



NBAA/Exemption Form - 01

**THE NATIONAL BOARD OF ACCOUNTANTS AND AUDITORS
TANZANIA
(NBAA)**

APPLICATION FOR EXEMPTION FROM PARTS OF NBAA EXAMINATIONS

1.0 SECTION I: PARTICULARS OF THE TRAINING INSTITUTION

1.1 Name of Institution:

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1.2 Location of the Institution:

District:.....

City/Town:.....

Plot No.....

Region:

1.3 Postal Address

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Landline Tel. No. Mobile line.....

Email:..... Web Site Address:.....

1.4 Legal status:
Indicate the legal basis of the operation of your Institute: Establishing Act,
Charter/Constitution:

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1.5 Vision Statement:

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1.6 Mission Statement:

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1.7 Institution's Governance:

1.7.1 Name of the Chief Executive Officer/Equivalent:

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1.7.2 Title of the Chief Executive Officer/Equivalent

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1.7.3 Name of the Dean/Director of Studies of the Faculty/School/Institute

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1.7.4. Title of the Dean/Director of Studies of the Faculty/School/Institute

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1.7.5 Qualifications of the Dean/Director of Studies of the
Faculty/School/Institute

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1.7.6 Name of the Head of Accounting Department:

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1.7.7 Title of the Head of Accounting Department:

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1.7.8 Qualifications of the Head of Department

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1.7.9 Land line Telephone:..... Mobile No.:.....

1.7.10 Email Address:

1.8 Registration Status with TCU/NACTE

1.8.1 Indicate Registration Status with the above regulators:

- (i) Registration Status (State registration category).....
- (ii) Date of 1st Registration :.....
- (iii) Registration No..... by TCU NACTE
(Attach Registration Certificate)
- (iv) Has your institution been authorized to confer the programme seeking exemption? Yes No

1.9 Physical Resources:

1.9.1 Study Venues and Teaching Aids

- (i) Indicate Number of Lecture rooms/lecture theatres/seminar rooms allocated to the programme

Sr. No.	Facility	Number (How Many)	Seating Capacity (Each)	Total Capacity	State their suitability
1.	Lecture Rooms				
2.	Lecture Theatres				
3.	Seminar Rooms				

- (ii) If the learner facilities are unsuitable/inadequate, provide details on what steps are being taken to address the problem

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(iii) **Teaching Aids**

List the teaching aids available to support the programme:
(Use the following format)

Sr.No.	Teaching Aid	Number
1.	Black Board	
2	White Board	
3	Flip Chart	
4	Over Head Projector	
5	Others: Specify:	
	5.1	_____
	5.2	_____
	5.3	_____
	5.4	_____

1.9.2 **Staff Facilities:**

- (i) Indicate number of offices and staff rooms/workshop rooms available for programme staff

Sn. No.	Facility	Number (How Many)	Seating Capacity (Each)	Total Capacity	State their suitability
1.	Staff Rooms/workshop				
2.	Staff Offices				
3.	Other facilities: (indicate)				

- (ii) If the staff facilities are unsuitable/inadequate, provide details on what steps are being taken to address the problem

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1.9.3 Library Facilities:

Provide information relating to provision of library services to the learners and teaching staff:

- (i) State if the library has high quality and up-to-date reference material and books for the programme

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- (ii) Provide a list of the recommended readings (books, manuals and journals for the programme seeking exemption)

Attach the list of readings available in the library/resource centre using the following format: **N.B.** List only those book titles for the core subjects

S/N	Book title /publication title	No. of Books available	Name of Author and Publisher	Edition	Year of Publication

- (vi) State if the library has online facilities and if they are adequate.

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- (v) State how the Accounting Department is involved in the acquisition of the library resources

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2.0 SECTION III: THE DEPARTMENT OF ACCOUNTING

2.1. Management of Accounting Department:

(i) Provide an organogram of the department, which shows names, titles responsibilities, academic rank, and qualification of the academic staff. (Attach CVs)

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(ii) State how supervision of teaching staff on different roles is being done

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(iii) Comment on the adequacy and suitability of teaching staff in relation to the courses conducted

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2.2. Communication:

- (i) Provide a description or policy explaining the processes on how enquiries, complaints and learner queries are addressed

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2.3. Qualification and Experience.

