

INSTITUTE OF ACCOUNTANCY ARUSHA



APPLICATIONS FOR ADMISSION INTO VARIOUS ACADEMIC PROGRAMMES FOR 2017/2018 ACADEMIC YEAR

The Institute of Accountancy Arusha invites applications from qualified **Tanzanians** and **non Tanzanians** for admission into the Institute's academic programmes for the 2017/2018 Academic year.

A: MASTER DEGREE PROGRAMMES- One Year Programmes in collaboration with Coventry University-UK

i. Master of Business Administration-Information Technology Management (MBA-ITM)

Minimum Entry Qualifications:

- Bachelor Degree with at least a Second Class from an approved Institution of Higher Learning **OR**
- A second Class Advanced Diploma from a recognized Institute **OR** equivalent qualifications **OR**
- A professional qualification recognized by Professional bodies **OR**
- Candidates with a PASS degree will be considered upon producing evidence of having obtained an examined Postgraduate Diploma.

ii. Master of Business Administration –Logistics Management (MBA-LM)

Minimum Entry Qualifications:

- Bachelor Degree with at least a Second Class from an approved Institution of Higher Learning **OR**
- A second Class Advanced Diploma from a recognized Institute or equivalent qualifications **OR**
- A professional qualification recognized by Professional bodies (e.g. CSP, CPA) (T) **OR**

- Candidates with a PASS degree will be considered upon producing evidence of having obtained an examined Postgraduate Diploma.

iii. Master of Business Administration-Procurement and Supplies Management (MBA-PSM)

Minimum Entry Qualifications:

- Bachelor Degree with at least a Second Class from an approved Institution of Higher Learning **OR**
- A second Class Advanced Diploma from a recognized Institute or equivalent qualifications **OR**
- A professional qualification recognized by Professional bodies (e.g. CSP, CPA) (T) **OR**
- Candidates with a PASS degree will be considered upon producing evidence of having obtained an examined Postgraduate Diploma.

iv. Master of Science – Finance and Investment (MSc-FI)

Minimum Entry Qualifications:

- Bachelor Degree with at least a Second Class from an approved Institution of Higher Learning **OR**
- A second Class Advanced Diploma from a recognized Institute or equivalent qualifications **OR**
- A professional qualification recognized by Professional bodies (e.g. CSP, CPA) (T) **OR**
- Candidates with a PASS degree will be considered upon producing evidence of having obtained an examined Postgraduate Diploma.

THE MASTER DEGREE PROGRAMMES MENTIONED ABOVE WILL BE CONDUCTED AT THE CAMPUSES LOCATED IN ARUSHA, MWANZA AND DAR ES SALAAM.

Registration of students for the Master Degree Programmes will start on September 11, 2017.

B: MASTER DEGREES IN COMPUTING PROGRAMMES- Two Years Programmes in collaboration with Galgotias University-India.

- i. Master in Software Engineering (MSE)
- ii. Master in Information Security (MIS)
- iii. Master in Computer Applications (MCA)

Minimum Entry Qualifications:

- Bachelor Degree in Information Technology or Computer Science with at least a second Class **OR**
- Advanced Diploma in Information Technology or Computer Science or ICT related Subjects at least Second Class and above **OR**
- NTA Level 8 with at least Second Class or above in Information Technology, Computer Science; **OR**
- Computer Science or Information Technology or ICT related qualifications recognized by NACTE or TCU as equivalent to NTA Level 8 with at least Second Class.

THE MSE, MIS AND MCA MASTER DEGREE PROGRAMMES WILL BE CONDUCTED AT THE CAMPUSES LOCATED IN ARUSHA AND DAR ES SALAAM. Registration of students for the Master Degree Programmes will start on September 11, 2017.

