



MOSHI CO-OPERATIVE UNIVERSITY (MoCU)
CHUO KIKUU CHA USHIRIKA MOSHI



DISTANCE LEARNING GUIDELINES

2023





UNITED REPUBLIC OF TANZANIA

MINISTRY OF EDUCATION, SCIENCE AND TECHNOLOGY

**MOSHI CO-OPERATIVE UNIVERSITY (MoCU)
CHUO KIKUU CHA USHIRIKA MOSHI**



DISTANCE LEARNING GUIDELINES, 2023

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PREFACE

Moshi Co-operative University (MoCU) is mandated to undertake training, consultancy, research and outreach services. The University recognizes that distance learning has the potential to broaden and enhance educational access among rural communities in Tanzania. The mode releases learners from the constraints related to time and place. It further attracts employed individuals and those on the outskirts who could otherwise not access education through the traditional residential approach. The mode helps low-income cadres spend little on education while providing them with an opportunity to pursue productive activities.

The diversity of people needing education prompted the University to explore distance learning to broaden and enhance educational access among rural communities. The University adopts a blended mode to blend conventional face-to-face teaching and virtual classes through online platforms and MoCU e-Learning System. In addition, the University is organizing student-instructor consultation meetings before examinations. The primary means of correspondence are made through postal services or physical to accommodate those located outskirts.

The University also prepares and broadcasts radio programmes through Tanzania Broadcasting Corporation (TBC) Taifa radio and other community radios and uploads recorded audio through online platforms. Through distance learning mode, the University will admit many students to impart critical knowledge, skills and attitude to become change agents in the cooperative movement and other stakeholders. These Guidelines have been developed in response to the growing number of students interested in distance learning modes currently employed in public and private sector organizations. This is expected to increase the University's visibility, mobilize resources, and widen the University's coverage. The Guidelines are expected to strengthen the provision of quality education to various stakeholders.

Prof. Alfred S. Sife

Vice Chancellor

ABBREVIATIONS AND ACRONYMS

DICCE	Directorate of Institute of Continuing Co-operative Education.
DUS	Directorate of Undergraduate Studies
DVC-ARC	Deputy Vice-Chancellor Academic, Research and Consultancy
MoCU	Moshi Co-operative University
NACTVET	National Council for Technical and Vocation Education and Training
PGD	Postgraduate Diploma
REPCO	Regional Programme Coordinator
USD	United States Dollar
TCU	Tanzania Commission for Universities
UQF	University Qualifications Framework

PREAMBLE

WHEREAS the University has for many years provided distance learning education to its multiple stakeholders in various parts of the country and Africa as a whole through the University academic units.

WHEREAS the provision of distance learning education has, for a long time, not been guided by specific guidelines, but rather the general University instruments, including the University Charter and the Undergraduate and Postgraduate Admission, Registration and Examination Regulations;

RECALLING the importance of distance learning education which has been amplified by the Covid-19 pandemic, which significantly curtailed conventional human-to-human contact in learning;

REALIZING the need for developing specific guidelines to guide the delivery of all University distance learning programmes, thereby improving the quality of the programmes;

NOTING the existence and legal force of the General University Admission, Registration and Examination Regulations which permits the adoption of specific guidelines for the delivery of distance learning education;

COGNIZANT of the Tanzania Commission for Universities (TCU) support online and blended modes of teaching and learning to broaden University's scope in providing quality education;

GUIDED by the principles for development, delivery and assessment of online/blended courses by the TCU;

NOW, THEREFORE, the University adopts the Guidelines with the provisions hereunder.

