer to the Handbook for Standards and Guidelines for University Education in Tanzania, 2019)*

   2.10.1 Programme Specific Entry Requirements for Admission *(Must be precise, clear and relevant)*

   2.11 Practical Project/Training or Fieldwork Attached to the Programme (*If there will be field practical/attachment/projects (Off-Campus or on-campus) and how will it*

be organized and assessed)

2.12 List of other Accredited Programmes in the Host Department/Faculty/College/School

S/N	Programme name	Date Accredited	Number of Continuing Students	Number of Academic Staff Available for the Programme			
				PhD	Master	Bachelor	Total
1.			Year 1: ……				
			Year 2:……				
			Year 3:……				
			Year 4:……				
			Year 5:……				
2.			Year 1:……				
			Year 2:……				
			Year 3:……				

3. Rationale for Programme Development/Review

3.1 Justification of the Programme Undertaken (*What a programme intends to achieve? Does it meet the specific needs in the sector? Does it benefit the society and the economy? How does it help to achieve the objectives of the UQF?*)

3.2 Stakeholders Involvement (*List type of stakeholders involved, their relevance to the programme and method of involvement*)

3.3 Programme Objectives and Philosophy (*Maximum 200 words*)

3.4 Programme Expected Learning Outcomes and its Associated Teaching/Learning Activities and Assessment Criteria (*Refer to the University Qualifications Framework, 2012 available at TCU website under Accreditation Matters)*

Qualification Category		*e.g. Undergraduate*	*Assessment Criteria*
Qualification Type		*e.g. Bachelor Degree*	
Levels		*e.g. UQF 8*	
Learning Outcomes	Knowledge		
	Skills		
	Competences		

4. Programme Management

4.1 Entry Arrangement (*Requirement for application, selection process, policies and procedures with regard to admission and appeal procedures. Maximum 300 words*)

4.2 Credit Transfer and Progression to Higher Levels of Studies (*Requirements and procedures for credit transfer. Possibility for further studies. Refer to the University Qualifications Framework, 2012 available at TCU website under Accreditation Matters*)

4.3 Learning Assumed to be in Place *(Pre-requisite learning. Competencies and knowledge which the learner is assumed to have acquired, prior to enrolment in the qualification)*

4.4 Benchmarking and International Comparability (*Identify similar programmes locally and internationally, assess them and say something learnt as best practice from the process. Maximum 150 words*)

4.5 List Programmes/Disciplines Directly Related to the Proposed or Reviewed Programme (*e.g. For BSc Biology programme, **some** direct related disciplines are zoology, microbiology, botany, etc.)*

4.6 List other Programmes/Disciplines Supporting the Proposed or Reviewed Programme *(e.g. For BSc Biology programme, **some** supporting disciplines are Communication skills, Development studies, Information and communication technology, English language, etc.)*

4.7 Programme Delivery Monitoring and Evaluation Mechanisms (*Specify how delivery of the programme will be monitored and evaluated each year during its life cycle, the exercise should also include evaluation of academic staff for each course*)

4.8 Normal Learning Matrix and Course Matrix (*For determination of the % of time to be assigned for learning for various levels of UQF, refer to the University Qualifications Framework, 2012 or the Handbook for Standards and Guidelines for University Education in Tanzania, 2019 available at TCU website under Accreditation Matters)*

Semester 1, Year 1

Course Code	Course Name	Core or elective	Lecture Hrs	Tutorial/ Seminar Hrs	Assignment Hrs	Independent Study Hrs	Practical Hrs	Total Hrs	Credits
Total									

Indicate number of electives to be taken

Semester 2, Year 1

Course Code	Course Name	Core or elective	Lecture Hrs	Tutorial/ Seminar Hrs	Assignment Hrs	Independent Study Hrs	Practical Hrs	Total Hrs	Credits
Total									

NB: *Semesters for other years should also follow same tables format as provided for year 1*