C: POSTGRADUATE DIPLOMA PROGRAMMES - One Year

i Postgraduate Diploma in Accountancy (PGDA)

Minimum Entry Qualifications:

- Bachelor Degree (Accounting option) or Advanced Diploma in Accountancy from any reputable institution **OR**
- NBAA's CPA Intermediate stage **OR**
- Any other equivalent qualification

ii Postgraduate Diploma in Banking and Finance (PGDBF)

Minimum Entry Qualifications:

- Bachelor Degree or Advanced Diploma from any reputable institution **OR**
- NBAA's CPA Intermediate stage **OR**
- PSPTB's CSP Intermediate Stage **OR**

- TIOB's Certified Public Banker(CPB) **OR**
- Any other equivalent qualification.

iii Postgraduate Diploma in Procurement and Supplies Management (PGD PSM)

Minimum Entry Qualifications:

- Bachelor Degree or Advanced Diploma from any reputable institution **OR**
- Professional Qualification Level III issued by PSPTB **OR**
- Any other equivalent qualification recognized by PSPTB.

iv Postgraduate Diploma in Computing (PGDC)

Minimum Entry Qualifications:

- Bachelor Degree or Advanced Diploma from any reputable institution **OR**
- Recognized Professional Qualification **OR**
- Any other equivalent qualification.

v. Postgraduate Diploma in Financial Management (PGDFM)

Minimum Entry Qualifications:

- Bachelor Degree or Advanced Diploma from any reputable institution **OR**
- NBAA's CPA Intermediate stage **OR**
- Professional Qualification Level III issued by PSPTB **OR**
- PSPTB's CSP Intermediate Stage **OR**
- TIOB's CPB **OR**
- Any other equivalent qualification

THE POSTGRADUATE DIPLOMA PROGRAMMES WILL BE CONDUCTED AT THE CAMPUSES LOCATED IN ARUSHA, MWANZA AND DAR ES SALAAM. IN DSM AND MWANZA CAMPUSES ONLY TWO POSTGRADUATE DIPLOMAS – POSTGRADUATE DIPLOMA IN ACCOUNTANCY (PGDA) AND POSTGRADUATE DIPLOMA IN PROCUREMENT AND LOGISTICS MANAGEMENT (PGDPSM) WILL BE OFFERED.

Registration of students for the Postgraduate Diploma Programmes both regular and evening will start on October 23, 2017.

MODE OF APPLICATION FOR MASTERS AND POSTGRADUATE DIPLOMA PROGRAMMES

- a. All **application letters** must be accompanied with certified photostat copies of the relevant certificates.
- b. Admission **application forms** can be obtained directly from the Institute's website: www.iaa.ac.tz or from the Admissions office Main Campus-Arusha, Dar Campus, Mwanza Campus or Babati Campus. Alternatively you can submit your online application through <http://www.iaa.ac.tz/oas/>
- c. Applicants who meet minimum entry requirements will be required to pay a non-refundable admission processing fee of **TShs.50,000/=** (Shillings fifty thousand only) or **US \$ 40** (forty US dollars only for non-Tanzanians) for Master's Degree programmes and **Tshs.30,000/=** (Shillings thirty thousand only) for Postgraduate Diploma programmes payable to the following bank accounts:

1. Main Campus

Payee's name : **Institute of Accountancy Arusha**
Account No. : **01J1035916500**
Banker's Address : **The CRDB Arusha- Meru Branch**

2. Dar Es-Salaam Campus

Payee's name : **Dar-Es-Salaam**
Account No. : **0150035916501**
Banker's Address : **The CRDB Pugu- Branch**

3. Mwanza Campus

Payee's name : **Mwanza Campus**
Account No. : **0150035916502**
Banker's Address : **The CRDB Buzuruga- Branch**

- d. All application forms for admission should be sent to the address below so as to reach the undersigned not later than **August 25th, 2017**.

