

# **JOINING INSTRUCTIONS**

2022/23

## LIST OF ACRONYMS

1. CV - Curriculum Vitae.
2. DOS - Director of Studies.
3. DS Coord - Directing Staff Coordination.
4. DSTV - Digital Satellite Television.
5. FPT - Field Practical Training.
6. GMH - General Military Hospital.
7. IAG - Integrated Analysis Group.
8. INSTRS - Instructions.
9. KTC - Kunduchi Transit Camp.
10. NACTE - National Council for Technical Education.
11. NMB - National Microfinance Bank.
12. 'ndc' - *Symbol for Successful Completion of the Course*
13. NDC - TZ - National Defence College - Tanzania.
14. NTA - National Technical Award.
15. PARA - Paragraph.
16. SDS - Senior Directing Staff.
17. TBA - To Be Announced.

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# NATIONAL DEFENCE COLLEGE - TANZANIA

## JOINING INSTRUCTIONS

### INTRODUCTION

1. The **Eleventh Course - 2022/23** of the National Defence College – Tanzania (NDC - TZ) will commence on Monday 05<sup>th</sup> Sep, 2022 at 0900hrs and end on 29<sup>th</sup> Jul, 2023. The Course Members are to report at the College from 02<sup>nd</sup> to 04<sup>th</sup> Sep, 2022.

### AIM

2. The aim of these instructions is to introduce Course Members to the study-life at the NDC – TZ. In this regard, these instructions will highlight those aspects that are relevant to both academic and administrative matters. They will also give an overview of the main activities that will take place during the study period.

### LOCATION

3. The NDC-TZ is located at Kunduchi Mtongani. When coming from Dar Es Salaam City Centre, follow the **Bagamoyo Road** till **Mbuyuni-Silver Sands Junction**. Then take the **Silver Sands Road**. **NDC - TZ** is about 2.6 kilometres from the junction (see **Annex “B”**).

### ARRIVAL NOTIFICATION

4. Course Members are required to notify the College directly at least 72 hours prior to reporting date. This will facilitate cordial reception and other arrangements.

### COMMENCEMENT OF THE COURSE

5. The **Eleventh Course - 2022/23** will commence on Monday 05<sup>th</sup> Sep, 2022 at 0900hrs. Upon arrival at the NDC - TZ, on 02<sup>nd</sup> – 04<sup>th</sup> Sep, 2022 the Course Member(s) will be received by the Directing Staff Coordination (DS Coord) who will carry out the following:-

- a. Verification of particulars of each individual Course Member and formal admission.

- b. Issue Course Member's Documents File.
- c. Clarification of any doubts relating to these instructions.

## **ORIENTATION**

6. Upon completion of admission, Course Member(s) will be taken around the College facilities by the DS Coord.

## **DOCUMENTS AND KEY ITEMS REQUIRED**

7. Course Members will be required to bring the following:-
  - a. Current Curriculum Vitae (**CV**).
  - b. Twelve (12) passport size photographs with **blue** background.
  - c. **Valid Passport** and **Vaccination Card** for the purpose of records and for travelling outside Tanzania during FPTs.
  - d. Medical examination report from a recognized government or private hospital including Covid Vaccination Certificate.
  - e. Original Certificates of all levels from Secondary School and academic transcripts of academic qualifications. In addition, the Course Members should bring the photocopies certificates and transcripts of the certified.
  - f. Certificates that are not in English the Course Member should bring both the original and the certified translation.

## **PRE-COURSE READING MATERIALS**

8. The College has an adequately stocked library that Course Members will find quite useful during the academic year. In addition, a list of books recommended for Course Members' preparations is included at **Annex "A"**.

## **THE NDC – TZ CURRICULUM**

9. The NDC - TZ curriculum is designed for senior defence officers, security organs, their equivalent senior civil servants and other officials from the private sector and friendly countries. Its composition is therefore diverse.

