

# INSTITUTE OF ACCOUNTANCY ARUSHA



## APPLICATIONS FOR ADMISSION INTO VARIOUS ACADEMIC PROGRAMMES FOR 2018/2019 ACADEMIC YEAR

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The Institute of Accountancy Arusha invites applications from qualified **Tanzanians** and **non-Tanzanians** for admission into the Institute's academic programmes for the 2018/2019 Academic year.

### **A: MASTER DEGREE PROGRAMMES- One Year Programmes**

#### **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 (MBA)**

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 AND DAR ES SALAAM.**

**Registration of students for the Master Degree Programmes will start on September 24, 2018.**

**B: MASTER DEGREES IN COMPUTING PROGRAMMES- Two Years Programmes.**

i. Master in Software Engineering (MSE)

ii. Master in Information Security (MIS)

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 AND MIS 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 24, 2018.**

**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 AND DAR ES SALAAM. IN DSM 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 22, 2018.**

## **MODE OF APPLICATION FOR POSTGRADUATE DIPLOMA PROGRAMMES**

- a. All **application letters** must be accompanied with photostat copies of the relevant certificates.
- b. Admission **application forms** can be obtained directly from the Institute's website: [www.iaa.ac.tz](http://www.iaa.ac.tz) or from the Admissions office Main Campus-Arusha, Dar Campus.
- c. Applicants who meet minimum entry requirements will be required to pay a non-refundable admission processing fee of **Tshs.20,000/=** (Shillings twenty thousand only) payable to the following bank accounts:

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

**OR**

**Payee's name :** Institute of Accountancy Arusha  
**Account No. :** 014139000031  
**Banker's Address :** The NBC-Bank

**OR**

**Payee's name :** Institute of Accountancy Arusha  
**Account No. :** 40810080084  
**Banker's Address :** The NMB-Bank

- d. All application forms for admission should be sent to the address below so as to reach the undersigned not later than **September 8<sup>th</sup>, 2018**.

### **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, Chemistry or Mathematics, 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, Chemistry or Mathematics 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 22, 2018.**

**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.**

All application forms for admission should be sent to the address below so as to reach the undersigned not later than **August 8<sup>th</sup>, 2018.**

**E: 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 and **one** subsidiary 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 and **one** subsidiary 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 and **one** subsidiary 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 and **one** subsidiary 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 will start on October 08, 2018 at ARUSHA, BABATI and DAR –ES-SALAAM Campuses.**

**F: 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**
- NVTA Level III **OR**
- Any other equivalent qualification

**Registration of students for the Basic Technician Certificate Programmes will start on October 08, 2018 both at ARUSHA, BABATI and DAR ES SALAAM Campuses.**

### **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](http://www.iaa.ac.tz); or from the Admissions office in Arusha, Dar-Es-Salaam, Babati.
  
- b. All **application letters** must be accompanied with 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 Bachelor Degree, Diploma and Certificate programmes. Use the control number/reference number **994100000009** to pay for application fee. Record this control number and visit any of CRDB Bank, NMB Bank, or NBC Bank to pay. Upon your arrival at the bank, provide the control number to the teller to process your payment. Payment can also be done through MOBILE MONEY (M-pesa, Tigo-Pesa, and Airtel Money) through the following steps:
  - i. From your phone, dial \*150\*00#, or \*150\*01#, or \*150\*60# (To access M-pesa, Tigo-Pesa, and Airtel Money menu respectively);
  - ii. Select "Pay Bills";
  - iii. Select "Government payments";
  - iv. Select "Enter control number" and enter the control number from Item (c) above;

- v. Enter the due amount;
  - vi. Confirm by entering your password/pin;
  - vii. Keep the feedback message you received as payment evidence.  
You will be required to present the message during the registration period after reporting at the Institute.
- d. All application forms for admission should be sent to the address below so as to reach the undersigned not later than **September 8<sup>th</sup>, 2018**.

**RECTOR,  
INSTITUTE OF ACCOUNTANCY ARUSHA,  
P.O. BOX 2798,  
ARUSHA.  
TEL: 255 027 2501415/6, 2549264, 2546096/254 9605-6; 0784-542778**

**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**