



SILVA INSTITUTE
of BUSINESS AND MANAGEMENT

2017 PROSPECTUS

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Abbreviations

AC	Accountancy
ACCA	Association of Certified and Chartered Accountants
AIDS/HIV	Acquired Immunodeficiency Syndrome/Human Immune Virus
AM-SIG	Academy of Marketing-Special Interest Group
BA	Business Administration
BEST-AC	Business Environment Strengthening for Tanzania – Advocacy Component
Bsc	Bachelor of Science
BTAC	Basic Technician in Accounting
BTBA	Basic Technician in Business Administration
CMSA	Capital Market and Securities Authority
CPA	Certified Public Accountancy
CSP	Certified Supplies Professional
DAC	Diploma in Accounting
DBA	Diploma in Business Administration
DPLM	Diploma in Procurement and Logistic Management
EWURA	Energy, Water and Utility Regulatory Authority
FCCA	Fellow Certified Public Accountancy
FeMSEDA	Federal Micro and Small Enterprise Development Agency
GPA	Grade Point Average
HRM	Human Resources Management
MBA	Master of Business Administration
NACTE	National Council for Technical Education
NBAA	National Board of Accountants and Auditors
NTA	National Technical Award
PLM	Procurement and Logistics Management
SIBM	Silva Institute of Business and Management
SME	Small and Medium Enterprises
TAA	Tanzania Association of Accountants
TAFEC	Tanzania Foundation
UK	United Kin
UNIDO	United Nations Industrial Development Organisation

1.0 INTRODUCTION AND BACKGROUND

Silva Institute of Business and Management is a prestigious institute owned by BluWat Tanzania Limited a limited liability company incorporated in Tanzania under the Companies Act, 2002 vide Certificate of Incorporation number 86598 issued on 20th October 2011.

This a submission of the information about the Silva Institute of Business and Management (SIBM) for the purpose of seeking the Accreditation status by the National Council of Technical Education (NACTE).

SIBM is located at Kigamboni Division Plot 90 Block D Kimbiji Kijaka in Temeke District, Dar es Salaam Region. Administratively, Temeke is divided into three divisions namely Chang’ombe, Mbagala and Kigamboni. Kigamboni is situated in Dar-Es-Salaam, Tanzania and its geographical coordinates are 6° 49' 0" South, 39° 19' 0" East. According to various studies, the presence of unpolluted beaches, the redevelopment of Kigamboni will spearhead economic development and increase the national income.

Table 1: Land Area and Administrative Units.

Division	Area Sq. km	Ward	Sub ward
Chang’ombe	33.90	9	46
Mbagala	347.68	7	54
Kingamboni	268.96	8	58
	656	24	158

Source: Municipal Council Economic office-Temeke (Year 2011)

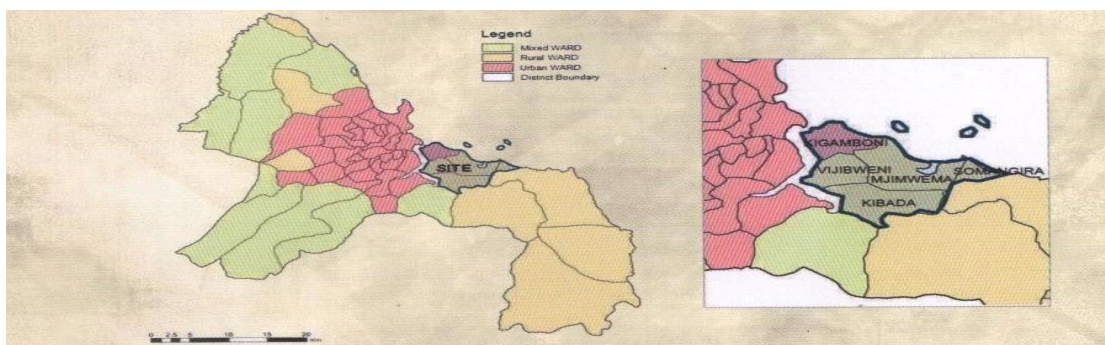


Figure 1: Map of Kigamboni showing project site. Source: Wikipedia

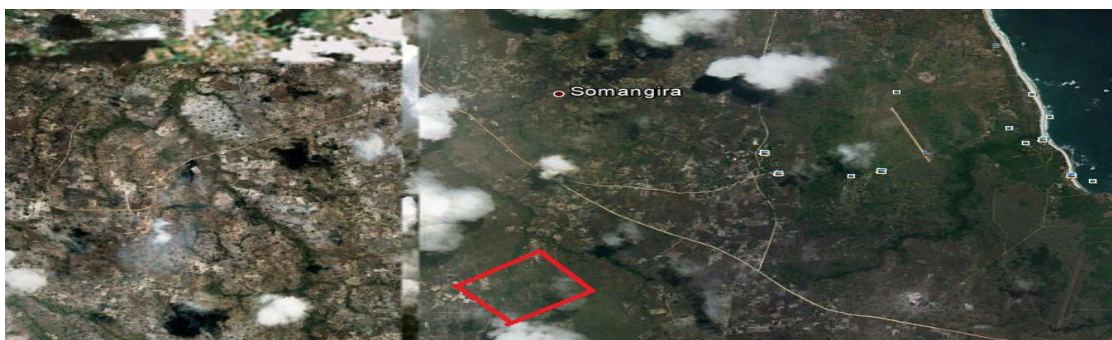


Figure 2: satellite image showing project area. Source: Google Earth

2.0 AUTHORITY

SIBM was the registered on 4th April 2013 under the Business Names (Registration) Act (Cap 213). SIBM is owned by BluWat Tanzania Limited an investment company. The institute is registered with the National Council for Technical Education (NACTE) with Registration No **REG/BMG/053**.

