

# **KAIRUKI UNIVERSITY (KU)**



**PROSPECTUS 2025/2026-2027/2028**

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## **ACRONYMS**

ADNE	Advanced Diploma in Nursing Education
ADSW	Advanced Diploma in Social Work
AGOTA	Association of Gynaecologists and Obstetricians of Tanzania
AKU	Agha Khan University
BScN	Bachelor of Science in Nursing
BSW	Bachelor of Social Work
BTecSW	Basic Technician Certificate in Social Work
BVM	Bachelor of Veterinary Medicine
CAS	Central Admission System
CHN	Community Health Nursing
COSTECH	Tanzania Commission for Science and Technology
CSEE	Certificate of Secondary Education Examination
CSU	Central South University People's Republic of China
CUHAS	Catholic University of Health and Allied Sciences
DDS	Doctor of Dental Surgery
DHPED	Diploma in Health Personnel Education
DMO	District Medical Officer
DSU	Dixie State University
DTC	Diploma in Therapeutic Counselling
ENT	Ears, Nose and Throat
ESE	End of Semester Examination
FQE	Final Qualifying Examination
FUCHS (T)	Forum of Universities and Colleges of Health Sciences in Tanzania
GPA	Grade Point Average
GTZ	German Development Cooperation
HE&HN	Home Economics & Human Nutrition
HKMU	Hubert Kairuki Memorial University
HUST	Huazhong University of Science and Technology People's

	Republic of China
IAU	International Association of Universities
ICT	Information Communication Technology
IRE	Intra-Rotation Examination
ISW	Institute of Social Work
IUCEA	Inter University Council of East Africa
KCMC	Kilimanjaro Christian Medical Centre
KCMCU	Kilimanjaro Christian Medical Centre University
KU	Kairuki University
KHEN	Kairuki Health and Education Network
MA	Master of Art
MAT	Medical Association of Tanzania
MCH	Maternal and Child Health
MD	Doctor of Medicine
MDent	Master of Dentistry
MMed	Master of Medicine
MMH	Mission Mikocheni Hospital
MMS	Master of Medical Science
MOI	Muhimbili Orthopaedic Institute
MPH	Master of Public Health
MPhil	Master of Philosophy
MSc	Master of Science
MScPH	Master of Science in Public Health
MScPN	Master of Science in Paediatric Nursing
MSN	Mikocheni School of Nursing
MSW	Master of Social Work
MUHAS	Muhimbili University of Health and Allied Sciences
MVM	Master of Veterinary Medicine
NACP	National AIDS Control Program

NACTE	National Council for Technical Education
NACTVET	National Council for Technical and Vocational Education Training
NDC	National Development Corporation
NHIF	National Health Insurance Fund
NMCP	National Malaria Control Program
NTLCP	National Tuberculosis and Leprosy Control Program
OBYG	Obstetrics and Gynaecology
ODSW	Ordinary Diploma in Social Work
OSIM	Online Student Information Management
OUT	Open University of Tanzania
PhD	Doctor of Philosophy
RN	Registered Nurse
SARS	Severe Acute Respiratory Syndrome
SCUT	South China University of Technology
SJUT	St. John's University of Tanzania
TAPU	Tanzania Association of Private Universities
TASWO	Tanzania Association of Social Workers
TCSW	Technician Certificate in Social Work
TCU	Tanzania Commission for Universities
TEA	Tanzania Education Authority
TESWEP	Tanzania Emerging Social Work Education Programme
TTC	Teachers Training College
TZS	Tanzanian Shillings
UDOM	University of Dodoma
UDSM	University of Dar es Salaam
UEA	University of East Africa
UKZN	University of KwaZulu-Natal
USA	United States of America
USD	United States Dollar

## **1.0 THE VICE CHANCELLOR’S FOREWORD: BUILDING THE FUTURE TOGETHER**

Welcome to Kairuki University (KU) and to this Three-Year Prospectus covering the academic years 2025/2026, 2026/2027, and 2027/2028. This prospectus has been prepared in line with the requirements of the Tanzania Commission for Universities (TCU) to provide accurate, current, and comprehensive information on our accredited academic programmes, learning facilities, student support services, and institutional capacity. Whether you are a prospective student exploring your study options or a continuing student planning your academic journey, we are delighted that you are considering Kairuki University.

Established in 1997, Kairuki University is Tanzania’s first private university and a trusted institution in the training of competent professionals, particularly in the health sciences and related fields. Over the years, KU has remained committed to providing quality university education through accredited programmes, qualified academic staff, and a supportive learning environment that enables students to achieve both academic excellence and personal growth.

This prospectus outlines the TCU-approved programmes offered by the University during the stated period, together with admission requirements, mode of delivery, duration of study, assessment methods, and graduation pathways. It also highlights the learning resources available to students, including well-equipped laboratories, modern lecture facilities, expanded library and e-learning resources, reliable internet connectivity, and structured academic and student welfare systems.

In response to national and global demands for skilled graduates, KU has continued to strengthen its academic capacity by recruiting qualified teaching staff, supporting staff development, regularly reviewing curricula to ensure

relevance and competitiveness, and expanding opportunities for research and innovation. These efforts are guided by our Five-Year Rolling Strategic Plan (2023–2028), which aligns the University’s growth with national development priorities, technological advancement, and the evolving landscape of higher education.

To further expand access to quality education, particularly in the health sector, KU is developing a new campus at Boko, Dar es Salaam. This modern campus will host several schools, including Medicine, Pharmacy, Public Health, Medical Laboratory Sciences, Nursing, and Social Sciences, and will provide advanced teaching laboratories, lecture halls, conference facilities, and recreational spaces designed to enhance the student learning experience. At Kairuki University, students are at the centre of everything we do. We are committed not only to academic training, but also to nurturing professionalism, ethical conduct, innovation, and lifelong learning. As you read through this prospectus, I encourage you to explore the opportunities available and to envision yourself as part of a university community dedicated to excellence, service, and societal impact.

I warmly welcome you to Kairuki University and wish you every success as you take the next step in your academic and professional journey.



Professor Yohana J.S Mashalla

**Vice Chancellor**

## **2.0 WELCOME MESSAGE FROM DEPUTY VICE CHANCELLOR - ACADEMIC AFFAIRS: INSPIRING MINDS, EMPOWERING FUTURES**

I am delighted to warmly welcome all new and continuing students to Kairuki University for the academic years 2025/2026, 2026/2027, and 2027/2028. It is truly encouraging to see a vibrant and diverse community of over 1,900 students choosing KU as the next step in their academic and professional journey

As Kairuki University continues to build on more than 29 years of academic service since its establishment in 1997, our pride lies not only in our history but also in the enduring culture of excellence we have nurtured. At KU, quality education goes beyond the acquisition of job-ready skills. We are committed to developing well-rounded graduates who excel academically, think critically, act ethically, and demonstrate a strong sense of service to humanity.

Our academic philosophy is grounded in a learner-centred approach, where students are active participants in the learning process. Our highly qualified academic staff are not only subject experts but also facilitators and mentors who encourage engagement, innovation, and independent thinking. For many students, this interactive approach offers a refreshing and empowering learning experience.

In line with the demands of the digital era, Kairuki University has fully integrated Information and Communication Technologies (ICT) into both academic delivery and institutional management.

We recognize that the pursuit of higher education comes with challenges. At KU, you will find a supportive and inclusive learning environment designed to help you succeed.

I encourage you to fully embrace the opportunities available at Kairuki University, to engage actively in academic and co-curricular activities, and to make the most of your time with us. We are proud to walk this journey with you as you prepare for a meaningful and impactful future.

A handwritten signature in blue ink, appearing to read 'E. Vuhahula', written in a cursive style.

**Prof. Edda A.M. Vuhahula**

Deputy Vice Chancellor for Academic Affairs

### **3.0 INTRODUCTION TO KAIRUKI UNIVERSITY (KU)**

Kairuki University (KU), founded in 1997, is a distinguished private institution of higher learning in Tanzania, with a strong focus on medical and health sciences. It was originally established as the Mikocheni International University of Health Sciences (MIUHS) by the late Professor Hubert Clemence Mwombeki Kairuki, a renowned Tanzanian obstetrician and gynecologist, together with his wife, Mrs. Kokushubila Kairuki. The institution was motivated by the severe shortage of trained health professionals in Tanzania and the broader sub-Saharan Africa region following independence, aiming to train highly skilled doctors, nurses, and other health specialists to serve the nation and beyond.

In 1998, the university was reorganized as Mikocheni International University (MIU), anticipating expansion into academic areas beyond health sciences. Following the untimely death of Prof. Kairuki in February 1999, the university was renamed Hubert Kairuki Memorial University (HKMU) in his honour, preserving his legacy in medical education and health services.

Prof. Kairuki, the university's visionary founder, also served as its inaugural Vice Chancellor. He was succeeded by a line of distinguished leaders: Prof. Esther Mwaikambo, Prof. Keto Mshigeni, and the current Vice Chancellor, Prof. Yohana Mashalla.

The university was officially accredited by the Tanzania Commission for Universities (TCU) in June 2000, becoming the first private university in the country to gain government recognition. In 2010, KU was granted a Charter by the President of the United Republic of Tanzania, and it has undergone periodic re-accreditation, most recently in 2021.

In 2021, KU applied to amend its name from Hubert Kairuki Memorial University to Kairuki University (KU) to align with other institutions under the Kairuki Health and Education Network (KHEN). Official confirmation of this amendment was received on 8th April 2024. Kairuki University is incorporated within the not-for-profit KHEN, which also oversees Kairuki Hospital and its satellite clinics, Kairuki School of Nursing (KSN), and Kairuki Pharmaceuticals Industries Limited (KPIL).

Over the years, KU has expanded its academic portfolio, offering a wide range of undergraduate and postgraduate programmes in medicine, nursing, public health, social work, pharmacy, and other health-related disciplines. The university has attracted students from over 15 nationalities, reflecting its regional and international appeal.

A key feature of KU's educational model is competence based practical training and research, facilitated through close integration with Kairuki Hospital, which serves as a major teaching hospital. This connection provides students with hands-on clinical experience, which is fundamental to professional health education and the development of knowledge, skills, and professional attitudes in medicine, nursing, pharmacy, and laboratory sciences.

The University's evolution in name, leadership, and academic reach reflects its ongoing mission: to provide high-quality, practical, and research-oriented education in health sciences, while continuing the legacy and vision of its founder, Professor Hubert C.M. Kairuki.

## 4.0 KAIRUKI UNIVERSITY VISION, MISSION AND VALUES

The **vision** of KU is to become a model private University in Tanzania and Africa; one that provides the highest quality education, conducts cutting-edge research, and provides exemplary service to society.

The **mission** of KU is to educate liberally and broadly, qualify men and women to advance the frontiers of knowledge through research, consultancy, and advisory services to the public.

The University's **motto** is 'Kairuki University for a brighter future.'

The core **values** of the University are:

- **Professionalism:** We strive to adhere to the highest professional ethics and standards; and impart these elements to students.
- **Excellence:** We are committed to excellence. We shall continue to recruit the most promising students, School, and staff; and provide them with resources to excel.
- **Adaptability:** We are committed to embrace the latest scientific and technological advancements and adapting them to suit the local situations.
- **Competitiveness:** We shall cultivate a culture of competitiveness, responsiveness, and integrity.]
- **Partnerships:** Since the University is young and dynamic; we shall seek to learn from all available best practices and grow stronger together with our peers. The University has a strong resolve towards interdisciplinary activities, colloquia, and research, aiming at forging new alliances for innovativeness in emerging new sciences. It also seeks to provide an interface where students,

administrative and academic staff work together for a common shared vision and goals.

Kairuki University has a wide range of facilities, including teaching and research laboratories, lecture halls, a library with computerized catalogue, and full-time internet access.

Initially KU offered programmes in medicine and nursing only but has recently expanded to include other programmes and disciplines of science and the humanities. KU now has well established programmes including Certificate, Diploma, Degree and Master of Social Work programmes and Master of Science in Public Health. From the 2026/27 academic year, plans are at an advanced stage to establish new programmes, including a Bachelor of Pharmacy (BPharm), Bachelor of Medical Laboratory Sciences (BMLS), Postgraduate Degrees in Clinical Embryology (MSc Embryology) and Anatomical Pathology (MMED Anatomical Pathology), as well as PhD programmes in various disciplines.

Over the years, KU's commitment to quality and programmatic excellence has cemented its stature as a leading light among private universities in the East African region. A testament to its reputation is the diverse student body representing over 15 nationalities and the attraction of external funding and technical support for collaborative research and training from renowned international institutions in countries such as the USA, Canada, Australia, China, South Africa, and esteemed organizations like the Global Fund in Geneva and BookAid in the United Kingdom. Key research undertakings span areas like malaria, human genome studies, non-communicable diseases, neglected tropical diseases, and human nutrition.

Kairuki Hospital, the teaching hospital affiliated with KU, is a testament to modern medical advancements, equipped with cutting-edge diagnostic tools

and staffed by seasoned medical specialists. The hospital's dedication to service excellence has earned it numerous accolades, highlighting its pivotal role in delivering top-tier healthcare to the community.

## **5.0 GENERAL INFORMATION**

### **5.1 Location**

Kairuki University (KU) operates from two campuses within Dar es Salaam. The main campus is located at Block 70, Chwaku Street, Mikocheni Area, Kinondoni District, approximately 7 kilometers from the Dar es Salaam City Centre. In addition, the University has a second campus situated at Boko, which is approximately 23 kilometers from Mikocheni Campus.

Both campuses are accessible by road and are strategically positioned to support the University's academic, clinical, and community engagement activities.

### **5.2. Objectives and Functions of the University**

The objectives and functions of the University, as stipulated in its Charter, include:

- a) To provide an academic centre of excellence for the advancement of learning, knowledge, innovation and creativity in the training of professionals in health and related fields;
- b) To diffuse and extend health and allied sciences and information and communication technology;
- c) To provide more opportunities for training of doctors, nurses and other professionals in order to bridge the gap in the demand and supply of trained personnel in the health and related fields;
- d) To provide any discipline of higher education, research, consultancy services; establishment of centres and places of learning education

- (including continuing education), professional or vocational training and research; and, so far as is consistent with these objects;
- e) To nurture a balanced intellectual, aesthetic, social, cultural and moral growth of the students of the University.

### **5.3 University Governance**

The University Management comprises the Chancellor, the Vice-Chancellor, the Deputy Vice-Chancellor for Academics Affairs, the Deputy Vice-Chancellor for Planning, Finance, and Administration, the Corporate Counsel, the University Bursar, Deans of Schools, Directors of Institutes, the Dean of Students, and other officers.

The first Chancellor of KU was the late H.E. Dr. Ali Omar Juma, who, at the time, also served as the Vice President of the United Republic of Tanzania. Following his passing in 2001, Hon. Dr. Salim Ahmed Salim became the Chancellor of the University. The current Chancellor, serving the University with distinction, is Hon. Anne Semamba Makinda, a former Speaker of the Tanzania Parliament.

The University's lineage of Vice Chancellors began with its founder, the late Prof. Hubert C.M. Kairuki (1997-1999). He was succeeded by Prof. Esther D. Mwaikambo (2000-2006), followed by Prof. Keto Mshigeni (2006-2016), and then Prof. Charles Stephen Mgone (2017-2022). Prof. Yohana Mashalla presently serves as the fifth and current Vice-Chancellor.

The University Council's leadership journey began with Prof. Fredrick Kaijage as its first Chairman, holding the position until May 2013. Hon. Ambassador John Ulanga took over and successfully served two terms, which ended in 2025. On 22<sup>nd</sup> February 2025, the KHEN Board appointed Dr. Donald Mmari, the Executive Director of REPOA, to be the Chairman of the University Council.

## **5.4 University Governance Organs**

These include the Board of Directors, the University Council, and the Senate (with Sub Committees), School Boards and Departments. The University is governed in accordance with its Charter, as per provisions in the Universities Act of 2005.

## **5.5 University Calendar**

The University operates on a semester system. The odd semesters commence in November and conclude in April, while even semesters span from April to September. Unlike the traditional annual examination approach, our semester system evaluates students at the end of each semester based on the content covered during that period. This competency-based format prioritizes continual monitoring and assessment, ensuring students are regularly evaluated on their performance, critical thinking, and skill sets.

## **5.6 Academic Sessions**

An academic year comprises two semesters of undergraduate studies as indicated below:

### **MD**

Semesters 1,3,5,7 and 9:      October-April

Semesters 2,4,6,8 and 10:      April-September

### **BScN**

Semesters 1,3,5 and 7:      October-April

Semesters 2,4,6 and 8:      April-September

### **BSW**

Semesters 1,3 and 5:      October-March

Semesters 2,4 and 6:      March-August

## **Certificate and Diploma in Social Work**

Semester 1:	October – March
Semester 2:	April – August

## **5.7 The University Library**

The Kairuki University (KU) has an academic library which is a fully fledged department running and organized by experienced staff. The Library is segmented into two primary sections: The Main Library and the Book Bank. The KU Library is a place for self-education and self-tutoring where the actual process of interactive learning is but the end product of self-inquisitiveness, initiative, and dedication to cover the promotion of one's education. It plays an active role in the academic life of the university through the provision of a diverse range of both print and digital resources tailored to meet the evolving needs of its users. It has its Online Access Public Catalogue [OPAC] that assists users in identifying, finding, and locating needed materials.

### **5.7.1. The Main Library**

At present, the KU main library contains various relevant reference materials, textbooks, and periodical volumes. In addition to the physical information materials available, the KU main library has access to a variety of relevant e-resources. Electronic resources have become state-of-the-art facility for students and other users to access and use adequately and sufficiently for study and learning. E-resources are searchable on the internet through subscribed and free organized Databases and Programmes to complement print information.

The KU library is licensed through the Consortium of Tanzania University Libraries and Research (COTUL) cooperation to access and use various Databases and Programmes selected annually. Additionally, access and use of a variety of e-resources on Medical and allied Sciences are available through registration for WHO databases and Programmes such as HINARI

AGORA, ARDI, and OARE. Similarly, Open Access [OA] information is also organized and utilized effectively and sufficiently to improve and modernize the library services. In this direction, an Institutional Repository [IR] is set up as an e-resources archive for collecting, organizing, preserving, and disseminating digital copies of the intellectual research outputs. The objective of setting up IR is to provide Open Access to research outputs through self-archiving unpublished literature such as thesis, working papers, and reports. The IR functions include showcasing the institution's scholarly publications and a set of services that the university should offer to the community.

### **5.7.2 The Book Bank**

This is an allied section of the Main Library, where specific and key textbooks for various courses offered at the University are kept. The Book Bank unit is one of the landmark establishments of the University's founder, the late Prof. Hubert C.M. Kairuki, who advocated that a medical and related science student at this University should have at least one textbook for the main courses of study in a semester. The aim is to improve the students' mastery and performance in such courses of study. Therefore, the unit is equipped with core textbooks to cater to the main courses conducted. A minimal subscription fee is charged to students on an annual basis to facilitate the replenishment of worn-out textbooks. Once students borrow books from the book bank, they can stay with them for the entire semester. At the end of each semester, students are required to return the books to the book bank. Students who fail to return the books will not be allowed to register in the following semester.

### **5.8 Teaching and Research Laboratories**

The University has a wide range of teaching, learning, and research facilities, including several well-equipped teaching facilities and research laboratories which cater for both students and staff.

## **5.9 University Teaching Hospitals**

Kairuki Hospital is the primary teaching hospital for KU. This hospital features cutting-edge diagnostic and treatment tools, with highlights including Tanzania's first High-Intensity Focused Ultrasound (HIFU), a contemporary CT scan, MRI, and fluoroscopy X-ray equipment. Additional facilities encompass a dialysis unit, a physiotherapy unit, operating theatres equipped for laparoscopy, and advanced reproductive technologies. The hospital also offers comprehensive inpatient and outpatient services, a satellite polyclinic, and Green IVF.

For hands-on training, our students also benefit from partnerships with a broad network of medical institutions. These include Amana, Mwananyamala, and Temeke Regional Referral Hospitals; Magomeni RCH; Sinza District Hospital; Muhimbili National Hospital (Upanga and Mlonganzila branches); Muhimbili Orthopaedic Institute (MOI); Comprehensive Community Based Rehabilitation in Tanzania (CCBRT); Ocean Road Cancer Institute (ORCI); Kilimanjaro Christian Medical Centre (KCMC); Tumbi Designated Regional Referral Hospital in Kibaha; and Mirembe National Mental Health Hospital in Dodoma.

