

UNIVERSITY OF DAR ES SALAAM



COLLEGE OF SOCIAL SCIENCES

ORIENTATION GUIDING BOOK
FOR
FIRST YEAR UNDERGRADUATE STUDENTS
2026/2027



Welcome to the College of Social Sciences at the University of Dar es Salaam!



We are delighted to extend our warmest greetings and welcome you to the College of Social Sciences (CoSS) of the University of Dar es Salaam. Our College is dedicated to delivering top-notch education that meets international standards, conducting impactful research to advance knowledge, and providing valuable public services for the betterment of present and future generations. Through our commitment to excellence in teaching, we offer programs designed to address societal needs, ensuring a well-rounded education.

We firmly believe that our institution's growth and success are intricately tied to the satisfaction and trust of our valued community. Your trust in us is what propels our progress, and we are happy for joining our programs and engaging in the various events and activities we offer. As you explore our virtual space, we extend a heartfelt welcome. Your journey with us is important, and we look forward to building a strong College and meaningful connection.

Prof. Christine Noe

Principal, College of Social Sciences

1. Know the College of Social Science

The College of Social Sciences (CoSS) is situated on the main campus of the University of Dar es Salaam, namely Mwalimu Nyerere Mlimani Campus, commonly known as “**The Hill**”. The College’s main building is the Social Sciences Tower, which is close to the University Administration building. The College of Social Sciences was established in 1964 as the Faculty of Arts and Social Sciences (FASS) and is the second oldest faculty of the University of Dar es Salaam (UDSM) after the Faculty of Law. In 2009, FASS was changed to the College of Arts and Social Sciences (CASS). The CASS continued to grow in terms of departments and programmes, and in 2013 it was split into two Colleges, the College of Social Sciences (CoSS) and the College of Humanities (CoHu).

The College of Social Sciences comprises the following Departments and Units;

1. Department of Geography
2. Department of Political Science and Public Administration
3. Department of Sociology and Anthropology
4. Department of Statistics
5. Information Studies Unit
6. Population Studies and Research Centre

In terms of services and products, CoSS has been concentrating mainly on the core University mission and purpose, particularly teaching, research and public services. The College is offering undergraduate programmes, MA/MSc programmes, and PhD (Thesis) programmes. Drawing competencies and expertise from the College, the College has been engaging in research and consultancy, short terms trainings, annual and occasional social science conferences and other public services of academic and professional interests to the College and to the general public.

College Staff

The College of Social Science has two categories of staff: academic and supporting staff. Some of these staff are serving on permanent terms while others are on contract terms.

College Management

The College is headed by the Principal, Head of Departments and Units, Coordinators of Undergraduate and Postgraduate Studies, Coordinators of Research and Knowledge Exchange and Administrative Officers. The highest organ of decision-making of the College is the College Board. The Board is composed of the Chairperson (Principal of the College), Head of Departments, Coordinators of

Units, 1 member from the Institute of Social Work, UDASA, UDSOE, THTU, CoHU, the Chairperson and Secretary of DARUSO - CoSS, College Examination Officer, Procurement Officer, Accountant, and Administrative Officer.

The College functions through various committees including Higher Degrees Committee, Research and Publication Committee, Editors Committee, Management Committee, and Staff Review Committee. These committees are formed by members selected from each department and unit. The College of Social Sciences' main function is to adhere to the core functions of the University of Dar es Salaam, which are: teaching, research and publication and public service. The role of College Management is to make sure that these functions are achieved on time.

2. How the College Operates

The College functions within a semester-based framework, in which the academic year comprises two semesters. Course credit weights are determined by the number of scheduled teaching hours. Most of the courses in the College of Social Sciences carry 12 credits, corresponding to four weekly contact hours, totalling 60 contact hours over a 15-week semester. Specifically, 40 one-hour lectures and 20 one-hour seminars. The course codes employed by the College are listed in Table 1:

Table 1: Course codes employed by the College

Code	Name	Code	Name
AS	Social Science Research Methods	PA	Public Administration
AT	Anthropology	PS	Political Science
GE	Geography	PY	Psychology
IR	International Relations	SO	Sociology
LS	Library and Information Studies	ST	Statistics
PTC	Practical Training for Social Science	WK	Social Work

CoSS students must undertake no less than 60 credits or no more than 72 credits per semester, resulting in an annual requirement of 120 to 144 credits. Over the three-year duration of the programme, the degree shall be awarded upon the accumulation of a minimum of 360 credits and a maximum of 432 credits.

The number of courses students may take outside their departments is set by each department to ensure that students remain focused on core courses deemed most suitable for their disciplinary specialisations as indicated in the course matrix.

3. Programmes offered by the College of Social Sciences

The College offers 12 bachelor degree programmes (Table 2). Each programme is linked to a department/unit, which acts as the host. B.A. with Education programme is run under the Principal's Office and coordinated by the College Coordinator for Undergraduate Studies, who is appointed by the Principal.

Table 2: Bachelor degree programmes offered by the College

S/N	Degree Programme	Host Department/Unit
1.	BA. Urban and Rural Development (BAURD)	Geography
2.	BSc. Geographical Information Systems and Remote Sensing (BScGISR)	Geography
3.	BSc. Environmental Assessment and Natural Resources Management (BScEANRM)	Geography
4.	BA. Political Sciences and Public Administration (PSPA)	Political Science and Public Administration
5.	BA. Politics and International Relations (BAPIR)	Political Science and Public Administration
6.	BA. Sociology (BASO)	Sociology and Anthropology
7.	BA. Anthropology (BAA)	Sociology and Anthropology
8.	BA. Psychology (BAP)	Sociology and Anthropology
9.	Bachelor of Social Work (BASW)	Sociology and Anthropology
10.	BSc. Statistics (BScST)	Statistics
11.	Bachelor of Library and Information Studies (BLIS)	Information Studies
12.	BA. with Education (BAED-CoSS)	Office of the Principal - CoSS

4. College and University-wide Courses

The College offers the following College and University-wide courses (Table 3).

Table 3: College/University-wide courses

Code	Title	Credits	Status	Offering Unit
CL 106	Communication Skills for Arts and Social Sciences	12	Core for all students	CoHU
PL 111	Introduction to Critical Thinking and Argumentation	12	Core for all students Except BA. with Education	CoHU
DS 114	Development Perspectives I	12	Core for all students	IDS
DS 115	Development Perspectives II	12	Core for all students	IDS

5. Change/Transfer of Degree Programmes

First-year students who wish to change/transfer their degree programmes are required to apply online during the orientation and registration week. The following are conditions for programme change/transfer:

- 5.1 Applicants must have completed registration (i.e. payment of tuition fees and direct costs).
- 5.2 Applicants must have entry points equal to or higher than the cut-off point of the programme for which transfer is being sought.
- 5.3 Acceptance of successful applicants is subject to the availability of slots in the requested programme.
- 5.4 All applications are submitted online only through the ARIS system using the student's ARIS3 account.
- 5.5 Applications are submitted for only one choice of programme.