3.0 VISION AND MISSION

Mission, Vision, and Values Mission Statement of SIBM

The mandate of SIBM are:

- a) provision of technical and higher education, promotion of research and advancement of learning;
- b) dissemination of knowledge and giving opportunity of acquiring higher education to all persons including persons with disabilities wishing to do so regardless of race, political opinion, color or sex and
- c) provision of accessible physical facilities to the users of the Institute

Vision

To be a leading knowledge centre for academic excellence, innovations and technological advancement in East and Central Africa.

Mission Statement

To provide innovative teaching, learning, research and services responsive to National and Global needs through high quality, affordable and highly demanded programmes thereby building the institution's consistency and reputation as the most trusted education center of business, management, health and other related disciplines.

Core Values

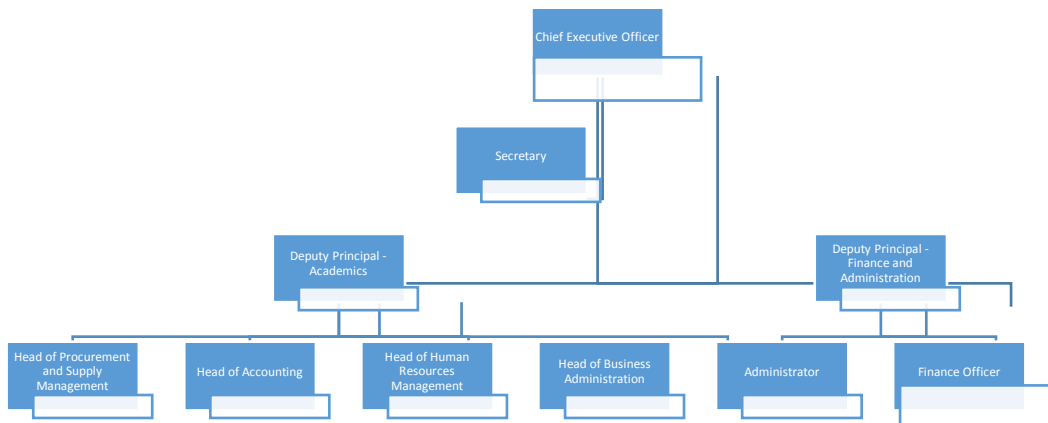
Silva Institute of Business and Management in the pursuit of its mission will be guided by the following core values:

- a) Allegiance to the Institution
- b) Integrity
- c) Professionalism
- d) Openness to diversity
- e) Teamwork
- f) Community cohesion
- g) Conducive learning environment

The Institute Governance and Administrative Structure

The Institute Council is the supreme organ of the Institute responsible for the overall administration of the Institute. On top of the council is the Board of Directors of the parent company "BluWat Tanzania Limited".

The Council is also responsible for the organisation, control and direction of the academic matters of the Institute. While the Executive Director, represents the interest of the Board of the parent company into the Council and the Institute Chief Executive Officer is the Administrative and Academic Head.



4.0 ACADEMIC AWARDS

SIBM offers the National Technical Awards that is competence or outcomes based standards awards established to be conferred on graduates of technical education and training upon successful completion of the respective studies offered by our institute.

4.1 Academic programs

The college offers one yearly course in Accountancy, Procurement and Logistics Management, Human Resource Management and Business Administration at three levels (NTA Level 4-5-6) namely:-

1. Basic Technician Certificate in Accountancy
2. Basic Technician Certificate in Procurement and Logistics
3. Basic Technician Certificate in Humana Resources Management
4. Basic Technician Certificate in Business Administration
5. Technician Certificate in Accountancy
6. Technician Certificate in Procurement and Logistics
7. Technician Certificate in Human Resources Management
8. Technician Certificate in Business Administration
9. Ordinary Diploma in Accountancy
10. Ordinary Diploma in Procurement and Logistics
11. Ordinary Diploma in Humana Resources Management
12. Ordinary Diploma in Business Administration

4.2 Grading System

M/arks will be awarded out of 100 per cent. The marks so obtained from different assessment components will be graded as follows:

Table 2: Grading System

S/N	SCORE RANGE	GRADE	DEFINITION
1.	80 – 100	A	EXCELLENT
2.	65 – 79	B	GOOD
3.	50 – 64	C	AVERAGE
4.	40 – 49	D	POOR
5.	0 – 39	F	FAILURE
6.	0 – 34	I	INCOMPLETE
7.	0	Q	DISQUALIFICATION

4.3 Classification of Award

Grades for the different score ranges are assigned points as follows:

A – 4	D- 1
B – 3	F - 0
C- 2	

The Grade Point Average (GPA) shall be computed from credits and grade weights and classified as shown below:

Table 3: Computation of GPA

CLASS AWARD	CUMULATIVE GPA
FIRST CLASS	3.5 – 4.0
UPPER SECOND CLASS	3.3 – 3.4
PASS	2.0 – 2.9

An award shall be given to a candidate who satisfies the following condition:

- (a) Candidate must have successfully completed and passed all modules for which the award is to be made; and
- (b) Candidate has achieved the minimum cumulative Grade Point Average (GPA) equivalent to pass.

4.4 Computation of Cumulative GPA

- (a) A cumulative grade point average (Cum GPA) for each candidate shall be computed by dividing the total number of grade points earned for all modules by the total number of credits for the award examined.

i.e.
$$\text{Cumulative GPA} = \frac{\text{Sum of } P \times N}{\text{Sum of } N}$$

Where **P** represents a grade point assigned to a letter grade scored by the candidates in a module and **N** represents the number of credits associated with the module.

(b) The Grade Point Average (GPA) shall be computed and truncated to single decimal point.

5.0 EDUCATION PROGRAMMES

SIBM offers the three Academic Programmes

- Accountancy;
- Procurement and Logistics Management;
- Human Resources Management and
- Business Administration.

Below we provide an extract from **NTA Level 4 – Accountancy** syllabi as regards to the programme outline.

5.1 Fundamental Module

This refers to those modules that provide a range of basic skills, knowledge and principles appropriate to the course.

