THE AGA KHAN UNIVERSITY

Institute for Educational Development, East Africa

ADMISSION INFORMATION

PART-TIME MASTER OF EDUCATION PROGRAMME

SEPTEMBER 2025

AGA KHAN UNIVERSITY
INSTITUTE FOR EDUCATIONAL DEVELOPMENT, EAST AFRICA

PART-TIME MASTER OF EDUCATION PROGRAMME 2025

ADMISSIONS INFORMATION

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Information for Applicants: Introduction

Thank you for your interest in the Master of Education programme. Details about the programme, admissions criteria and contact information are provided on pages 2-9. All applicants are expected to apply online. **Please read the admission information carefully before filling out the online application**.

The part-time Master of Education is a graduate programme for experienced teachers, teacher trainers, principals and other professionals linked to the field of education. The programme duration is 3-5 years. It provides a clear theoretical framework and principles that support quality professional practice, equipping programme participants with vital competencies to become exemplary teachers and educational leaders in a variety of contexts. The curriculum is designed for practicing teachers, educational leaders, non-governmental and international organizations, and individuals working in the education sector.

Applications are welcomed from Tanzania and women are strongly encouraged to apply.

Please note that this is not a basic training course. Applicants are expected to have experience in their chosen specialization at the time of application.

Location

The Aga Khan University, Institute for Educational Development, East Africa (IED-EA) is based in Upanga, Ilala District, Dar es Salaam, Tanzania.

Course Content
Core courses: (these courses are compulsory for all students)
- Teaching, learning and assessment
- Research methods
- ICT in education
- Teacher Education
- Leadership in education

Areas of specializations:
- Educational leadership and management
- Assessment, measurement and evaluation
- Early childhood care and education
- Language and literacy in education
- Science in education
- Mathematics in education

Elective courses:
- Gender in education
- Fundamentals of classical logic
- Early childhood literacies
- Programme evaluation in context
- Policy studies in education

Note: Students are not allowed to take 'Early Childhood Literacies' as an elective if they have taken 'Early childhood care and Education' as a specialization.

Students will be required to undertake a twelve–week or an equivalent of 80-hour Practicum period in a school or other educational setting to provide them with the opportunity to try out ideas in practice. They will also conduct a-sustained research project, examining an area of interest in-depth and developing research skills.

Course Timings

The part-time M.Ed aims at providing participants with flexibility on timings. To do so adopt a blended approach that includes both face-to-face sessions for two weeks and online learning for sixteen weeks.

The face-to-face sessions are typically held from Monday to Saturday between 8.30 am – 5.00 pm. Some flexibility is allowed in timing to have this in the evenings as long as the stipulated learning hours are attained and there is an agreement between course participants and faculty.

Online sessions will adopt both asynchronous (learning can take place at any time at the convenience of the participant) and synchronous (the scheduled time when participant and faculty member connect online) modes. The asynchronous mode will be used to allow a self-paced approach to learning where the participant has the independence to manage their learning time by deciding when to engage with the coursework. Asynchronous learning will use: email, discussion forums, articles, wikis all on the virtual learning environment (Moodle). The synchronous mode will be adopted when the faculty will need to communicate with participants in real time and online. In each course, timings will be negotiated between the participants and faculty about when such interaction will take place.

NB: Each participant is expected to have a device and internet connectivity to effectively engage with their coursework.

The academic year is structured as follows:

The programme has a total of four terms. The first two terms each with a span of nine months, focus on theoretical study and a practicum component. The third term focuses on the development of inquiry/research skills. The fourth term focuses on dissertation writing, viva voce, and the development of a manuscript.

The part-time programme adopts a blended mode that combines independent study, face-to-face sessions and workshops, online discussions, self and peer-assessment activities, and formal assignments.

NB: It is, therefore, important that all applicants have access to a computer or equivalent device and internet connectivity and possess digital literacy skills to enable them to interact with online learning materials.