## **5.10 Students Welfare**

Kairuki University proudly supports its student association, the Kairuki University Students' Association (KUSA). Upon registration, every student automatically becomes a member, as stipulated by the association's constitution. Managed under the guidance of the Dean of Students, KUSA serves as a crucial bridge between the student body and the University Management. This partnership fosters thoughtful decisions regarding student concerns.

At KU, student well-being is paramount. The University offers comprehensive psychosocial services to support students in various aspects of their lives, including academic, social, financial, and spiritual areas. Furthermore, our students are actively engaged in an array of extracurricular activities. They proudly represent KU in sports, cultural events, the East Africa Universities games, inter-university competitions, and more.

### **5.11 Quality Assurance System**

Operating within the parameters set by both the Tanzania Commission for Universities (TCU) and the Inter-University Council for East Africa (IUCEA), KU's Quality Assurance Unit comprises members from key administrative and academic departments and plays a pivotal role in upholding academic excellence. The unit's key responsibilities encompass:

**Curricula Development & Revision:** Ensuring the curriculum remains relevant, up-to-date, and in line with both local and international educational standards. Of note, the Doctor of Medicine (MD) curriculum has been recently revised and reaccredited by TCU. The BSc Nursing, Master of Medicine, MSc Public Health, and Master of Social Work curricula are also actively under revision.

**Compliance & Satisfaction Assessments:** Implementing both internal and external assessments to ensure KU aligns with best practices and continually seeks to improve.

**Course and Staff Evaluations:** Facilitating student-driven evaluations to garner feedback on course content and teaching quality, promoting a responsive educational environment.

**Periodic Self-assessments:** Conducting thorough institution-wide assessments to reflect, refine, and enhance the university's overall performance and standards.

KU's dedication to upholding and advancing quality in higher education extends beyond its borders. As a testament to this commitment, the university is a proud and active member of several esteemed organizations dedicated to fostering a robust quality assurance system both regionally and globally. These include the Tanzania Universities Quality Assurance Forum (TUQAF), the Southern African Regional Universities Association (SARUA), and the Association of African Universities (AAU).

### **Admissions**

Selected students are required to present original certificates to verify that they possess the required qualifications. The Admissions Office authenticates them to ensure that they are genuine and that the TCU's minimum requirements are strictly adhered to.

### **Staffing**

Currently, there are 112 academic staff and 47 administrative and technical staff. The staff-to-student ratio stands at 1:17. The University is reasonably well-staffed in terms of academic, administrative, and technical personnel.

### **Schools**

There are three schools: School of Medicine, School of Nursing and School of Social work. All schools are headed by Deans. There is also a Directorate of Postgraduate Studies and Research Institute headed by the Director.

## **5.12 Five-Year Rolling Strategic Plan**

The University's Five-Year Rolling Strategic Plan (2023-2028) has been designed to align with our core mission and vision. This plan lays emphasis on six key result areas:

**Governance:** Aimed at elevating the university's performance by focusing on robust compliance measures and continuous growth strategies to optimize governance processes.

**Human Resources Management and Development:** Commitment to fostering a conducive work environment, anchored in open communication, regular feedback, opportunities for professional advancement, recognition of excellence, and maintaining a balanced work-life harmony.

**Inclusive Teaching and Learning:** Prioritizing academic excellence by integrating innovative teaching methodologies, fostering active student engagement, and ensuring consistent adherence to the highest quality assurance standards.

**Infrastructure and Boko Campus Development:** A commitment to expand and upgrade our physical facilities, ensuring they reflect the university's growth, embody modernity, and facilitate a conducive learning environment.

**Research, Consultancy, and Innovation:** Focused on nurturing a culture of cutting-edge research and pioneering innovative solutions that align with global and local challenges.

**Finance, Planning, Procurement, and Auditing:** With an emphasis on optimizing financial processes, our strategy ensures meticulous financial management, transparent procurement, and rigorous auditing. This aids in efficient resource allocation and risk minimization.

## **5.13 Application Procedures**

### **Mode of application for all programmes offered by KU**

Applicants for all programmes offered by KU are required to apply directly to the University through an online application portal available at: [www.ku.ac.tz](http://www.ku.ac.tz); with a non-refundable application fee of TZS 50,000 or USD 50 (for international students).

#### **5.13.1 Scholarship award**

The University offers a scholarship to one undergraduate student, on merit, among those who have applied for sponsorship. The scholarship will be offered to the excelling students each year. It will cover tuition fees only. The award-winning students will have to pay their other charges in full. Upon completion of their studies, such students must be willing to work for the university for a specified bonded period.

#### **5.13.2 Admissions Committee**

The Admission Committee will be presented with a list of all applicants shortlisted by the respective school boards for undergraduate programmes. For postgraduate studies, applicants are shortlisted by their respective departments and then submitted to the Senate's Higher Degree Committee. Such shortlisted applicants must satisfy the conditions for admission as stipulated in the TCU Guideline so that the Committee may decide and recommend to Senate which applicants may be admitted and to which programmes.

The final approval for admission will be granted by the Senate. Applicants who do not meet the admission requirements as stated in the Prospectus will be notified soon after their application. The University reserves the right to discontinue a candidate who was formally offered a place and who accepted

the offer of admission but was subsequently found not to satisfy the admission requirements.

#### **5.14 Transfer Students**

Kairuki University accepts transfer students from acceptable and recognized institutions, provided they meet transferable credits. However, this will be subject to review, including a confidential report from the institution the candidate is transferring from. Transfers due to discontinuation for disciplinary reasons or poor academic performance will not be accepted. For a transfer student to be eligible for the KU award, at least 50% of his/her training must take place at KU.

#### **5.15 Duration of Programmes**

- i. Doctor of Medicine (MD) will last for a minimum of 10 semesters of 23 weeks each and a maximum of 14 semesters.
- ii. Bachelor of Science in Nursing (BScN) will last for a minimum of 8 semesters of 23 weeks each, and a maximum of 12 semesters.
- iii. Bachelor of Social Work (BSW) will last for a minimum of 6 semesters of 17 weeks and a maximum of 8 semesters.
- iv. Master of Medicine (MMed) programme will last for a minimum of 3 calendar years and a maximum of 6 calendar years, with 4 weeks' vacation per year.
- v. Master of Science in Public Health (MScPH) will last for a minimum of 18 months and a maximum of 2 calendar years, with 4-weeks' vacation per year.
- vi. Master of Social Work (MSW) will last for a minimum of 18 months and a maximum of 2 calendar years, with 4-weeks' vacation per year.
- vii. Ordinary Diploma in Social Work (NTA Level 5 & 6)

NTA level 5 & 6 will last for a minimum of 4 semesters of 17 weeks each.

viii. Basic Technician Certificate in Social Work (NTA Level 4)

NTA Level 4 will last for a minimum of 2 semesters of 17 weeks each.

### **5.16 Visiting Students**

Admission of visiting students or special admission will operate under the principle of Academic Credit Transfer. This will require acknowledgement by one's institution for higher learning courses, study periods and examinations, which would have been completed in another higher learning institution. Students who have completed one or two years of higher education elsewhere may be admitted either to spend one or more years either to complete the course or re-transfer back to their own universities. For those students who are transferred completely, a serious review will be made, as already indicated in Section 5.13. In case of any doubt, especially regarding academic performance, the transfer student may be required to repeat a year.

#### **5.16.1 Occasional Students (Electives)**

Non-members of the University who wish to carry out elective period attachments at KU may be admitted to a part of the course for up to one course sub-unit, subject to approval of the Dean of the School, and Head of the Department concerned, and upon payment of the prescribed fees. Such persons are not eligible to take University Examinations.

#### **5.16.2 Application Procedures for Electives**

Interested applicants should send a letter of intent to do his/her elective at KU with the following attachments:

- A letter of introduction from the current University or College.
- Curriculum Vitae;

- Photographs (2 passport size), and
- A summary of the expected learning outcomes of the proposed electives

Once applications are accepted, students should process their own visas and arrange for medical insurance coverage. On arrival, they will be required to pay an elective fee of USD 400 for the four weeks of study duration.

### **5.16.3 Residence Permit**

The University will help non-East Africa national students to obtain class C residence permits (this should be done well in advance, although assistance will also be provided on their arrival). Documents required for the permit are:

- i. Photocopy of their passport
- ii. Curriculum Vitae
- iii. Birth Certificate
- iv. Letter of introduction from their respective Universities;
- v. Duly filled immigration forms
- vi. Five passport-size photographs; and
- vii. A residence permit fee of USD 250.

East African nationals (from Kenya, Uganda, Burundi, Rwanda, the Democratic Republic of Congo, Somalia, and South Sudan) will need to apply for exemption certificates, which are available free of charge.

### **5.17 International Students**

An international student at KU is the one who is not a Tanzanian. As part of internationalization of higher education, KU attaches significant importance to the exchange of cross-cultural experiences that is made possible by the presence of international students. International students may pursue courses towards the award of KU degrees or as visiting students, a process

already described above; or may also undertake study for degrees of their own home Universities. In any case, international students are admitted if only they possess the qualifications that are required of the Tanzanian students. They must also show evidence that they can follow instructions in English.

### **5.18 Orientation Programme**

Kairuki University requires all new students to report to the University at the start of a new academic year for the orientation programme. During this period, students are introduced to the programmes' curricula, social life, University regulations and by-laws as well as student's psycho-social services. They are also shown university facilities which include the library, the main university teaching hospital, lecture halls and the facility for computing services.

### **5.19 Undergraduate Degree Regulations for the Semester/ Course-Credit System**

Kairuki University has a semester/course credit system for its undergraduate courses. Specific requirements for various degree courses are stipulated in the Prospectus and Curricula.

### **Kairuki University Course Credits and Interpretations**

#### **Course Credits**

Definition of Credit: As in other institutions of higher learning one (1) credit at KU will be defined as:

- 10-15 hours of theoretical learning [lecture/seminar/tutorial].
- 30-45 hours of practical learning sessions/clinical rotations/fieldwork.

### **5.19.1 Working out of Credits at KU**

After conducting a detailed study of various universities in Africa, Europe and America, KU noted that on average, a full-time student for a BA or a BSc Degree needs to earn a maximum of 21 credits per semester of 15-16 weeks (i.e. a maximum of 42 credits per academic year of 30-32 weeks).

Based on the above assumption, and in consideration that our academic year has 46 weeks, of which 36 are allocated to active teaching, a KU student is expected to earn 48 credits. This means a maximum of 24 credits per semester. A minimum of 21 credits per semester for BSc. Nursing or MD is considered by faculties to be satisfactory.

### **Programme of Study**

A candidate who is admitted to a degree programme will be required to follow his/her approved programme of study over the prescribed period. A minimum period for a given programme is what it should normally take to graduate. What is given as maximum is the period that one cannot exceed while doing a particular programme unless they are given permission in between programme to be out of studies for reasons like disabling illnesses or some other reasonable excuses. Such permission would be granted by the Senate in writing.

### **Working Week**

A working week for KU means Monday to Friday, 0800-1700hrs.

### **5.19.2. Registration**

- i. For a student to obtain credit in any course, s/he must be admitted into the relevant schools or departments and must be properly registered for that programme during the official registration period at the beginning of each semester.

- ii. A student who fails to register at the beginning of the semester, in the time designated for registration, shall forfeit the right to register for that semester.
- iii. Students can only be registered after paying the required fees.
- iv. The deadline for registration of first-year students will be 2 weeks from the first day of the orientation week. For continuing students, it will be 1700 hours on Friday of the second week from the date of the beginning of the semester session.

### **5.19. 3 Registration Requirements for New Students**

#### **a) Documentary Evidence of Qualifications**

- Original certificates and transcripts of General Certificates of Education (Form Four [IV] and Form Six [VI], professional training certificate where applicable, and any other relevant documents as presented in the application).
- Original and/or copy of selection letter.

#### **b) Proof of identity**

- Four (4) passport-size photographs (coloured with a light blue background)
- Original and certified copy of Passport (if the applicant is an international student) and other documents relevant to the processing of residence permits.
- Original and certified copy of the birth certificate

#### **c) Evidence of payment of fees**

- Legitimate Bank deposit pay-in-slip verified by the Accounts Office
- Evidence of payment of NHIF fees

#### **d) Medical Examination Report**

#### **e) Duly filled out the financial guarantee form.**

**NB:** Please note that all students are required to be vaccinated against Hepatitis B and yellow fever at the centre, which will be identified by the university.

## **5.20 Conduct of examinations**

- i. The final university examination is conducted by a board of examiners consisting of one or more external examiners appointed by the Senate or its Head from outside the university, together with the academic staff who taught the course under examination.
- ii. Examiners for supplementary examinations may all be appointed from within the University.
- iii. At the end of each semester, students are required to evaluate the programme and their School. Based on the student's response, the University takes the necessary, appropriate action.
- iv. During the training period, student advisors are appointed to guide, mentor, and assist them in solving problems.

### **5.20.1 Interruption of Study Programmes**

- i. A student is advised to pursue his/her study programme and finish within the stipulated minimum and maximum periods.
- ii. A student may postpone his/her study programme for not more than two consecutive semesters. Postponed semesters will count towards the student's registration period for the respective programme.
- iii. A student may also opt to freeze his/her study programme. The maximum period for such freezing shall be four semesters. Freezing of studies will not count towards the student's registration period for the respective programme.
- iv. A student who wishes to interrupt (postpone or freeze) his/her programme must write to the Dean of his/her School or Director of Postgraduate Studies and Research Institute (in the case of postgraduate students)

through the office of the Dean of Students. The Dean or Director will then seek approval from the Senate. Further, permission to resume studies after postponement or freezing must be sought in writing and approved through the same channels.

- v. Students requesting to postpone or freeze study programmes must produce satisfactory evidence for the circumstances necessitating the interruption of studies. Each request will be considered on its own merit.
- vi. No student will be allowed to interrupt or resume studies after the completion of the registration period for the respective semester.
- vii. In any case, the maximum period allowable for the completion of a programme should not be exceeded. Special permission, in writing, may be granted to exceed the maximum, if given by the Senate.
- vii. A unilateral decision by a student to interrupt a programme will be considered self-discontinuation. A student who breaks his/her studies for more than 2 semesters (in One Academic Year- i.e., semesters I & II, III & IV etc), unless otherwise approved by the Senate, shall be deemed to have lost any accumulated credits, hence self-discontinuation. Notwithstanding that, such a student may be allowed to re-apply for admission into the University if sufficient reasons are presented.

### **5.20.2 Changing Programmes**

- i. No student will be allowed to change the programme to which one has been originally admitted.
- ii. Students who discontinued their studies because of cheating or due to other serious charges or serious misconduct may be reconsidered for readmission to the university after they have been away from the university for three years.

### **5.20.3 Inability to Complete the Study Programme within the Maximum Period**

A student who fails to complete his/her courses of study programme within the maximum allowed period may be allowed to re-apply for admission into the University. However, should such a student seek assistance to be transferred to another institution of higher learning, the University shall have no objection to transfer the credits so far earned in case the other University is willing to admit that student.

### **5.20.4 Other Rules for KU Students**

- i. Rules and regulations affecting the students may be revised from time to time by the Council or Senate in accordance with provisions in the University Charter/Constitution. In addition to these regulations, each School, department, institute, school, library, Kairuki Hospital, or any other unit of the University may issue its own rules governing the conduct of the students within its premises. However, such rules shall not be inconsistent with the general regulations made by the Senate or Council. Revisions of regulations must be tabled before the Senate or Council.
- ii. These general regulations shall apply to all students.
- iii. Copies of all regulations shall be deposited with the Deputy Vice Chancellor for Academic Affairs, the Dean of Students, the Schools' Deans, and the Heads of Departments and brought to the attention of all students.
- iv. Ignorance of Regulations or any public notice shall not be accepted as an excuse for any breach of discipline. Every student on enrolment shall be required to obtain a copy of such university regulations as related to his condition and/or the time being in force.
- v. Students shall conduct themselves in a quiet and orderly manner and shall pursue their studies with all diligence. They must observe statutes and shall conform to all such regulations and orders as may be made for the good governance of the University.

vi. The operation of these regulations is without prejudice to the application of the general Laws of the Land, which applies to all persons in the University.

### **5.21 Conduct in Clinical Areas**

All staff members and students of clinical studies must observe the following:

- i. In all considerations, they must put the patient first.
- ii. They must be self-disciplined.
- iii. They must be self-respecting.
- iv. They must be faithful to the patients and to the hospital.
- v. They must be team spirited.
- vi. They must strive to ensure further advancement of the University and teaching hospital survival in line with the vision of the Founder of the University.
- vii. They must make sure that KU has a conducive working and learning environment.
- viii. They must respect one another, support and learn from one another.
- ix. They must observe that KU is not a place for political manipulation or undermining anybody or any activity which may destabilise or bring down the good reputation of the University.
- x. Every staff or student has the opportunity to share constructive criticism, views, and advice during regular official meetings.
- xi. Every staff or student must know and observe the University's standing orders (staff regulations) and code of conduct, which are agreed upon and which may be revised from time to time, to ensure the protection of the integrity of the University and all its members, being students or staff.
- xii. Any staff or student doing the opposite of the above is an opponent of the University and should leave the institution voluntarily or involuntarily.

## 5.22 Criteria for Selecting the Best Students

- i. To qualify as the best student in a course, a student must have the highest numerical score at B grade or above in that course. Such a student will receive an established course-specific prize.
- ii. To qualify for the overall best student award at the end of the academic year, a student must:
  - Have the highest aggregate score for both semesters combined.
  - Have scores of B grade or higher in all courses in both semesters.
  - Be among the best in discipline and behaviour at the University level.
- iii. Such students will receive the established overall best student award for each study year (currently MD1–5, BScN1-4, BSW1-3, Diploma1-3, and Certificate).
- iv. On submission of examination results for approval by the Senate, respective schools and Institutes must also submit a list of students proposed for best student awards.
- v. A student who sits for special examination, supplements, or re-registers for a course(s) in a semester cannot qualify for the best student award in that/those course(s) or semester.

## 5.22 Academic Prizes

KU offers academic prizes to outstanding students in the following categories:

- i. **Awards for the overall best student** in each study year (MD1-5, BScN 1-4, BSW1-3 Diploma 1-3 and Certificate). To qualify for the overall best student award, a student must have scored a grade of "B" or higher in all courses. He/she must also be the best student in discipline and behaviour at the university level.
- ii. **Prof. Hubert Kairuki Prize** for the best final-year student in Obstetrics and Gynaecology

- iii. **Prof. Esther Mwaikambo Prize** for the best final year student in Paediatrics and Child Health
- iv. **Internal Medicine Prize** for the best final-year student in Internal Medicine
- v. **Surgery Prize** for the best final-year student in Surgery
- vi. **Community Medicine Prize** for the best final-year student in Community Medicine
- vii. **Psychiatry Prize** for the best final-year student in Psychiatry
- viii. **Valedictorian Award:** The Valedictorian Award is an academic award offered by KU to a particular student who has obtained the best student year award for all the academic years of study at KU. In the case of MD students: The one, who would obtain the best student year award consecutively from MD1 to MD5 shall be considered for the Valedictorian Award. Likewise, for other degree programmes. The title is generally awarded based upon various criteria such as an overall academic record of grades and credits (or overall GPA), a student's grade point average, the academic weight of classes, the level of rigor within a student's academic program of studies, the level of participation in and dedication to extracurricular activities. Such performance is recognized and encouraged so that other students may also follow in that direction of excellence.

### 5.23 OFFICIAL CONTACTS

All correspondence should be addressed to:

The Vice Chancellor

Kairuki University

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E-Mail:

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Website:

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## 6.0 PRINCIPAL OFFICERS OF THE UNIVERSITY

Title	Name	Telephone and Email Contact
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## **7.0 STUDENTS WELFARE**

The Office of the Dean of Students is responsible for taking care of all forms of students' welfare matters, ranging from social, mental, emotional, physical, and spiritual, for the purpose of maintaining a conducive learning environment that will enable students to realize their goals. The main objective of the office of the Dean of Students is to provide services and support for enhancing students' growth and development in the University.

The office of the Dean of Students maintains regular counseling services to students individually or in groups. The aim is to provide them with the opportunity to be realistic about themselves, their potentiality, and their career interests. The office is also responsible for disciplinary matters pertaining to guiding students' lives in pursuit of their transformation into lifelong learners.