Table 4: NTA Level 4-Accountancy-Fundamental Courses

Code	Module Title	Scheme of Study hrs/wk				Credit Per Module
		L	T	P	AS	
GST 04102	Basic Commercial Knowledge	4	4	-	2	10
GST 04103	Commercial Arithmetic	8	4	-	3	10
GST 04104	Introduction to Communication Skills	4	4	-	2	10
GST 04105	Basic Store Keeping	7	2	-	1	10
GST 04207	Introduction to Office Practice and Records Management	5	3	-	2	10
GST 04208	Introduction to Customer Care and Ethics	6	2	-	2	10
GST 04209	Elements of Computer Application	6	2	-	2	10
GST 04210	Introduction to Societal and Environmental Studies	6	2	-	2	10
Sub Total		46	24	-	15	80

Key:

L..... Lecture; T..... Tutorials; P..... Practical
AS..... Assignment

5.2 Core Modules

These are modules associated with core studies provide the development of main themes of the programme.

Code	Module Title	Scheme of Study hrs/wk				Credit Per Module
		L	T	P	AS	
ACT 04101	Book Keeping	10	4	-	1	20
ACT 04206	Book Keeping and Accounts	12	6	-	2	20
Sub Total		22	10	-	3	40

Key:

L..... Lecture; T..... Tutorials; P..... Practical
AS..... Assignment

5.3 Summary of Modules NTA Level 4

Table 5: Summary of Modules at NTA Level 4

S/N	Code	Module Name	Semester	
			1	2
1	ACT 04101	Book Keeping	✓	■
2	GST 04102	Basic Commercial Knowledge	✓	
3	GST 04103	Commercial Arithmetic	✓	
4	GST 04104	Introduction to Communications Skills	✓	
5	GST 04105	Basic Store Keeping	✓	
6	ACT 04206	Bookkeeping and Accounts		✓
7	GST 04207	Introduction to Office Practice and Records Management		✓
8	GST 04208	Introduction to Customer Care and Ethics		✓
9	GST 04209	Introduction to Computer Applications		✓
10	GST 04210	Introduction to Societal and Environmental Studies		✓

6.0 ACADEMIC CREDIT

The Institute adopted the government Notice no 223 as regards to the Academic Credits awards. Credits are awarded to candidates as evidence of learning achievement. The credit awards are evidenced by learning achievement and are derived through estimation of national time in the sense that 1 credit is equal to 10 national hours. National time refers to a period spent by an average student in learning about something towards realising a learning outcome.

Table 3 below is the credit guideline and the competence level descriptors for level 4-6

Table 6: Credit Award Guidelines

NTA Level	Qualification Title	Minimum Overall Credits	Minimum Credit from Current NTA Level	Maximum Credit from Lowest NTA Level	Lowest NTA Level	Competence Level Descriptors (Short Version/Indicative Version)

4	Basic Technician Certificate	120(From NTA 4)	120	0	-	The holder of the qualification will be able to apply skills and knowledge at routine level
5	Technicians Certificate	120 (from NTA 5)	120	0	4	The holder of the qualification will be able to apply skills and knowledge in a broad range of work activities, most of which are non-routine.
6	Ordinary Diploma	240 (from NTA6&5)	140	30	5	The holder of the qualification will be able to apply knowledge, skills and understanding in a broad range of complex technical activities, a high degree of personal responsibility for work of others.

7.0 EDUCATION OBJECTIVES

The education objectives are detailed in the draft prospectus and programme curriculum, below we provide the summary of individual objectives of the programmes.

7.1 Programme Education Objectives

Objectives NTA – level 4: Accountancy

The main objective of developing competence based curriculum is to prepare technical personnel who will work flexibly at different workplaces. After completing a year on the NTA Level 4, a successful learner should be able to:-

- Describe the role of bookkeeping and accounting, prepare source document and record financial transactions;
- Receive, effect payments and perform banking duties;
- Apply basic computer knowledge in accounting duties and perform arithmetic operations;
- Apply Customer Care, Commercial Knowledge and Communicate Properly;
- Prepare simple financial statements;
- Receive, Inspect and Store Goods; and
- Address Social Economic Challenges (HIV/AIDS, Environment, Gender and Child Labour) at Work Place.

Objectives NTA-Level 5: Accountancy

The main objective of developing competence based curriculum is to prepare technical personnel who will work flexibly at different workplaces. After completing the NTA level 5 programme a successful learner will be able to:

- Apply accounting procedures to prepare budget;
- Apply accounting principles and procedures to close books of accounts, correct errors and prepare simple financial statements(sole trader);
- Manage petty cash, maintain vote/cash book and perform bank reconciliation;
- Apply information technology, mathematical principles, communication skills and basic commercial knowledge to perform accounting duties;
- Demonstrate an understanding of principles of economics and perform Government and Cooperative Accounting Duties; and
- Employ principles of costing, procurement and supply, and elements of auditing to perform accounting duties.

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Objectives NTA-Level 6: Accountancy

The main objective of developing competence based curriculum is to prepare technical personnel who will work flexibly at different workplaces. After completing NTA level 6 programme, a successful learner should be able to:

- Supervise non routine accounting duties;
- Manage small enterprises;
- Procure goods, works and services and assist in auditing accounts, procurement and inventories;
- Apply Principles, Practice and Techniques of Management to Supervise and Advise Management;
- Manage Small Enterprises;
- Procure Goods Works and Services and Assist in Auditing of Accounts, Procurement and Inventory;
- Prepare Financial Statements, Departmental Budget and Perform Financial Management Duties;
- Perform Taxation and Government Accounting Duties; and
- Apply communication skills, commercial law, information technology, and mathematical principles to perform accounting duties

Objectives NTA-Level 4: Business Administration

The main objective of developing competence based curriculum is to prepare technical personnel who will work flexibly at different workplaces. The specific objectives include among other things to:

- Help trainees to acquire the competencies designed with the aim of enabling them to work effectively;
- Facilitate training in consideration of individual learning differences by using alternatives paths and flexible scheduling of learning activities, and also help learners to be more responsible for their own learning;
- Facilitate a greater variety of courses to study to meet desired needs of business administration stakeholders;
- Implement training needs programmes using a wide range of provisions which satisfy the educational criteria for competent technician training;
- Make training needs clear and specific, resulting in more efficient utilization of training resources; and
- Facilitate more efficient educational exchange between trainer and trainees.