PART I: PRELIMINARY PROVISIONS

Short Title and Commencement	<p>1. (1) The citation of these will be Distance Learning Guidelines, 2023.</p> <p>(1) These Guidelines shall be operational upon approval by the University Council.</p>
Application	<p>2. The Guidelines shall apply to all University programmes on distance learning education.</p>
Interpretations	<p>3. In these guidelines, except where the context otherwise requires the term/phrase:</p> <p>"Director" means Director of the Institute of Continuing Co-operative Education.</p> <p>"Graded exercise" means model questions set by the course instructor to be attempted by students studying a respective course, which carries 15% of the total course work.</p> <p>"Module" means a programme component containing a series of lessons to be covered for a particular period.</p> <p>"Students' guidebook" is a book with a calendar of all academic activities expected to be undertaken by students throughout the programme duration.</p> <p>"Blended learning" means a mode of delivery which includes providing teaching and learning materials (online and printed form), assignments through the MoCU e-Learning System, email addresses or physical collection.</p> <p>"Coordinator" means a coordinator appointed to oversee the operation of the distance learning programmes under the Head of the Department of Distance education.</p> <p>"Conventional programmes" means academic programmes offered by the University under UQF and TCU structure.</p> <p>"Correspondence programmes" means short-term programs of a minimum of 3 months and a maximum of 6 months.</p> <p>"Course instructor" means an academic staff with expertise in a respective course assigned to teach, set, and mark Graded Exercises, Timed Tests, and end-of-semester exams by the University.</p> <p>"Department" means the Department responsible for Distance Education.</p>

“Distance Learning” means teaching or learning activities where no classes are held on campus, hence, all instructions are conducted at distance.

“Examination” shall have the meaning ascribed to it by the General University Admission, Registration and Examination Regulations.

“Head of Department” means Head of Department responsible for Distance Education.

“Mentor” means any person with knowledge and skills in a respective course appointed for professional guidance of the student.

“MoCU e-Learning System” means the online learning system designed to facilitate teaching-learning of distance learning programmes of the University.

"Postgraduate students" means distance learning students at the postgraduate level;

“Students” means distance learning students;

"University" means the Moshi Co-operative University.

PART II: ADMISSION AND REGISTRATION REQUIREMENTS

Admission Requirements for Distance Learning Programmes

4. (1) Admission shall be granted if an applicant meets the minimum requirements.
- (2) Without prejudice to the generality of sub-guideline (1), the following shall be the minimum requirements for admission:
 - (i) An applicant may be admitted to a distance programme if he/she meets the minimum qualification(s) stipulated in the approved University curriculum.
- (3) The University may vary or add to the requirements to enhance quality education through distance learning programmes.

Admission Process

5. (1) The admission for distance learning shall be:
- (2) An application for admission into distance programmes shall be made by filling in and submitting a duly prescribed form accompanied by relevant copies of documents.
- (3) Without prejudice to the provision of sub-regulation one and depending on the availability of the means so to do, application for

admission may be made online through MoCU Online Application System in place.

- (4) The application forms shall be accessed through University Website or collected physically at MoCU and its Regional Offices.
- (5) An application for admission shall be accompanied by evidence of payment of a non-refundable application fee prescribed by the University.
- (6) Notwithstanding the above regulations, other general admission requirements provided by the General University Admission, Registration and Examination Regulations shall govern the admission process.

Registration for Programmes

6. (1) Registration for programmes shall be done at MoCU and its Regional Offices, or any other place as may be directed by the University.
- (2) An applicant for registration shall be done online or present him or herself physically at the registration centre.
- (3) the provision of Sub (2) shall not apply if registration is done online.
- (4) the applicant for registration shall bring for verification all relevant documentation.
- (5) for purposes of Sub (4), relevant documentation shall include;
 - (i) Academic certificates and transcripts, where applicable
 - (ii) Birth Certificates
 - (iii) Three recent passport-size photographs with plain white backgrounds.
 - (iv) Proof of payment of tuition fee
 - (v) Any other document(s) that may be required.

Time for Registration

7. (1) Registration for Correspondence Programmes shall be done at any time in the academic year.
- (2) Registration for other programmes running through distance learning mode shall be determined in accordance with University Almanac, TCU, and NACTE as the case may be.
- (3) For compelling reasons and upon request, registration may be allowed beyond the prescribed time, provided that no registration shall be entertained after four weeks.