### **Students' Association**

The University has a Students' Association (KUSA), where all students are automatically members of the students' association by registration as provided in the University Charter. Students' Association, which works closely with the University Management through the Office of the Dean of Students, is represented in various statutory meetings, including the Senate and Council, as provided for by the University Charter.

- i. The Association contributes to decision-making on matters that affect students' welfare, social activities, entertainment, games and sports. KUSA is a thriving association that organizes and participates in many activities, for example:
- ii. Participating in the national and regional annual East Africa Universities games.
- iii. Preparing Continuing Medical Education.
- iv. Scientific Conferences.
- v. Student involvement in health delivery activities (Community Outreach).

Every KUSA member shall pay an annual subscription fee as may be prescribed from time to time by the University Students' Representative Council. The affairs of the University Students' Association shall be conducted in accordance with its constitution which was approved by the University Statutory organs.

The KUSA office is under the mentorship of the office of the Dean of Students. The Association is an important link between students and the University Management. KU Management also uses this partnership to nurture and mentor KUSA leaders into lifelong leaders. Students professional and association club at KU are as follows:

- i. Tanzania Medical Students Association (TAMSA KU Branch)
- ii. Tanzania National Nurses Association- (TANNA KU branch)
- iii. Rotaract Club Kairuki Chapter

- iv. Social Work Club
- v. Youth of the United Nations Association (YUNA Kairuki)
- vi. Bloom Wellness Kairuki Chapter
- vii. Red Cross KU Branch

### **7.1 Student's Leadership**

KUSA leadership comprises the Students' Government and the Representative Council. The students' government includes the President, Vice President, Prime Minister, Ministers, and other officials. The Representative Council comprises the Speaker, Deputy Speaker, Clerk, and Members of the Parliament. General elections are normally held (between May and June) every year, where students elect their leaders, who eventually form the students' government and the representative council/parliament.

### **7.2 Psychosocial Wellness Centre**

The Psychosocial Wellness Centre was established to cater for the welfare of the students and staff at KHEN. The objective of the centre is to provide advisory, psychosocial services and crisis intervention to students and staff faced with psychological trauma, psychosocial crisis, and stress. It also aims to promote mentoring relationships between staff and students. The Psychosocial Wellness Centre is coordinated by the School of Social Work in collaboration with the office of the Dean of Students, the Departments of Behavioural Science and Ethics, Psychiatry and Mental Health Nursing.

### **7.3 Student Advisors**

Student advisors play an important role in promoting students' success by assisting students in a way that encourages them to engage in the right kind of activities inside and outside the classroom. At KU, each student will be assigned to an advisor. This advisor is assigned to the student in their first year at the University and will remain so for the whole period a student is enrolled in a programme. It will be the responsibility of both the advisor and the students to maintain frequent communication and a friendly environment where students will be able to share their concerns. To facilitate this, the Psychosocial Wellness Centre will evaluate advisor/student fulfilment of roles and responsibilities assigned to both at the end of each academic year. Thereafter, submit the report to the DVCAC.

#### **7.3.1 Roles and Responsibilities of the Student Advisor**

- i. Know your student.
- ii. Maintain frequent communication with the student by establishing a platform such as WhatsApp groups or emails.
- iii. Introduces students into academic life.

- iv. Prevention of exclusion and social isolation.
- v. Good role model to students.
- vi. Provision of informal setting for social and cultural orientation.
- vii. Nurturing good academic habits, including career goals/path.
- viii. Serve as resources for solving minor and major conundrums.
- ix. Be a trusted guide for navigating uncharted waters of social life.
- x. Encourage the development of problem-solving and decision-making skills.
- xi. Trusted confidant in a crisis.
- xii. Advocate for the student in resolving conflicts.
- xiii. Foster self-esteem and confidence in the student.
- xiv. Foster students' growth personally and academically.

### **7.3.2 Roles and Responsibilities of the Student**

- i. Know your advisor.
- ii. Introduce yourself to the advisor.
- iii. Maintain frequent communication.
- iv. Foster relationships with other students in the same group.
- v. Serve as a role model and resource for peers within the group.
- vi. Be a needs advocate for others in the group.

### **7.4 Year Coordinators**

These are individuals assigned to each year of study with the responsibility of coordinating and facilitating all matters related to student's academic affairs. The following are the coordinators assigned to each programme at KU.

#### **7.4.1 School of Medicine Year Coordinators**

<b>S/N</b>	<b>NAME</b>	<b>CLASS</b>	<b>PHONE NO.</b>
1.	Mr. Walter Msangi	MD1	+255755950492
2.	Ms. Ashura Mayanda	MD2	+255657940113
3.	Mr. Gabinus Fimbo	MD3	+255713764595
4.	Dr. Alice Gwambegu	MD4	+255658386903
5.	Dr. Isaac Makanda	MD5	+255788415584

#### 7.4.2 School of Nursing Year Coordinators

S/N	NAME	CLASS	PHONE NO.
1.	Mr. Ambroce Steven	BScN1	+255755847295
2.	Ms. Catherine Chawe	BScN2	+255787663246
3.	Mr. Edson Sungwa	BScN3	+255788005877
4.	Ms. Minael Nathanael	BScN4	+255756348313

#### 7.4.3 School of Social Work Coordinators

S/N	NAME	PROGRAMME	PHONE NO.
1.	Ms. Pamela Mashala	BSW	+255753696282
2.	Ms. Esther Katende	DSW	+255765403333

#### 7.4.4 Roles and Responsibilities of Year Coordinators

- i. To coordinate all programme activities for that year, including teaching timetable and schedule
- ii. To guide students on matters relating to classes and clinical rotations
- iii. To liaise closely with part-time teachers to ensure their availability and that teaching is done as planned.
- iv. To identify part-time teachers for a course(s) that require one and submit names and CVs to the Dean of schools for follow-up purposes
- v. To ensure that appointed part-time teachers prepare and submit their teaching schedule to the Dean of schools.
- vi. To ensure timely submission of examination questions for all semester examinations.
- vii. To make any changes to the timetable if/when requested so, either by students/School
- viii. To coordinate all examinations for that year, written/ practical/ clinical
- ix. To work very closely with the Dean of the schools and provide feedback to the Deputy Vice Chancellor for Academics through the Dean from time to time
- x. To carry out any other activities as may be deemed appropriate.

#### 7.5 Students' Accommodation

The University has a hostel for male and female students. The hostel is located opposite the existing main University building in Mikocheni. The Hostel Committee, under the Dean of Students, coordinates accommodation services in liaison with the Hostel Manager.

### **7.5.1 In-Campus Accommodation**

The hostel, which accommodates both undergraduate and postgraduate students, has a carrying capacity of 456 students. The University has limited accommodation facilities to accommodate all enrolled students; hence, it is not primarily responsible for providing accommodation services to all students. Students may be offered accommodation in the University residence upon payment of tuition and hostel fees in order of priority as follows:

- i. **Students with Special Needs:** These are students who have been identified to have serious medical conditions, and so need special attention, and those with physical disabilities/health challenges, which may qualify them for accommodation, will be given individual consideration before others only after receiving student medical reports.
- ii. **International Students:** International students will be offered University accommodation for the duration of their programme provided that they remain fully registered as university students.
- iii. **First-Year Students:** First-year students, both Undergraduates and Postgraduates students enrolled by KU/KSN, are eligible for accommodation upon payment of tuition and hostel fees so as to enable them to adapt easily to the City and university life because, in most cases, many new students come from the upcountry.
- iv. **Finalist students:** Finalist students, both Undergraduate and Postgraduate enrolled by KU/KSN, will be eligible for accommodation, depending on the availability of hostel rooms.
- v. **KUSA Leaders:** KUSA ex-com members, upon payment of tuition and hostel fees. Hostel residents shall be required to sign a tenant contract at the beginning of the academic year.

In the room, a student is provided with a bed, mattress, ceiling fan, cupboard, bookshelf, reading chair and table, and a dust bin. Residents are expected to comply with the students' by-laws regarding in-campus accommodation.

### **7.5.2 Off-Campus Accommodation**

Students who fail to secure in-campus accommodation are advised to seek alternative accommodation in nearby private hostels and private rental homes. However, the lease agreement shall remain between the student and the owner of the accommodation facility. The Dean of Students' office and the Students Association (KUSA) will assist in providing a list of available off-campus accommodation facilities for students who find it difficult to locate the same. Sometimes, KUSA organizes housing for new students. Students who are interested in the off-campus accommodation should contact the Dean of Students or the KUSA office for the arrangement of such accommodation.

## **7.6 Cafeteria Services**

The University has a Cafeteria, which is outsourced, located on the second floor of the hostel building, where students pay for their meals. Students are not allowed to cook in the university hostel and, therefore, are advised to use the catering services available. The cafeteria provides three-course meals every day to students at reasonable prices. Special meal arrangements are made during the Holy Month of Ramadhan. Catering services are also provided by several vendors outside the University campus.

## **7.7 Religious Activities**

The university recognizes the opportunity for personal growth and religious expression through worship, religious education, etc. The university supports freedom of worship and a pluralistic, multicultural, and interdenominational environment. There are dedicated places for individuals and groups to worship and pray. KU community is largely composed of Christians and Muslims. The university also promotes religious tolerance amongst religious and other social groups in the community. The University has a good number of religious groups in which students are free to join, including:

- i. Tanzania Universities and Colleges Adventist Students Association (TUCASA)
- ii. Kairuki University Catholic Association (KUCA)
- iii. Kairuki University Muslim Students Association (KUMSA)
- iv. Tanzania Fellowship of Evangelical Students (TAFES)
- v. Christ Ambassadors Students Fellowship Tanzania (CASFETA).

## **7.8 Students' Health Services**

All students (undergraduate and postgraduate) are required to have active health insurance, either from the National Health Insurance Fund (NHIF) or from any other health insurance providers.

- Students using the NHIF scheme are required to generate a control number through the Online Students Information Management system (OSIM) and pay the NHIF fee of TZS 50,400 per annum. Students will use their NIDA card with their students ID for medical services.
- Students who are 21 years of age and below possessing NHIF cards from their parents are no longer required to be under their parents' NHIF scheme. They are required to enroll in the NHIF scheme under the students' window, which is open to all university students.
- Students who are employees are allowed to use their NHIF card so long as they register their NHIF card to the Office of the Dean of Students.
- No students will be allowed to attend lectures, rotations, or fields without having NHIF card.

- All Students are advised to use Kairuki Hospital for medical services.

Postgraduate students who do not possess active health insurance coverage are required to enroll/select a specific NHIF package that aligns with their medical needs according to their choices where each package offers a specific scope of services and corresponding contribution rates. The available NHIF packages are Tarangire Afya, Ngorongoro Afya, Mikumi Afya, Serengeti Afya and Tanzanite Afya that is available through NHIF Self-Service Portal at <https://selfservice.nhif.or.tz> to review the benefits of each package and complete your registration.

### **7.9 Higher Education Students' Loans**

Higher Education Students' Loans Board (HESLB) offers study loan for Tanzania students after adhering to the Board criteria for issuance of loans. HESLB was established to assist needy students who secure admission in accredited higher learning institutions but cannot afford to pay for the costs of their studies. Many KU students are beneficiaries of the HESLB.

The University has a Loan Officer who will assist needy students with loan applications and eventually follow up on their loans and disbursement of funds. Additionally, the Student Government has a dedicated Ministry for student loans. For more information, students are urged to visit the HESLB website ([www.heslb.go.tz](http://www.heslb.go.tz)).

### **7.10 Banking Services**

There are a number of banking services around the University, such as CRDB, National Microfinance Bank (NMB), Bank of Africa (BOA), National Bank of Commerce (NBC) etc. Some ATMs (NMB and CRDB banks) are located in the University compound. Students who have no bank accounts are advised to open bank accounts to keep their money and for financial transactions. Students will collect a special form for opening a bank account from the Dean of Students office and the introduction letter that will introduce him/her to the relevant bank.

### **7.11 Dress Code**

The dress code is designed by KU to provide appropriate guidance to all students to dress in a manner that is respectful but also maintains the good image of the students, their profession, and the University at large through appropriate dressing. The dress code helps to preserve moral standards ensure discipline and a sense of responsibility among students, but also prepares them for their careers in the real world. All students are strongly required to observe the dress code while on campus. Inappropriately dressed students will not be permitted to attend classes and or use any university facilities.

**a) The following must be adhered to by all students at KU:**

- i. Wearing Identity Cards with branded strings at all times on the University campus for identification. Students should always wear their ID cards on campus except in their hostel rooms.
- ii. Learn to dress appropriately for specific occasions and activities.
- iii. Appropriate attention must be given to personal cleanliness and good grooming, including hair, to present a clean, neat, and orderly appearance representative of the KU community and the University's values and mission.
- iv. Undesirable dresses carrying political, abusive, obscene dresses designed in a provocative or vulgar mode; dresses carrying suggestive pictures, photographs, and invitations for mischief are strictly prohibited.

**b) The following dresses are strictly prohibited for females:**

- i. Tight-fitting clothes, skin tights including but not limited to tight-fitting gowns, trousers and skirts, dresses/skirts with excessive slit ("mpasuo"), torn trousers, tops, low cuts, gowns, or skirts hanging above the knees, halter tops, midriff blouses, and any other in-decent dressing.
- ii. Over-adornment with necklaces, bangles, earrings or other jewelry and make-up that make someone look showy, revealing deep tops/sleeveless tops, transparent dresses of any kinds which are not supported by reasonably heavy underpants or underskirts, shorts, and all types of jeans.
- iii. Any tattoo of the body or limbs and bleaching of hair. Any dressing that leaves the underwear visible, unbuttoned shirts, any dress that covers the entire face, pajamas, flip flops, or slippers outside the halls of residence. Shoes shall always be worn during official hours on campus.

**c) The following dresses are strictly prohibited for males:**

- i. Tight fitting head stockings, caps (other than religious headwear e.g., the Muslim cap). Sports shoes should not be worn in class, Shorts (All kinds of shorts), Torn trousers, clothing depicting illegal drugs, alcohol, profane language, racial tones, and plaited hair. Chains that will be allowed are the religious chains or medals.
- ii. Slovenly looking clothes such as 'mlegezo', trousers and shorts which also show the underwear, unbuttoned shirts, and sleeveless shirts, Clothing that reveals the torso (chest/upper body), shabby hair cutting/dressing e.g., "kiduku", shorts and all types of jeans. Males shall not wear make-up.
- iii. Any other kind of dress or clothing which the University finds to be inappropriate or indecent.

A student who violates the dress code will have an opportunity to correct the mistake by changing the dress. A student who violates the dress code frequently will be eligible for disciplinary measures as stipulated in the Student By-Laws.

A student who has a question about the appropriateness of dressing should discuss the specific issue with the Office of the Dean of Students before wearing the item. The University Management, classroom instructors/lecturers, and other staff have the responsibility to oversee and address guidelines violators and/or deny services to students dressed in any of the prohibited attire.

### **7.12 Sports and Games Activities**

Games and sports play an important role in fostering students' academic careers and in attaining good health. KU students usually participate in various extra-mural activities, such as inter-class competitions and inter-college games, depending on the availability of resources.

The University is also affiliated with local and international sports organizations such as the Tanzania Universities Sports Association (TUSA), and East Africa Universities Sports Federation (EAUSF), through TUSA the University is affiliated with the Federation of African University Sports (FASU) and the Federation of International University Sports (FISU).

## 8.0 SCHOOL OF SOCIAL WORK

### 8.1 Introduction

The School of Social Work offers Certificates, Ordinary Diploma, and Degree programmes in Social Work. Social work is a practice-based profession and an academic discipline that promotes social change and development, social cohesion, and the empowerment and liberation of people. Thus, our social work training equips students with the necessary knowledge and skills needed to serve the community at large.

### 8.2 Programmes Offered by the School of Social Work

#### 8.2.1 Ordinary Diploma in Social Work

##### Entry requirements

**NTA Level 5:** Advanced Certificate of Secondary Education (ACSE) with at least one principal and subsidiary pass excluding religious subjects or Basic Technician Certificate in Social Work (NTA level 4) or related occupations.

##### Duration of the programmes:

NTA level 5 & 6: 2years

#### 8.2.2 Basic Technician Certificate in Social Work

**NTA Level 4:** Certificate of Secondary Education with a minimum of FOUR PASSES excluding religious subjects or National Vocational Award (NVA) level 3 (with at least 3 passes of Certificate of Secondary Education (CSE)).

##### Duration of the programmes:

NTA level 4: 1 year

### COURSE CODING, HOURS PER WEEK AND PER SEMESTER- BASIC TECHNICIAN CERTIFICATE IN SOCIAL WORK (NTA LEVEL 4)

#### SEMESTER ONE

CODE	COURSE NAME	L	T	P	AS	CR
SWT04101	Basics of Social Work	3	2	2	2	14
SWT04102	Social Work Values and Ethics	2	1	-	1	6
SWT04103	ICT IN Social Work	2	1	2	2	10
SWT04106	Fundamentals of Sociology	2	1	-	1	6
SWT04109	Psychology for Social Workers	2	1	2	2	10
SWT04110	Social Welfare Services	2	2	2	2	12
<b>Sub Total</b>	<b>Hours/Week</b>	<b>13</b>	<b>8</b>	<b>8</b>	<b>10</b>	<b>58</b>

**SEMESTER TWO**

<b>CODE</b>	<b>COURSE NAME</b>	<b>L</b>	<b>T</b>	<b>P</b>	<b>AS</b>	<b>CR</b>
SWT04204	Social Work Practice in Health Care	2	2	3	2	13
SWT04205	Social Psychology for Social Workers	2	2	1	2	11
SWT04207	Human Rights and Gender in Social Work Practice	2	1	-	1	6
SWT04208	Fundamentals of Social Empowerment	2	1	1	1	7
SWT04211	Basic of Social Work Field Instructions	2	1	-	1	5
SWT04212	Block Field Work	-	-	-	-	25
<b>Sub Total</b>	<b>Hours/Week</b>	<b>10</b>	<b>7</b>	<b>5</b>	<b>7</b>	<b>67</b>

**COURSE CODING, HOURS PER WEEK AND PER SEMESTER- TECHNICIAN CERTIFICATE IN SOCIAL WORK (NTA LEVEL 5)****SEMESTER ONE**

<b>CODE</b>	<b>COURSE NAME</b>	<b>L</b>	<b>T</b>	<b>P</b>	<b>AS</b>	<b>CR</b>
SWT05101	Communication Skills	2	1	2	2	10
SWT05102	Guidance and Counselling	3	1	3	2	14
SWT05103	Social Welfare Policy and Services	3	1	2	1	11
SWT05104	Social Work Practice	2	1	1	1	8
SWT05105	Basic statistics for Social Workers	2	-	2	1	8
SWT05106	Social Work Case Management	3	1	2	1	10
<b>Sub Total</b>	<b>Hours/Week</b>	<b>15</b>	<b>5</b>	<b>12</b>	<b>8</b>	<b>61</b>

**SEMESTER TWO**

<b>CODE</b>	<b>COURSE NAME</b>	<b>L</b>	<b>T</b>	<b>P</b>	<b>AS</b>	<b>CR</b>
SWT05207	Entrepreneurship Skills	2	1	1	1	08
SWT05208	Social Advocacy and empowerment	3	-	2	2	10
SWT05209	Social Work and Law	3	1	2	1	11
SWT05210	Social Work Field Instruction	2	-	-	1	5
SWT05211	Block Field Work Practice	-	-	-	-	25
<b>Sub Total</b>	<b>Hours/Week</b>	<b>10</b>	<b>2</b>	<b>5</b>	<b>5</b>	<b>59</b>

**COURSE CODING, HOURS PER WEEK AND PER SEMESTER- ORDINARY DIPLOMA IN SOCIAL WORK  
(NTA LEVEL 6)**

**SEMESTER ONE**

<b>CODE</b>	<b>COURSE NAME</b>	<b>L</b>	<b>T</b>	<b>P</b>	<b>AS</b>	<b>CR</b>
SWT06101	Social Policy	2	1	1	1	7
SWT06103	Resource Mobilization for Social Welfare Services	2	1	2	2	10
SWT06104	Rehabilitation Services in Social Work Practice	2	-	1	1	7
SWT06107	Administration of Social Welfare Resources	4	1	1	2	12
SWT06108	Social Work Best Practice	2	2	2	2	12
SWT06109	Basic Leadership and Administration Skills	2	1	1	1	8
<b>Sub Total</b>	<b>Hours/Week</b>	<b>14</b>	<b>6</b>	<b>8</b>	<b>9</b>	<b>56</b>

**SEMESTER TWO**

<b>CODE</b>	<b>COURSE NAME</b>	<b>L</b>	<b>T</b>	<b>P</b>	<b>AS</b>	<b>CR</b>
SWT06202	Applied Social Welfare Laws	2	1	1	1	7
SWT06205	Social Work Research Methods	2	1	1	2	10
SWT06206	Crisis Interventions and Conflicts Management	2	1	1	1	10
SWT06210	Social Work Interventions in HIV and AIDS	1	-	1	1	4
SWT06211	Quality Assurance and Improvement in Social Welfare Services	1	-	1	1	5
SWT06212	Block field Practices	-	-		-	30
<b>Sub Total</b>	<b>Hours/Week</b>	<b>10</b>	<b>3</b>	<b>5</b>	<b>6</b>	<b>66</b>

### **8.2.3 Bachelor of Social Work (BSW)**

#### **Direct entry requirements**

Two principal passes in the following subjects: History, Geography, Kiswahili, English Language, French, Arabic, Fine Art, Economics, Commerce, Accountancy, Physics, Chemistry, Biology, Advanced Mathematics, Agriculture, Computer Science, or Nutrition.