5. **Assessment Details** (*Should **not** refer to University documents instead relevant information from the documents should be extracted and briefly presented, the remaining information can be appended*)

   5.1 Programme assessment strategy (*For both, formative and summative assessment*)
   5.2 Examination general format and examination regulations
   5.3 Examination moderations, practical and thesis assessment where applicable
   5.4 Condition for continuation and discontinuation
   5.5 Weight of each component in the final assessment of the programme

6. **Courses Description**

   Course outlines for all courses or modules to be taught and learnt within the programme have to be provided here i.e. course matrix (*This section should follow the outline of each course as shown below*)

   i)   Course Title (*Refer to the UQF qualification titles and nomenclatures*)
   ii)   Course Aim
   iii)   Course Expected Learning Outcome(s)
   iv)   Course Status (Core or Elective)
   v)   Credit Rating (*Refer to the UQF Credit Framework*)
   vi)   Total Hours Spent
   vii)   Course Content
   viii) Teaching and Learning Activities (*Activities that would facilitate achievement of planned learning outcomes*)
   ix)   Assessment Methods (*An assessment criterion on how to achieve the outcomes in (iii) above*)
   x)   Reading List *(Indicate the list of up-to-date textbooks, journals and the reference books)*

7. **Facilities and Support Services** *(Facilities here should include only those directly related to this programme and not institutional wide facilities)*

7.1 Facilities *(Refer to the Handbook for Standards and Guidelines for University Education in Tanzania, 2019)*

   a) *Provide details of current available space allocated to the proposed or reviewed programme*
   b) *Provide number and capacity for each of the following: lecture rooms, laboratories, studio, workshop, seminar rooms, special rooms and others*
   c) *Provide details of additional space required for the proposed or reviewed programme*

7.2 Library Facility *(Refer to the Handbook for Standards and Guideline for University Education in Tanzania, 2019)*

   a) *Access of a learner to library facilities? (actual/remote)*
   b) *Specify location(s) and staff qualifications of the library staff or technical staff for the proposed or reviewed programme*
   c) *Material (Give detailed list of all relevant readings available in the library accessible remotely or actual. Classify them into discipline/subjects- e.g. for Bachelor of Arts with Education-History readings, educational foundation readings, Psychology readings, etc. as well as an average facility: student ratio)*
   d) *Indicate list of textbooks and reference books, journals for each course*

7.3 Equipment (*Provide details of the type(s) of equipment currently available, which are pertinent to the proposed or reviewed programme in terms of type of equipment and quantity required as well as an average equipment: student ratio)*

7.4 Information and Communications Technology (*Provide details of the type(s) of technology/equipment currently available, which are pertinent to the proposed or reviewed programme as well as an average facility: student ratio. Refer to the Handbook for Standards and Guidelines for University Education in Tanzania, 2019*)

7.5 Learner Support Services (*Provide details of academic and non-academic support services available to learners like academic advisor(s), lavatories, internet, health centre(s), computers, accommodations, counselling facility(ies), sports and games facilities etc. Refer to the Handbook for Standards and Guidelines for University Education in Tanzania, 2019*)

8.0 ACADEMIC STAFF AVAILABLE TO RUN THE PROPOSED OR REVIEWED PROGRAMME

Table 8.1   List of Academic Staff with Qualifications Directly Related to the Proposed or Reviewed Programme

S/N	Name of Academic Staff	Nationality	Age (yrs)	Academic Rank	Academic Qualification	Duration of Studies (yrs)	Final GPA Attained	Conferring Institution	Year Qualification Obtained	TCU Recognition Certificate Number for Foreign Award	Employment Status (Full time/Part time/Full time equivalent)*	Teaching experience in years	His/her Check Number	List of Teaching Courses by Code	Semester	Year
1.	Ahmed John	Tanzanian	46	Senior Lecturer	Bachelor of Arts in Economics	3	3.5	London University College	1999		Full-time	10	111	EC 151	1	1
					Master of Arts in Economics	2	4.0	University of Dar es Salaam	2003							
					PhD in Microeconomics	4	Pass	University of Nairobi	2008							
2.																