- Deregistration from Studies**
8. (1) A student may be permitted to deregister from studies on medical grounds or any other compelling reasons.
- (2) A student seeking to deregister from studies shall submit his application to the Director.
- (3) Permission for deregistration from studies shall be granted by the DVC-ARC after consultation with the Director /Head of Department and Medical Officer, as the case may be.
- Student Identification**
9. (1) Upon completion of registration, a student shall be issued an identity card.
- (2) Students shall be required to identify themselves using such an identity card during consultation meetings and the conduct of examinations.
- (3) A student whose identity card is lost shall, upon request and on payment of a non-refundable fee that may be determined by the University from time to time, be issued with a new identity card.
- Postponement of Studies**
10. (1) A student shall be allowed to postpone studies upon reasonable grounds.
- (2) A student seeking to postpone their studies shall lodge his application through a prescribed form or through MoCU Students' Management System by attaching relevant documents, where applicable.
- (3) The DVC-ARC shall scrutinize and, where circumstances permit, grant permission to postpone studies.
- (4) Permission to resume studies will be granted upon submission of the relevant supporting documents.
- (5) The duration of the postponement of studies shall be one academic year, with the possibility of a one-year extension.
- (6) A student who extends their postponement per sub (3) shall be required to pay a tuition fee afresh upon resumption.
- Duration of the Programmes**
11. (1) Correspondence programmes shall run for a minimum period of three (3) months and a maximum period of six (6) months, with a possibility of an extension of not more than six (6) months.
- (2) Extension of programme duration shall be granted on the application upon adducing reasonable grounds.

- (3) The Department shall prepare a form for the application to extend the programme duration.
- (4) Upon stated in the Curriculum

PART III: MODE OF DELIVERY

Mode of Delivery of Programmes

- 12. (1) The mode of delivery for distance learning programmes shall encompass blended, online, postal, learning through various platforms.
- (2) The blended mode of delivery shall encompass face-to-face classrooms and entirely online. The face-face shall involve consultation meetings done physically and completely online shall be through virtue meetings.
- (3) The online mode of delivery shall involve virtual classes through online platforms such as MoCU e-Learning systems guided by approved specific guidelines from the University
- (4) The postal, physical and radio delivery modes shall be part and parcel of the correspondence programmes. They shall encompass printed materials (post or physically), correspondence and radio broadcast programmes.

Course Instructors and Roles

- 13. (1) There shall be course instructors for modules/ semester courses.
- (2) A course instructor shall be responsible for student interactions, setting and marking graded exercises, continuous assessment tests, quizzes, and final examinations.
- (3) The Head of the Department shall appoint a course instructor in consultation with the Head of the host Department.

Face-to-Face Interactions and Continuous Consultations

- 14. (1) Students shall have face-to-face physical interactions with their course instructors in addition to virtual interactions.
- (2) The interactions in sub-guideline (1) shall be for two weeks at a convenient time before the University final examinations.
- (3) *Inter-alia*, the interactions shall be for purposes connected with and or ancillary to teaching and clarifying course areas.
- (4) Notwithstanding the provisions of this guideline, there shall be continuous consultations between students and course instructors physically or through email, WhatsApp, phone calls, text messaging, and postal communications.

Mentorship	15. (1) All students shall be assigned to a mentor for a professional guide who shall guide a student throughout the entire study duration. (2) The Head of the Department shall appoint a mentor in consultation with the Head of the host Department.
Medium of Instruction for Programmes	16. The medium of instruction shall be adopted from the specifically approved curriculum.
Provision of Students' Guidebook	17. The Department shall provide admitted students with a students' guidebook containing a calendar of academic activities of the programme duration.
Provision and Access to Learning Materials	18. (1) Students shall access teaching and learning materials through MoCU e-Learning System or physical collection. (2) Instructors shall provide teaching and learning materials (soft and in printed form), assignments through the MoCU e-Learning System, email addresses or physical collection.