#### **Equivalent entry requirements**

Diploma in Social Work, Sociology, Education, Development Studies, Community Development, Counselling and Psychology, Youth Development Work, Nursing, Medical Laboratory Technology, Pharmaceutical Sciences, Environmental Sciences, Clinical Medicine, Secretarial Studies, Information and Communication Technology, Rural Development Planning, Business Administration, Marketing and Public Relations, Human Resource Management, Law, Records, Archives and Information Studies, International Relations, Library Information Studies, Road and Railway Logistics Operations, Marine Engineering, Tourism and Tour Guide, Wildlife Tourism, Architecture, Labour Relations, Economic Diplomacy, Correction Sciences or Gender and Development with an average of "B" or a minimum GPA of 3.0.

**Duration of the programme:** 3 years

### 8.3 Certificate & Diploma in Social Work -Local Students Fee Structure

#### A. Amount Payable to the University (TZS)

<b>CERTIFICATE &amp; DIPLOMA IN SOCIAL WORK</b>	<b>For Local students</b>		
	<b>Basic Technician Certificate</b>	<b>Technician Certificate</b>	<b>Ordinary Diploma</b>
<b>Fee description</b>	<b>NTA Level 4</b>	<b>NTA Level 5</b>	<b>NTA Level 6</b>
Registration & Identity card	50,000	50,000	50,000
Tuition fees	700,000	800,000	800,000
Examination	110,000	110,000	110,000
Book bank borrowing	100,000	100,000	100,000
E-Learning Resource & ICT Services	100,000	100,000	100,000
Development fee	100,000	100,000	100,000
Facility Maintenance fee	100,000	100,000	100,000
Field Supervision	200,000	200,000	200,000
Graduation fee	80,000	80,000	80,000
<b>TOTAL</b>	<b>1,540,000</b>	<b>1,640,000</b>	<b>1,640,000</b>

#### B. OTHER FEES

<b>CERTIFICATE &amp; DIPLOMA IN SOCIAL WORK</b>	<b>For Local students</b>		
	<b>Basic Technician Certificate</b>	<b>Technician Certificate</b>	<b>Ordinary Diploma</b>
<b>Fee description</b>	<b>NTA Level 4</b>	<b>NTA Level 5</b>	<b>NTA Level 6</b>
Student Union	40,000	40,000	40,000
TCU Quality assurance	20,000	20,000	20,000
<b>TOTAL</b>	<b>60,000</b>	<b>60,000</b>	<b>60,000</b>

### C. ACCOMMODATION FEE

Hostel:	Tshs.	USD
Double	1,090,000.00	460.00
Tripple	840,000.00	354.00

### D. PAYABLE TO STUDENT

Below are indicative amounts that would be needed by students to cover their living while studying at HKMU

#### i. Living Expenses

Description	Local (Tshs)
Food (per semester)	1,600,000
Book purchase	800,000
Pocket money	700,000
Stationery	400,000
Medical Aid	50,400

#### ii. Field work and Research

Research (Year1)	400,000
Field work (Year2)	400,000
Field work (Year 3)	400,000

#### iii. SPECIAL FACULTY REQUIREMENTS

##### FIRST YEAR

Item description	Cost (Tshs)
Scientific Calculator	55,000

## CERTIFICATE & DIPLOMA IN SOCIAL WORK -FOREIGN STUDENTS FEE STRUCTURE

<b>For Foreign students</b>		
<b>Basic Technician Certificate</b>	<b>Technician Certificate (USD)</b>	<b>Ordinary Diploma (USD)</b>
<b>NTA Level 4</b>	<b>NTA Level 5</b>	<b>NTA Level 6</b>
25	25	25
423	484	484
48	48	48
45	42	42
45	42	42
45	42	42
45	42	42
86	86	86
36	36	36
<b>798</b>	<b>847</b>	<b>847</b>

<b>For Foreigner students</b>		
<b>Basic Technician Certificate</b>	<b>Technician Certificate</b>	<b>Ordinary Diploma</b>
<b>NTA Level 4</b>	<b>NTA Level 5</b>	<b>NTA Level 6</b>
15	15	15
6	6	6
<b>21</b>	<b>21</b>	<b>21</b>

**NOTE: The fees indicated above are subject to change without prior notice. All Payments should be made through the following Bank Accounts:**

**NAME OF A/C: KAIRUKI UNIVERSITY**

ACCOUNT NO: **10200721004** (FOR TSHS) AND **10200721012** (FOR USD)

BANK NAME: BOA BANK TANZANIA LTD

NDC DEVELOPMENT HOUSE

KIVUKONI / OHIO STREET

P.O. BOX 3054

DAR ES SALAAM TANZANIA

SWIFT CODE: **EUAFTZTZ**

CRDB ACCOUNT NO: **CONTROL NUMBER**

**NB:** "The University will not handle the student's personal money. Consequently, any extra money included in the fees will be presumed to be prepayments for the subsequent semester. All money meant for private use by the student should be paid directly to the student". Please note that fees, once paid, are not refundable

## BACHELOR OF SOCIAL WORK PROGRAMME FOR LOCAL (INCL. EAC) STUDENTS

### A. MONEY PAYABLE TO THE UNIVERSITY

<b>BSW – FEES</b>	<b>For Local students</b>		
	<b>BSW 1</b>	<b>BSW 2</b>	<b>BSW 3</b>
Registration & Identity card	50,000		
Tuition fees	1,400,000	1,400,000	1,500,000
Examination	110,000	110,000	110,000
Book bank borrowing	100,000	100,000	100,000
Development fee	100,000	100,000	100,000
E-Learning Resource & ICT Service	200,000	200,000	200,000
Clinical rotation and Supervision			
Facility Maintenance fee	100,000	-	-
Field Supervision		200,000.00	
Research			200,000.00
<b>TOTAL</b>	<b>2,060,000</b>	<b>2,110,000</b>	<b>2,210,000</b>

### B. OTHER FEES

<b>BSW – FEES</b>	<b>For Local students</b>		
	<b>BSW 1</b>	<b>BSW 2</b>	<b>BSW 3</b>
Uniforms	120,000		
Student Union	40,000	40,000	40,000
TCU Quality Assurance	20,000	20,000	20,000
Graduation fee			100,000
<b>TOTAL</b>	<b>180,000</b>	<b>60,000</b>	<b>160,000</b>

### C. ACCOMMODATION FEE

<b>Hostel:</b>	<b>Tshs.</b>
Double	1,090,000
Tripple	840,000

## D. PAYABLE TO STUDENT

Below are indicative amounts that would be needed by students to cover their living expenses while studying at KU

### i. Living Expenses

Description	Local (Tshs)
Food (per semester)	1,600,000
Book purchase	800,000
Pocket money	700,000
Stationery	400,000
Medical Aid	50,400

### ii. Field work and Research

Research (Year 1)	400,000
Field work (Year 2)	400,000
Field work (Year 3)	400,000

## E. SPECIAL FACULTY REQUIREMENTS

### FIRST YEAR

Item description	Cost (Tshs)
Scientific Calculator	55,000

**NOTE: The fees indicated above are subject to change without prior notice. All Payments should be made through the following Bank Accounts:**

#### NAME OF A/C: KAIRUKI UNIVERSITY

ACCOUNT NO: **10200721004** (FOR TSHS) AND **10200721012** (FOR USD)

BANK NAME: BOA BANK TANZANIA LTD

NDC DEVELOPMENT HOUSE

KIVUKONI / OHIO STREET

P.O. BOX 3054 DAR ES SALAAM TANZANIA

SWIFT CODE: **EUAFTZTZ**

CRDB ACCOUNT NO: **CONTROL NUMBER**

# BACHELOR OF SOCIAL WORK PROGRAMME FOR INTERNATIONAL STUDENTS

## A. MONEY PAYABLE TO THE UNIVERSITY

<b>BScN - FEES</b>	<b>For Local students</b>		
<b>Fee description</b>	<b>BSW 1</b>	<b>BSW 2</b>	<b>BSW 3</b>
Registration & Identity card	70		
Tuition fees	846	846	891
Examination	44	44	44
Book bank borrowing	127	127	127
E-Learning Resource & ICT Service	254	254	254
Development fee	30	30	30
Facility Maintenance fee	136		
Uniform fee	84		
Field Supervision		86.00	
Research			86.00
<b>TOTAL</b>	<b>1,591</b>	<b>1,387</b>	<b>1,432</b>

## B. OTHER FEES

<b>BScN - FEES</b>	<b>For Local students</b>		
<b>Fee description</b>	<b>BSW 1</b>	<b>BSW 2</b>	<b>BSW 3</b>
Student Union	30	30	30
TCU Quality Assurance	20	20	20
Graduation fee			60
<b>TOTAL</b>	<b>50</b>	<b>50</b>	<b>110</b>

## C. ACCOMMODATION FEE

<b>Hostel:</b>	<b>USD</b>
Double	460
Tripple	354

## D. PAYABLE TO STUDENT

Below are indicative amounts that would be needed by students to cover their living expenses while studying at KU.

### i. Living Expenses

Description	USD
Food (per semester)	1,950.00
Book purchase	1,500.00
Pocket money	950.00
Stationery	450.00
Residence permit (per 2 years)	250.00
Medical Aid	25.00

### ii. Field work and Research

Research (Year 1)	800.00
Field work (Year 2)	850.00
Field work (Year 3)	850.00

### iii. SPECIAL FACULTY REQUIREMENTS

#### First Year

Item description	Cost (USD)
Scientific Calculator	55

**NOTE: The fees indicated above are subject to change without prior notice. All Payments should be made through the following Bank Accounts:**

**NAME OF A/C: KAIRUKI UNIVERSITY**

ACCOUNT NO: **10200721004** (FOR TSHS) AND **10200721012** (FOR USD)

BANK NAME: BOA BANK TANZANIA LTD

NDC DEVELOPMENT HOUSE

KIVUKONI / OHIO STREET

P.O. BOX 3054 DAR ES SALAAM TANZANIA

SWIFT CODE: **EUAFTZTZ**

CRDB ACCOUNT NO: **CONTROL NUMBER**

**NB:** “The University will not handle Student’s personal money. Consequently, any extra money included in the fees will be presumed to be prepayments for the subsequent semester. All money meant for private use by the student should be paid directly to the student”. Please note that fees, once paid, are not refundable.

## **MASTER OF SOCIAL WORK PROGRAMME FEES**

### **A. MONEY PAYABLE TO THE UNIVERSITY**

	<b>18 Months</b>	<b>18 Months</b>
<b>Particulars</b>	<b>Amount (TZS)</b>	<b>Amount (USD)</b>
Registration	50,000	70.00
Tuition fees	4,850,000	2,722.00
Dissertation supervision	300,000	209
Field Practicum Costs	300,000	209
Development fee	50,000	70
Examination	400,000	279
Facility Maintenance fee	70,000	30
<b>TOTAL</b>	<b>6,020,000</b>	<b>3,589</b>

### **B. OTHER FEES**

	<b>18 Months</b>	<b>18 Months</b>
<b>Particulars</b>	<b>Amount (TZS)</b>	<b>Amount (USD)</b>
Student Union	40,000	30
Graduation	100,000	58
TCU Quality Assurance	20,000	20
<b>TOTAL</b>	<b>160,000</b>	<b>108</b>

**C. Below are indicative amounts that would be needed by students to cover their living costs while studying at KU**

<b>Description</b>	<b>TZS</b>	<b>USD</b>
Book allowance	204,800.00	128.00
Stationery.	200,000.00	200.00
Dissertation writing	1,500,000	1,200
Dissertation Production	350,000	350
Medical Aid	50,400	25
Stipend	2,500,000.00	2,500.00
<b>Total payable to student</b>	<b>4,805,200.00</b>	<b>4,403.00</b>

**D. ACCOMMODATION FEE**

<b>Hostel:</b>	<b>TZS</b>	<b>USD</b>
Double	1,090,000.00	460.00
Tripple	840,000.00	354.00

**E. Additional fee for foreign students - USD**

Medical Registration	150.00
Resident Permit	250.00
Settling Allowance	300.00
<b>TOTAL</b>	<b>700.00</b>

**NOTE: The fees indicated above are subject to change without prior notice. All Payments should be made through the following Bank Accounts:**

**NAME OF A/C: KAIRUKI UNIVERSITY**

ACCOUNT NO: **10200721004** (FOR TSHS) AND **10200721012** (FOR USD)

BANK NAME: BOA BANK TANZANIA LTD

NDC DEVELOPMENT HOUSE

KIVUKONI / OHIO STREET

P.O. BOX 3054 DAR ES SALAAM TANZANIA

SWIFT CODE: **EUAFTZTZ**

CRDB ACCOUNT NO: **CONTROL NUMBER**

**NB:** "The University will not handle Student's personal money. Consequently, any extra money included in the fees will be presumed to be prepayments for the subsequent semester. All money meant for private use by the student should be paid directly to the student". Please note that fees, once paid, are not refundable.

## 8.4 COURSE CODING, HOURS PER WEEK AND PER SEMESTER- BSW PROGRAMME

### YEAR ONE: SEMESTER ONE

CODE	COURSE NAME	COURSE STATUS	L	T	P	AS	IS	TH	CR
BSW 101	Social Work Practice	Core	40	20	10	10	20	100	10
BSW 102	Development Studies	Fundamental	40	20	10	10	20	100	10
BSW 103	Introduction to Sociology	Fundamental	40	20	10	10	20	100	10
BSW 104	Introduction to Psychology	Fundamental	40	20	10	10	20	100	10
BSW 105	ICT	Fundamental	40	20	10	10	20	100	10
BSW 106	Communication Skills	Fundamental	40	20	10	10	20	100	10
<b>Sub Total</b>	<b>Semester One</b>							<b>600</b>	<b>60</b>

### YEAR ONE: SEMESTER TWO

CODE	COURSE NAME	COURSE STATUS	L	T	P	AS	IS	TH	CR
BSW 107	Integrated Field Work Practice	Core	40	20	10	10	20	100	10
BSW 108	Research Methodology	Core	40	20	10	10	20	100	10
BSW 109	Guidance and Counselling	Core	40	20	10	10	20	100	10
BSW 110	Financial Management	Fundamental	40	20	10	10	20	100	10
BSW 111	HIV&AIDS and Human Nutrition	Fundamental	40	20	10	10	20	100	10
BSW 112	Mental Health	Core	40	20	10	10	20	100	10
<b>Sub Total</b>	<b>Semester Two</b>							<b>600</b>	<b>60</b>

### YEAR TWO: SEMESTER THREE

CODE	COURSE NAME	COURSE STATUS	L	T	P	AS	IS	TH	CR
BSW 201	Social Welfare Policy and Services	Core	40	20	10	10	20	100	10
BSW 202	Case Management	Core	40	20	10	10	20	100	10
BSW 203	Statistics	Fundamental	40	20	10	10	20	100	10
BSW 204	Social Work and Law	Fundamental	40	20	10	10	20	100	10
BSW 205	Concurrent Field Work	Core				140		140	14
<b>Subtotal Semester Three</b>								<b>540</b>	<b>54</b>

### YEAR TWO: SEMESTER FOUR

CODE	COURSE NAME	COURSE STATUS	L	T	P	AS	IS	TH	CR
BSW 206	Human Behaviour and the Social Environment	Core	40	20	10	10	20	100	10
BSW 207	Social Work Ethics	Core	40	20	10	10	20	100	10
BSW 208	Gerontology and disabilities	Fundamental	40	20	10	10	20	100	10
BSW 209	Social Work and Substance Abuse	Fundamental	40	20	10	10	20	100	10
BSW 210	Social Work and Human Rights	Core	40	20	10	10	20	100	10
BSW 211	Social Administration	Fundamental	40	20	10	10	20	100	10
BSW 212	Block field Work	Core	-	-	240	-	-	240	24
<b>Sub Total Semester Four</b>								<b>840</b>	<b>84</b>

### YEAR THREE: SEMESTER FIVE

CODE	COURSE NAME	COURSE STATUS	L	T	P	AS	IS	TH	CR
BSW 301	Social Work in Health Settings	Core	40	20	10	10	20	100	10
BSW 302	Disaster Management	Fundamental	40	20	10	10	20	100	10
BSW 303	Child Protection	Fundamental	40	20	10	10	20	100	10
BSW 304	Developmental Social Work	Core	40	20	10	10	20	100	10
BSW 305	Social Work and Gender	Fundamental	40	20	10	10	20	100	10
BSW 306	Contemporary Health Problems	Core	40	20	10	10	20	100	10
<b>Sub Total Semester Five</b>								<b>600</b>	<b>60</b>

### YEAR THREE: SEMESTER SIX

CODE	COURSE NAME	COURSE STATUS	L	T	P	AS	IS	TH	CR
BSW 307	Entrepreneurship	Elective	40	20	10	10	20	100	10
BSW 308	Project Management	Fundamental	40	20	10	10	20	100	10
BSW 309	Social Policy	Core	40	20	20	10	20	100	10
BSW 310	Demography	Elective	40	20	10	10	20	100	10
BSW 311	Cultural Anthropology	Elective	40	20	10	10	20	100	10
BSW 312	Social Protection	Elective	40	20	10	10	20	100	10
BSW 313	Welfare Economics	Elective	40	20	10	10	20	100	10
BSW 314	Dissertation	Core	-	-	-	-	-	120	12
<b>Sub Total Semester Six</b>								<b>420</b>	<b>42</b>

#### Key:

L: Lecture	T: Tutorial	P: Practical	AS: Assignment	IS: Independent study	TH: Total hours	CR: Credits
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### 8.5 MASTER OF SOCIAL WORK

### **8.5.1 INTRODUCTION**

Social work professionals are vital in addressing social determinants of wellbeing and promoting social justice and equity. In Tanzania and Sub-Saharan Africa, communities face complex challenges including poverty, gender-based violence, child protection concerns, substance abuse, mental health issues, and migration-related vulnerabilities, intensified by rapid urbanization and changing family structures. Globalization has further introduced new social risks requiring adaptable and innovative practitioners. However, current training capacity in Tanzania is insufficient to meet this growing demand. The Master of Social Work (MSW) programme addresses this gap by providing advanced, evidence-based, and culturally grounded training that equips graduates to respond effectively to emerging social challenges, influence policy, and contribute to the achievement of the 2030 Sustainable Development Goals

### **BROAD OBJECTIVE**

The general objective of the MSW programme is to produce graduates who are equipped with advanced and supervisory knowledge and skills of the social work profession that give effect to the international standards.

### **ENTRY REQUIREMENTS**

- a)** Holders of Bachelor's degree in Social Work, Sociology, Psychology, Law, Counselling, Community Development, Rural Development Planning, Nursing, Public Administration, Project Planning and Management, Business Administration, Theology, Records Management, Sign Language and Interpretation and Education normally with an **average of "B" or a minimum GPA of 2.7.**
- b)** A postgraduate diploma in a relevant discipline/area or equivalent with a minimum **GPA of 3.0 or B grade.**

### **PROGRAMME DURATION**

The programme has a span of 18 months, comprising 2,104 contact hours and a total of 210.4 credits. It begins in November and concludes one and a half years later in March.