6. General Regulations

- 6.1 **Programme enrolment:** A student admitted to the College of Social Sciences shall be enrolled in one of the degree programmes outlined above. All degree programmes in the College last for a three-year duration.
- 6.2 **Credit requirements for graduation:** To graduate from the College, a student (except those enrolled in BA. with Education) must complete and pass a minimum of 360 credits and a maximum of 432 credits.
- 6.3 **Semester credit load:** Each student must take between 60 and 72 credits per semester.

7. Examination Regulations

- 7.1 Registration for Examination: There shall be no special registration of candidates for examinations. Registration and payment to the University of all required or prescribed fees by a candidate for a course of study shall be deemed as adequate registration for the requisite examinations in the particular course of study.
- 7.2 University examinations encompass the full assessment process, including coursework (assignments, tests, practical, and seminar presentations), and final examinations.
- 7.3 All semester courses are examined at the end of the semester, except when the DVC-Academic direct the Principal to allow otherwise.
- 7.4 Assessment of the student's progress shall be based on the following grading system:

A	70-100%	C	40-49%
B+	60-69%	D	35-39%
B	50-59%	E	0-34%

- 7.5 The minimum passing grade shall be 'C'.

7.6 Course grade will be based on an end-of-course examination (University Examination) and a coursework assessment. The former (UE) shall constitute 60% of the total course assessment, whereas the latter (coursework assessment) shall constitute 40%.

7.7 For purposes of degree computation, these grades shall have the values of:

A	B+	B	C	D	E
5	4	3	2	1	0

7.8 Courses shall be weighted by multiplying the final grade of a given course by the number of its course credits, and a student's overall performance (GPA) will be computed by dividing the weighted total by total course credits.

7.9 Course grades multiplied by the appropriate credit weighting will be accumulated over the whole period of study and will form the basis for the classification of the degree. The final degree shall be classified as first class, upper second class, lower second class, and pass as follows:

First Class	4.4 – 5.0
Upper Second	3.5 – 4.3
Lower Second	2.7 – 3.4
Pass	2.0 – 2.6

7.10 A student failing a course in any year shall be required to supplement, provided the overall GPA is not less than 1.8. Supplementary examination shall be marked out of 60%, and the coursework marks (out of 40%) shall be added to the supplementary marks to give the student a "C" or "D" grade.

7.11 A student who fails supplementary examination (s) will be allowed to carry over the relevant course(s) flexibly into the subsequent academic years provided that (a) the overall GPA after supplementary is 2.0 or above; (b) the carried over courses must be cleared within the maximum allowable registration period, i.e., five years; and (c) the courses are required to complete the required total minimum number of course units for the degree programme.

7.11.1 A carried-over course must be taken in full, including all the coursework, and it shall be assessed like a supplementary course; it shall be awarded a maximum of a "C" grade.

7.12 Special examinations given at the time of supplementary examinations will be treated as the first sitting and graded as such.

7.12.1 A student who is required to sit for a special examination or who, **for satisfactory reasons**, has not completed an important portion of his/her course shall be awarded a 'PEX' ("Postponed Exam") grade or "I" ("Incomplete") remark, respectively.

- 7.12.2 All candidates with pending supplementary or special examinations or with incomplete courses shall be evaluated assuming they would score the maximum attainable grade in the pending examinations and shall be discontinued from studies if they would not obtain the required minimum GPA.
- 7.12.3 A candidate with incomplete results for courses which could not be completed by the end of the year for acceptable reasons must complete the courses before he/she can be allowed to continue with studies of the following year.
- 7.13 The College Principal may, on the recommendation of the Department, bar students from taking University examination on the grounds of poor attendance at classes and/or seminars or poor performance in the coursework assessment.
- 7.13.1 A student who obtains less than 16 marks in his/her coursework grade for any course will be deemed to have failed the coursework and will be barred from taking the examination in that course.
- 7.13.2 A student who is so barred will be required to carry over the course, other regulations permitting.
- 7.14 A student shall be discontinued from studies at the University on academic grounds if either he/she attains an overall GPA of less than 1.8 or a GPA of less than 2.0 after sitting for supplementary examinations.
- 7.15 Students must clear all courses within 5 years for a 3-year programme. Any student who fails to clear any course by the end of the maximum period shall be deemed to have failed the programme and will not be awarded a degree.

8. Registration for Courses

- 8.1 All new full-time students shall register for courses at the **beginning of the first semester** of an academic year for a total of at least 60 course credits per semester and at least 120 credits per year.
- 8.2 The deadline for registration of first-year students will be two weeks, from the first day of the orientation week, while for continuing students it will be the Friday of the second week after the beginning of the first semester.
- 8.3 Except in exceptional circumstances, no student will be allowed to change subjects/courses later than the Friday of the fourth week after the beginning of the first semester.
- 8.4 A student who has registered for a course but who wishes to withdraw from that course must apply to the Principal, as the case may be, through the Head of

the course-offering Department for permission to do so not later than Friday of the fourth teaching week of the semester. No student will be permitted to commence any course three weeks after the beginning of the semester or withdraw from any course four weeks after the beginning of the semester.

9. Eligibility for Examinations

- 9.1 Candidates are required to complete coursework before they can be allowed to sit for the University Examination. A minimum cumulative score of 40% of continuous assessment marks is a **must**.
- 9.2 A candidate who is so barred will be required to carry over the course, other regulations permitting.
- 9.3 Where a candidate who has not registered for studies or has not met conditions to enter the examination room and sits for the examination, his/her results shall be declared **null** and **void**.

10. Absence from Examinations

- 10.1 A Candidate who deliberately absents himself/herself from an examination or examinations **without compelling reasons** shall be deemed to have absconded (ABS) from the examination and shall be discontinued from the University.
- 10.2 A student who is required to sit for a special examination shall be assigned a "PEX" (Postponed Exam) remark and one who, for satisfactory reasons, has not completed his/her coursework shall be assigned an "I" (Incomplete) remark.
- 10.3 A student who will not clear any "PEX" or "I" remark at the time of special examinations will be considered to have absconded from studies.
- 10.4 Postponement of examinations is granted to candidates who have been registered for studies in an academic year. A student is allowed to postpone a maximum of three examinations in an academic year, except for special circumstances as approved by the DVC-Academic.