Provide a list of all existing academic staff indicating as a minimal the information as provided in the table below. (Attach a separate sheet)

Name of Trainer	Qualification	Experience	Subject(s) allocated {List the subject(s)}	Employment Status	Membership Registration Number with NBAA/ NACTE/TCU	CPD Hours for the year under review

3.0 SECTION IV: EDUCATIONAL PROGRAMME:

3.1 Course Content:

3.1.1 Clearly defined Syllabus

- (i) Provide the course content for the accounting programme (Attach syllabus outline together with detailed outcomes for all core courses)
- (ii) State how the learners get access to the syllabus:

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3.1.2 NBAA Syllabus:

- (i) State how the department ensures that the NBAA syllabus is covered in the course content

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- (ii) Evaluate the extent to which NBAA syllabus and supporting subjects' learning outcomes have been covered in the courses programme

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3.2 Teaching and Learning Methods

3.2.1 Teaching and Learning Methods Appropriate

- (i) State the teaching methods employed and how the learner centered approach to teaching and learning is achieved:

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- (iii) State whether field attachment is executed and monitored:

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3.2.2 Quality Control Procedures:

- (i) Provide information regarding monitoring of teaching, learning and learning materials within the programme.

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4.0 SECTION V - ASSESSMENT

4.1 Assessment Policies and Procedures:

4.1.1 Assessment Policies and Procedures

- (i) State how the learners are assessed:

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- (ii) Indicate the ratio of coursework vs final examination

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- (iii) Indicate minimum score in final examination for passing:

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(iv) State the requirements that qualify a candidate to sit for supplementary examinations.

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(iv) State the requirements that qualify a student to be discontinued

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(v) State the requirements that qualify a student to repeat

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You may attach specific regulations/by-laws to support the above information

4.1.2 Assessment Tools

(i) State the assessment methods in place in assessing learners

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(ii) State the security and confidentiality of the examination question papers and other evaluation tools is conducted

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4.2 Moderation of Examinations:

4.2.1 Moderation of Examination Question Papers and Answer Scripts

(i) State the criteria in place in selecting external moderators

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(ii) State how moderation of examinations and answer scripts is done

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(iii) State how the institution responds to the recommendations by the moderator

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5.0 SECTION VI – ENTRY REQUIREMENTS FOR LEARNERS

5.1 Entry Requirements:

5.1.1 Entry Requirements Documentation

(i) State how the entry requirements are publicly documented and implemented

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(ii) State how the department is complying with the minimum entry requirement set by NBAA

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(iii) State how the department ensures that the minimum entry requirements are high enough to enable the learners follow the programme with ease

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6.0 SECTION VII - JOINING PROFESSIONAL EXAMINATIONS

6.1 Registration for Board’s professional examinations:

6.1.1 Procedures that encourage students to join the Board’s examinations after their academic training:

(i) State what support services provided to encourage learners to register and sit for the Board’s examinations on completion of their studies:

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(ii) State if there are CPA review classes within the institution

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6.2 Details of the Programme(s) seeking exemption:

6.2.1 Provide details of the programme, which seek exemption from parts of the Board's examination. (Use the format show below)

(i) State the programme and exemption being sought:

Name of the programme	Commencement Date	Duration of the programme	Award	Exemption sought from NBAA examinations (eg. ATEC I/II, Foundation, etc)

(ii) State the subjects covered (use the format provided below):

Name of programme	Subjects covered	Year Taken eg. Yr. I semester 1; Yr. 2 semester 1 etc.	Hours allocated in the semester

(iii) State Mode of Training of the programme:
(Tick Appropriate Box)

Full time: Part time:
 Distant Learning:

Other modes of training: (Specify).....

7.0 SECTION VIII: DECLARATION

I declare that the information filled in this application form is true and complete in all aspects.

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NAME HEAD OF ACCOUNTING DEPT SIGNATURE DATE

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NAME DEAN/DIRECTOR OF STUDIES SIGNATURE DATE

*A list of core subjects is shown hereunder.

NB: the subject naming may not necessarily be the same as indicated below)

- Financial Accounting/Financial Reporting/Advanced Accounting
- Cost/ Management Accounting
- Auditing/Auditing and Assurance Services
- Public Finance/ Taxation
- Corporate Finance/Financial Management
- International Finance
- Book-keeping & Accounts
- Elements of Cost Accounting, Procurement and Supplies Management

Attachments: Attach the following:

- TCU/NACTE Registration Certificate
- Current Prospectus and detailed syllabus
- Organ gram of the department
- List of Teaching Staff, their qualifications, experience etc plus their Curriculum Vitae
- Examinations By-laws/Regulations