## **PROGRAMME ORGANIZATION**

The course has three semesters:

**Semester I:** The first semester covers full-time coursework in class.

**Semester II:** The second semester covers full-time coursework in class.

**Semester III:** The third semester includes block fieldwork and dissertation.

- i. Project/Programme Manager in social welfare, community development, or humanitarian programme.
- ii. Monitoring and Evaluation Officer for social welfare or community-based interventions.
- iii. Advisor to Government ministries (e.g., Ministry of Health, Community Development, Gender, Elderly, and Children) on social policy and social protection
- iv. Family, Child, and Community Services Advisor, including support for vulnerable populations
- v. Officers or Managers in NGOs, training institutions, social service agencies, and research organizations
- vi. Humanitarian / Emergency Response Officer (local or international NGOs)
- vii. Gerontologist / Elderly Services Specialist
- viii. Youth and Family Services Coordinator
- ix. Substance Abuse and Addiction Counsellor

## **EXAMINATION REGULATIONS**

The Master of Social Work (MSW) programme shall be governed by the general postgraduate examination regulations of KU.

### **METHODS OF ASSESSMENT**

Assessment of the MSW programme is divided into two major parts, which are Coursework and Dissertation, as indicated below:

<b>PART I:</b>	<b>COURSEWORK</b>	<b>Percentage (%)</b>
1	Continuous assessment (Course work)	40%
3	End of Semester Examination.	60%
<b>PART II</b>	<b>DISSERTATION</b>	
1	Dissertation Document	50%
2	Viva Voce/ Oral defence of the Dissertation.	50%

<b>S/N</b>	<b>Item</b>	<b>Percentage</b>
a)	Background, Literature Review and Rationale	20%

b)	Research Questions, Aims and Objectives	20%
c)	Study Design, Methods, Data collection, Ethics	20%
d)	Data Analysis and Results	20%
e)	Discussion, Conclusion, Recommendations	20%
<b>S/N</b>	<b>Item</b>	<b>Percentage</b>
a)	Quality of the oral presentation	20%
b)	Background, literature review and rationale	20%
c)	Aims and objectives, Design and Methods	20%
d)	Statistical analysis and results	20%
e)	Interpretation of results, discussion and conclusion	20%

The overall score should be 50% for the dissertation to be considered satisfactory. All candidates will appear for the oral defence of their dissertations only after receiving a favourable assessment of their dissertations from the examiners.

Grade	Marks Range	Remarks
A	70-100%	Excellent
B	60-69%	Good
C	50-59%	Pass
D	40-49%	Condonable Failure

#### **GRADING SYSTEM FOR MASTER OF SOCIAL WORK**

Letter Grade	Marks (100%)	Remarks
A	70 -100%	Excellent
B+	60– 69%	Very Good
B	50 – 59%	Good
C	40 – 49%	Satisfactory
D	0 – 39%	Weak

## MSW DEGREE CLASSIFICATION

Class of Award	Grade	Grade Point Range	Remarks
First Class	A	4.5 – 5.0	Excellent
Upper Second	B+	4.0 - 4.4	Very good
Lower Second	B	3.0 – 3.9	Good

The awards of UQF LEVEL 9 Programme shall be conferred to a student who satisfies the following conditions:

- i. Has completed all the modules prescribed for the award.
- ii. Has attained a minimum cumulative Grade Point Average (**GPA**) of **3.0** equivalent to "B" grade.

Course code	Course name	Status	Contact hours							Total hours	Credits
			Lectures	Tutorials	Seminars	Assignments	Independent studies	Practical			
<b>Semester 1</b>											
MSW 610	Human Behaviour and the Social Environment	Core	30	15	15	5	30	5	100	10	
MSW 611	Micro Social Work Theory and Practice	Core	30	15	15	5	30	15	110	11	
MSW 612	Macro Social Work Theory and Practice	Core	30	15	15	5	30	15	110	11	
MSW 613	Social Work Ethics	Core	30	15	15	5	30	5	100	10	
MSW 614	Law for Social Workers	Core	20	20	15	10	30	5	100	10	
MSW 615	Research and Statistics	Core	20	15	15	5	20	10	85	8.5	
MSW 616	Mental Health	Core	30	15	15	5	30	10	105	10.5	
MSW 617	Medical Social Work	Core	30	15	15	5	30	10	105	10.5	
<b>Sub-total</b>									<b>815</b>	<b>81.5</b>	

Course code	Course name	Status	Contact hours							Credits
<b>Semester 11</b>										
MSW 620	Leadership and Management	Elective	20	5	5	2	20	10	62	6.2
MSW 621	Aging and Disability	Elective	20	5	5	2	20	10	62	6.2
MSW 622	Disaster Management	Elective	20	5	5	2	20	10	62	6.2
MSW 623	Research II	Core	30	10	10	10	40	20	100	10
MSM 624	Social Welfare Policy Development & Analysis	Core	15	10	10	10	40	20	105	10.5
MSW 625	Social Entrepreneurship	Elective	20	5	5	2	20	10	62	6.2
MSW 626	Field Practicum Seminar	Core	30	10	20	10	10	30	110	11
MSW 627	Environmental Health	Elective	20	5	5	2	20	10	62	6.2

Course code	Course name	Status	Contact hours							Credits
			Lectures	Tutorials	Seminars	Assignments	Independent studies	Practicals	Total hours	
MSW 628	Palliative Care	Elective	20	5	5	2	20	10	62	6.2
<b>Sub-total</b>									<b>687</b>	<b>68.7</b>
<b>Semester III</b>										
			<b>Lectures</b>	<b>Tutorials</b>	<b>Seminars</b>	<b>Assignments</b>	<b>Independent studies</b>	<b>Practicals</b>	<b>Total hours</b>	
MSW 630	Block Field Work	Core	-	-	-	-	20	320	340	34
MSW 699	Dissertation	Core	-	-	-	-	30	480	510	51
<b>Sub total</b>									<b>850</b>	<b>85</b>
	<b>Total Credits for all Courses</b>								<b>2352</b>	<b>235.2</b>
	<b>Total Credits to be taken by a student</b>								<b>2104</b>	<b>210.4</b>

**ACADEMIC CREDENTIALS OF TEACHING STAFF- SCHOOL OF SOCIAL WORK**

<b>TITLE</b>	<b>NAME</b>	<b>QUALIFICATIONS</b>
<b>DEPARTMENT OF MEDICAL SOCIAL WORK</b>		
Senior Lecturer and Dean of School	Dr. Theresa J. Kaijage	PhD in Social Work (University of Pittsburgh), MSW (Washington University), MPH (University of Pittsburgh), BA in Education (UDSM)
Lecturer	Dr. Wivina Rwegoshora	PhD in Social Work (OUT), MPA (MU), PGD in Social Work (ISW), ADV. Social Work (NSWTI)
Senior Lecturer	Dr. Ezekiel Mbao	PhD in Social Work (OUT), MSc Mental Health (MUHAS) BScN (MUHAS)
Assistant Lecturer	Ms. Violeth E. Mamma	MCW (Bergen University College), Advanced Diploma in Social Work (ISW)
<b>DEPARTMENT OF COMMUNITY SOCIAL WORK PRACTICE</b>		
Lecturer and Head of Department	Dr. Daudi S. Chanila	PhD (OUT), MSW (OUT), MPA (MU), PGD in Law, ADSW (ISW)
Assistant Lecturer	Ms. Pamela N. Mashala	MSW (ISW), BSW (ISW)
Associate Professor (Part time)	Prof. Benard Kasimila	PhD (University of Bamberg), MS Political Science (UDSM), MS International Politics (University

		of Bamberg), Bachelor of Political Science (UDSM)
Honorary Lecturer	Prof. Amana T. Mbise	PhD (Illinois University), MSW (Illinois University), BA Sociology (UDSM)
Honorary Lecturer	Prof. Johannes John-Langba	PhD (Pittsburgh University), MSW (Howard University), MPH (Pittsburgh University), BSc Education (Siera Leon University)
<b>DEPARTMENT OF CLINICAL SOCIAL WORK</b>		
Assistant Lecturer and Head of Department	Ms. Rita Minga	MSW(KU), MSc. Development Policy and Practice for Civil Society (Bradford), BSW (ISW)
Lecturer	Dr. Bakari A. Mohammed	PhD (OUT), MSW (OUT) BSW (KIU)
Assistant Lecturer	Ms. Esther S. Katende **	MSW (KU), PGD in Economic Diplomacy, Centre for Foreign Relations (UDSM), ADSW (ISW)
Assistant Lecturer (Part time)	Mr. Daudi Gamba	Master of Arts in Linguistics (UDSM), MS Education Special Needs (SEKOMU), BE Special Needs (OUT)

Note: \*\* = On staff development (PhD)

## **9.0 SCHOOL OF MEDICINE**

### **9.1 INTRODUCTION**

The Doctor of Medicine (MD) programme at Kairuki University (KU) is designed to train competent, ethical, and compassionate medical doctors who can effectively address the health needs of Tanzania and the global community. The programme integrates strong biomedical sciences with clinical training, public health, research, and professionalism. Through a competency-based and student-centred approach, learners are exposed early to clinical practice, community engagement, and problem-based learning. Emphasis is placed on ethical conduct, communication, teamwork, and lifelong learning. Graduates are well prepared for internship, postgraduate training, and meaningful contribution to health systems strengthening and quality patient care.

### **9.2 DOCTOR OF MEDICINE (MD)**

#### **Direct entry requirements**

As governed by TCU regulations, applicants must have completed form VI or its equivalent with three principal passes in Physics, Chemistry, and Biology with a minimum of 6 points: A minimum of D grade in Chemistry, Biology, and Physics.

#### **Equivalent entry requirements**

Diploma in Clinical Medicine with an average of "B" or a minimum GPA of 3.0; in addition, an applicant must have a minimum of "D" grade in the following subjects: Mathematics, Chemistry, Biology, Physics, and English at O-Level.

**Duration of the programme:** 5 years (plus a one-year internship).

### 9.3 FEE STRUCTURE

#### MD PROGRAMME FOR THE NATIONAL (INCL. EAC) STUDENTS

##### A. MONEY PAYABLE TO THE UNIVERSITY

<b>Fee description</b>	<b>YEAR 1</b>	<b>YEAR 2</b>	<b>YEAR 3</b>	<b>YEAR 4</b>	<b>YEAR 5</b>
Registration	50,000	50,000	50,000	50,000	50,000
Tuition fee	6,644,000	6,644,000	6,798,000	6,798,000	6,798,000
Examination	210,000	210,000	210,000	210,000	210,000
Book bank borrowing	100,000	100,000	100,000	100,000	100,000
Development fee	100,000	100,000	100,000	100,000	100,000
E-Learning Resource & ICT Services	200,000	200,000	200,000	200,000	200,000
Clinical rotation and Supervision	-	-	400,000	400,000	400,000
Community Field	-	150,000	-	-	150,000
Facility Maintenance fee	100,000	-	-	-	-
<b>TOTAL</b>	<b>7,404,000</b>	<b>7,454,000</b>	<b>7,858,000</b>	<b>7,858,000</b>	<b>8,008,000</b>

## B. OTHER FEES

<b>Fee description</b>	<b>YEAR 1</b>	<b>YEAR 2</b>	<b>YEAR 3</b>	<b>YEAR 4</b>	<b>YEAR 5</b>
Student Union	40,000	40,000	40,000	40,000	40,000
Uniforms	120,000	-	-	-	-
Graduation		-	-	-	100,000
TCU Quality Assurance	20,000	20,000	20,000	20,000	20,000
<b>TOTAL</b>	<b>180,000</b>	<b>60,000</b>	<b>60,000</b>	<b>60,000</b>	<b>160,000</b>

## C. ACCOMMODATION FEE

<b>Hostel:</b>	<b>TSH</b>
Double	1,090,000
Tripple	840,000

## D. PAYABLE TO STUDENT

Below are indicative amounts that would be needed by students to cover their living costs while studying at HKMU

<b>Fee description</b>	<b>TSH</b>
Food per semester	1,600,000
Book purchase per set	1,000,000
Pocket money per semester	700,000
Stationery per semester	400,000
Medical Aid	50,400

## Field work and Research

MD4	1,000,000
MD5	600,000

## SPECIAL FACULTY REQUIREMENTS

### FIRST YEAR

Item description	TSH
Dissection Kit	55,000
Scientific Calculator	50,000
Laboratory Coats (2)	100,000
<b>Total</b>	<b>205,000</b>

### SECOND YEAR

Item description	TSH
Stethoscope (Clinical)	295,000
BP Machine	180,000
Clinical Thermometer (digital)	10,000
Clinical Thermometer (manual)	5,000
Tape measure (Metric)	5,000
<b>Total</b>	<b>495,000</b>

### **THIRD, FOURTH AND FIFTH YEAR**

<b>Item description</b>	<b>TSH</b>
Apron (2)	65,000
Theatre Shoes / Boots (1pair)	70,000
Clinica Coats (2)	80,000
Neurological Examination Set	500,000
Otoscope/ Ophthalmoscope set	275,000
Fetoscope	30,000
Theatre clothes (Gowns)	70,000
Delivery kit	550,000
<b>Total</b>	<b>1,640,000</b>

### **Transport from KU to various Hospitals for Clinical rotations and back to KU.**

<b>MD4 &amp; MD5</b>	<b>TSH</b>
Per Year (2 semesters)	200,000

**NOTE:** The fees indicated above are subject to change without prior notice. All Payments should be made through the following Bank Accounts using the control numbers provided through OSIM:

NAME OF A/C: KAIRUKI UNIVERSITY

ACCOUNT NO: **10200721004** (FOR TSHS) AND **10200721012**  
(FOR USD)

ACCOUNT NO: **102041110006** (TZS) **For Hostel fee**

BANK NAME: BOA BANK TANZANIA LTD  
NDC DEVELOPMENT HOUSE  
KIVUKONI/OHIO STREET  
P.O. BOX 3054  
DAR ES SALAAM  
TANZANIA

SWIFT CODE: **EUAFTZTZ**

CRDB ACCOUNT NO: **CONTROL NUMBER**

**NB:** "The University will not handle Student's personal money. Consequently, any extra money included in the fees will be presumed to be prepayments for the subsequent semester. All money meant for private use by the student should be paid directly to the student". Please note that fees, once paid, are not refundable.

## **MD PROGRAMME FOR INTERNATIONAL STUDENTS**

### **A. MONEY PAYABLE TO THE UNIVERSITY**

<b>Fee Description</b>	<b>YEAR 1</b>	<b>YEAR 2</b>	<b>YEAR 3</b>	<b>YEAR 4</b>	<b>YEAR 5</b>
Registration	70.00	70.00	70.00	70.00	70.00
Tuition fee	3,962.00	3,962.00	4,078.00	4,078.00	4,078.00
Examination	179.00	179.00	179.00	179.00	179.00
Book bank borrowing	127.00	127.00	127.00	127.00	127.00

E-Learning Resource & ICT Services	254.00	254.00	254.00	254.00	254.00
Clinical	-	-	508.00	508.00	508.00
Field	-	63.00	-	-	63.00
Development fee	30.00	30.00	30.00	30.00	30.00
Facility Maintenance fee	136.00	-	-	-	-
<b>TOTAL</b>	<b>4,758.00</b>	<b>4,685.00</b>	<b>5,246.00</b>	<b>5,246.00</b>	<b>5,309.00</b>

## B. OTHER FEES

Fee Description	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
Student Union	30.00	30.00	30.00	30.00	30.00
Uniforms	84.00	-	-	-	-
Graduation	-	-	-	-	60.00
TCU Quality Assurance	20.00	20.00	20.00	20.00	20.00
<b>TOTAL</b>	<b>134.00</b>	<b>50.00</b>	<b>50.00</b>	<b>50.00</b>	<b>110.00</b>

## C. ACCOMMODATION FEES

Hostel:	USD
Double	460.00
Tripple	354.00

## D. PAYABLE TO STUDENT

Below are indicative amounts that would be needed by students to cover their living costs while studying at KU.

### I. Living Expenses

Fee Description	USD
Food per semester	1,950.00
Book purchase per set	1,500.00
Pocket money per semester	950.00

Stationery per semester	450.00
Residence permit (two years)	250.00
Medical Aid	25.00

## II. Field work and Research

MD4	1,000.00
MD5	600.00

## III. SPECIAL FACULTY REQUIREMENTS

### FIRST YEAR

Item description	(USD)
Dissection Kit	55.00
Scientific Calculator	50.00
Laboratory Coats (2)	80.00
<b>Total</b>	<b>185.00</b>

### SECOND YEAR

Item description	(USD)
Stethoscope (Clinical)	265.00
BP Machine	180.00
Clinical Thermometer (digital)	10.00
Clinical Thermometer (manual)	5.00
Tape measure (Metric)	5.00
<b>Total</b>	<b>465.00</b>

### **THIRD, FOURTH AND FIFTH YEAR**

<b>Item description</b>	<b>(USD)</b>
Apron (2)	65.00
Theatre Shoes / Boots (1pair)	70.00
Clinica Coats (2)	80.00
Neurological Examination Set	500.00
Otoscope/Ophthalmoscope set	275.00
Fetoscope	30.00
Theatre clothes (Gowns)	70.00
Delivery kit	550.00
<b>Total</b>	<b>1,640.00</b>

### **IV. Additional fee for foreign students**

<b>Fee description</b>	<b>USD</b>
Medical Registration	150.00
Resident Permit	250.00
Settling Allowance	300.00
<b>TOTAL</b>	<b>700.00</b>

### **V. Transport from KU to various Hospitals for Clinical rotations and back to KU**

<b>MD4 &amp; MD5</b>	<b>USD</b>
Per Year (2 semesters)	200.00

**NOTE:** The fees indicated above are subject to change without prior notice. All Payments should be made through the following Bank Accounts using the control numbers provided through OSIM:

ACCOUNT NO: **10200721004** (FOR TSHS) AND **10200721012**  
(FOR USD)

BANK NAME: BOA BANK TANZANIA LTD  
NDC DEVELOPMENT HOUSE  
KIVUKONI/OHIO STREET  
P.O. BOX 3054  
DAR ES SALAAM TANZANIA

SWIFT CODE: **EUAFTZTZ**

CRDB ACCOUNT NO: **CONTROL NUMBER**

**NB:** "The University will not handle Student's personal money. Consequently, any extra money included in the fees will be presumed to be prepayments for the subsequent semester. All money meant for private use by the student should be paid directly to the student". Please note that fees, once paid, are not refundable.