11. Dates of Examination

- 11.1 Examinations shall be held at a time to be determined by **Senate**, which shall normally be at the end of each semester, subject to such exceptions as Senate may allow upon recommendation by a College Board as the case may be.
- 11.2 A candidate who, for reasonable cause, was unable to present himself/herself in the ordinary examinations may, with the special permission of Senate or in that behalf the College Board as the case may be, present himself/herself for examination at a time fixed for any supplementary examination.

12. Academic Dishonesty:

12.1 In this regulation:

- (a) "Academic dishonesty" refers to any deliberate act or attempt, before, during and post examinations, whether through manual, digital, or technological means, to gain unfair academic advantage, compromise the integrity of the examination process, falsify academic records, or undermine the credibility of the University's awards.
- (b) "Unauthorized material" includes any written or printed material, functional or dysfunctional, that is generally or specifically prohibited from being brought into the examination room; these include, but are not limited to cellular or mobile phones, watches, radios, radio cassette or other types of players, computers, soft drinks (except where water is permitted), electronic devices and alcoholic drinks and any other materials as may be specified from time to time by the DVC in charge of academics.
- (c) "Unauthorized absence from examination" includes going out of the examination room, temporarily or otherwise, or staying out of the examination room for an unduly long period, without permission of the invigilator for the examination in question.
- (d) "Cheating in examination" includes any form or kind of dishonesty or destruction or falsification of any evidence of irregularity.
- (e) "Academic dishonesty" and "examination irregularity" shall have the same meaning and be used interchangeably.
- (f) "Examination" shall mean and include individual and group assignments, tests, project papers, dissertations and University examinations administered through visual, oral, or written means, and any other approved form of examination.

12.2 Academic dishonesty during examination, shall include:

- (a) plagiarism
- (b) possession of unauthorized materials during examination;
- (c) cheating or attempting to cheat by copying, receiving from, or giving assistance to another candidate;
- (d) communicating with others inside or outside the examination room during the examination;

- (e) impersonation or attempting to sit for an examination on behalf of another person;
- (f) letting another person to sit for an examination on behalf of himself or herself;
- (g) destruction, concealment, or falsification of evidence related to examination misconduct;
- (h) causing disturbances or disruptions in or near the examination room;
- (i) refusal to comply with examination regulations or invigilators' instructions, and
- (j) any act during examination which undermines the integrity of or compromises university examination process.

12.3 Post-examination academic dishonesty shall include:

- (a) unauthorized alteration, manipulation, or deletion of examination records in any official University record systems or database;
- (b) tampering with, falsifying or fabricating scores, grades, transcripts, or certificates;
- (c) collusion with University staff or third parties to unlawfully alter scores, grades, results, or Senate decisions;
- (d) use of any digital technologies to access, modify, or fabricate examination data or records;
- (e) unauthorized access to confidential examination-related information or systems;
- (f) submission or use of forged or fraudulent academic documents;
- (g) attempting to obtain academic recognition, employment, or professional registration based on falsified results or credentials,
- (h) acts of digital sabotage or cyber intrusion into University examination systems, and

- (i) any act or omission which undermines the integrity of or compromises university examination records.

- 12.4 Subject to confirmation by Senate, any candidate found guilty of bringing unauthorized material into the examination room in any part of the examination process shall be deemed to have committed an examination irregularity and shall be discontinued forthwith from studies in the University.
- 12.5 Any candidate found guilty of cheating in relation to any part of the examination process shall be deemed to have committed an examination irregularity and to have failed in the whole of that examination for that year and shall be discontinued from studies in the University, subject to confirmation by Senate.
- 12.6 Any candidate found guilty of causing disturbance in or near any examination room shall be deemed to have committed an examination irregularity and to have failed in the whole of that examination for that year and shall be discontinued from studies in the University, subject to confirmation by Senate.
- 12.7 Any candidate found guilty of committing an examination irregularity and is aggrieved by the decision may appeal to the Senate in accordance with the provisions of regulation 18 of the main University Prospectus.
- 12.8 The Senate may impose such a lesser penalty on a candidate found guilty of committing an examination irregularity, depending on the gravity of the facts or circumstances constituting the offence, as the Senate may deem appropriate.

13. Progress from Year to Year

- 13.1 Candidates who are full-time students are required to pass a total minimum of 120 course credits in examinations in the academic year and attain a minimum overall GPA of 2.0 before proceeding to the following year of study.
- 13.2 A candidate may be allowed to re-sit failed courses in Supplementary Examinations if he or she has attained an overall GPA of 1.8 or above in the First Sitting calculated in accordance with the credit weighting of individual courses. The maximum grade obtainable in a Supplementary Examination shall be the minimum passing grade i.e. 'C'.
- 13.3 No candidate shall be allowed to repeat any year of study on academic grounds, except with special permission or approval of the Senate upon recommendation of a College Board, and the Senate Undergraduate Studies Committee or a Constituent College Academic Board.

- 13.4 Carrying over of courses shall be guided by the following:
- (a) A candidate who scored an overall GPA pass mark of 2.0 or above after Supplementary Examination may be allowed to carry over flexibly into the subsequent academic year such number of failed courses as are requisite for the fulfilment of the requirement of passing a total minimum number of course credits for the programme. The minimum overall GPA shall be calculated in accordance with the credits weighting of the individual courses.
 - (b) Carrying over failed courses into subsequent years shall imply repeating the failed courses in the subsequent years by fulfilling all requirements of the course. The maximum grade for a carried-over course shall be the minimum passing grade i.e. 'C'.
 - (c) Carryover of elective courses will only be allowed in exceptional circumstances, normally only when those credits are needed to comply with GUER No. 11.8.
 - (d) All carried over courses shall be cleared within the allowable maximum period of registration otherwise, the student will be discontinued from studies. The maximum period of registration is five years for a programme that takes three years and six years for a four-year programme.
- 13.5 All candidates with pending supplementary or special examinations or with incomplete courses shall be evaluated assuming they would score the maximum attainable grade in the pending examinations and shall be discontinued from studies if they would not obtain the required minimum GPA.
- 13.6 A candidate with incomplete results for courses which could not be completed by the end of the year for acceptable reasons must complete the courses before he/she can be allowed to continue with studies of the following year.
- 13.7 Final year students who return to the University to clear a carryover or an incomplete shall pay tuition fees and relevant direct costs. Tuition fee shall be paid on a pro-rata basis depending on the number of course credits to be taken out of the annual 120 credits.

14. Appeals

- 14.1 Except where wrongful marking, wrongful computation of marks or grades or other like irregularity committed in the conduct of any University examination is alleged, no appeal shall lie in respect of any such examination on any other ground.