D: BACHELOR DEGREE PROGRAMMES - Three Years

- i. Bachelor Degree in Accountancy (BA)
- ii. Bachelor Degree in Finance and Banking (BFB)

- iii. Bachelor Degree in Procurement and Logistics Management (BPLM)
- iv. Bachelor Degree in Economics and Finance (BEF)
- v. Bachelor Degree in Business Management (BBM)

Minimum Entry Qualifications:

- Form VI (six) with at least **two** principal passes in Accountancy, Economics, Mathematics and Commerce with total points not below **4** obtained from the scoring: A = 5, B+= 4, B=3, C=2, D=1, E=0.5, F=0 for those who completed studies in year 2014 onwards **OR**
- Form VI (six) with at least **two** principal passes in Accountancy, Economics, Mathematics, Geography and Commerce with total points not below **4** obtained from the scoring: A = 5, B= 4, C=3, D=2, E=1, S=0. 5, F=0 for those who completed studies before the year 2014 **OR**
- An appropriate Ordinary Diploma with second class or average of “B” pass, **OR**
- An NTA Level 6 with at least a GPA of 3 **points** in the related subjects.

- vi. Bachelor Degree in Computer Science (BCS)
- vii. Bachelor Degree in Information Technology (BIT)

Minimum Entry Qualifications:

- Form VI (Six) with at least **two** principal passes in Physics, Mathematics, Geography, Biology with total points not below **4** obtained from the scoring: A = 5, B+= 4, B=3, C=2, D=1, E=0.5, F=0 for those who completed studies in year 2014 onwards **OR**
- Form VI (six) with at least **two** principal passes in Physics, Mathematics, Geography, Biology with total points not below **4** obtained from the scoring: A = 5, B= 4, C=3, D=2, E=1, S=0. 5, F=0 for those who completed studies before the year 2014.
- An appropriate Ordinary Diploma with Second Class Upper or average of B+ **OR**
- Full Technician Certificate (FTC) with an average minimum pass of C **OR**

- An NTA Level 6 with at least a GPA of 3 **points** in the related subjects.

Registration of students for the Bachelor Degree Programmes will start on October 23, 2017.

Note: Bachelor Degree programmes will be conducted at the Main Campus-Arusha only.

Note: The Institute of Accountancy Arusha wish to inform all applicants and the public at large that our Bachelor of Accountancy programme is an ACCA (Association of Chartered Certified Accountants) and NBAA (National Board of Accountants and Auditors) accredited programme. Graduates from this programme wishing to sit for ACCA and NBAA professional examinations will be granted exemptions. ACCA applicants are exempted six subjects out of fourteen subjects and NBAA applicants sit for the intermediate stage.

D: ORDINARY DIPLOMA PROGRAMMES - Two Years

- i. Ordinary Diploma in Accountancy (ODA)
- ii. Ordinary Diploma in Finance and Banking (ODFB)
- iii. Ordinary Diploma in Procurement and Logistics Management (ODPLM)
- iv. Ordinary Diploma in Business Management (ODBM)

Minimum Entry Qualifications:

- Form VI (six) with at least **one** principal pass in relevant subjects with total points not below **1.5** obtained from the scoring: A = 5, B+= 4, B=3, C=2, D=1, E=0.5, F=0 for those who completed studies in year 2014 onwards **OR**
- Form VI (six) with at least **one** principal pass in Form VI (six) in relevant subjects with total points not below **1.5** obtained from the scoring: A = 5, B = 4, C=3, D=2, E=1, S=0. 5, F=0 for those who completed studies before the year 2014 **OR**
- An appropriate equivalent Certificate with second class or B average **OR**

- NTA Level 4
 - OR**
 - Any other equivalent qualification e.g. ATEC II.
- v. Ordinary Diploma in Computer Science (ODCS)
- vi. Ordinary Diploma in Information Technology (ODIT)
- Minimum Entry Qualifications:
- Form VI (six) with at least **one** principal pass in Physics, Chemistry, Mathematics, Geography, Biology with total points not below **1.5** obtained from the scoring A = 5, B+= 4, B=3, C=2, D=1, E=0.5, F=0 for those who completed studies in year 2014 onwards **OR**
 - Form VI (six) with at least **one** principal pass in Physics, Chemistry, Mathematics, Geography, Biology with total points not below **1.5** obtained from the scoring: A = 5, B = 4, C=3, D=2, E=1, S=0. 5, F=0 for those who completed studies before the year 2014 **OR**
 - An appropriate equivalent Certificate with second class or B average **OR**
 - NTA Level 4.