## 9.4 COURSE CODING, HOURS PER WEEK AND/OR PER SEMESTER PROGRAMME

### Semester 1- Year 1

	Course name	Course Code	Core or elective	Lecture (Hrs)	Tutorial/Seminar (Hrs)	Assignment (Hrs)	Independent Study (Hrs)	Practical (Hrs)	Total (Hrs)	Credits
1.	Anatomy/Histology & Embryology	ANT100	CORE	73	11	0	0	96	180	18.0
2.	Biochemistry and Molecular Biology I	BCH100	CORE	64	0	4	0	45	113	11.3
3.	Introduction to Community Health	CH100	CORE	25	10	8	16	0	59	5.9
4.	ICT & Communication Skills	CS100	CORE	24	6	8	10	58	106	10.6
5.	Physiology I	PHY100	CORE	90	16	8	10	38	162	16.2
	<b>Total</b>			<b>276</b>	<b>43</b>	<b>28</b>	<b>36</b>	<b>237</b>	<b>620</b>	<b>62.0</b>

## Semester 2 -Year 1

	Course name	Course Code	Core or elective	Lecture (Hrs)	Tutorial/ Seminar (Hrs)	Assignment (Hrs)	Independent Study (Hrs)	Practical (Hrs)	Total (Hrs)	Credits
1.	Gross Anatomy	ANT200	CORE	60	17	0	0	123	200	20.0
2.	Biochemistry and Molecular Biology II	BCH200	CORE	70	0	6	6	53	135	13.5
3.	Behavioural Medicine & Health Psychology	BMHP200	CORE	50	11	11	11	0	83	8.3
4.	Physiology II	PHY200	CORE	76	14	8	8	20	126	12.6
5.	Professionalism & Ethics in Health and Research	PR200	CORE	24	6	6	12	12	60	6.0
	<b>Total</b>			<b>280</b>	<b>48</b>	<b>31</b>	<b>37</b>	<b>208</b>	<b>604</b>	<b>60.4</b>

### Semester 3 – Year 2

	<b>Course name</b>	<b>Course Code</b>	<b>Core or elective</b>	<b>Lecture (Hrs)</b>	<b>Tutorial/ Seminar (Hrs)</b>	<b>Assignment (Hrs)</b>	<b>Independent Study (Hrs)</b>	<b>Practical (Hrs)</b>	<b>Total (Hrs)</b>	<b>Credits</b>
1.	Community Health Practice	CH300	CORE	0	10	0	4	62	76	7.6
2.	Health Systems & Development	HSD300	CORE	60	20	15	17	0	112	11.2
3.	Microbiology & Immunology	MI300	CORE	68	12	6	10	68	164	16.4
4.	Pathology I	PAT300	CORE	54	4	0	1	20	79	7.9
5.	Basic and Clinical Pharmacology	PHC300	CORE	36	20	10	10	44	120	12.0

6.	Professionalism and Ethics in Medical Practice	PR300	CORE	30	5	4	0	20	59	5.9
7.	Therapeutic Counselling	TC300	CORE	22	0	0	0	22	44	4.4
<b>Total</b>				<b>270</b>	<b>71</b>	<b>35</b>	<b>42</b>	<b>236</b>	<b>654</b>	<b>65.4</b>

#### Semester 4 – Year 2

	Course name	Course Code	Core or elective	Lecture (Hrs)	Tutorial/Seminar (Hrs)	Assignment (Hrs)	Independent Study (Hrs)	Practical (Hrs)	Total (Hrs)	Credits
1.	Epidemiology & Biostatistics	EB400	CORE	64	9	22	19	59	173	17.3
2.	Management & Entrepreneurship	ME400	CORE	42	0	0	0	10	52	5.2

3.	Pathology II	PAT400	CORE	54	0	0	0	38	92	9.2
4.	Parasitology and Medical Entomology	PE400	CORE	56	6	10	6	32	110	11.0
5.	Clinical Pharmacology	PHC400	CORE	32	26	11	8	30	107	10.7
6.	Psychopathology	PSY400	CORE	31	11	10	0	0	52	5.2
7.	Research Proposal Development	RP400	CORE	14	0	5	0	32	51	5.1
	<b>Total</b>			<b>293</b>	<b>52</b>	<b>58</b>	<b>33</b>	<b>201</b>	<b>637</b>	<b>63.7</b>

**Semester 5 – Year 3 (CLERKSHIP/JUNIOR ROTATION)**

	<b>Course name</b>	<b>Course Code</b>	<b>Core or elective</b>	<b>Lecture (Hrs)</b>	<b>Tutorial/ Seminar (Hrs)</b>	<b>Assignment (Hrs)</b>	<b>Independent Study (Hrs)</b>	<b>Practical (Hrs)</b>	<b>Total (Hrs)</b>	<b>Credits</b>
1.	Management of Disease- Internal Medicine I	IM 500	CORE	36	0	0	0	36	72	7.2
2.	Management of Disease – Obstetrics and Gynaecology I	OG 500	CORE	32	0	0	0	32	64	6.4
3.	Occupational Medicine	OM 500	CORE	28	2	6	0	6	42	4.2
4.	Management of Disease – Ophthalmology	OPT 500	CORE	24	0	0	0	8	32	3.2
5.	Pathology III	PAT 500	CORE	62	10	0	8	24	104	10.4

6.	Management of Disease – Paediatrics and Child Health I	PD 500	CORE	32	0	0	0	32	64	6.4
7.	Management of Disease – Psychiatry & Mental Health I	PSY 500	CORE	36	0	10	0	14	60	6.0
8.	Radiology and Medical Imaging	RAD 500	CORE	48	10	0	0	20	78	7.8
9.	Management of Disease – Surgery/Orthopaedics and Trauma	SU 500	CORE	56	0	0	0	34	90	9.0
	<b>Total</b>			<b>354</b>	<b>22</b>	<b>16</b>	<b>8</b>	<b>206</b>	<b>606</b>	<b>60.6</b>

**Semester 6 – Year 3 (CLERKSHIP/JUNIOR ROTATION)**

	<b>Course name</b>	<b>Course Code</b>	<b>Core or elective</b>	<b>Lecture (Hrs)</b>	<b>Tutorial/ Seminar (Hrs)</b>	<b>Assignment (Hrs)</b>	<b>Independent Study (Hrs)</b>	<b>Practical (Hrs)</b>	<b>Total (Hrs)</b>	<b>Credits</b>
1.	Management of Disease – Anaesthesia and Critical Care Medicine	ANC 600	CORE	30	0	0	0	14	44	4.4
2.	Communicable and non-communicable disease control	CD 600	CORE	45	20	2	8	84	159	15.9
3.	Management of Disease – Otorhinolaryngology (ENT)	ENT 600	CORE	28	5	0	6	14	53	5.3
4.	Management of Disease-Internal Medicine II	IM 600	CORE	46	0	0	0	51	97	9.7

5.	Management of Disease- Obstetrics and Gynaecology II	OG 600	CORE	47	0	0	0	50	97	9.7
6.	Management of Disease- Paediatric and Child Health II	PD 600	CORE	56	0	0	0	41	97	9.7
7.	Management of Disease- Psychiatry & Mental Health II	PSY 600	CORE	34	13	0	0	10	57	5.7
<b>Total</b>				<b>286</b>	<b>38</b>	<b>2</b>	<b>14</b>	<b>264</b>	<b>604</b>	<b>60.4</b>

**Semester 7 and 8 – Year 4 (SENIOR ROTATION)**

	<b>Course name</b>	<b>Course Code</b>	<b>Core or Elective</b>	<b>Lecture (Hrs)</b>	<b>Tutorial/Seminar (Hrs)</b>	<b>Assignment (Hrs)</b>	<b>Independent Study (Hrs)</b>	<b>Practical (Hrs)</b>	<b>Total (Hrs)</b>
1.	Emergency Medicine	EM800	CORE	24	6	6	0	69	105
2.	Otorhinolaryngology (ENT)	ENT800	CORE	12	0	0	0	93	105
3.	Forensic Medicine I	FM700	CORE	17	6	2	0	17	42
4.	Internal Medicine	IM700	CORE	15	16	16	14	464	525
5.	Paediatrics and Child Health	PD700	CORE	29	15	26	0	455	525
6.	Psychiatry and Mental	PSY800	CORE	15	18	10	0	237	280

Health								
<b>Total</b>		<b>112</b>	<b>61</b>	<b>60</b>	<b>14</b>	<b>1335</b>	<b>1582</b>	

Semester 9 and 10

<b>Course name</b>	<b>Course Code</b>	<b>Core or elective</b>	<b>Lecture (Hrs)</b>	<b>Tutorial/ Seminar (Hrs)</b>	<b>Assignment (Hrs)</b>	<b>Independent Study (Hrs)</b>	<b>Practical (Hrs)</b>	<b>Total (Hrs)</b>
Anaesthesiology and Critical Care Medicine	ANC900	CORE	5	0	0	0	100	105
Community Medicine	COM900	CORE	2	2	3	0	168	175
Forensic Medicine II	FM900	CORE	13	4	2	7	4	30
Obstetrics and Gynaecology	OG900	CORE	2	18	34	138	333	525
Ophthalmology	OPT900	CORE	5	0	0	0	100	105
Orthopaedics, Traumatology and Neurosurgery	OT900	CORE	12	0	0	0	93	105
Research Data analysis and Reporting	RA900	CORE	5	0	0	0	100	105
General surgery	SU900	CORE	4	12	2	110	292	420

<b>Total</b>	<b>48</b>	<b>36</b>	<b>41</b>	<b>255</b>	<b>1190</b>	<b>1570</b>
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**TOTAL HOURS FOR THE MD PROGRAMME**

<b>Courses</b>	<b>Total Courses</b>	<b>Lecture (Hrs)</b>	<b>Tutorial/Seminar (Hrs)</b>	<b>Assignment (Hrs)</b>	<b>Independent Study (Hrs)</b>	<b>Practical (Hrs)</b>	<b>Total (Hrs)</b>
Core Courses	54	1,919	371	271	439	3,877	<b>6,877</b>

## **9.5 SCHEDULE FOR CONDUCTING CLINICAL ROTATIONS**

### **9.5.1 Junior Rotation (Clerkship)**

SEMESTER 5			SEMESTER 6		
Week (s)	Month(s)	Activity	Week(s)	Month(s)	Activity
1-5	Nov - Dec	Theory: All courses	1-5	May-June	Theory: All courses
6	Dec	Intra-semester Breather	6	June	Intra-semester Breather
7-13	Jan- Feb	Theory: All courses Junior rotation: Management of Disease courses	7-13	June-July	Theory: All courses Junior rotation: Management of Disease courses
14-19	Feb - March	Theory: All courses Junior rotation: Management of Disease courses	14-19	July- Aug	Theory: All courses Junior rotation: Management of Disease courses
20	April	Revision week	20	Aug	Revision week
21-22	April	End of Semester Examinations	21-22	Sept	End of Semester Examinations

23	April	End of Semester Breather	23	Sept	Long Vacation & Supplementary Examinations
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### 9.5.2 MD4/MD5 Rotation

MDIV: SEMESTER 7 & 8				MDV: SEMESTER 9 & 10	
		MDIV Groups		MDV Groups	
Week(s)	Month(s)	Group 4A	Group 4B	Group 5A	Group 5B
1-4	Nov	Internal Medicine	Paediatrics	OBGY	Orthopaedics, Traumatology and Neurosurgery
5	Dec	IRE1 Internal Medicine	IRE1 Paediatrics	IRE1 OBGY	General Surgery
6 – 9	Dec	Internal Medicine continues	Paediatrics continues	OBGY continues	General Surgery Continues & IRE1
10	Jan	IRE2 Internal Medicine	IRE2 Paediatrics	IRE2 OBGY	IRE2 General Surgery
11	Jan	<b>Revision week</b>		<b>Revision week</b>	
12	Jan	FQE Internal Medicine	FQE Paediatrics	FQE OBGY	FQE General Surgery
13 - 16	Feb	Emergency Medicine	Otorhinolaryngology (ENT)	Anaesthesiology	Ophthalmology
17	March	<b>Breather</b>		<b>Breather</b>	
18-21	March	Paediatrics	Internal Medicine	Orthopaedics, Traumatology and Neurosurgery	OBGY

22	April	IRE1 Paediatrics	IRE1 Internal Medicine	General Surgery	IRE1 OBGY
23-26	April	Paediatrics continues	Internal Medicine continues	General Surgery continues & IRE1	OBGY continues
27	May	IRE2 Paediatrics	IRE2 Internal Medicine	IRE2 General Surgery	IRE2 OBGY
28	May	<b>Revision week</b>		<b>Revision week</b>	
29	May	FQE Paediatrics	FQE Internal Medicine	FQE General Surgery	FQE OBGY
30-33	May - June	Emergency Medicine	Otorhinolaryngology (ENT)	Ophthalmology	Anaesthesiology
34	June	<b>Breather</b>		<b>Breather</b>	
35-37	July	Psychiatry		Community Medicine	
38	July	IRE1 Psychiatry		Community Medicine: Data collection	
39 - 40	Aug	Psychiatry Rotation continues		Research Data analysis and Reporting	
41	Aug	IRE2 Psychiatry		Research Data analysis and Reporting continues	
42	Aug	FQE Psychiatry		FQE; Community Medicine	
43-46	Sept	End of Semester Examinations, Supplementary rotations & Long vacation		End of Semester Examinations, Supplementary rotations & Long vacation	

## Clinical Training Coordinators

Clinical training coordinators are integral to the efficient execution of clinical rotations at the undergraduate and postgraduate levels. Their primary responsibility is to manage and facilitate all aspects related to students' clinical rotations. This entails synchronizing with teaching hospitals, scheduling rotations in collaboration with relevant departments, addressing students' queries, and ensuring they receive a holistic clinical experience. The coordinators act as a bridge between the students and the healthcare settings, ensuring the objectives of the rotations are met. The following are the coordinators assigned to each programme at KU.

S/N	NAME	PROGRAMME	PHONE NO.
1.	Dr. Warles Lwabukuna	MD(HKMU), MMed (HKMU)	+255759739581
2.	Dr. Victor Mathias Kasenene	BScN, MSc, PhD.	+255766400899

### 9.6 GENERAL GUIDELINES FOR ELECTIVE RESEARCH PERIOD

- i. The elective period will be undertaken at the end of the 4<sup>th</sup> Year, during the long vacation, for a duration of 6 weeks (October/November).
- ii. The elective period must be initiated and handled at the department level; depending on the student's area of interest. The

overall coordination of the elective period activities will be the responsibility of the Department of Community Medicine.

- iii. Each student should prepare his/her proposal in advance, which is focused on creating interest for future specialization, and submit it to the department. The department shall scrutinize the proposal and determine whether the proposed area is acceptable.
- iv. Elective proposals should be completed and submitted to the supervisor(s) before proceeding with Psychiatry rotation. Therefore, students should start seeking supervisors and selecting research topics from the beginning of the fourth year.
- v. Students are allowed to do their elective training in any district, regional, referral or teaching hospital in Tanzania or any approved hospital abroad.
- vi. Students shall choose for themselves their area of interest and consult their lecturers for advice and approval.
- vii. Students are responsible for obtaining permission to conduct their elective study from relevant authorities. The University shall provide students with covering letters to introduce them to respective institutions.
- viii. Students who wish to do their elective period abroad have to make their own arrangements to obtain passports, visas and other documents needed. The university will provide them with official letters to support their requests. However, students are advised to contact the host institutions before starting the process
- ix. Students shall be responsible for their own financial needs during the whole elective period.
- x. Students are required to submit to the relevant department (refer to item 2) an elective period report before proceeding to the next semester of the following academic year.

- xi. Grading: The grading of the elective period report shall be the responsibility of two people, the supervisor, i.e. the one who has been supervising the student, and the Department of Community Medicine. Eventually, all the reports and grades should be communicated or sent to the Department of Community Medicine for record keeping. The Department of Community Medicine has a duty to make sure that all the MD4 students have completed their elective period, and their submitted reports are graded.

## 9.7 PROFILE OF DEPARTMENTS

### ACADEMIC CREDENTIALS OF TEACHING STAFF- SCHOOL OF MEDICINE

<b>Title</b>	<b>Name</b>	<b>Qualifications</b>
<b>Department of Anatomy</b>		
Lecturer and Head of Department	Mr. George Lufukuja**	MSc Anatomy (IMTU), BSc (UDSM)
Professor	Prof. Flora Fabian	PhD (University of Tokyo), DDS (UDSM)
Assistant Lecturer	Dr. Pamela Lugwisha	MSc Anatomy (IMTU), MD (HKMU)
Assistant Lecturer	Mr. Michael Kilimba	MSc Anatomy (MUHAS), BScN (HKMU)
Tutorial Assistant	Ms. Elizabeth Mbwambo	BScN (HKMU)
Assistant Lecturer (Part time)	Dr. Kapaya Kinyota	MSc Anatomy (MUHAS), MD (MUHAS)

<b>Department of Physiology</b>		
Professor	Prof. Yohana J.S. Mashalla	PhD (University of Bradford) MSc Physiology (UDSM), MD (UDSM)
Senior Lecturer and Head of Department	Dr. Robert Mbelwa	MSc Physiology (MUK), MD (UDSM)
Tutorial assistant	Dr. Emanuel N. Muro*	MD (HKMU)
Assistant Lecturer	Ms. Scola B. Mbwana	MSc Physiology (MUHAS), BScN (HKMU)
<b>Department of Biochemistry &amp; Molecular Biology</b>		
Senior Lecturer and Head of Department	Dr. Boniphace Sylvester	PhD (MUHAS), MVM (SUA), BVM (SUA)
Senior Lecturer	Dr. Thomas Nyambo	MSc Biochemistry and Molecular Biology (Free University of Brussels), Fellowship

		Biochemistry (University of Kansas) MD (UDSM)
Senior Lecturer	Dr Teddy F. Mselle	PhD (Dartmouth College), MSc (University of Surrey), Cert Nuclear Medicine (University of Surrey), MD (UDSM)
<b>Department of Psychiatry and Behavioral Sciences</b>		
Senior Lecturer	Dr. Zahra Morawej	MMed Psychiatry (Makerere University), MD (HKMU)
Lecturer	Dr. Mahadhi Y. Mmoto	MMed Psychiatry (UDOM), MD (MUHAS)
Lecturer	Dr. Jawaher Soud	MMed Psychiatry (MUHAS), MD (HKMU)
Assistant Lecturer	Mr. Gabinus Fimbo	MA. Sociology (UDOM), BA Sociology (UDSM)

Assistant Lecturer	Ms. Nadia Ally Ahmed	MSc. in Clinical Psychology (MUHAS), Bachelor of Psychology (Pearson Institute of Higher Education)
Assistant Lecturer	Mr. Pascal D. Mkaka	MBE (MUHAS), BA in Philosophy (Jordan University College)
Tutorial Assistant	Dr. Suleyman Samiji	MD (HKMU)
<b>Department of Microbiology &amp; Parasitology</b>		
Associate Professor and Head of Department	Prof. Richard O. Mwaiswelo	PhD (MUHAS), MSc Parasitology & Medical Entomology, DDS (MUHAS)
Associate Professor	Prof. Donath S. Tarimo	PhD (University of Copenhagen), MSc, MD (UDSM)
Lecturer	Dr. Frank M. Msafiri	PhD (Karolinska Insitutet), MMed in Microbiology and Immunology (MUHAS), MD (MUHAS)

Lecturer	Dr. Rehesina Senkoro	PhD (UDSM), PGD TPDC (Manchester), MSc (UDSM), BSc Home Economics and Human Nutrition (SUA)
Assistant Lecturer	Mrs. Anastasia Rogers**	MSc Tropical Disease Control (MUHAS), BSc Ed (UDSM)
Assistant Lecturer	Mr. Deogratius R. Gabriel	MSc Medical Parasitology and Entomology (KCMC), BSc Zoology (OUT)
Assistant Lecturer	Ms. Ashura Mayanda	MSc Medical Microbiology, Immunology with Molecular Biology (KCMC), BSc Biotechnology and Laboratory science (SUA)
Assistant Lecturer	Mr Maxmillian Magulye	MSc Microbiology (UDSM), BSc Microbiology (Makerere university)

Assistant Lecturer	Mr Lemmygius Balilemwa	MSc Clinical Microbiology (Lovely univ), BSc Medical Laboratory Technology (GKU)
<b>Department of Pharmacology &amp; Therapeutics</b>		
Professor and Head of Department	Prof. Amos Massele	PhD and MSc in Pharmacology (Bradford University, UK); MD (UDSM)
Professor	Prof. Mainen Moshi	PhD (University of Strathclyde), B Pharm (UDSM)
Lecturer	Dr. Magesa Mafuru	PhD (Huazong University), M Pharm (MUHAS), B Pharm (MUHAS)
Assistant Lecturer	Mr. Amani Phillip	MSc Pharmacy (Curtin), B Pharm (UDSM)
<b>Department of Pathology</b>		
Senior Lecturer and Head of Department	Dr. Hassan M. Chande	MMed Pathology (Catholic University- Netherlands), MD (UDSM)

Associate Professor	Prof. Edda A.M Vuhahula	PhD (Hiroshima University, Japan), MSc. (Hiroshima University), FC-Path (ECSA) DDS (UDSM)
Senior Lecturer	Dr. Paul M. Ng'walali	PhD (Kumamoto University Japan), MD (UDSM)
Senior Lecturer	Dr. Edward Mgaya	MSc in Hematopathology (Zurich), MMed Pathology (UDSM), MD (UDSM)
Lecturer (Part time)	Dr. Maria Kimath Beda (part time)	MMed Pathology (CUHAS), MD (CUHAS)
Lecturer (Part time)	Dr. Valerie E Njar	PhD (UK), MSc, BMLS (Ireland)
<b>Department of Obstetrics &amp; Gynaecology</b>		
Senior Lecturer and Head of Department	Dr. Monica Chiduo	MMed OBGY (Camaguey), MD (Havana)
Lecturer	Dr. Isaac Makanda	MMed OBGY, MD (HKMU)
Lecturer	Dr. Salvatory Chuwa	MMed OBGY (HKMU), MBBS (IMTU)

Lecturer	Dr. Clementina Kairuki- Nfuka	MSc Human Clinical Embryology and Assisted Conception (University of Dundee, UK) MMed OBGY (HKMU), MD (Camaguey, Cuba)
Lecturer	Dr. Nilda Cabrera	MMed OBGY (Hospital Docente Materno Infantil Villa Clara. Cuba), MD (Instituto Superior de Ciencias Médicas, Cuba)
Lecturer	Dr. Njoli Moudio Jean Pierre	MMed OBGY (MUHAS), MD (Ryazan State Medical University, Russia)
Lecturer	Dr. Harold W. Mbulumi	MMed OBGY (Sunny State University-Ukraine) MD (Kharkiv State Medical University, Ukraine)
Lecturer	Dr. George W. Chugulu	MMed OBGY (HKMU), MD (MUCHS)