- 14.2 No appeal pertaining to the conduct of any University examination and the marking of scripts thereof shall be entertained unless an appeal is lodged with the appropriate University authorities in accordance with these regulations within one year from the date of publication of the results by or under the authority of the Senate.
- 14.3 No appeal will be considered where;
- The candidate appeals for re-marking of the examination script but fails to establish reasonable grounds for prejudice, incompetence or lack of integrity on the part of the internal examiner.
 - It raises, for the first time, issues concerning the supervision, teaching or coursework assessment. Such matters will only be considered if they have been raised by the student promptly and in writing, at the time they first arose.
 - A student alleges illness or other factors, but where she/he had an opportunity to postpone studies or examination (s) but voluntarily opted not to take that opportunity.
- 14.4 False claims of illness and/or the submission of false supporting medical or other documentation constitute an academic offence that will result in discontinuation from studies.
- 14.5 All appeals in an academic year shall be lodged soon after Senate's approval of results at the end of the academic year and shall be decided upon only once at the Senate scheduled for the appeals.

15. Practical Training Courses

The following are practical training (PT) courses carried out during the long vacation (8 weeks), that is, outside the two 15-week semesters and Internship Practicum within the two 15-week semesters. These fieldwork courses are core for the degree programmes as shown in table 4.

Table 4: Practical Training Courses

SN	Code	Year	Duration	Degree Programme
1.	GE 199	1 st	8 weeks	BSc. Environmental Assessment and Natural Resource Management
2.	PY 110	1 st	8 weeks	BA. Psychology

16. Course Matrix for First Year

Below are the degree programmes' first-year courses from each department. You are advised to go to your respective department and familiarize yourself with these courses, and thereafter go into the **Academic Registration Information System (ARIS3)** and register them.

16.1 Department of Geography

16.1.1 BA. Urban and Rural Development

Code	Course Title	Status	Credit
Semester I			
GE 146	Research Methods in Geography	Core	12
GE 150	Introduction to Urban Development	Core	12
GE 151	Introduction to Rural Development	Core	12
GE 160	Fundamentals of Geographic Information System	Core	12
DS 114	Development Perspectives I	Core	12
CL 106	Communication Skills for Arts and Social Science	Core	12
Total Credits			72
Semester II			
GE 152	Fundamentals of Regional Development Planning	Core	12
GE 153	Transport Geography	Core	12
GE 165	Spatial Organisation of Human Environment	Core	12
GE 154	Rural Transformation & Industrialization	Core	12
DS 115	Development Perspectives II	Core	12
PL 111	Introduction to Critical Thinking and Argumentation	Core	12
Total Credits			72

16.1.2 BSc. Geographical Information Systems and Remote Sensing

Code	Course Title	Status	Credit
Semester I			
GE 149	Physical Geography	Core	12
GE 160	Fundamentals of Geographical Information Systems	Core	12
GE 161	Principles of Remote Sensing	Core	12
GE 164	Environmental Education and Communication	Core	12
DS 114	Development Perspectives I	Core	12
CL 106	Communication Skills for Arts and Social Sciences	Core	12
Total Credits			72
Semester II			
GE 141	Climatology	Core	12
GE 144	Surveying and Mapping Science	Core	12
GE 162	Global Navigation Satellite System (GNSS)	Core	12
GE 163	Fundamentals of Cartography	Core	12

Code	Course Title	Status	Credit
GE 165	Spatial Organization of Human Environment	Core	12
DS 115	Development Perspectives II	Core	12
PL 111	Introduction to Critical Thinking and Argumentation	Core	12
Total Credits			72

16.1.3 BSc. Environmental Assessment and Natural Resources Management

Code	Course Title	Status	Credit
Semester I			
GE 146	Research Methods in Geography	Core	12
GE 149	Physical Geography	Core	12
GE 160	Fundamentals of Geographical Information Systems	Core	12
GE 164	Environmental Education and Communication	Core	12
DS 114	Development Perspectives I	Core	12
CL 106	Communication Skills for Arts and Social Sciences	Core	12
Total Credits			72
Semester II			
GE 141	Climatology	Core	12
GE 147	Soil Survey and Management	Core	12
GE 165	Spatial Organization of Human Environment	Core	12
GE 199	Practical Training in Geography	Core	12
DS 115	Development Perspectives II	Core	12
GE 148	Meteorology	Elective	12
PL 111	Introduction to Critical Thinking and Argumentation	Core	12
EC 101	Entrepreneurship I	Elective	12
Total Credits			72

16.2 Department of Political Science and Public Administration

16.2.1 BA. Political Science and Public Administration

Code	Course Title	Status	Credits
Semester I			
PS 115	Introduction to Political Science: Theories and Approaches	Core	12
PS 118	Classical Political Thought	Core	12
PS 120	Introduction to Political Science Research	Core	12
DS 114	Development Perspectives I	Core	12
PL 111	Introduction to Critical Thinking and	Core	12

Code	Course Title	Status	Credits
	Argumentation		
PL 100	Introduction to Philosophical Analysis	Elective	12
HI 103	Capitalism and Imperialism in World History	Elective	12
EC 116	Introductory Microeconomic Analysis I	Elective	12
EC 117	Introductory Macroeconomic Analysis I	Elective	12
Total Credits			72
Semester II			
PS 116	Introduction to Political Science: Processes and Practices	Core	12
PS 117	Politics and State in Tanzania	Core	12
PS 119	Contemporary Political Thought	Core	12
PS 121	Research Methods in Political Science	Core	12
DS 115	Development Perspectives II	Core	12
CL 106	Communication Skills for Arts and Social Sciences	Core	12
Total Credits			72

16.2.1 BA. Politics and International Relations

Code	Course Title	Status	Credits
Semester I			
PS 115	Introduction to Political Science: Theories and Approaches	Core	12
PS 118	Classical Political Thought	Core	12
PS 120	Introduction to Political Science Research	Core	12
DS 114	Development Perspectives I	Core	12
PL 111	Introduction to Critical Thinking and Argumentation	Core	12
PL 100	Introduction to Philosophical Analysis	Elective	12
HI 103	Capitalism and Imperialism in World History	Elective	12
EC 116	Introductory Microeconomic Analysis I	Elective	12
EC 117	Introductory Macroeconomic Analysis I	Elective	12
Total Credits			72
Semester II			
PS 116	Introduction to Political Science: Processes and	Core	12

Code	Course Title	Status	Credits
	Practices		
PS 117	Politics and State in Tanzania	Core	12
PS 119	Contemporary Political Thought	Core	12
PS 121	Research Methods in Political Science	Core	12
DS 115	Development Perspectives II	Core	12
CL 106	Communication Skills for Arts and Social Sciences	Core	12
Total Credits			72

16.3 Department of Sociology and Anthropology

The Department of Sociology and Anthropology is the largest Department in the College of Social Sciences. The Department has four units and one research centre. These include the Sociology, Anthropology, Social Work, and Psychology units, as well as the Society and Religion Research Centre (SORRECE).