*Staff under **fulltime equivalent** should be supported by engagement letters or Memorandum of Understanding (MoU) or both depending on the arrangement*

Table 8.2   List of Academic Staff with other Qualifications to Teach Supporting Courses in the Proposed or Reviewed Programme

S/N	Name of Academic Staff	Nationality	Age (yrs)	Academic Rank	Academic Qualification	Duration of Studies (yrs)	Final GPA Attained	Conferring Institution	Year Qualification obtained	TCU Recognition Certificate Number for Foreign Award	Employment Status (Full time/Part time/Full-time equivalent*)	Teaching experience	His/her Check Number	List of Teaching Courses by Code	Semester	Year
1.	Ken Omary	Tanzanian	50	Senior Lecturer	Bachelor of Arts in Political Science and Public Administration	3	3.5	London University College	1999		Full-time	10	200	DS 101	1	1
					Master of Arts in Development Studies	2	4.0	University of Dar es Salaam	2002							
					PhD in Public Policy Analysis	4	Pass	University of Nairobi	2008							
2.																

*Staff under **full-time equivalent** should be supported by engagement letters or Memorandum of Understanding (MoU) or both depending on the arrangement*

Table 8.3   List of Technical Staff Available for the Proposed or Reviewed Programme

S/N	Name of Academic Staff	Nationality	Age (yrs)	Rank	Academic Qualification	Duration of Studies (yrs)	Final GPA Attained	Conferring Institution	Year Qualification obtained	TCU Recognition Certificate Number for Foreign Award	Employment Status (Full time/Part time/Full time equivalent)	Experience	His/her Check Number	List of Courses Supported by Code	Semester	Year
1.	Bakari Mtwa	Tanzanian	45	Lab technician	Diploma in Laboratory Sciences	2	3.5	London University College	1999		Full time	11	101	LS 101	1	1
					Bachelor of Laboratory Sciences	3	4.0	University of Dar es Salaam	2003							
2.																

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Table 8.4   List of Academic Staff Involved in the Development of the Proposed or Reviewed Programme

S/N	Name of Academic Staff	Nationality	Age (yrs)	Academic Rank	Academic Qualification	Duration of Studies (yrs)	Final GPA Attained	Conferring Institution	Year Qualification obtained	TCU Recognition Certificate Number for Foreign Award	Employment Status (Full time/Part time/Full time equivalent)	Teaching experience
1.	Ken Omary	Tanzanian	50	Senior Lecturer	Bachelor of Arts in Political Science and Public Administration	3	3.5	London University College	1999		Full-time	10
					Master of Arts in Development Studies	2	4.0	University of Dar es Salaam	2003			
					PhD in Public Policy Analysis	4	Pass	University of Nairobi	2008			
2.												

SECTION 9   COMPARISON MATRIX FOR A REVIEWED CURRICULUM

This section has to be filled only for a reviewed curriculum. It intends to evaluate changes made by either addition or deletion so as to measure percentage changes of the reviewed curriculum.

Existing Name of the Programme:………………………………

Proposed Name of the Reviewed Programme (If applicable):………………………………

Semester I Year I

EXISTING CURRICULUM			REVIEWED CURRICULUM			REMARKS (e.g., *Course removed, New Course added, Course content changed etc.*)
Course Code	Course Title	Credits	Course Code	Course Title	Credits	
Total number of Credits			Total number of Credits			

Semester II Year I

EXISTING CURRICULUM			REVIEWED CURRICULUM			REMARKS (e.g., *Course removed, New Course added, Course content changed etc.*)
Course Code	Course Title	Credits	Course Code	Course Title	Credits	
Total number of Credits			Total number of Credits			

NB: Semesters for other years should also follow same tables format as provided for year 1

OVERALL PERCENTAGE CHANGE OF THE PROGRAMME……..