Lecturer	Dr. Lugano W. Kiswaga	MMed OBGY (HKMU), MBBS (IMTU)
Lecturer	Dr. Erasto Siwango	MMed OBGY (HKMU), MD (MUHAS)
Tutorial Assistant	Dr. Julieth Elizeus*	MD (HKMU)
<b>Department of Surgery</b>		
Senior Lecturer and Head of Department	Dr. Samwel P.M Swai	MMed-Orthopaedics and Traumatology (MUHAS), MD (Bulgaria)
Associate Professor	Prof. Naboth Mbembati	MMed Surgery (UDSM), MD (UDSM)
Senior Lecturer	Dr. Wambura B.C Wandwi	MMed Surgery (UDSM), MD (UDSM)
Senior Lecturer	Dr. Albert M Kategile	MSc Urology (Tumaini), MMed Surgery (UDSM), MD (USSR)

Senior Lecturer	Dr. Kitugi Nungu	PhD (Uppsala University), MMed Surgery (Uppsala University), MD (University of Havana)
Lecturer	Dr. Frank Mpelumbe	MSc (HIMS-Villa Clara), MD (HIMS-Villa Clara)
Lecturer	Dr. Muganyizi Kairuki	FCS (SA), MD (SZEGED)
Lecturer	Dr. Amir Mziray	MMed Surgery (KU), MD (HKMU)
Lecturer	Dr. Tusokile Asajenge Solile	MMed-Orthopaedics and Traumatology (MUHAS), MD (KCMUCo)
Lecturer	Dr. Catherine Temba	MMed Surgery (MUHAS), MD (CUHAS)
Lecturer	Dr. Daniel Muganyizi	MMed Surgery (HKMU), MD (MUHAS)
Lecturer	Mbarouk Said Moh'd	MMed Urology (KCMUCo), MBBS (IMTU)
Lecturer	Mathias D. Amede	MMed Orthopaedic and Traumatology (KCMUCo), MD (UDOM)

Lecturer	Anna A. Mwangwale	MMed in Otorhinolaryngology (MUHAS), MD (MUHAS)
Lecturer (Part time)	Dr. Ulimbakisya J. Kain	MMed Anaesthesiology (MUHAS), MD (MUHAS)
Lecturer (Part time)	Dr. Julius Kessy	MMed ENT(MUHAS), MD (MUHAS)
<b>Department of Paediatrics &amp; Child Health</b>		
Associate Professor and Head of Department	Prof. Florence Salvatory**	MMed Paediatrics (UDSM), MD (Moscow)
Senior Lecturer	Dr. Felician Rutachunzibwa	MMed Paediatrics (UDSM), MD (UDSM)
Senior Lecturer	Dr. Maulid R. Fataki	MPH (Harvard School of Public Health), MMed - Paediatrics (UDSM), MD (Donetsk State Medical Institute USSR)

Lecturer	Dr. Joyce E. Mushi	MMed- Paediatrics and Child Health (MUHAS), MD (HKMU)
Lecturer	Dr. Janeth F. Tarimo	MMed Paediatrics (MUHAS), MD (MUHAS)
Lecturer	Dr. Leonard Malasa	MMed- Paediatrics and Child Health (HKMU) MD (HKMU)
Lecturer	Dr. Pius Muzzazzi	MMed Paediatrics (Makerere University), MD (MUHAS)
Tutorial Assistant	Dr Dhariha Amor*	MD (HKMU)
<b>Department of Internal Medicine</b>		
Associate Professor and Head of Department	Prof. Yassin Mrisho Mgonda	PGD Dermatology (University of Wales), MMED(UDSM), MD(UDSM)

Senior Lecturer	Dr. Warles Charles Lwabukuna	MMed Internal Medicine (HKMU), MD (HKMU)
Lecturer	Dr. Alice D. Gwambegu	MMed Internal Medicine (MUHAS), MD (HKMU)
Lecturer	Dr. Nkemerwa Kairuki	MMed Internal Medicine (Wuhan University), MD (Semmelweis University, Hungary)
Lecturer	Dr. Johannes Ngemera	MMed Internal Medicine (MUHAS), MD (HKMU)
Lecturer	Dr. Mukiza Ngemera	MSc Nephrology (MUHAS), MMed- Internal Medicine (Xi'an Jiatong University), MD (MUHAS)
Lecturer	Dr. Fredy Rutachunzibwa	MMed Radiology (MUHAS), MD (HKMU)

Lecturer	Dr. Julieth J. Kajugusi	MMed Radiology and Nuclear Medicine (Dalian University), MD (MUHAS) ,
Lecturer	Dr. Angelamellisy R. Ndibalema	MMed Internal Medicine - Nephrology (China Medical University), MD (HKMU)
Assistant Lecturer	Dr. Theresia Kipasika*	MPH (MUHAS), MD (HKMU)
Lecturer	Dr. Loyce J. Bagenda	MMed Radiology (MUHAS), MD (HKMU)
Lecturer	Dr. Humphrey L. Mwombeki	MMed Internal Medicine (MUHAS), MD (MUHAS)
<b>Department of Community Medicine</b>		
Associate Professor and Head of Department	Prof. Titus K. Kabalimu	MMed Community Health (UDSM), MD (Ukraine)

Associate Professor	Prof. Godwin D. Ndossi	PhD (Cornell University), MSc Biology, BSc Ed (UDSM), Certificate in International Research Ethics, (John Hopkins University)
Associate Professor	Prof. Innocent A Semali	PhD (University of Basel), MSc Epidemiology (University of London), MD (UDSM)
Associate Research Professor	Prof. Andrew Yona Kitua	PhD (Basel University), MSc Epidemiology (UK), MD (Università Degli Studi Milano, Italy)
Associate Professor	Prof. Benard Kasimila	PhD (University of Bamberg), MS Political Science (UDSM), MS International Politics (University of Bamberg), Bachelor of Political Science (UDSM)

Lecturer	Dr. Henock Ngonyani	MPH (Antwerp University), MD (UDSM)
Assistant Lecturer	Dr. Indo Ndaigeze	MScPH (HKMU), MD (KCMUco)
Tutorial Assistant	Dr. Optat Kajuna*	MD (MUHAS)
Tutorial Assistant	Dr. Meshack Morice	MD (HKMU)

Note:

\* = On staff development (Masters)

\*\* = On staff development (PhD)

## **10. SCHOOL OF NURSING**

### **10.1 INTRODUCTION**

The School of Nursing offers one academic programme which is Bachelor of Science in Nursing, a 4-year programme. The school is headed by the Dean, who is overall in charge of all academic and administrative matters at school level. The school consists of 5 departments namely Fundamentals of Nursing and Basic Sciences, Reproductive and Child Health Nursing, Community Health Nursing, Mental Health and Psychiatric Nursing and Medical and Surgical Nursing and each department is headed by Heads.

KU graduate nurses are easily recruited by health centres/hospitals in and outside the country. They are usually recognized for their professional expertise. KU graduate nurses have high chances for gaining admission to postgraduate studies.

### **10.2 ACADEMIC PROGRAMMES OFFERED BY THE SCHOOL OF NURSING**

#### **10.2.1 BACHELOR OF SCIENCE IN NURSING (BScN)**

##### **Direct entry requirements**

As governed by TCU regulations, Direct entry applicants must have completed from VI or its equivalent with three principal passes in Chemistry, Biology and either Physics or Advanced Mathematics or Nutrition with a minimum of 6 points: A minimum of C grade in Chemistry and D grade in Biology and at least E grade in Physics or Advanced Mathematics or Nutrition.

**Equivalent entry requirements**

Diploma in Nursing with an average of "B" or a minimum GPA of 3.0; in addition, an applicant must have a minimum of "D" grade in the following subjects: Mathematics, Chemistry, Biology, Physics and English at O-Level.

**Duration of the programme**

Four (4) years (plus one year of internship)

**10.3 FEE STRUCTURE**

The following tables show the current fee structures. Please note that there are two different sets of tables for Local Students and International Students respectively. It is also important to understand that these fees are subject to change at any time.

## LOCAL STUDENTS FEE STRUCTURE

### A. MONEY PAYABLE TO THE UNIVERSITY

<b>BScN - FEES</b>	<b>For Local students</b>			
<b>Fee description</b>	<b>BScN 1</b>	<b>BScN 2</b>	<b>BScN 3</b>	<b>BScN 4</b>
Registration	50,000	50,000	50,000	50,000
Tuition fees	4,720,000	4,840,000	4,840,000	5,887,000
Examination	210,000	210,000	210,000	210,000
Book bank borrowing	100,000	100,000	100,000	100,000
E-Learning Resource & ICT Service	200,000	200,000	200,000	200,000
Clinical rotation and Supervision	-	400,000	400,000	400,000
Community Field	-	-	-	150,000
Development fee	100,000	100,000	100,000	100,000
Facility Maintenance fee	100,000	-	-	-
<b>TOTAL</b>	<b>5,480,000</b>	<b>5,900,000</b>	<b>5,900,000</b>	<b>7,097,000</b>

## B. OTHER FEES

<b>BScN - FEES</b>	<b>For Local students</b>			
<b>Fee description</b>	<b>BScN 1</b>	<b>BScN 2</b>	<b>BScN 3</b>	<b>BScN 4</b>
Student Union	40,000	40,000	40,000	40,000
TCU Quality assurance	20,000	20,000	20,000	20,000
Graduation				100,000
Uniforms	120,000	-	-	-
<b>TOTAL</b>	<b>180,000</b>	<b>60,000</b>	<b>60,000</b>	<b>160,000</b>

## C. ACCOMODATION FEE

<b>Hostel:</b>	<b>Tshs.</b>
Double	1,090,000
Tripple	840,000

## **D. PAYABLE TO STUDENT**

Below are indicative amounts that would be needed by students to cover their living while studying at KU

### **i. Living Expenses**

<b>Description</b>	<b>Local (Tshs)</b>
Food (per semester)	1,600,000
Book purchase (per set)	1,000,000
Pocket money (per semester)	700,000
Stationery (per semester)	400,000
Medical Aid	50,400

### **ii. Field work and Research**

Research (Year2)	800,000
Field work (Year3)	850,500
Field work (Year 4)	850,500
Whistle	2,000

### iii. SPECIAL FACULTY REQUIREMENTS

#### FIRST YEAR

<b>Item description</b>	<b>Cost (Tshs)</b>
Scientific Calculator	55,000
Dissection Kit	50,000
Lab Coats (2)	80,000
<b>Total.</b>	185,000

#### SECOND YEAR

<b>Item description</b>	<b>Cost (Tshs)</b>
Stethoscope	295,000
BP Machine	180,000
Pair of Scissors(Nurse's)	20,000
Neurological Examination set	500,000
Otoscope/Ophthalmoscope	275,000
Apron (2)	65,000

Tape measure( Metric)	5,000
Clinical Thermometer (digital)	10,000
Clinical Thermometer (manual)	5,000
<b>Total.</b>	<b>1,355,000</b>

### **THRID YEAR**

<b>Item description</b>	<b>Cost (Tshs)</b>
Delivery Kit	550,000
Fetal scope	30,000
Clinical Lab Coats	80,000
Theatre Clothing(shirt and trouser)	80,000
Theatre Boots (1 pair)	70,000
Apron (2)	65,000
<b>Total</b>	<b>875,000</b>

#### **FOURTH YEAR**

Apron (2)	65,000
<b>Total</b>	<b>65,000</b>

#### **iv. Transport from HKMU to various Hospitals for Clinical rotations and back to HKMU**

<b>BScN3</b>	<b>Tshs.</b>
Per Year (2 semesters)	200,000

**NOTE: The fees indicated above are subject to change without prior notice.**

**All Payments should be made through the following Bank Accounts:**

NAME OF A/C: KAIRUKI UNIVERSITY

ACCOUNT NO: **10200721004** (FOR TSHS) AND **10200721012** (FOR USD)

ACCOUNT NO: **102041110006** (TZS) **For Hostel fee**

BANK NAME: BOA BANK TANZANIA LTD

NDC DEVELOPMENT HOUSE KIVUKONI/OHIO STREET

P.O. BOX 3054 DAR ES SALAAM-TANZANIA

SWIFT CODE: **EUAFTZTZ**

CRDB ACCOUNT NO: **CONTROL NUMBER**

**NB:** "The University will not handle Student's personal money. Consequently, any extra money included in the fees will be presumed to be prepayments for the subsequent semester. All money meant for private use by the student should be paid directly to the student". Please note that fees, once paid, are not refundable.

## FOREIGN STUDENTS FEE STRUCTURE

### A. MONEY PAYABLE TO THE UNIVERSITY

<b>BScN - FEES (USD)</b>	<b>Foreign students</b>			
<b>Fee description</b>	<b>YEAR 1</b>	<b>YEAR 2</b>	<b>YEAR 3</b>	<b>YEAR 4</b>
Registration	70.00	70.00	70.00	70.00
Tuition fee	2,260	2,260	2,370	2,885
Examination	179	179	179	179
Book bank borrowing	127	127	127	127
Development fee	30	30	30	30
E-Learning Resource & ICT Services	254	254	254	254
Clinical rotation and Supervision		508	508	508
Community Field				63
Facility Maintenance fee	136	-		
Uniforms	84	-	-	-
Graduation				60
<b>TOTAL</b>	<b>3,140</b>	<b>3,428</b>	<b>3,538</b>	<b>4,176</b>

## B. OTHER FEES

<b>BScN FEES (USD)</b>	<b>Foreign students</b>			
<b>Fee description</b>	<b>YEAR 1</b>	<b>YEAR 2</b>	<b>YEAR 3</b>	<b>YEAR 4</b>
Student Union	30	30	30	30
TCU Quality assurance	20	20	20	20
<b>TOTAL</b>	<b>50</b>	<b>50</b>	<b>50</b>	<b>50</b>

## C. ACCOMODATION FEE

<b>Hostel:</b>	<b>(USD)</b>
Double	460.00
Tripple	354.00

## **D. PAYABLE TO STUDENT**

Below are indicative amounts that would be needed by students to cover their Living while studying at HKMU.

### **i. Living Expenses**

Description	(USD)
Food (per semester)	1,950.00
Book purchase (per set)	1,500.00
Pocket money (per semester)	950.00
Stationery (per semester)	450.00
Residence permit (per 2 years)	250.00
Medical Aid	25.00

### **ii. Field work and Research**

Research (Year2)	800.00
Field work (Year3)	850.00
Field work (Year4)	850.00
Whistle	2.00

**iii. SPECIAL FACULTY REQUIREMENTS**

**FIRST YEAR**

<b>Item description</b>	<b>(USD)</b>
Scientific Calculator	55.00
Dissection Kit	50.00
Lab Coats (2)	80.00
<b>Total.</b>	<b>185.00</b>

## SECOND YEAR

<b>Item description</b>	<b>(USD)</b>
Stethoscope	295.00
BP Machine	180.00
Pair of Scissors (Nurse's)	20.00
Neurological Examination set	500.00
Otoscope/Ophthalmoscope	275.00
Apron (2)	65.00
Tape measure (Metric)	5.00
Clinical Thermometer (digital)	10.00
Clinical Thermometer (manual)	5.00
<b>Total.</b>	<b>1,355.00</b>

### THIRD YEAR

<b>Item description</b>	<b>(USD)</b>
Delivery Kit	550.00
fetal scope	30.00
Clinical Lab Coats	80.00
Theatre Clothing (gown/shirt &trousers)	80.00
Theatre Boots (1 pair)	70.00
Apron (2)	65.00
<b>Total</b>	<b>875.00</b>

### FOURTH YEAR

<b>Item description</b>	<b>(USD)</b>
Apron (2)	65.00
<b>Total</b>	<b>65.00</b>

**iv. Additional fee for foreign students**

Medical Registration	150
Resident Permit	250
Settling Allowance	300
<b>TOTAL</b>	<b>700</b>

**v. Transport from HKMU to various Hospitals for Clinical rotations and back to HKMU**

<b>BScN3</b>	<b>USD</b>
Per Year (2 semesters)	200.00

**NOTE: The fees indicated above are subject to change without prior notice.**

**All Payments should be made through the following Bank Accounts:**

NAME OF A/C: KAIRUKI UNIVERSITY

ACCOUNT NO: **10200721004** (FOR TSHS) AND **10200721012** (FOR USD)

ACCOUNT NO: **102041110006** (TZS) **For Hostel fee**

BANK NAME: BOA BANK TANZANIA LTD

NDC DEVELOPMENT HOUSE KIVUKONI/OHIO STREET

P.O. BOX 3054 DAR ES SALAAM-

TANZANIA

SWIFT CODE: **EUAFZTZ**

CRDB ACCOUNT NO: **CONTROL NUMBER**

**NB:** "The University will not handle Student's personal money. Consequently, any extra money included in the fees will be presumed to be prepayments for the subsequent semester. All money meant for private use by the student should be paid directly to the student". Please note that fees, once paid, are not refundable.

#### 10.4 COURSE CODING, HOURS PER WEEK AND PER SEMESTER-BScN PROGRAMME

ODD SEMESTER: 1 (October - March)									
S.N.	CODE	COURSE	TOTAL HRS PER WEEK			TOTAL HRS PER SEMESTER			EXAMINATION
			Theory	Practice	Total	Theory	Practice	Total	
1.	ANT100	Anatomy/Histology/Embryology	4	6	10	72	108	180	ESE
2.	BCH100	Biochemistry and Molecular Biology	5	3	8	90	54	144	ESE
3.	BSC100	Behavioural Science	2	0	2	36	0	36	ESE
4.	CS100	Communication Skills / English	1	2	3	18	36	54	ESE
5.	DS100	Developmental Studies	1	2	3	18	36	54	ESE
6.	PHY100	Physiology	6	3	9	108	54	162	ESE
		<b>Total</b>	<b>19</b>	<b>16</b>	<b>35</b>	<b>342</b>	<b>288</b>	<b>630</b>	

**EVEN SEMESTER: 2 (March – September)**

S.N.	CODE	COURSE	TOTAL HRS PER WEEK			TOTAL HRS PER SEMESTER			EXAMINATION
			Theory	Practice	Total	Theory	Practice	Total	
1.	ANT200	Anatomy/Histology/Embryology	7	3	10	126	54	180	FINAL
2.	BCH200	Biochemistry and Molecular Biology	5	4	9	90	72	162	FINAL
3.	BSC200	Behavioural Science	2	0	2	36	0	36	FINAL
4.	CS200	Communication Skills / Computer	1	2	3	18	36	54	FINAL
5.	DS200	Developmental Studies	1	2	3	18	36	54	FINAL
6.	PHY200	Physiology	5	3	8	90	54	144	FINAL
		<b>Total</b>	<b>19</b>	<b>16</b>	<b>35</b>	<b>342</b>	<b>288</b>	<b>630</b>	

**ODD SEMESTER: 3 (October - March)**

S.N.	CODE	COURSE	TOTAL HRS PER WEEK			TOTAL HRS PER SEMESTER			EXAMINATION
			Theory	Practice	Total	Theory	Practice	Total	
1.	BS300	Biostatistics*	2	0	2	36	0	36	ESE
2.	PHC200	Pharmacology I	6	1	7	108	18	126	ESE
3.	MIC200	Microbiology/ Immunology*	2	3	5	36	54	90	FINAL
4.	TC300	Therapeutic Counselling*	2	2	4	36	36	72	FINAL
5.	PNU200	Principles of Nursing I	3	8	11	54	144	198	ESE
6.	ELN200	Ethics and Legal Issues in Nursing	6	0	6	108	0	108	FINAL
		<b>Total</b>	<b>21</b>	<b>14</b>	<b>35</b>	<b>378</b>	<b>252</b>	<b>630</b>	

**EVEN SEMESTER: 4 (March – September)**

S.N.	CODE	COURSE	TOTAL HRS PER WEEK			TOTAL HRS PER SEMESTER			EXAMINATION
			Theory	Practice	Total	Theory	Practice	Total	
1.	PAR400	Parasitology/ Entomology*	3	3	6	54	54	108	FINAL
2.	NT200	Nutrition	4	1	5	72	18	90	FINAL
3.	PHC201	Pharmacology II	3	1	4	54	18	72	FINAL
4.	BS400	Biostatistics*	1	1	2	18	18	36	FINAL
5.	PNU201	Principles of Nursing II	5	8	13	90	144	234	FINAL
6.	HGD200	Human Growth and Development	2	0	2	36	0	36	FINAL
7.	EPD200	Epidemiology	3	0	3	54	0	54	FINAL
		<b>Total</b>	<b>21</b>	<b>14</b>	<b>35</b>	<b>378</b>	<b>252</b>	<b>630</b>	