PART IV: EXAMINATIONS AND EXAMINATION HANDLING

Types of Examinations	19. (1) Except for correspondence programmes, there shall be a written examination and, where the course demands, a practical and oral exam after completion of each module. (2) Without prejudice to sub-guidelines (1), students shall have two sitting examinations per academic year.
Moderation of Examinations	20. (1) The moderation of distance learning students' examinations shall follow the General University Admission, Registration and Examinations Regulations. (2) The Head of Department, in consultation with the Coordinator, shall cause the moderated examinations to be sent to the MoCU Regional Offices or any other prescribed institution. (3) MoCU Regional Offices or any other prescribed institution in sub-guideline (2) shall act as examination Centres.
Invigilation of Examinations	21. (1) All Final Examinations shall be done at MoCU, its Regional Offices or any other institution prescribed as an examination centre.

- (2) The Department shall share the examination timetable with students and prospective invigilators two weeks before the commencement of examinations.
- (3) The Head of Department shall appoint invigilators for final examinations.
- (4) If the final examinations are conducted outside MoCU, the Head of Department shall appoint a person to act as invigilator.
- (5) Upon completion of invigilation, invigilators outside main campus shall send the examination scripts to MoCU-Main Campus or any approved office by the University Authority.
- (6) All invigilators outside main campus shall send examination scripts in Sub (5) through a reliable and speedy courier.

Postponement of Final Examinations

22. (1) With compelling reasons and upon application, a student may be allowed to postpone the final examination (s).
- (2) A student intending to postpone exam(s) shall lodge their application to the Director.
 - (3) A student absent from final examinations without compelling reasons shall be discontinued from studies.

Marking of Examinations

23. (1) The graded exercises will be marked by course instructors assigned to each student.
- (2) The respective course instructor shall prepare the marking guide for the exercises.
 - (3) The marking of tests and final examinations shall be conducted by the respective course instructor assigned to teach the course.
 - (4) The marking of final examination scripts shall not exceed two weeks.

Assessment of Examinations

24. (1) There shall be no end-of-the-year examinations for correspondence programmes.
- (2) Course instructors shall conduct the overall assessment for correspondence programmes through questions provided within topics at the end of the subject and general review questions provided at the end of the course.

- (3) For sub-guideline (2), questions within the topics shall carry 10%, and questions at the end of issues shall have 20%. Questions provided at the end of each module shall take 70%.
- (4) Except for correspondence programmes, the assessment shall involve timed graded exercises, continuous assessment tests, participation and end of the module/semester final examinations.
- (5) For sub-guideline (4), Timed Graded Exercises shall carry 15%, Continuous Assessment Tests shall take 20%, Participation in students-instructors Consultation Meetings shall carry 5%, and End of the Module/Semester Final Examination shall have 60%.
- (6) The pass mark for courses shall be 50% with exception of the programmes under UQF alignment shall be 40%.

Publication of Examination Results

25. (1) There will be no official publication of examination results for correspondence programmes.
- (2) The Department shall notify students of their examination results upon submission of the Graded Exercises for marking.
- (3) Examination results for programmes apart from correspondence programmes shall be published after approval of ICCE Board.
- (2) Publication of examination results shall be made through MoCU Students Management System.
- (3) The Department shall withhold students' results with outstanding until such student pays the due amount in full.

Probation/Supplementary Examinations

26. (1) A student who fails to attain the pass mark shall be required to sit for probation/supplementary examinations.
- (2) Students shall do probation examinations after completing modules I and II.
- (3) Postgraduate students shall sit for the supplementary examination after completing modules I and II or III and IV, as the case may be.
- (4) A supplementary examination candidate absenting oneself from scheduled examinations without a compelling reason(s) shall be discontinued from studies.

Applicability of General

27. Except where it is expressly provided under these guidelines, other conduct and handling of examinations shall be under the provisions of

University Admission, Registration and Examination Regulations

the General University Admission, Registration and Examinations Regulations and the General Guidelines and Regulations for Postgraduate Studies in place, as the case may be.