## **COMPUTER LITERACY**

10. The College is computerized; and hence it would be to Course Members' great advantage to be computer literate. This will inevitably enhance their research work through taking charge of typing and the use of the internet. Course Members are advised to come with their own laptops and printers to ease their research work. The College will activate and allocate to them e-mail address for their correspondence.

## **DISSERTATION/ RESEARCH PAPER/ COMMANDANT'S PAPER AND ARTICLES**

11. One topic will be allocated to each Course Member before the end of September 2022 after consultations with Director of Studies (DOS). During the course of study Course Members will be required to write a compulsory article for the College's *Newsletter* and an academic paper to be published in the College's *Journal*. It is therefore prudent for every Course Member to visualize this requirement and prepare himself/herself accordingly.

## **CALENDAR OF EVENTS**

12. In order to assist Course Members to plan their year at the College, a provisional calendar of the main activities is shown below:-

1. <b>Term One</b> (6 Weeks)	▪ 05 <sup>th</sup> September, 2022 – 16 <sup>th</sup> October, 2022.
2. <b>Term Two</b> (16 Weeks)	▪ 17 <sup>th</sup> October, 2022 – 22 <sup>nd</sup> January, 2023. ▪ It includes: * Economy Tourism Field Practical Training (1 week). * End of Year Break (2 weeks). * Socio-Political, Economy, Agriculture and Industry FPT (2 week).
3. <b>Term Three</b> (14 Weeks)	▪ 23 <sup>rd</sup> January, 2023 – 07 <sup>th</sup> May, 2023. ▪ It includes Immediate and Strategic Neighbourhood FPT (1 week). ▪ Tour of the Defence and Security Organs (1 Week).
4. <b>Term Four</b> (11 Weeks).	▪ 08 <sup>th</sup> May, 2023– 29 <sup>th</sup> July, 2023. ▪ It includes: * Foreign Countries FPT (2 Weeks). * The Valedictory function – 29 <sup>th</sup> July, 2023.

## **COUNTRY PRESENTATIONS**

13. During **Term Three**, Course Members will be required to make individual presentations of their countries to the whole Course. This will culminate to Cultural Day. Course Members are advised to prepare accordingly, participate and cover the expenses.

## **SOCIAL PROGRAMMES**

14. These will be programmed in detail covering the whole period of stay at NDC - TZ, and will be given to Course Members during the first week of the Course. The aim of the social programmes is to facilitate the Course Members to take time off the formal curriculum and socialize with the faculty, family and the community at large.

## **ACCREDITATION AND ACADEMIC AWARD**

15. The College is registered under National Council for Technical and Vocational Education (NACTVET) programme to award a Master's Degree/Diploma in Security and Strategic Studies (NTA Level 9/NTA Level 6). This is in addition to the primary award the prestigious symbol '*ndc*'. Based on entry qualifications upon application the Course Members may be enrolled to Master's Degree or Diploma programme in addition to the prestigious symbol.

## **SECURITY**

16. Each Course Member will be held personally responsible for all classified documents issued to him/her or prepared by him/her. All classified materials that are issued, must be returned to the DS Coord at the end of the Course.

17. No **personal** or **institutional firearms** should be brought into the College under any circumstances as there will be no

requirement to use firearms for training or recreation during the entire duration of the course.

### **WORKING ROUTINE**

18. The College Administration remains operational from 0800hrs to 1700hrs on all working days. The daily Course Programme is as follows:-

a. **Term One**

- |                               |                    |
|-------------------------------|--------------------|
| (1) IAG Discussion            | - 0800 – 0900 Hrs. |
| (2) Tea Break                 | 0900 – 0930 Hrs    |
| (3) Lecture                   | - 0930 – 1100 Hrs  |
| (4) Health Break              | - 1100 – 1130 Hrs  |
| (5) Lecture                   | - 1130 – 1300 Hrs  |
| (6) Lunch Break               | - 1300 – 1430 Hrs  |
| (7) Individual Study/IAG Work | - 1430 – 1700 Hrs  |