Objectives NTA-Level 5: Business Administration

The main objective of developing competence based curriculum is to prepare technical personnel who will work flexibly at different workplaces. The specific objectives include among other things to:

- Help trainees to acquire the competencies designed with the aim of enabling them to work effectively;
- Facilitate training in consideration of individual learning differences by using alternatives paths and flexible scheduling of learning activities, and also help learners to be more responsible for their own learning;
- Facilitate a greater variety of courses to study to meet desired needs of business administration stakeholders;
- Implement training needs programmes using a wide range of provisions which satisfy the educational criteria for competent technician training;
- Make training needs clear and specific, resulting in more efficient utilization of training resources; and
- Facilitate more efficient educational exchange between trainer and trainees.

Objectives NTA-Level 6: Business Administration

The main objective of developing competence based curriculum is to prepare technical personnel who will work flexibly at different workplaces. After completing NTA level 6 programme, a successful learner should be able to:

- Supervise non routine accounting duties;
- Manage small enterprises;
- Procure goods, works and services and assist in business administration activities;
- Apply Principles, Practice and Techniques of Management to Supervise his/her juniors and Advise Management;

- Manage Small Enterprises; and
- Apply communication skills, commercial law, information technology, and mathematical principles to perform administrative duties.

Objectives NTA-Level 4: Human Resources Management

The main objective of developing competence based curriculum is to prepare technical personnel who will work flexibly at different workplaces. The specific objectives include among other things to:

- Help trainees to acquire the competencies designed with the aim of enabling them to work effectively;
- Facilitate training in consideration of individual learning differences by using alternatives paths and flexible scheduling of learning activities, and also help learners to be more responsible for their own learning;
- Facilitate a greater variety of courses to study to meet desired needs of human resource stakeholders;
- Implement training needs programmes using a wide range of provisions which satisfy the educational criteria for competent technician training;
- Make training needs clear and specific, resulting in more efficient utilization of training resources; and
- Facilitate more efficient educational exchange between trainer and trainees.

Objectives NTA-Level 5: Human Resources Management

The main objective of developing competence based curriculum is to prepare technical personnel who will work flexibly at different workplaces. The specific objectives include among other things to:

- Help trainees to acquire the competencies designed with the aim of enabling them to work effectively;
- Facilitate training in consideration of individual learning differences by using alternatives paths and flexible scheduling of learning activities, and also help learners to be more responsible for their own learning;
- Facilitate a greater variety of courses to study to meet desired needs of human resource stakeholders;
- Implement training needs programmers using a wide range of provisions which satisfy the educational criteria for competent technician training;
- Make training needs clear and specific, resulting in more efficient utilization of training resources; and
- Facilitate more efficient educational exchange between trainer and trainees.

Objectives NTA-Level 6: Human Resources Management

The main objective of developing competence based curriculum is to prepare technical personnel who will work flexibly at different workplaces. After completing NTA level 6 programmes, a successful learner should be able to:

- Help trainees to acquire the competencies designed with the aim of enabling them to work effectively;
- Facilitate training in consideration of individual learning differences by using alternatives paths and flexible scheduling of learning activities, and also help learners to be more responsible for their own learning;
- Facilitate a greater variety of courses to study to meet desired needs of human resource stakeholders;
- Implement training needs programmes using a wide range of provisions which satisfy the educational criteria for competent technician training;
- Make training needs clear and specific, resulting in more efficient utilization of training resources; and
- Facilitate more efficient educational exchange between trainer and trainees.

Objectives NTA-Level 4: Procurement and Logistic Management

The main objective of developing competence based curriculum is to prepare technical personnel who will work flexibly at different workplaces. The specific objectives include among other things to:

- Help trainees to acquire the competencies designed with the aim of enabling them to work effectively;
- Facilitate training in consideration of individual learning differences by using alternatives paths and flexible scheduling of learning activities, and also help learners to be more responsible for their own learning;
- Facilitate a greater variety of courses to study to meet desired needs of supplies and procurement and logistics stakeholders;

- Implement training needs programmes using a wide range of provisions which satisfy the educational criteria for competent technician training;
- Make training needs clear and specific, resulting in more efficient utilization of training resources; and
- Facilitate more efficient educational exchange between trainer and trainees.

Objectives NTA-Level 5: Procurement and Logistic Management

The main objective of developing competence based curriculum is to prepare technical personnel who will work flexibly at different workplaces. The specific objectives include among other things to:

- Help trainees to acquire the competencies designed with the aim of enabling them to work effectively;
- Facilitate training in consideration of individual learning differences by using alternatives paths and flexible scheduling of learning activities, and also help learners to be more responsible for their own learning;
- Facilitate a greater variety of courses to study to meet desired needs of supplies and procurement and logistics stakeholders;
- Implement training needs programmes using a wide range of provisions which satisfy the educational criteria for competent technician training;
- Make training needs clear and specific, resulting in more efficient utilization of training resources; and
- Facilitate more efficient educational exchange between trainer and trainees.

Objectives NTA-Level 6: Procurement and Logistic Management

The main objective of developing competence based curriculum is to prepare technical personnel who will work flexibly at different workplaces. The specific objectives include among other things to:

- Help trainees to acquire the competencies designed with the aim of enabling them to work effectively;
- Facilitate training in consideration of individual learning differences by using alternatives paths and flexible scheduling of learning activities, and also help learners to be more responsible for their own learning;
- Facilitate a greater variety of courses to study to meet desired needs of supplies and procurement and logistics stakeholders;
- Implement training needs programmes using a wide range of provisions which satisfy the educational criteria for competent technician training;
- Make training needs clear and specific, resulting in more efficient utilization of training resources; and
- Facilitate more efficient educational exchange between trainer and trainees.