The M.Ed. Part-Time schedule:

Semester 1	Sept 15, 2025 – 01 August, 2026	18 weeks		18 weeks	
		2 Modules [i]		2 Modules	
		Face to face 2 weeks	Online mode 16 weeks[ii]	Face to face 2 weeks	Online mode 16 weeks
Break 2 weeks (17/2/ & 24/2) Break 2 weeks /28/7 &4/8-2026)					
Semester 2	August 18, 2026, to July 3, 2027	18 weeks		18 weeks	
		2 Modules		2 Modules	
		Face to face 2 weeks	Online mode 16 weeks	Face to face 2 weeks	Online mode 16 weeks
Break 2 weeks (19/01/ & 20/01) Break 2 weeks 5/7 & 16/7-2027)					
Semester 3	August 3, 2027 – October 19, 2027	Proposal Development 12 weeks			

	October 26, 2026 to January 18, 2028	Practicum 12 weeks
	Break 2 weeks (January 26, & 2nd February, 2027)	
Semester 4	February 8, – October 18, 2028	36 weeks
		Research work (48 weeks) • Proposal development and defense – 12 weeks • Data collection – 12 weeks • Report writing – 12 weeks • Viva voce and manuscript -12 weeks

Admission Requirements
- An undergraduate degree, with at least lower second-class (or equivalent) from a recognized University
- Minimum two years' teaching or equivalent educational experience
- English skills sufficient to access a graduate-level course
- Ability to demonstrate strong reasoning and reflective skills
- Ability to demonstrate a clear motivation for graduate-level study

Please note: Admission is based on merit, assessed through several criteria including scholastic achievements, work experience, and the candidate's results in the admission test and interview. Fulfillment of basic eligibility requirements or a high score in any single aspect of the admissions process is not sufficient for selection.

You will be required to submit a foreign verification award of degrees awarded by Universities not operating in Tanzania and those not regulated by the Tanzania Commission for Universities (TCU). The degree verification award can be obtained from the TCU online service through www.tcu.go.tz.

Applicants who meet minimum eligibility requirements must write the English Test administered by the University. Successful applicants will be invited to a face-to-face interview. Candidates will be required to present their original degree certificates at this time.

Personal Statement

Applicants must submit a 'Personal Statement' to support their application. This should not exceed 1000 words. Additionally, in not more than 500 words, applicants are required to provide reasons for choosing a specialization. This statement provides the candidate an opportunity to explain why this programme is important to them.

The following instructions should be followed when writing the personal statement:

- Ensure that it is typed and well-presented
- It should be written in good English
- Explain how your professional experience relates to your chosen specialization
- clearly state how the masters level study and the qualification will support your future career
- Ensure that this is your own original work. Do not copy your statement, in whole or in part, from anybody else's nor from any other source, including the Internet. If plagiarism is

detected it may lead to your application being invalidated or, if detected at a later stage, dismissal from the programme. **The University may pass the personal statement through anti-plagiarism software.**

Application Fee

An application Fee of Tshs 57,000 for Tanzania local applicants. All foreign applicants should pay an application fee equivalent to Tsh. 57,000. **Application fee can be paid through direct bank deposit using below bank details or through online transfer using:** *OR*

M-PESA (Can Only be done by M-PESA registered users in Tanzania)
Step1: *150*00#
Step2: Select 4 Payment by M-PESA
Step3: Select 4 Enter business number
Step4: Enter 899961
Syep5: Enter reference number it can be invoice number, candidate name, you dictate what they need to enter.
Step6: Enter Amount
Step7: Confirm 1 payment to AGA KHAN UNIVERSITY

Banking Information

For Tanzanians and others

Account Name	Aga Khan University
Bank Name	Diamond Trust Bank Tanzania Limited
Branch Name	Mosque Street Branch
Bank Address	P.O. Box 115, Dar es Salaam, Tanzania
US Dollar Account Number	0092897002 *(For foreign currency payment)*
TSh Account Number	0092897001*(For Tanzania only)*
SWIFT CODE	DTKETZTZ

For Kenyans

Bank Name	Diamond Trust Bank Kenya Ltd P.O. Box 39694 - 00623, Nairobi, Kenya
Branch Name	Parkland Branch
Beneficiary Name	Aga Khan University
Account Number	0500444002
Account Currency	Kenya Shilling
SWIFT CODE	DTKEKENA

For Ugandans

Bank Name	Diamond Trust Bank Uganda Limited
Branch Name	Main Branch, Kampala
Account Title	The Aga Khan University, Uganda
Account Number	0101839028
Account Currency	Uganda Shilling
SWIFT CODE	DTKEUGKA (BIC: DTKEUGKAXXX)

Tuition Fee and Costs

Tuition fees and other costs are subject to change and are determined each year. Enrolled students are charged a tuition fee of Tshs 9447,000 for three years.