b. **Term Two to Term Four**

- |   |                   |
|---|-------------------|
| (1) IAG Discussion                            | - 0830 – 1000 Hrs |
| (2) Tea Break                                 | 1000 – 1030 Hrs   |
| (3) Lecture Period                            | - 1030 – 1300 Hrs |
| (a) Lecture                                   | - 1030 – 1130 Hrs |
| (b) Health Break                              | - 1130 – 1200 Hrs |
| (c) Q & A Session                             | - 1200 – 1300 Hrs |
| (d) Lunch Break                               | - 1300 – 1430 Hrs |
| (4) Lecture/ Individual Study/ IAG Discussion | - 1430 – 1700 Hrs |

19. Note that, most of the afternoon sessions are designated as “*Individual Study/Integrated Analysis Group (IAG) Work*” to enable Course Members to carry out research work or preparations for the following day or for syndicate/ IAG work.



## DRESS CODE

20. The following table shows the dress code to be used by Course Members during the Course. However, in the case of a special event(s) the appropriate Dress Code(s) will be intimated in the programme otherwise **smart casual** will be worn.

<b>Ser</b>	<b>Dress Code</b>	<b>Description</b>
a.	<b>NDC Formal 1</b>	<ul style="list-style-type: none"><li>• Plain Black Suit, White Shirt, NDC - TZ Tie and Black shoes.</li><li>• Lady Course Members to wear Plain Black Suit, White Blouse+ NDC - TZ Scarf and black shoes</li></ul>
b.	<b>NDC Formal 2</b>	<ul style="list-style-type: none"><li>• Any Dark Colour Suit, any Shirt, NDC - TZ Tie and Black shoes.</li><li>• Lady Course Members: Dark Colour Suit + NDC - TZ Scarf.</li></ul>
c.	<b>Smart Casual</b>	<ul style="list-style-type: none"><li>• Any Trouser/skirt, Shirt/Blouse, Jacket, &amp; Tie.</li><li>• Any Trouser/skirt, Shirt/Blouse with or without Tie.</li><li>• Safari Suit/Kaunda Suit.</li><li>• Any Trouser with Mandela/Kitenge Shirt, <i>(All attires should go with low shoes of any colour except red)</i></li><li>• Lady Course Members to be suitably attired.</li></ul>
d.	<b>Uniform</b>	<ul style="list-style-type: none"><li>• As per National or Defence and Security Organs Dress standards.</li><li>• Course Members from Civil Service to put on <b>NDC - TZ Formal 1</b>.</li></ul>

## DRESS ROUTINE

21. During the opening and closing ceremonies, all uniformed Course Members will put on Uniform (TPDF Officers will put on No. 2 Dress); while civilian Course Members will put on **NDC - TZ Formal 1**. During classes on special days, **NDC - TZ Formal 1 and NDC - TZ Formal 2** are to be worn by Course Members. Normal working dress including camouflage for uniformed Course Members will also be required for use during Local, Regional and International Field Practical Training (FPT). During the study tours of the defence and security organs all uniformed Course Members are required to put on uniform, while the Civilians will put on **NDC - TZ Formal 2**.

22. In the Officers Mess, that also includes the Dining Hall the attire for male Course Members will be jacket and tie and smart dress for female Course Members daily. Tracksuits, short pants, hats, jeans, sports and open shoes are not allowed in the Officers Mess.

### **ACCOMMODATION**

23. The College avails self-contained single rooms within its premises. The rooms will be provided to all Course Members. Private Guests are not to be entertained in the rooms. However, Course Members wishing to rent family residential houses outside the College may do so under personal arrangements with their Embassies\*.

\* - For those Course Members who would wish to get the assistance of the College, they should notify the College Secretary at the earliest possible time.

### **MEDICAL FACILITIES**

24. The College has a small Medical Reception Station (MRS) to cater for minor medical cases. The General Military Hospital (GMH) at the neighbouring Lugalo Barracks will offer additional medical care, if need arises. It is therefore important that, Course Members notify the College Medical Staff of their medical status in confidence to ensure their medical care is appropriately attended to.