8.0 GENERAL EDUCATION

SIBM does not offer any General courses however it is developing the quality assurance model that is as well undergoing improvement. Below we provide some information about the quality assurance policy at SIBM.

9.0 STUDENT SERVICES

The Gender characteristic of students is presented in Table 2. Although the Institute had no experience of registering physically disabled students it has provisions for students with physical disabilities for the main office, classrooms and cafeteria. Improvement is being made for ease of access of dormitories.

The following are services provided to students.

9.1 Cafeteria and Canteen services

The College provides no food; however, the cafeteria is open for students at prescribed times to cater for students meals need. The college monitors the running of the cafeteria/canteen at limited-subsidized cost to enable students meet the meals within the affordable budget. Menu for variety of food are available at the Students canteen.

9.2. Residence facility

The College provides a room and a bed. Students are required to bring with them the mattress. Other items associated with accommodation are the responsibility of the student/parent. All students must make a token contribution per academic year.

9.3 Medical facilities

All students will be directed to register with National Health Insurance Fund on reporting at the college.

9.4. Discipline

Every student is expected to be exemplary in the society, that is good behavior and maintain self-respect in accordance with the rules and regulations of the institute. It is the responsibility of the student to maintain self-discipline and respect of others. All students are provided with a copy of rules and regulations, which each student must abide to.

9.5 Secretarial services

We have a small facility that offers secretarial services; the plan is to enhance the capacity of this facility in order to accommodate the increased number of students.

9.6 Computer studies

The Institute offers computer classes to all students; this is aimed at preparing students to prepare their reports and to be ready for job placement.

9.7 Library services

The library services is open 6 hours during the day, efforts are being made to increase the number of text books in order to cope with the increase in the number of students.

9.8. Special Programme

The Institute also offers the life skills to enable the students to cope with the transit behavior towards maturity. Music and languages are also part of the special programs that are being offered.

9.10. Students Union

There is an office dedicated to cater for student's affairs and for students union.

9.11. Sporting Events

The Institute has both a football and very ball pitch for sporting events.

10.0 ADMISSIONS

10.1 Statement of Admission policy

SIBM admits all students regardless of their gender, age, disability and/or origin. The only guiding criteria is that candidates for these courses should have attained certificates of secondary school education with a minimum of 4 passes (4Ds) that are not spiritual based. Candidate for the Foundation Course should have passed at least three passes (3Ds).

10.2 Application Form

The SIBM application forms are easily accessible from the website www.silvacollege.ac.tz, the sample of the form is attached as Annex 1.

11.0 GENERAL INFORMATION:

11.1 Admission and Registration Procedures:

(a) Admission of Students:

All programmes offered at SIBM are open to both male and female students, local and foreign students. Applicants are required to satisfy the Management that their standard of general education is adequate for their proposed programme of study in the Institute.

Admission Process:

i. Certificate and Diploma

The Institute normally invites applications for admission to various programmes offered from January to June for programmes beginning in the following academic year, which starts in late April and September of each year. Students will not be allowed to join the Institute one month after the official opening of the Institute.

ii. Short Courses:

Short Courses applicants have to fill forms depending on the date(s) and venue as it will be shown in the advertisement.

(b) Academic Documents:

Confirmation of admission is conditional upon satisfactory verification of the academic qualifications of each student. Students’ registration exercise involves a thorough check of academic documents. Only original certificates, diplomas, and other relevant documents are accepted during registration.

(c) Medical Examination:

A candidate’s offer of place in this Institute is subject to his/her being found medically fit for learning process. A student is, therefore, required to arrange to be medically examined by a registered Government Medical Officer and forward the certificate of medical fitness to the Institute’s admission office before or upon coming to the Institute. The student himself or herself in collaboration with his/her sponsor are responsible for any medical fee and fees for National Health Insurance Fund (NHIF) and other expenses related thereto

(d) Immigration Formalities:

Every foreign student is required to apply for and obtain a Residence Permit from the Director of Immigration Services before he/she leaves for Tanzania. Residence Permit Application Forms can be obtained from the Director of Immigration Services, P.O. Box 512, Dar es Salaam, Tanzania.

(e) Transfer of Students:

Transfer of students from one programme to another will only be considered during registration process for new comers. However, once a student is registered for a programme there will be no room for change. Transfer from one Institute to SIBM will only be considered on the weight of each case.

(f) Mode of Application:

Application forms can be downloaded from the Institutes Website, www.silvacollege.ac.tz Dully filled forms should be sent to

The Admission Office
Silva Institute of Business and Management
P O Box 15805
Dar es Salaam

11.2 Fees Structure:

Fees are payable full in advance. A student will not be admitted unless his/her fees are paid at the beginning of the academic year. Fees once paid are not refundable under any circumstances.

FEES STRUCTURE FOR ACADEMIC YEAR 2015/2016

	BASIC CERTIFI CATES	DIPLOMA	
	One year	First year	Second year
Tuition fee	1000,000	1,200,000	1,200,000
Registration fee	20,000	20,000	
NACTE registration fee	20,000	20,000	
NACTE quality assurance	15,000	15,000	15,000
Student union	10,000	10,000	
Examination fee-SIBM	50,000	50,000	
Students ID	10,000	10,000	
Residential fee	100,000	100,000	100,000
NHIF Fee	50,400	50,400	50,400

For foreign students

a. Certificate programmes Total fee US\$1,000 per annum

b. Diploma programmes

Total fee US\$1,100 per annum

The following RECOMMENDED ALLOWANCES are Payable to the Student directly by the Sponsor and not included in the programme fee:

1. Book allowance Tzs. 270,000/= for the Diploma and Tzs. 150,000/= for Certificate
2. Stationery allowance Tzs. 230,000/= for Diploma and Tzs. 150,000/= for Certificate and Calculator TShs.75, 000/= for first year students only.
3. Meal allowance of Tzs. 1,500,000/= per annum.
4. Project Paper allowance for Printing and Binding Tsh.200,000/= for Diploma
5. Project Allowance, for Diploma students depends on the sponsor but the rate of Tzs. 10,000/= per day for 30 days or Tzs 300,000 is recommended.
6. Medical Allowance Tzs. 150,000/=.