Please note that in accordance with University policy, degree parchment and transcripts will not be released until all the tuition fees and any other debts with the University are repaid.

Professional Development Tutors

Once students have graduated they have an opportunity to take on work on behalf of the University in the role of *Professional Development Tutors* (PDTs). The availability of the students for such work will be negotiated with their respective institutions. The work may involve conducting outreach courses for serving teachers, working as research assistants, support with recruitment of future master's programme students and acting as liaison officers for community projects being undertaken by the University. These work opportunities will be matched with PDTs location, availability and area of specialization.

How to Apply

Candidates should apply online. For assistance in completing the online application, applicants are advised to go through the Frequently Asked Questions (FAQs) or Understand the Online Process.

Only in situations where the online application is not accessible, candidates are advised to call, email or visit the campus (Fridays at 9:00 am to 4.30 pm) for any support that they need to complete the online application. Physical, email and telephone contact information are provided at the end of this document.

Complete application must include the following:

(See specifications for uploading documents in the table below)

- ❖ Complete application form submitted online; Recent passport size colour photograph;
- ❖ Certified copies of degree/diploma certificates and transcripts, form IV and/or Form VI certificates. DO NOT upload result slips;
- ❖ Foreign Verification certificate obtained from Tanzania Commission for Universities for degrees obtained outside Tanzania.
- ❖ Two letters of reference from your referees; If any of your referees decide to send the reference directly to us, please indicate this in a cover letter. Remember that your application will not be processed until these are received (*Please download the referee's form from the website and send to your referees to complete*).
- ❖ A personal statement not exceeding 1000 words;
- ❖ Reasons for selected specialization not exceeding 500 words;
- ❖ Complete working experience form (*please download the form from the website*);

Specifications for Uploading Documents

Document	Uploading Size (should not exceed)	Uploading Format
Passport size colour photograph showing full face *(taken within last week to reflect current appearance)*	2 MB	JPEG
Attested copies of all the required documents; official transcripts, certificates, Foreign Verification award etc.	5 MB each	PDF / JPEG
Proof of application fee paid and working experience form *(see relevant sections for more details)*	5 MB	PDF / JPEG

The online portal will cease to receive applications at 5:00 p.m. on Monday, March 31, 2025.

Please ensure you have complied with the instructions in this information sheet. Candidates will be informed of pending, incomplete documents on the online portal. It remains the responsibility of the candidate to complete the application requirements according to the instructions and time schedule.

Aga Khan University reserves the right to admission; to revoke admission and registration if an application form is discovered to be inaccurate or incomplete or if supporting documents are discovered to be fraudulent. Any candidate who presents a fraudulent document in support of an application for admission legal action will be taken against you.

REPEAT APPLICATIONS

A fresh application together with necessary documentation must be submitted for a particular admission cycle. The University does not have a policy of automatically carrying forward applications from one cycle to the next.

PROVISIONAL APPLICATIONS

The Aga Khan University will accept provisional applications from candidates who may have documents pending to be submitted including reference letters or transcripts. All such applications will be evaluated for admission on a provisional basis. To process an application for final selection, applicants must submit their (pending) documents per the minimum eligibility requirements by the date specified by the University. In case pending documents are not submitted within the due date as communicated by the Admissions Officer handling your application, the application will stand canceled.

It is the candidate's responsibility to ensure that pending documents are uploaded online/ received in the Admission Office according to the published schedule. Notifications are sent to candidates on the online portal.

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ADMISSION PROCESS SUMMARY

APPLICATION PROCESS
Submit application in accordance with eligibility requirements of the
Aga Khan University

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AKU-ADMISSION TEST AND ORAL INTERVIEWS

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SHORTLISTING AND INTERVIEWS

Shortlisting is based on the specified admission criteria and
AKU Admission Test score

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FINAL SELECTION
Merit list of successful applicants

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For more information, please contact:
Ms Agatha Damas |Assistant Registrar | AKU-IED, East Africa
Email: regoff.tz@aku.edu
Tel: 022 222 4800

DEADLINE FOR RECEIPT OF APPLICATIONS: MONDAY MARCH 31, 2025

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[i] 2 days (8 hours each) per week per course – 1 hour management time
[ii] This translates to 9 weeks per module