### **SPORTS/GAMES**

25. The College encourages sporting activities and Course Members are advised to enthusiastically take part as necessary. Course Members are expected to bring with them their necessary sports gears.

26. The College has a small fitness centre. Course Members are encouraged to use the facility.

27. However, the College has a collective Physical Exercise Programme in every week.

### **MESSING**

28. Messing facilities are available at the NDC - TZ Officers Mess. Meals will be charged on daily or monthly basis to individual Course Members. Payment for meals consumed is

strictly on **cash basis**. In addition, there are some facilities provided in Course Members' rooms for preparing meals.

## **ADMINISTRATION AND WELFARE**

29. Nominated Course Members are to forward to the College their full names by **27<sup>th</sup> June, 2022**. Course Members are also requested to indicate their choice of the name they would wish to appear on Course Member's name tag. This requirement is necessary to allow the College time to prepare the name tags so that they are ready before reporting date. The College e-mail address is [info@ndctz.go.tz](mailto:info@ndctz.go.tz) which can be used to facilitate this requirement.

## **REPORTING SICK**

30. When one is sick and unable to attend the College lectures, he/she will ensure that the SDS Sponsor and the College Secretary are informed at the earliest opportunity.

## **LEAVE**

31. No leave will be granted during the course unless considered absolutely necessary. The Commandant shall be the sole authority to judge circumstances under which leave could be granted. No Course Member will proceed on leave unless the Commandant has approved it in writing and the applicant will be informed by the DS Coord. No member of the Staff is authorized to process leave. In an emergency situation, however, a Course Member may get the Commandant's verbal approval through his or her SDS Sponsor. **Leave that exceeds fourteen days** (14 days) in succession or in total will automatically render the Course Member **ineligible to proceed with the Course**. Application for leave should be made before 48 hours except for emergency cases.

32. Any Course Member wishing to proceed on leave to a third or own country should seek a written consent from his/her Embassy.

## **TRANSPORT**

33. The College has a limited number of vehicles which are only adequate to meet the training requirements. The College transport will therefore be utilized for training purposes and any emergency on request.

34. There is a parking space reserved for Course Members. All cars are to be parked within the demarcated areas. Parking bays for the Commandant and staff are to be avoided.

## **VISA**

35. All Course Members should pay **VISA costs** during Immediate Strategic Neighbourhood Field Practical Training and Foreign Countries Field Practical Training according to the requirements of respectively countries.

## **CULTURAL DAY – As Culmination of Country Presentation**

36. All Course Members should be prepared for the Cultural day preparations and Display of Cultural items which will cost **USD 300.00**.

## **TRAINING ALLOWANCES AND DISSERTATION FEES**

37. **Training allowance.** The responsibility of payment for **Living, Project, Books, Transport and Meal** allowances, remains the duty of one's country. Course Members are required to ensure that this matter is resolved prior to reporting for the Course.

38. **Research Paper Fees.** Course Members who pursue Master's Degree/Diploma Programme or prestigious symbol 'ndc' will be required to pay an additional **Dissertation Fee** of **USD 500 and USD 300** respectively to meet costs for internal supervisors and examiners.

## **OFFICIAL PUBLIC HOLIDAYS**

39. The following are the Official Public Holidays in Tanzania:-

- |    |                         |   |                           |
|----|-------------------------|---|---------------------------|
| a. | New Year                | - | 1 <sup>st</sup> January.  |
| b. | Zanzibar Revolution Day | - | 12 <sup>th</sup> January. |
| c. | Maulid                  | - | TBA.                      |
| d. | Good Friday             | - | TBA.                      |

e.	Easter Monday	-	TBA.
f.	Karume Day	-	7 <sup>th</sup> April.
g.	Union Day	-	26 April.
h.	Labour Day	-	1 <sup>st</sup> May.
j.	Saba Saba	-	7 <sup>th</sup> July.
k.	Nane Nane	-	8 <sup>th</sup> August.
l.	Eid el Fitr	-	TBA.
m.	Eid El Hajj	-	TBA.
n.	Mwalimu Nyerere Day	-	14 <sup>th</sup> October.
o.	Independence Day	-	9 <sup>th</sup> December.
p.	Christmas day	-	25 <sup>th</sup> December.
q.	Boxing Day	-	26 <sup>th</sup> December.