11.3 Training Facilities:

(a) The SIBM Library:

Each campus has got a library with adequate volumes of different subjects. Periodicals and journals are also available in the libraries. However students are encouraged to buy their own books where necessary. The libraries are open to all members of staff and registered students with identity cards during these hours:

Monday – Fridays 8.00 a.m. to 09.00 p.m.

Saturdays – 9.00 a.m. to 1.00 p.m.

The library is closed on Sundays and Public Holidays.

(b) The Computer Center:

The Institute's computer center, supervised by skilled instructors, currently has no a good number of computers and connected with internet (wireless technology) but we are on progress. The computer center provides basic professional software packages training to SIBM students.

11.4 Sports and Recreation:

The Institute has facilities for in-door games as well as other games such as football, volleyball basketball and netball. Students and staff are encouraged to participate in sports. All sports activities are supposed to be organized through the Sports-master.

11.5 Student Organization:

Silva Institute of Business and management Students Organization (SIBMSO) is the official recognized organization representing all students at the Institute. SIBMSO exists, in broad terms, to provide social, recreation and cultural activities, to coordinate and to voice collective wishes of its members (students), to negotiate with various authorities and promote the educational welfare and interest of its members. An elected chairperson amongst students, whose term of office is normally one academic year, heads it

11.6 HIV/AIDS pandemic:

Students are reminded that HIV/AIDS has no treatment. It is ones responsibility to ensure his/her health. However, SIBM organizes awareness seminars to students for sensitization.

11.7 Catering Services:

Cafeteria services are offered at the Institute and are open to the public, staff, and students on individual cost.

12.0 EXAMINATION REGULATIONS:

12.1 Eligibility for Examinations

The student shall be eligible for the Institute examination upon fulfilling the following:

- 1) He /She must be fully registered
- 2) He/she must have paid fees in full
- 3) He/she must have completed continuous assessment
- 4) He/she must attain a minimum attendance of seventy five percent (75%) of all lectures and seminars for his/her course of study

Postponement of Examination: For valid reasons, a student may postpone (in writing) end of semester examination either in part or in its entirety after securing permission from the Chief of Academic Affairs.

12.2 Publication of Examination results

Examination results will be released through Student Information System after the approval of Academic Board. Student (s) shall be allowed to raise any examination complaints within ten (10) working days after the release of the examination results.

12.3 Loss of Certificate

In case of loss or total or partial destruction of the original certificate, or a copy thereof, the office of the Chief of Academic Affairs, may issue a copy on condition that:

- a. The applicant produces a sworn affidavit
- b. The certificate so issued shall be marked "COPY" across it
- c. The replaced certificate will not be issued until a period of 12 months from the date of such loss has elapsed; except that such replacement may be issued within a shorter period where there has been partial destruction of the original certificate or of a copy thereof.
- d. The applicant must produce evidence that the loss has been adequately publicly announced with a view to its recovery in an officially recognized form or manner in the applicant's home country or where the loss is believed to have taken place
- e. A fee as may be prescribed from time to time by institute shall be charged for copy of certificate issued

12.4 Conduct of examination:

Before the examination

- 1) Invigilators should personally collect from the Examination Office sealed envelopes containing question papers and any other material at least thirty minutes before the examination.
- 2) Invigilators should be present in the examination room at least twenty minutes before the examination starts.
- 3) Invigilators should admit candidates fifteen minutes before the examination starts and ensure that candidates are at their right places.
- 4) A candidate shall not be admitted into the examination room thirty (30) minutes after the commencement of the examination paper.
- 5) During these fifteen minutes the invigilator should:-
 - i. Make an announcement to the effect that unauthorized materials are not allowed in the examination room. Candidates will be allowed to hand in all unauthorized materials in their possession before the commencement of the examination.
 - ii. Make an announcement to the effect that candidates should satisfy themselves that they are in possession of the correct paper.
 - iii. Tell the candidates when they may begin writing. Candidates will normally be allowed five minutes to read the question paper

During examination

- 1) Candidates will be allowed into the examination rooms fifteen (15) minutes before the examination paper commences.
- 2) No candidates shall be allowed to leave the examination rooms until thirty (30) minutes have elapsed (effective when the paper has begun)
- 3) Candidates shall not be allowed to leave the examination rooms within the last fifteen (15) minutes.
- 4) A candidate leaving the examination room for any reason will only do so after obtaining permission from the Invigilator. An Invigilator or any other person selected for the purpose will escort such a candidate.
- 5) No candidate shall be allowed to communicate with another candidate in the examination room once the examination has commenced.
- 6) No candidate shall take into the examination room/hall in person or by agent any unauthorized material(s). It shall not be a defence to argue that one did not intend to use the unauthorized materials.
- 7) No candidate shall omit, neglect or in any way fail to follow lawful instructions or orders issued by the invigilator.
- 8) No candidate shall take out of examination room/hall answer booklet(s), used or unused.
- 9) No candidate shall copy from any other candidate or exchange answers with another candidate in or outside the examination room/hall.
- 10) No candidate shall aid and/or abet another candidate to copy from a script/booklet of another person.