16.3.1 BA. Sociology

The programme aims at providing students with a solid background in the major areas of the Sociology discipline. Students in the programme will be required to take compulsory university wide courses in their first year. Students will then take core courses which are compulsory and Elective courses in Sociology or other related fields. The program requires that students take at least 60 credits and at most 72 credits per semester. BA. Sociology is delivered in four main specializations:

Specialization I: Health and Population Studies,

Specialization II: Social Policy and Administration,

Specialization III: Community Development, and

Specialization IV: Labor and Industrial Relations.

Code	Course Title	Status	Credits
Semester I			
AS 102	Introduction to Social Science Research Methods	Core	12
SO 116	Introduction to Sociology	Core	12
SO 117	Introduction to Academic Writing in Sociology	Core	12
PL 111	Introduction to Critical Thinking and Argumentation	Core	12
DS 114	Development Perspectives I	Core	12

Code	Course Title	Status	Credits
CL 106	Communication Skills for Arts and Social Sciences	Core	12
Total credits			72
Semester II			
AS 103	Introduction to Quantitative Research Methods	Core	12
SO 115	Introduction to Culture and Society	Core	12
SO 119	Introduction to Sociological Theories (Classical & Contemporary)	Core	12
AT 118	Introduction to Cultural Anthropology	Core	12
PY 105	Introduction to Social Psychology	Core	12
DS 115	Development Perspectives II	Core	12
Total Credits			72

16.3.2 BA. Anthropology

The programme aims at providing students with a solid background in the major areas of the anthropology discipline. Students in the programme will be required to take compulsory university wide courses in their first year. Students will then take core courses which are compulsory and Elective courses in anthropology or other related fields. The program requires that students take at least 60 credits and at most 72 credits per semester.

Code	Course Title	Status	Credits
Semester I			
AS 102	Introduction to Social Science Research Methods	Core	12
AT 100	Introduction to Anthropology	Core	12
AT 101	Introduction to Anthropological Methods	Core	12
AT 104	The Anthropology of Magic, Witchcraft, and Rituals	Elective	12
CL 106	Communication Skills for Arts and Social Sciences	Core	12
PL 111	Introduction to Critical Thinking and Argumentation	Core	12
DS 114	Development perspectives I	Core	12
Total Credits			72
Semester II			
AS 103	Introduction to Quantitative Research Methods	Core	12
AT 110	Introduction to Anthropological Theories	Core	12
AT 102	Introduction to Kinship, Sex and Gender	Core	12
SO 115	Introduction to Culture and Society	Core	12

Code	Course Title	Status	Credits
AT 118	Introduction to Cultural Anthropology	Core	12
AT 111	Human Anthropology and Human Evolution	Elective	12
AT 112	Nomadic and Pastoral Societies in East Africa	Elective	12
DS 115	Development Perspectives II	Core	12
Total Credits			72

16.3.3 Bachelor of Social Work

The programme aims at providing students with a solid background in the major areas of the Social Work discipline. Students in the programme will be required to take compulsory university wide courses in their first year. Students will then take core courses which are compulsory and Elective courses in social work or other related fields. The program requires that students take at least 60 credits and at most 72 credits per semester.

Code	Course Title	Status	Credits
Semester I			
AS 102	Introduction to Social Science Research I	Core	12
WK 101	Introduction to Social Work	Core	12
WK 102	Field Practice Methods	Core	12
SO 116	Introduction to Sociology	Core	12
DS 114	Development Perspectives I	Core	12
CL 106	Communication Skills for Arts and Social Sciences	Core	12
Total Credits			72
Semester II			
AS 103	Social Science Research Methods II	Core	12
WK 111	Social Welfare Policies and Services	Core	12
WK 112	Generalist Social Work	Core	12
WK 113	Social Work with Individuals and Families	Core	12
WK 114	Psychology for Social Workers	Core	12
DS 115	Development Perspectives II	Core	12
Total Credits			72

16.3.4 BA. Psychology

The programme aims at providing students with a solid background in the major areas of the psychology discipline. Students in the programme will be required to take compulsory university wide courses in their first year. Students will then take

core courses, which are compulsory and Elective courses in psychology or other related fields. The program requires that students take at least 60 credits and at most 72 credits per semester.

Code	Course Title	Status	Credits
Semester I			
AS 102	Introduction to Social Science Research Methods	Core	12
PY 102	Developmental Psychology I: Childhood	Core	12
PY 105	Introduction to Social Psychology I	Core	12
PY 108	Introduction to General Psychology I	Core	12
DS 114	Development Perspectives I	Core	12
PL 111	Introduction to Critical Thinking and Argumentation	Core	12
Total Credits			72
Semester II			
AS 103	Social Science Research Methods II	Core	12
PY 104	Introduction to Counselling and Psychotherapy	Core	12
PY109	Introduction to General Psychology II	Core	12
PY 110	First Year Counselling Practicum	Core	12
CL 106	Communication Skills for Arts and Social Sciences	Core	12
DS 115	Development Perspectives II	Core	12
Total Credits			72

16.4 Department of Statistics

Our goal is to prepare you for a successful career in statistics by offering a challenging and stimulating learning environment that emphasizes both theoretical foundations and practical applications. You will acquire a profound understanding of statistical theories and techniques, and their real-world applications across diverse fields such as economics, social sciences, business, health, and data science. As businesses and organizations increasingly rely on data-driven strategies, the ability to analyze large datasets, predict trends, and make evidence-based decisions is more important than ever. Our curriculum integrates the latest software tools and programming languages used in the industry, such as Python, R, STATA and Minitab to mention a few, ensuring that you graduate with the technical skills that employers demand.

By blending statistical knowledge with cutting-edge technology, we aim to develop professionals who can transform raw data into meaningful insights, driving

innovation and progress in various sectors. Join us to gain the expertise needed to navigate the future of data analytics, where your skills in interpreting complex datasets will be crucial to solving real-world problems and shaping the decisions that define industries and societies. You are now part of the university that values excellence, innovation, and social responsibility. As a University of Dar es Salaam student, you will have access to a wide range of academic and extracurricular resources, including dedicated faculty, advanced research opportunities, and a supportive community of peers.