Research Project Proposals and Reports

28. (1) All postgraduate students shall be required to undertake a research project under the guidance of a supervisor in partial fulfilment for the award of a relevant Postgraduate Diploma.
- (2) Upon registration, a postgraduate student shall be assigned to a research supervisor.
- (3) To ensure an effective research process, students shall contact their supervisors at least twice a month.
- (4) A postgraduate student shall be required to submit a loose-bound research proposal to a research supervisor at the end of the first-semester module II final examinations.
- (5) A research proposal shall be part of the first-semester module II final examinations.
- (6) A student failing to submit a research proposal within a prescribed time shall apply for an extension to submit it during module III final examinations.
- (7) A student who fails in a research proposal shall be required to repeat and submit the same in module III.
- (8) Upon submission of the research proposal, a student shall be allowed to go for data collection before the commencement of second-semester module III.
- (9) A student must submit a research report at the end of the second-semester module IV Final Examinations.
- (10) A student failing to submit a research report within a prescribed time in (9) shall be allowed to extend one year upon application.
- (11) A student granted an extension shall be required to pay a monthly extension fee as prescribed by General Guidelines and Regulations for Postgraduate Studies.
- (12) A student failing to submit a research proposal/report without compelling reasons shall be discontinued from studies.

PART V: TRANSCRIPTS AND CERTIFICATES

- Qualification for Award** 29. (1) A student who completes studies shall be awarded a respective award depending on the programme pursued.
- (2) For the award, the pass mark shall be 50% for non-degrees and for the degree programmes under UQF shall be 40%.
- (3) The qualification for the award for other programmes shall follow the General University Admission, Registration and Examinations Regulations or the General Guidelines and Regulations for Postgraduate Studies in place, as the case may be.
- Classification of Academic Certificates** 30. (1) The classification of certificates for non-conventional programmes shall be Pass or Fail.
- (2) The classification of certificates for conventional shall be as prescribed by the General Guidelines and Regulations for Postgraduate Studies in place.
- Preparation of Academic Transcript and Certificates** 31. The Head of Department shall be responsible for preparing Academic Transcripts and Certificates on request by prospective graduand after satisfying that the applicants met the requirements for the award.
- Issuance of Academic Transcript and Certificates** 32. (1) Upon verification of successful completion of studies, and payment of required fees, a student, shall be issued with Academic Transcript and Certificate.
- (2) The student shall request for Academic Transcript and Certificate in writing to the Director.
- (3) The Academic Transcripts and Certificates may be collected at MoCU, its Regional Offices, or any other prescribed address through written application by the graduand.
- (4) Subject to Sub-guideline (3), graduands opting to collect the Academic Certificate and Transcript through a specified address shall identify a courier of their choice, failure of which, the University shall choose the reliable courier.
- (5) The cost of sending the academic Certificate and Transcript from the MoCU main campus to the MoCU Regional Offices or any other prescribed place shall be borne by a graduand.

- (6) Upon collection, the graduand shall sign the prescribed form as evidence of collecting the document. The prescribed form may be in hardcopy or electronic form.

PART VI: MISCELLANEOUS PROVISIONS

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| Disciplinary actions | 33. Any staff or student who contravenes any provision of these Guidelines shall face the appropriate disciplinary action as per relevant Regulations in place for the time being. |
| General Powers | 34. The Vice Chancellor shall have general powers to provide direction or course of action to be taken where the Regulations and these Guidelines are silent. |
| Duty to keep and make use of the Guidelines | 35. (1) All University staff and students shall keep a copy and use these Guidelines.
(2) Ignorance of the Guidelines shall not stand as a defense in non-compliance or contravention cases. |
| Amendment of the Guidelines | 36. These Guidelines may be amended as and when the need arises. |
| Inconsistency with Guidelines | 37. In case of any inconsistency or conflict between the provisions of these Guidelines and the University undergraduate and Postgraduate Regulations on Admission, Registration and Examination, the provisions of the regulations shall prevail. |
| Plagiarism | 38. All plagiarism cases shall be dealt with following the University Anti-plagiarism Policy and the General University Admission, Registration and Examinations Regulations or the General Guidelines and Regulations for Postgraduate Studies in place as the case may be. |



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