- 11) No candidate shall intimidate, coerce, scare, terrorize, bully, assault, beat or do any other act to embarrass or mortify or humiliate the invigilator(s) or any Institute official involved in the conduct of examination during the examination process.
- 12) No candidate shall scribble in the examination question paper.
- 13) No candidate shall indulge in any disruptive conduct including, but not limited to shouting, assault of another student/ candidate, using abusive language and/or threatening language, destruction of Institute's property or the property of another student/candidate during examination.
- 14) Any candidate who is found guilty of the acts prohibited under paragraphs (e-l) shall be disqualified from continuing doing the examinations and shall be discontinued from studies forthwith, subject to the approval by the academic committee.
- 15) Any candidate who contravenes paragraphs (m) by destroying Institute property or the property of another student/candidate shall, in addition to the penalty provided under paragraph (m), be liable to fine to the extent of destruction caused;
- 16) No candidate shall dress suspiciously in the examination room. In case of any suspicion of cheating arising from candidate's way of dressing an invigilator may make such candidate to be searched to the satisfaction of the invigilator.
- 17) No candidate shall dress indecently or in a style that is capable of facilitating cheating in the examination.
- 18) Any candidate who contravenes paragraphs (q) shall be expelled from the relevant examination and/or asked to dress decently.
- 19) Candidates must observe serenity and maintain examination environment in the examination room. This includes not making conversation or any act causing distraction of attention to other candidates. Candidates shall not allowed to enter the examination room with mobile phones, alarm clocks and watches.
- 20) Any candidate who will be found cheating or to have cheated in any part of the Examination will not be allowed to continue with examinations. The invigilator will get him/her out of the examination room and report to the Chief Invigilator and shall be discontinued forthwith by The Chief Executive Officer from studies.
- 21) Authorized examination numbers should be written on the EXAMINATION COVER and the subsequent pages in answer booklets. Candidates should not write in answer booklets, names, registration numbers initials or other marks helping to distinguish one candidate from another.
- 22) If, owing to proven illness or some other acceptable reasons, a candidate is unable to sit for the examinations, he/she should consult the Director of Academic Affairs by official letter before the examination begins for appropriate decisions. In case of sudden illness during the examination the candidate should report to the Chief Invigilator who will communicate the issue to the Chief of Academic Affairs.
- 23) While examination is in progress, each candidate will sign the attendance sheet provided.
- 24) Smoking, drinking and/or eating is not permissible in the examination rooms.
- 25) Candidates should stop writing as soon as the Invigilator declares the examination over. This applies not only to writing of answers, but also filling in examination numbers or any other written work.
- 26) Candidates are obliged to carry into the examination room an authentic Institute student Identity and Examination cards and show them to the Invigilator at the entrance and at any time when Invigilator will deem fit.
- 27) Student management System shall be used for Institutional stipulated purpose. Any violation to the system shall amount to disciplinary actions

12.5 Examination Irregularities:

- 1) All cases of alleged examination irregularities shall be referred to the Academic officer who will submit the report of findings to the Chief of Academic Affairs who will forward the recommendations to the Academic Board, for final action.
- 2) Any candidate who will be proved to have brought unauthorized materials into the examination room or caught cheating or proved to have cheated in any part of the examination, shall be discontinued forthwith by the Chief Executive Officer.
- 3) Any candidate discontinued under examination irregularities will be barred from rejoining the Institute for two (2) years.
- 4) Where there is any commission, by a candidate, of any examination irregularity as per these By-Laws, the invigilator in consultation with Chief Invigilator shall stop the candidate from continuing with the respective examination. The Chief invigilator shall report the matter to Chief of Academic Affairs for further action

12.6 Conditions for doing Supplementary Examinations:

- 1) A candidate who does not pass in the first attempt shall be allowed to sit for supplementary examinations provided that the number of modules he/she has failed in a semester does not exceed two modules.
- 2) A candidate who appears late in the final examination (30 minutes after commencement of final examination).
- 3) Where a student has passed by virtue of a supplementary examination, his/her results shall be recorded as a passing grade of "C" for other programmes.
- 4) Continuous assessment shall be taken into account in assessing supplementary examinations results.
- 5) A candidate who has minimum required continuous assessment of the respective module (s)

NB: In case a student fails in supplementary examination, the following rules will apply

- If the failed module(s) is core, the student will not be allowed to proceed to the next level. He/she will have to attend lectures of the failed module(s), do assignments/tests and pay Tshs.100,000 per module as fees for the period of study.
- If the failed module(s) is non-core, the student will be allowed to carry over the module(s). He/she can proceed to the next level while carrying the failed module(s) of the former level. Such student(s) will have to attend lectures of the failed module(s), do assignments/tests in order to obtain Continuous Assessment.
- Student(s) who failed any module in their final year of study, shall be required to attend lectures of the failed module(s), do assignments/tests and pay Tshs.100,000 per module as fees for the period of study

12.7 Circumstances Under which a Student shall be discontinued:

A student shall be discontinued by the Academic Board from any programme under the following academic irregularities:

- 1) Any candidate who absents himself/herself from a final/special /supplementary examination without permission or without valid reason(s).
- 2) If he/she fails in more than two modules in a semester. However he/she will be allowed to repeat a semester in the subsequent academic year. The maximum period of registration is three, four and five years for a programme that normally takes one, two and three years respectively.
- 3) If he/she fails in more than two modules in his/her continuous assessment. However, he/she will be allowed to repeat a semester in the subsequent academic year. The maximum period of registration is three, four and five years for a programme that normally takes one, two and three years respectively.

12.8 Circumstances Under which a Student shall be disqualified:

- 1) If he /she is caught with unauthorized material(s) / cheating during an examination.
- 2) If he/she has been found to have joined the Institute illegally.
- 3) He/she has breached students By-laws.
- 4) If a candidate is found guilty of cheating in examinations, tests, assignments, and/or field work or research report, project paper; and
- 5) If a candidate is caught with forged examination document.

NB: A student disqualified from any programme on by breaching students By-laws shall not be re-admitted to the same or any other programme at the Institute.

12.9 Special Examinations:

- a) A student who does not sit for the regular examination paper, either in part or in their entirety, on account of ill health, provided his/her condition is authenticated by a recognized medical practitioner, or because of other genuine reasons, shall be eligible to sit for a special examination during supplementary reason. In all cases communication should be made in writing to Heads of Academic Department prior to the commencement of the examination. Any student, who is sick and nevertheless decides to write an examination, takes it at his/her own risk and he/she must abide by the results of the examination.
- b) When a student is allowed to sit for a special examination, he/she shall be considered to be attempting the examination for the first time and shall therefore be accorded all the rights provided for in the examination regulations.
- c) A student who fails in a special examination in part (b) above is supposed to do supplementary examinations (extended supplementary) in the next academic year and shall not be allowed to continue to the next level.