16.4.1 BSc. Statistics

Code	Course title	Status	Credits
Semester I			
ST 113	Basic Statistics	Core	12
CL 106	Communication Skills for Arts and Social Science	Core	12
DS 114	Introduction to Development Perspectives I	Core	12
PL 111	Introduction to Critical Thinking and Argumentation	Core	12
ST 121	Analytical Calculus	Elective	12
AC 100	Principles of Accounting I	Elective	12
EC 116	Introductory Microeconomic Analysis I	Elective	12
EC 117	Introductory Macroeconomic Analysis I	Elective	12
CS 173	Business Computer Communication	Elective	8
Total Credits			60
Semester II			
ST 114	Probability Theory	Core	12
ST 118	Time Series and Index Numbers	Core	12
ST 133	Introduction to Programming	Core	12
DS 115	Introduction to Development Perspectives II	Core	12
ST 122	Linear Algebra with Applications	Elective	12
ST 119	Operation Research I	Elective	12
AC 101	Principles of Accounting II	Elective	12
EC 126	Introductory Microeconomic Analysis II	Elective	12
EC 127	Introductory Macroeconomics Analysis II	Elective	12
Total Credits			60

16.5 Information Studies Unit

16.5.1 Bachelor of Library and Information Studies

The programme covers major areas of library, information, and records management. In the first year, students undertake compulsory university-wide courses, followed by core and elective courses in subsequent years. Students are required to take between 60 and 72 credits per semester.

Code	Course Title	Status	Credits
Semester I			
LS 100	Introduction to Library and Information Studies	Core	12
LS 101	ICT and Its Applications I	Core	12
LS 102	Information Literacy Skills	Core	12
LS 112	Collection Development and Management	Core	12
CL 106	Communication Skills for Arts and Social Sciences	Core	12
DS 114	Development Perspectives I	Core	12
Total Credits			72
Semester II			
LS 104	Information Resources and Services	Core	12
LS 105	ICT and its Applications II	Core	12
LS 106	Principles of Organisation of Knowledge	Core	12
LS 107	Information and Society	Core	8
LS 108	Customer Care	Core	8
LS 109	Practical Training	Core	0
DS 113	Development Perspectives II	Core	12
Total Credits			64

16.6 BA. with Education

Students taking BA. with Education are required to take two Teaching (content) Subjects offered by the College of Social Sciences (CoSS), the College of Humanities (CoHU), University of Dar es Salaam School of Economics (UDSoE) or the Institute of Kiswahili Studies (IKS) (for Kiswahili courses), and Education courses offered by the School of Education (SoED). BAED-CoSS student shall pick two teaching subjects – Teaching Subject #1 and Teaching Subject #2 from the following possible subject combinations;

1. **Economics and History:** Teaching Subject #1 – Economics, and Teaching subject #2 – History.
2. **Geography and Kiswahili:** Teaching Subject #1 – Geography, and Teaching subject #2 - Kiswahili.

3. **Geography and Fasihi ya Kiswahili:** Teaching Subject #1 – Geography, and Teaching subject #2 - Fasihi ya Kiswahili.
4. **Economics and Geography:** Teaching Subject #1 – Economics, and Teaching subject #2 – Geography.
5. **History and Fasihi ya Kiswahili:** Teaching Subject #1 – History, and Teaching subject #2 - Fasihi ya Kiswahili.
6. **History and Geography:** Teaching Subject #1 – History, and Teaching subject #2 – Geography.
7. **History and Kiswahili:** Teaching Subject #1 – History, and Teaching subject #2 – Kiswahili.

The departments which offer courses to BA. with Education students are;

1. Geography – CoSS
2. History - CoHU
3. Economics – UDSOE
4. Kiswahili - IKS
5. Fasihi ya Kiswahili - IKS

The regulation that the number of credits per semester should lie between 60 and 76 per semester has to be adhered to. A student should take all respective core courses from two teaching subjects, education courses and university/college wide courses. In case credits for core courses are less than 60, the student must take at least one elective course.

16.6.1 Economics and History

Code	Course Title	Status	Credits
Semester I			
DS 114	Development Perspectives I	Core	12
EC 116	Introductory Microeconomic I	Core	12
EC 117	Introductory Macroeconomic I	Core	12
HI 103	Capitalism and Imperialism in World History	Core	12
EP 101	Educational Psychology	Core	8
EF 102	Philosophy of Education	Core	8
Total Credits			64
Semester II			
DS 115	Development Perspectives II	Core	12
EC 126	Introductory Microeconomics II	Core	12
HI 130	African History to 1880	Core	12
HI 102	Survey of World History Civilisation to ca. 1500 AD	Core	12
EF 103	Sociology of Education	Core	7
EP 105	Inclusive Education	Core	6

Code	Course Title	Status	Credits
Total Credits			61

16.6.2 Geography and Kiswahili

Code	Course Title	Status	Credits
Semester I			
DS 114	Development Perspectives I	Core	12
GE 149	Physical Geography	Core	12
GE 164	Environmental Education and Communication	Core	12
KI 119	Fonetiki na Fonolojia ya Kiswahili	Core	12
EP 101	Educational Psychology	Core	8
EF 102	Philosophy of Education	Core	8
Total Credits			64
Semester II			
DS 115	Development Perspectives II	Core	12
GE 144	Surveying and Mapping Science	Core	12
KF 103	Nadharia na Uhakiki wa Fasihi	Core	12
KI 117	Utangulizi wa Misingi ya Uandishi wa Kiswahili	Core	12
EF 103	Sociology of Education	Core	7
EP 105	Inclusive Education	Core	6
Total Credits			61

16.6.3 Geography and Fasihi ya Kiswahili

Code	Course Title	Status	Credits
Semester I			
DS 114	Development Perspectives I	Core	12
GE 149	Physical Geography	Core	12
GE 164	Environmental Education and Communication	Core	12
KF 102	Utangulizi wa fasihi (Simulizi na Andishi)	Core	12
EP 101	Educational Psychology	Core	8
EF 102	Philosophy of Education	Core	8
Total Credits			64
Semester II			
DS 115	Development Perspectives II	Core	12
GE 144	Surveying and Mapping Science	Core	12
KF 103	Nadharia na Uhakiki wa Fasihi	Core	12
KI 117	Utangulizi wa Misingi ya Uandishi wa Kiswahili	Core	12
EF 103	Sociology of Education	Core	7

Code	Course Title	Status	Credits
EP 105	Inclusive Education	Core	6
Total Credits			61