Registration of students for the Ordinary Diploma Programmes both regular and evening programmes will start on October 09, 2017 at ARUSHA, BABATI, DAR – ES-SALAAM and MWANZA Campuses.

N.B: Ordinary Diploma evening classes will be conducted for ODA, ODFB, ODBM and ODPLM only in ARUSHA Campus. Evening classes will be conducted from 5:00 pm to 8:30 pm. Training will also be conducted during weekends.

E: BASIC TECHNICIAN CERTIFICATE PROGRAMMES - One Year

- i. Basic Technician Certificate in Accountancy (BTCA)
- ii. Basic Technician Certificate in Computing & Information Technology (BTCCIT)
- iii. Basic Technician Certificate in Business Management(BTCBM)
- iv. Basic Technician Certificate in Finance & Banking (BTCFB)

- v. Basic Technician Certificate in Procurement & Logistics Management (BTCPLM).

Minimum Entry Qualifications:

- Form IV (four) with at least **four** passes in relevant subjects **OR**
- National Storekeeping Certificate **OR**
- Full Technician Certificate (FTC) **OR**
- NVTA Level III **OR**
- NABE II **OR**
- Any other equivalent qualification

Registration of students for the Basic Technician Certificate Programmes will start on October 23, 2017 for both regular and Evening Classes at ARUSHA, BABATI, DAR ES SALAAM and MWANZA Campuses.

Note: Evening classes will be conducted from 5:00 pm to 8:30 pm on ARUSHA Campus only. Training will also be conducted during weekends.

MODE OF APPLICATION FOR BACHELOR DEGREE, ORDINARY DIPLOMA AND BASIC TECHNICIAN CERTIFICATE PROGRAMMES

- a. Admission **application forms** can be obtained directly from the Institute's website: www.iaa.ac.tz; or from the Admissions office in Arusha, Dar-Es-Salaam, Babati or Mwanza. Alternatively you can submit your online application through <http://www.iaa.ac.tz/oas/>
- b. All **application letters** must be accompanied with certified photostat copies of the relevant certificates.
- c. Applicants will be required to pay a non-refundable application fee of TShs. 10,000/- (Shillings ten thousand only) for Certificate, Ordinary Diploma and Bachelor Degree programmes payable to the following bank accounts:

1. Main Campus

Payee's name : **Institute of Accountancy Arusha**
Account No. : **01J1035916500**

Banker's Address : The CRDB Arusha- Meru Branch

2. Dar Es-Salaam Campus

Payee's name : Dar-Es-Salaam
Account No. : 0150035916501
Banker's Address : The CRDB Pugu- Branch

3. Mwanza Campus

Payee's name : Mwanza Campus
Account No. : 0150035916502
Banker's Address : The CRDB Buzuruga- Branch

4. Babati Campus

Payee's name : Babati Campus
Account No. : 0150035916503
Banker's Address : The CRDB Babati- Branch

- d. All application forms for admission should be sent to the address below so as to reach the undersigned not later than **August 25th, 2017.**

**RECTOR,
INSTITUTE OF ACCOUNTANCY ARUSHA,
P.O. BOX 2798,
ARUSHA.**

TEL: 255 027 2501415/6, 2549264, 2546096/254 9605-6; 0784-542778

**Mwanza Campus
CAMPUS MANAGER,
INSTITUTE OF ACCOUNTANCY ARUSHA-MWANZA CAMPUS,
P.O. BOX 7564,
NYAKATO-MWANZA.**

TEL: 028 2570489 & 028 2570490; 0755-452727

Babati Campus

**CAMPUS MANAGER,
INSTITUTE OF ACCOUNTANCY ARUSHA- BABATI CAMPUS,
PO BOX 26,
BABATI.
TEL. 027- 2530743; 0784244616**

**Dar-Es-Salaam Campus
CAMPUS MANAGER,
INSTITUTE OF ACCOUNTANCY ARUSHA-DAR CAMPUS,
P.O. BOX 69007,
DAR ES-SALAAM.
TEL: 255 22 2864823; 0655-289545**