12.10 Postponement of Studies

A student will be allowed to postpone studies if he/she applies and is granted but for a maximum of two academic years only otherwise he/she will have to start the Programme afresh.

Note: Only student (s) with genuine reason(s) supported with concrete evidence will be considered.

12.11 Appeals:

- a) Candidates may be allowed to appeal on the examination results upon fulfilling the following conditions:
 - Filling in prescribed form accompanied by all relevant and substantive documents if any within ten working days (10) after the declaration of examination results.
 - All appeals shall be accompanied by a non-refundable appeal fee of Tshs.50,000/= (shillings fifty thousand only) per Module.
 - The fee shall be reimbursed to winning appellants but shall be forfeited in respect of those who lose their appeals.
 - The appeal fee is subject to review by the Institute from time to time without prior notice to students.
- b) Other appeals shall be considered by the Academic Board whose decision shall be final.

13.0 STUDENTS RULES AND REGULATIONS:

- a) It is prohibited for male students to enter female students' living cubicles and vice-versa without good course.
- b) It is strictly prohibited for students to welcome or entertain guests in living cubicles
- c) Drunkenness behaviour is strictly prohibited. Any student found drunk and if his/her drinking behavior is likely to cause disturbance of peace, drastic disciplinary action will be taken which may include expulsion.
- d) Attendance and punctuality to classes are highly demanded by the Institute Administration.
- e) During the training period students are required to observe and maintain the laws of the country. Students who commit offences will be taken care of by the law enforcing organs and the Institute Administration will not be bound to bail the culprits out of lawful custody.
- f) The use of mobile phones while classes are in progress is strictly prohibited.
- g) Students are at all times required to appear smart and according to SIBM dressing codes.
- h) Students are supposed to take care of SIBM properties. Loss or damage to Institute Properties are recoverable at replacement cost plus 75% penalty. Also students are not allowed to remove any institute furniture from its assigned place
- i) Students wishing to precede home to attend urgent family affairs will be required to seek permission from the Chief of Academic Affairs through Dean of Students.

14.0 Hostel rules and regulations

- a) Taking meals, fruits or any type of food in cubicles or around the hostels is strictly prohibited.
- b) It is strictly prohibited to prepare any food in the living cubicles.
- c) Musical instruments (high sounding) and appliances shall not be used in the student's cubicles between 12:00 midnight and 6:30a.m.
- d) No electrical appliances other than reading lamps, electric hair razor, and radio cassette may be used in students' rooms. The maximum voltage of a single appliance used in any student's room shall not exceed 150 watts. Individual bulbs should not exceed 100 watts. Such appliances if found in rooms shall be confiscated by the Dean of students until the end of semester.
- e) It is prohibited for any student to make or cause unnecessary noise or conduct himself/herself in a disorderly manner.
- f) It is strictly prohibited for a resident student to invite his/her fellow students for an intention of providing him/her with accommodation.
- g) All resident students are required to take care of the rooms they occupy. It shall be the duty of every student to clean the room he/she occupies.
- h) Balconies, windows, corridors and common areas shall not be used for drying or airing of beddings, towels or clothes.

15.0 Breach of rules:

- a) Dean of Student (s) will in the first instance deal with any breach of these rules. Non-compliance with Dean of students' direction(s) by any student shall be reported to Chief Executive Officer who will instruct the disciplinary committee to meet for further action.
- b) The Disciplinary Committee shall meet within a week to consider such a breach. At such a meeting the student concerned shall be heard and the Disciplinary Committee shall have power

to summon any person within the Institute community to give evidence or information or produce anything in connection with such breach to enable it to arrive to a just conclusion.

Students Disciplinary Committee

The composition of the Students Disciplinary Committee shall be as follows:

- 1) Academic Officer Chairperson
- 2) Dean of Students Secretary
- 3) SIBMSO President Member
- 4) Respective Head of Academic Department Member
- 5) Human Resource Officer Member

Note: The Chairperson shall invite one staff to attend the committee in liaison with Respective Head of Department Three members shall constitute a quorum.

- a) Any party aggrieved by the decision and penalty imposed by the Disciplinary Committee may appeal to the Chief Executive Officer within 30 days from the date Penalty was imposed. The Chief Executive Officer will convene special meeting of the Institute's top management to deliberate on the appeal. Any such appeal shall be in writing stating out the grounds of appeal.
- b) Where an appeal has been lodged with the Chief Executive Officer, execution of any penalty imposed by the Students Disciplinary Committee shall remain intact pending outcome of the appeal.
- c) At the hearing of the appeal by the top management; the student concerned shall be entitled to be heard in person. The decision of the top management shall be final and conclusive.

14.0 PENALTIES:

- a) The Students' Disciplinary Committee may impose any of the following penalties in appropriate cases: -
 - 1) A severe warning, with a direction to have it recorded in the personal file of the student concerned.
 - 2) A fine commensurate with the nature of the offense committed.
 - 3) A suspension from classes or hostel of the student(s) involved for a period not exceeding one month at the student's own expenses.
 - 4) A dismissal from hostel of the Institute;
 - Where one has previously suffered a penalty specified in above within same academic year;
 - Where a student does not comply with the penalty provided for under by either remaining or being seen within the Institute's class or hostels; or
 - Where a student happens to commit a criminal offense. In any other case the gravity of which the Disciplinary Committee considers it warranting dismissal.
- b) Notwithstanding the penalties as provided for above, the Student's Disciplinary Committee or any other competent body may require any student guilty of a disciplinary offense to pay compensation for the loss or damage caused to the Institute property as stipulated under student's regulations or charges for the services of the Institute obtained illegally.

OUR PHYSICAL AND POSTAL ADDRESSES:

Head Office: Head Office:

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