16.6.4 Economics and Geography

Code	Course Title	Status	Credits
Semester I			
DS 114	Development Perspectives I	Core	12
EC 116	Introductory Microeconomic I	Core	12
EC 117	Introductory Macroeconomic I	Core	12
GE 149	Physical Geography	Core	12
EP 101	Educational Psychology	Core	8
EF 102	Philosophy of Education	Core	8
Total Credits			64
Semester II			
DS 115	Development Perspectives II	Core	12
EC 126	Introductory Microeconomics II	Core	12
GE 141	Climatology	Core	12
GE 144	Surveying and Mapping Science	Core	12
EF 103	Sociology of Education	Core	7
EP 105	Inclusive Education	Core	6
Total Credits			61

16.6.5 History and Fasihi ya Kiswahili

Code	Course Title	Status	Credits
Semester I			
DS 114	Development Perspectives I	Core	12
HI 103	Capitalism and Imperialism in World History	Core	12
HI 131	Historical Concepts, Sources and Writing	Core	12
KF 102	Utangulizi wa fasihi (Simulizi na Andishi)	Core	12
EP 101	Educational Psychology	Core	8
EF 102	Philosophy of Education	Core	8
Total Credits			64
Semester II			
DS 115	Development Perspectives II	Core	12
HI 130	African History to 1880	Core	12
KF 103	Nadharia na Uhakiki wa Fasihi	Core	12
KI 117	Utangulizi wa Misingi ya Uandishi wa Kiswahili	Core	12

Code	Course Title	Status	Credits
EF 103	Sociology of Education	Core	7
EP 105	Inclusive Education	Core	6
Total Credits			61

16.6.6 History and Geography

Code	Course Title	Status	Credits
Semester I			
DS 114	Development Perspectives I	Core	12
HI 103	Capitalism and Imperialism in World History	Core	12
HI 131	Historical Concepts, Sources and Writing	Core	12
GE 149	Physical Geography	Core	12
EP 101	Educational Psychology	Core	8
EF 102	Philosophy of Education	Core	8
Total Credits			64
Semester II			
DS 115	Development Perspectives II	Core	12
HI 130	African History to 1880	Core	12
GE 141	Climatology	Core	12
GE 144	Surveying and Mapping Science	Core	12
EF 103	Sociology of Education	Core	7
EP 105	Inclusive Education	Core	6
Total Credits			61

16.6.7 History and Kiswahili

Code	Course Title	Status	Credits
Semester I			
DS 114	Development Perspectives I	Core	12
HI 103	Capitalism and Imperialism in World History	Core	12
HI 131	Historical Concepts, Sources and Writing	Core	12
KI 119	Fonetiki na Fonolojia ya Kiswahili	Core	12
EP 101	Educational Psychology	Core	8
EF 102	Philosophy of Education	Core	8
Total Credits			64
Semester II			
DS 115	Development Perspectives II	Core	12
HI 130	African History to 1880	Core	12
KF 103	Nadharia na Uhakiki wa Fasihi	Core	12

Code	Course Title	Status	Credits
KI 117	Utangulizi wa Misingi ya Uandishi wa Kiswahili	Core	12
EF 103	Sociology of Education	Core	7
EP 105	Inclusive Education	Core	6
Total Credits			61

17. General Information

- 17.1 Each student has been assigned an **academic advisor**. Please make sure you know your advisor, responsibilities, and make good use of them (Annex I).
- 17.2 *All academic-related matters* are dealt with your Lecturers/Instructors, Academic advisors, Heads of Departments, College Coordinator for Undergraduate Studies, and the Principal, if necessary. Know and see them regularly for help in the order (Annex II).
- 17.3 *All administrative-related matters* are dealt with your Heads of Departments, College Administrative Officer, and the Principal.
- 17.4 *General Social Affairs* are dealt with by DARUSO, Director of Student Services, Dean of Students, and others whom you will soon get to know. Students in all formal forums, including Departmental Meetings, College Boards, Senate and the University Council, are represented by your DARUSO leaders.

17.5 Important Offices

POSITION	DEPARTMENT	OFFICE LOCATION
Principal	Principal's Office	CoSS Tower, No. 2
Coordinator, Undergraduate Studies	Principal's Office	CoSS Tower, No. 2
Administrative Officer	Principal's Office	CoSS Quadrangle Building, No. 042
Head	Geography	IRA Building, No. 302
Head	Political Science and Public Administration	CoSS Tower, 5 th Floor, No. 502
Head	Sociology & Anthropology	CoSS Tower, 5th Floor, No. 502
Head	Statistics	Yombo 4/5, 1 st Floor No. 213
Coordinator	Information Studies	Old Library, Information Studies

17.6 Information to Remember

- 1) Illness or social problems will not be entertained as excuses for failing examinations. So, do not attempt to sit for the examination if you are ill.

In a situation like this, with vivid evidence, you are advised to postpone examinations by filling Postponement of Examination Form (Annex IV).

- 2) Please look at your **ARIS3 account** regularly, as well as check the college website and notice boards for announcements.
- 3) Important Contacts:
 - Auxiliary Police – 0737 777 044
 - Kaimu Kamanda Polisi Wasaidizi – 0754 333 322
 - Medical Officer In charge: 0715 260 861
 - Hospital Administration: 0784 588057
 - Principal's email address for students' inquiries: pcoss@udsm.ac.tz

UNIVERSITY OF DAR ES SALAAM
COLLEGE OF SOCIAL SCIENCES
ACADEMIC ADVISING FOR UNDERGRADUATE STUDENTS

1. Introduction

The academic advisor plays a central role in guiding, mentoring, and supporting undergraduate student throughout his/her academic journey. The advisor provides academic direction, motivation, and timely guidance to promote student success. Undergraduate student is expected to demonstrate commitment to his/her studies, respect academic advice, and comply with the UDSM rules and regulations. Each registered undergraduate student of the UDSM is assigned an academic advisor and is encouraged to consult him/her regularly throughout the duration of their studies.

2. Academic Advising Structure

Academic matters are handled through the following institutional hierarchy/order:

- a) Course Instructor;
- b) Academic Advisor;
- c) Head of Department;
- d) College Coordinator of Undergraduate Studies
- e) Principal, **if necessary**.

3. Duties and Responsibilities of the Academic Advisor

The academic advisor shall:

- a) Act as the UDSM academic representative in guiding and mentoring assigned undergraduate student;
- b) Monitor and evaluate the academic progress of a student in accordance with the UDSM Undergraduate Regulations;
- c) Provide timely academic advice, guidance, and encouragement to promote satisfactory academic performance;
- d) Hold regular consultations with a student to identify academic, personal, or institutional challenges that may affect academic progress;
- e) Recommend appropriate remedial measures, including academic counselling, course load adjustment, or referral to relevant UDSM support services, in line with regulations; and
- f) Guide and approve the student's annual course registration plan to ensure compliance with programme requirements and timely completion of studies.