## **TUITION FEE REFUND POLICY**

40. The policy sets out the arrangements and calculation relating to tuition fee refunds in the event of cancellation/non-attendance or formally withdrawing from the course.

25% Retained	50% Retained	100% Retained
a. Cancellation within 21 – 25 days before commencement of the course	Cancellation within 14 days before commencement of the course	Cancellation within 07 days before commencement of the course
b. Non-attendance with notice 21 – 25 days before commencement of the course	Non-attendance with notice within 14 days before commencement of the course	Non-attendance with notice or without notice within 07 days before commencement of the course
c. Withdrawal from the course within 07 days after commencement of the course	Withdrawal from the course within 14 days after commencement of the course	Withdrawal from the course within 21 – 25 days after commencement of the course.

## **GRADUATION ROBES**

41. After the successful completion of the Course Members programme shall be required to hire a academic gown from the College for graduation ceremony. Graduation gown will be hired at a reduced cost of **USD 25**. The money should be paid directly to the College Finance Office.

## **AFTER GRADUATION**

42. All Course Members shall be obliged to vacate the rooms within **seven Days** after the Graduation Ceremony.

## **CONCLUSION**

43. It is our expectation that the instructions will enable the course members timely and adequate preparations prior to reporting to the College. NDC - TZ welcomes all Course Members to learn, reflect and share knowledge and experience through learning and exchanging of views.

**ANNEX "A" TO**  
**JOINING INSTRS FOR NDC 2022/23**  
**REFERS TO PARA 8**

**PRE-COURSE READING MATERIALS**

For Pre-course reading, the following list of books is recommended. Course Members are encouraged to read the following books:

1. Buzan Barry and Ole Waever. (7<sup>th</sup> ed). Regions and Powers: The Structure of International Security. Cambridge University Press, Cambridge, 2010.
2. Cloette, F. Wissink and Deconing. Improving Public Policy: From Theory to Practice. Van Schaik Publishers, Pretoria; 2006.
3. John Baylis, Steve Smith and Patricia Owens. (5<sup>th</sup> ed). The Globalisation of World Politics: An Introduction to International Relations. Oxford University Press, Oxford, 2011.
4. Christopher Clapham. Africa and International System: The Politics of State Survival. Cambridge University Press, New York, 1996.
5. Ndilo, Muna. (ed). Democratic Reform in Africa: It's Impact on Governance & Poverty Alleviation. James Currey. Oxford; 2006.
6. UN - Global Outlook 2000: Economic Social Environment
7. Weimer, David Leo and Vining, Aidan R. (5<sup>th</sup> ed) Policy analysis. Longman, (Boston); 2011.
8. Brig Gen T.R. Phillips. (ed). Roots of Strategy: The 5 Greatest Military Classics of All Time. Stackpole Books, Mechanicsburg, 1985.
9. Chava Frankfort – Nachmias and David Nachmias. (7<sup>th</sup> ed). Research Methods in the Social Sciences. Worth Publishers, New York, 2008.
10. Dennis M. Drew and Donald M. Snow. Making strategy: an introduction to national security processes and problems. Air University Press, Washington DC; 1943.
11. Theo Farnell. (ed). Security Studies: Critical Concepts in International Relations, Vol. I – Theoretical Debates. Routledge – Taylor and Francis Group, London, 2010.

ANNEX "B" TO  
JOINING INSTRS FOR NDC – TZ 2022/23  
REFERS TO PARA 3

LOCATION OF THE NDC - TZ