4. Duties and Responsibilities of the Student

Every undergraduate student shall:

- a) Maintain regular and timely contact with the assigned academic advisor;
- b) Take primary responsibility for their academic progress and comply with guidance provided by the academic advisor;
- c) Observe and adhere to all UDSM rules, regulations, and academic policies;
- d) Uphold the highest standards of honesty, integrity, maturity, and ethical conduct in all academic, co-curricular, and extra-curricular activities; and
- e) In consultation with the academic advisor, prepare and submit a course registration plan for the subsequent academic year within the prescribed UDSM timelines.

Note

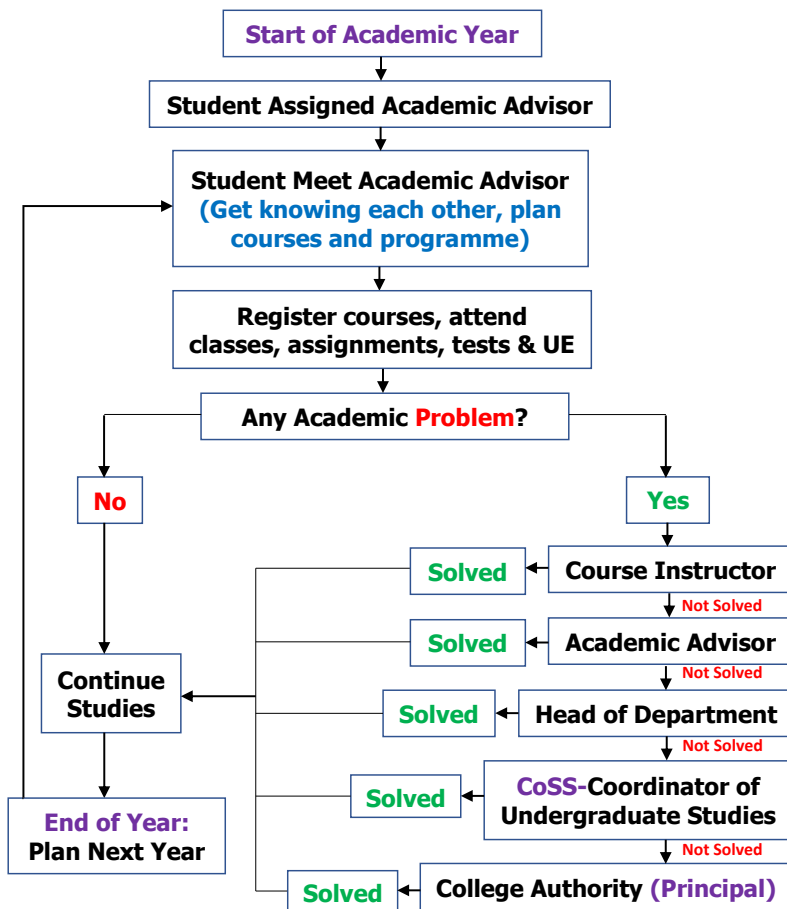
- a) Academic advising is **compulsory** for all undergraduate students of UDSM.
- b) The student is the first point of responsibility for academic progress.
- c) Failure by a student to seek or follow academic advice shall not exempt the student from the consequences of unsatisfactory academic performance.
- d) Regular consultation between the student and academic advisor is **mandatory**.

UNIVERSITY OF DAR ES SALAAM

COLLEGE OF SOCIAL SCIENCES

STRUCTURE OF ACADEMIC ADVISING

ACADEMIC ADVISING GUIDE



Always follow this order when you need help

Dr. Clement Mromba
Coordinator of Undergraduate Studies – CoSS
University of Dar es Salaam

ANNEX III

UNIVERSITY OF DAR ES SALAAM
COLLEGE OF SOCIAL SCIENCES
ACADEMIC ADVISING FORM

(This form should be filled in duplicate)

1. Student's General Information

- a. Surname: First & Middle Names:
- b. Registration Number: Sex:
- c. Academic Year: Year of Study [e.g. 1st, 2nd, 3rd]:
- d. Degree Programme:
- e. Department:
- f. Phone Number: Email:
- g. Advising Sessions (tick):

1 st		4 th		7 th		10 th	
2 nd		5 th		8 th		11 th	
3 rd		6 th		9 th		12 th	

h. Reasons for Seeking Advice

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Student's Signature: Date:

2. Comments by Academic Advisor

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Name: Signature: Date:

3. Comments by Head

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Signature: Date: Stamp:

4. Comments by Principal

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Signature: Date: Stamp:

UNIVERSITY OF DAR ES SALAAM

COLLEGE OF SOCIAL SCIENCES

POSTPONEMENT OF EXAMINATION FORM

For use by Undergraduate and Postgraduate Students

(This form should be filled in duplicate)

1. Personal Profile

- a. Surname: First & middle names:
- b. Registration Number: Sex:
- c. Date of Registration: Expected Date of Completion:
- d. Academic Year:
- e. Year of Study (e.g. 1st, 2nd, 3rd): Semester (1st or 2nd):
- f. Programme:
- g. Department:
- h. Level of Study: *(please tick (✓) against an appropriate level)*

Undergraduate		Postgraduate	
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2. Personal Contacts

- a. Postal Address:
- b. Phone Number (s): Email Address(s):

3. Reasons for Postponement of Examination(s) *(please tick (✓) against an appropriate reason)*

Reasons for Postponement of Examination	Tick
Medical/Health (Attach medical report and section 6 should be filled by the director of University health services)	
Loss of student ID (Attach ID loss report)	
Financial (Attach valid student ID and evidence of fee payments)	
Timetable collision (Attach examination timetable and indicate colliding courses)	
Social or family (Attach signed academic advising form)	
Others (Explain)	

Note: Attach any other relevant supporting documents.

4. **List all examinations you are requesting to postpone** (*The maximum number of courses allowed for PEX is **three** per academic year*)

Code	Course Name	CA	Instructors' name	Signature

5. **Student's Signature:** **Date:**

FOR OFFICIAL USE ONLY

6. **Comments by Director of University Health Services** (*please tick (✓) against an appropriate recommendation*)

Recommended		Not Recommended	
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Remarks (*if any*):

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Name: **Signature:** **Date:**

7. **Comment by Head of Department** (*please tick (✓) against an appropriate recommendation*)

Recommended		Not Recommended	
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Remarks (*if any*):

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Name: **Signature:** **Date:**

8. **Comments by the Principal** (*please tick (✓) against an appropriate decision*)

APPROVED		NOT APPROVED	
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Remarks (*if any*):

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Name: **Signature:** **Date:**