**NB: Courses marked \* are taught together with MDII**

**ODD SEMESTER: 5 (October - March)**

S.N.	CODE	COURSE	TOTAL HRS PER WEEK			TOTAL HRS PER SEMESTER			EXAMINATION
			Theory	Practice	Total	Theory	Practice	Total	
1.	PH300	Philosophy	4	0	4	72	0	72	FINAL
2.	PN300	Paediatric Nursing	3	5	8	54	90	144	FINAL
3.	MN300	Medical Nursing I	4	2	6	72	36	108	ESE
4.	SN300	Surgical Nursing I	2	4	6	36	72	108	ESE
5.	EPT300	Educational Psychology & T/Learning	4	2	6	72	36	108	FINAL
6.	NUI300	Nursing Informatics	5	0	5	90	0	90	FINAL
		<b>Total</b>	<b>22</b>	<b>13</b>	<b>35</b>	<b>396</b>	<b>234</b>	<b>630</b>	

**EVEN SEMESTER: 6 (March – September)**

S.N.	CODE	COURSE	TOTAL HRS PER WEEK			TOTAL HRS PER SEMESTER			EXAMINATION
			Theory	Practice	Total	Theory	Practice	Total	
1.	OBG300	Obstetrics and Gynaecology in Nursing I	3	5	8	54	90	144	ESE
2.	MN301	Medical Nursing II	3	5	8	54	90	144	FINAL
3.	NUR300	Nursing Research I	5.55	0	5.55	100	0	100	ESE
4.	SN301	Surgical Nursing II	2	6	8	36	108	144	FINAL
5.	MHP300	Mental health and Psychiatric Nursing I	5.44	0	5.44	98	0	98	ESE
		<b>Total</b>	<b>19</b>	<b>16</b>	<b>35</b>	<b>342</b>	<b>288</b>	<b>630</b>	

ODD SEMESTER: 7 (October - March)									
S.N	CODE	COURSE	TOTAL HRS PER WEEK			TOTAL HRS PER SEMESTER			EXAMINATION
			Theory	Practical	Total	Theory	Practical	Total	
1.	NUR400	Nursing Research II	2 consecutive weeks for consultation, the rest for report writing			2 consecutive weeks for consultation, the rest for report writing			FINAL
2.	CHN400	Community Health Nursing I	7	0	7	126	0	126	ESE
3.	NLM400	Nursing Leadership & Management I	1	6	7	18	108	126	ESE
4.	MHP400	Mental Health and Psychiatric Nursing II	0	10	10	0	180	180	FINAL
5.	OBG301	Obstetrics and Gynaecology in Nursing II	4	7	11	72	126	198	ESE
		<b>Total</b>	<b>12</b>	<b>23</b>	<b>35</b>	<b>286</b>	<b>414</b>	<b>630</b>	
EVEN SEMESTER: 8 (March – September)									

S.N	CODE	COURSE	TOTAL HRS PER WEEK			TOTAL HRS PER SEMESTER			EXAMINATION
			Theory	Practic e	Tota l	Theor y	Practic e	Tota l	
1.	EPS400	Entrepreneurship Nursing	4	0	4	72	0	72	FINAL
2.	CHN401	Community Health Nursing II (6 weeks field work in villages)	1	12	13	18	216	234	FINAL
3.	NLM401	Nursing Leadership & Management II	3	6	9	54	108	162	FINAL
4.	TIN400	Trends & Issues in Nursing	2	0	2	36	0	36	FINAL
5.	GYN400	Gynaecology in Nursing	3	4	7	54	72	126	FINAL
		<b>Total</b>	<b>13</b>	<b>22</b>	<b>35</b>	<b>234</b>	<b>396</b>	<b>630</b>	

## 10.5 PROFILE OF DEPARTMENTS

### 10.5.1 ACADEMIC CREDENTIALS OF TEACHING STAFF: SCHOOL OF NURSING

Title	Name	Qualifications
<b>Department of Fundamentals of Nursing and Basic Sciences</b>		
Lecturer and Head of Department	Dr. Tausi S. Haruna	PhD (University of Cincinnati) MBE (MUHAS), BScN (MUHAS)
Lecturer	Ms. Elizabeth Mika**	MSc in Maternal Health Care (Boston), DPHED (CEDHA), BScN, (HKMU), RN/SRM (Muhimbili).
Assistant Lecturer	Mr. Ambroce Modest	MSc Paediatric Nursing (UDOM), BScN (UDOM)
Tutorial Assistant	Ms Salma H. Kassim*	BScN (HKMU)
<b>Department of Reproductive and Child Health Nursing</b>		
Lecturer and Head of Department	Dr. Paul Shidende	PhD (University of Cincinnati), MSc Midwifery and Women Health (MUHAS), BScN (SJUT), Diploma Clinical Medicine (Kibaha COTC)

Associate Professor	Prof. Columba Mbekenga	PhD (Uppsala University), MScPH (State University), BScN (MUCHS)
Assistant Lecturer	Ms. Elizabeth Kijugu**	MScPH (Royal Tropical Institute), BScN (HKMU), Diploma in Nursing (KCMC)
Lecturer	Dr. Bupe Khalison Mwandali	PhD (University of Cincinnati), MPH (KCMUCo), BScN (HKMU), Diploma in Nursing (KCMC), Certificate in Sexual and Reproductive Health Research (GFMER)
Assistant Lecturer	Ms. Monica Alex**	MSc in Midwifery and Women Health (MUHAS), BScN (UDOM),
Lecturer	Mr. Edson Sungwa	MSc. Paediatrics Nursing (CUHAS), BScN (KU)
Tutorial Assistant	Ms. Avelina Semiono	BScN (AKU)
Tutorial Assistant	Ms. Catherine Essau Chawe	Master's in Public Health and Midwifery (National Institute of Higher Training of Midwives Annaba)

Tutorial Assistant	Ms. Hosiana Msechu	MSc. in Midwifery and Women's Health (MUHAS), BScN (HKMU)
Nurse Tutor	Mr. Musa Mbwana Jongo	BScN (UDOM), ADNE-(Muhimbili)
<b>Department of Community Health Nursing</b>		
Assistant Lecturer and Head of Department	Ms. Minael N. Omari	MSc. HN (UKZN), HORN Ed. (UKZN), BScN, (KU), RN/RM (Muhimbili), Cert. WTC (KU)
Lecturer	Mr. Amiri Mmaka	MPH (UDSM), BScN (UDSM)
Lecturer	Ms. Joyce Protas**	MSc Tropical Diseases Control (Epidemiology and Biostatistics), BScN (MUHAS)
Lecturer	Dr Victor Mathias	PhD (Stellenbosch University) Master of Health Systems Management (Mzumbe University), BScN (St. John's University).

Associate Professor	Prof. Tumbwene Mwansisya	PhD (Central South University), MSc Mental Health in Nursing (MUHAS), MBA (UDSM), BScN (MUCHS)
<b>Department of Mental Health and Psychiatric Nursing</b>		
Lecturer and Head of Department	Dr. Adellah Sariah	PhD (Central South University, Changsha, China), MSc in Nursing (Mental Health) (MUHAS), BScN (MUHAS)
Lecturer	Mr. January Karungula	MMS (Uppsala), BNS (Dublin), Adv. Dipl. MHP, Adv. Dipl. NE (Muhimbili)
Lecturer	Dr. Ezekiel Mbao	PhD (OUT), MSc Mental Health (MUHAS) BScN (MUHAS)
Assistant Lecturer	Ms. Ummy Twaha Msenga**	MSc in Mental Health and Psychiatry (MUHAS), BScN (KU)

<b>Department of Medical &amp; Surgical Nursing</b>		
Senior Lecturer and Head of Department	Dr. Adela Mwakanyamale	PhD (Tongji Medical College), MSc. Critical Care and Trauma (MUHAS), BScN (SJUT), Diploma in Nursing (KCMC)
Assistant Lecturer	Mr. Mathew Ndomondo**	MBE (MUHAS), BScN (SJUT), Advanced Diploma in Midwifery (Muhimbili), RN (Sengerema) DHPED (CEDHA)
Assistant Lecturer	Ms. Nyawawa Wawa**	MSc in Nursing Critical Care and Trauma (MUHAS), BScN (HKMU)
Assistant Lecturer	Mr. Ramadhan Nchahaga	MSc, Dementia (University of Sterling) MNP (Gitam University), BScN (St John's University-Tanzania)
Tutorial Assistant	Mr. Godfrey F. Malengo	BScN (HKMU)
Tutorial Assistant	Ms. Farha Abubakari Lubuva	BScN (HKMU)

Tutorial Assistant	Ms. Nancy Sambungu Mwamfwagasi*	BScN (UDOM)
Clinical Instructor	Ms. Anna-Mary Mukaja	BScN (SJUT), Diploma in Mental Health and Psychiatry (Mirembe Nursing School)

Note:

\* = On staff development (Masters)

\*\* = On staff development (PhD)

## **11.0 INSTITUTE OF POSTGRADUATE STUDIES AND RESEARCH**

Kairuki University, through the Institute of Postgraduate Studies and Research, has a principal goal of providing high quality postgraduate training and carrying out relevant research. In addition, the institute aims at offering excellent professional services to meet the changing needs of our society. Bearing this in mind, the post graduate curriculum has been reviewed to meet the challenges and demands of a constantly evolving environment and society. Mindful that the changes in the curriculum need to be supported by a tight rein on quality, the University has taken measures to maintain and improve the teaching standards. Postgraduate courses offered after the review closely correspond to public demand.

The purpose and aim of postgraduate training at the KU, therefore, is to offer higher and specialized medical education and learning experiences in order to produce competent practitioners and role models in clinical practice, administration, teaching, and health research. The creation of a conducive environment for enhancement of the culture of research and publication is a critical step in the evolution of KU during the formative years.

The promotion of academic staff is mainly based on research output. Currently KU is collaborating with Yale University School of Medicine, Guangdong Institute of Biotechnology (China), Duke University (USA) and Utah University (USA). There are research laboratories for Basic Sciences and Human Molecular Genetics. An Institutional Ethical Review Committee is in place. The institute coordinates postgraduate training and KU research activities

### **SERVICE AND CONSULTANCY**

KU has a Consultancy and Service Policy to guide the conduct of activities related to Consultancy and Service in the university community. KU is providing service to Ilala, Temeke and Kinondoni Municipalities by using Amana, Temeke and Mwananyamala Regional Referral Hospitals and at national level by using Muhimbili National Hospital and Ocean Road Cancer Institute, CCBRT, Tumbi Regional Referral Hospital, Muhimbili National Hospital as extramural practical stations. These collaborations have proved to be of mutual benefit to all parties. The University staff, students and staff of the teaching hospital (Kairuki Hospital) provide health services to the communities around the University. KU staff participates in the teaching hospital programme to educate the public through the media.

## **PROGRAMMES OFFERED**

- a) Master of Medicine (MMed) In Obstetrics and Gynaecology
- b) Master of Medicine (MMed) In General Surgery
- c) Master of Medicine (MMed) In Internal Medicine
- d) Master of Medicine (MMed) In Paediatrics and Child Health
- e) Master of Science in Public Health (MScPH)
- f) Master of Social Work (MSW)

### **11.1 MASTER OF MEDICINE (MMED) PROGRAMMES**

#### **Learning Outcomes**

Upon completion of Postgraduate training, the graduate should be able to:

- i. Understand, practise, and offer high quality specialized medical care to his/her patients, based on current knowledge in basic and applied sciences.
- ii. Analyse and relate, at an advanced level, medical and health care practice to the philosophy, purpose, policy and standards of the medical profession.
- iii. Practise advanced and innovative leadership skills at the highest level within the political, social and health care systems.
- iv. Teach and educate clients, staff and trainees of medical practice or otherwise; while conducting research, consuming and publishing research results and findings.

#### **Conditions for Eligibility of Admission into Postgraduate Programmes**

- i. Candidates will be selected by the Senate Higher Degrees Committee in liaison with the Admissions Committee, and the Heads of the departments for which candidates are being selected.
- ii. Candidates to be considered for selection must provide updated curriculum vitae and their undergraduate transcripts.
- iii. A short confidential report on every candidate must be made available to the Committee, covering the internship period performance in a relevant hospital and their performance in the field with relevant organizations after internship.
- iv. Candidates to be selected will have to produce to the Committee a valid certificate of registration with the Medical Council or Board in their respective countries.
- v. There will be no minimum or maximum age limit for admission to the University for Postgraduate Programmes. The general requirements for entry to Postgraduate programmes will apply.

- vi. **Transfer of students:** Direct entry to Part II of the programme (Semester 3 to 6) will be possible if a course of approved content has been taken from an approved and acceptable institution with relevant transferable credits. But in this case, careful scrutiny will have to be made. A confidential report from the institution where the candidate is transferring from will be required. Discontinuation on disciplinary grounds, failure of Part I examinations or less gifted students will not be accepted at KU.

### **Application procedures**

Applicants for all programmes offered by KU are required to apply directly to the University through an online application portal available at: [www.ku.ac.tz](http://www.ku.ac.tz); with a non-refundable application fee of TZS 50,000 or USD 50 (for international students).

Applications must reach the University not later than 31<sup>st</sup> October of every year. New students will be admitted in November of every year. Students seeking sponsorship from the Government are advised to send a copy of their application to the Ministry of Health, Community Development, Gender, Women, Children and Elderly and Children.

### 11.1.1 FEE STRUCTURE

The following tables show the current fee structures. Please note that there are two different sets of tables for local (and EAC) students and international students respectively. It is also important to understand that these fees are subject to change when the need arises.

#### MMED PROGRAMMES (LOCAL AND EAC STUDENTS)

##### A. MONEY PAYABLE TO THE UNIVERSITY (TZS)

<b>Fee description</b>	<b>YEAR 1</b>	<b>YEAR 2</b>	<b>YEAR 3</b>
Registration	50,000.00	-	-
Tuition	9,800,000.00	9,800,000.00	9,800,000.00
Dissertation supervision		200,000.00	200,000.00
Examination	602,000.00	-	602,000.00
Clinical rotations & Research	-	3,250,000.00	3,250,000.00
Development fee	100,000.00	100,000.00	100,000.00
Facility Maintenance fee	100,000.00	-	-
<b>TOTAL</b>	<b>10,652,000.00</b>	<b>13,350,000.00</b>	<b>13,952,000.00</b>

##### B. OTHER FEES

<b>Fee description</b>	<b>YEAR 1</b>	<b>YEAR 2</b>	<b>YEAR 3</b>
Student Union	40,000.00	40,000.00	40,000.00
Uniforms	120,000.00	-	-
Graduation			120,000.00
TCU Quality assurance	20,000.00	20,000.00	20,000.00
<b>TOTAL</b>	<b>180,000.00</b>	<b>60,000.00</b>	<b>180,000.00</b>

##### C. ACCOMODATION FEE

<b>Hostel:</b>	<b>AMOUNT (TZS)</b>
Double	1,090,000.00
Tripple	840,000.00

## D. PAYABLE TO STUDENT

Below are indicative amounts that would be needed by students to cover their living costs while studying at KU.

Description of items	YEAR 1	YEAR 2	YEAR 3
Dissertation writing			1,500,000.00
Dissertation Production			350,000.00
Food	2,000,000.00	2,000,000.00	2,000,000.00
Pocket Money	2,700,000.00	2,700,000.00	2,700,000.00
Book purchase & stationery.	861,000.00	861,000.00	861,000.00
Medical Aid	50,400.00	50,400.00	50,400.00

**NOTE:** All Payments should be made through the following Bank Accounts:

NAME OF A/C: KAIRUKI UNIVERSITY

ACCOUNT NO: **10200721004** (FOR TSHS) AND **0200721012** (FOR USD)

BANK NAME: BOA BANK TANZANIA LTD  
NDC DEVELOPMENT HOUSE  
KIVUKONI/OHIO STREET  
P.O.BOX 3054  
DAR ES SALAAM TANZANIA

**SWIFT CODE: EUAFTZTZ**

**CRDB ACCOUNT NO: CONTROL NUMBER**

**NB:** "The University will not handle Student's personal money. Consequently, any extra money included in the fees will be presumed to be prepayments for the subsequent semester. All money meant for private use by the student should be paid directly to the student". Please note that fees, once paid, are not refundable.

**MMED PROGRAMMES (INTERNATIONAL STUDENTS)****A. MONEY PAYABLE TO THE UNIVERSITY (USD)**

<b>Item Description</b>	<b>YEAR 1</b>	<b>YEAR 2</b>	<b>YEAR 3</b>
Registration	70.00	-	-
Tuition	5,500.00	5,500.00	5,500.00
Examination	420.00		420.00
Dissertation supervision		200.00	200.00
Clinical rotations	-	2,500.00	2,500.00
Development fee	30.00	30.00	30.00
Facility Maintenance fee	136.00	-	-
<b>TOTAL</b>	<b>6,156.00</b>	<b>8,230.00</b>	<b>8,650.00</b>

## B. OTHER FEES

<b>Item Description</b>	<b>YEAR 1</b>	<b>YEAR 2</b>	<b>YEAR 3</b>
Student Union	30.00	30.00	30.00
Graduation			70.00
Uniforms	84.00	-	-
TCU Quality assurance	20.00	20.00	20.00
<b>TOTAL</b>	<b>134.00</b>	<b>50.00</b>	<b>120.00</b>

## C. ACCOMODATION FEE

Hostel:	USD
Double	460.00
Tripple	354.00

#### D. PAYABLE TO STUDENT

Below are indicative amounts that would be needed by students to cover their living costs while studying at KU.

Item Description	YEAR 1	YEAR 2	YEAR 3
Dissertation writing			1,000.00
Dissertation Production			350.00
Food	3,600.00	3,600.00	3,600.00
Book purchase & stationery.	695.00	695.00	695.00
Medical Aid	25.00	25.00	25.00

#### E. Additional fee for foreign students

Medical Registration	150
Resident Permit	250
Settling Allowance	300
<b>TOTAL</b>	<b>700</b>

**NOTE: The fees indicated above are subject to change without prior notice. All Payments should be made through the following Bank Accounts:**

NAME OF A/C: KAIRUKI UNIVERSITY

ACCOUNT NO: **10200721004** (FOR TSHS) AND **10200721012** (FOR USD)

BANK NAME: BOA BANK TANZANIA LTD

NDC DEVELOPMENT HOUSE KIVUKONI/OHIO STREET

P.O. BOX 3054

DAR ES SALAAM TANZANIA

SWIFT CODE: EUAFTZTZ

CRDB ACCOUNT: **CONTROL NUMBER**

**NB:** "The University will not handle Student's personal money. Consequently, any extra money included in the fees will be presumed to be prepayments for the subsequent semester. All money meant for private use by the student should be paid directly to the student". Please note that fees once paid are not refundable

**11.1.2 THE MASTER OF MEDICINE (MMED) PROGRAMME IS MADE UP OF TWO PARTS (PART I AND II), TAKING 3 YEARS AS FOLLOWS**

**Part 1 (Year I)**

<b>Year</b>	<b>Code</b>	<b>Internal Medicine</b>	<b>Hrs</b>	<b>Paediatrics</b>	<b>Hrs</b>	<b>Surgery</b>	<b>Hrs</b>	<b>OBGY</b>	<b>Hrs</b>
<b>ONE</b>	PHY 600	Physiology	72	Physiology	72	Physiology	72	Physiology	72
	PAT 600	-	-	-	-	Pathology	72	Pathology	72
	BCH 600	Biochemistry	72	Biochemistry	72	Biochemistry	72	Biochemistry	72
	MIC 600	Microbiology/ Immunology	70	Microbiology/ Immunology	70	Microbiology/ Immunology	70	Microbiology/ Immunology	70
	PAR 600	Parasitology	44	Parasitology	44	-	-	-	-
	PHC 600	Pharmacology	72	Pharmacology	72	-	-	-	-
	BE 600	Bioethics	72	Bioethics	72	Bioethics	72	Bioethics	72
	ANT 600	-	-	-	-	Anatomy	180	Anatomy	180
	BS 600	Biostatistics	36	Biostatistics	36	Biostatistics	36	Biostatistics	36

		Research Methodology	36	Research Methodology	36	Research Methodology	36	Research Methodology	36
	TM 600	Teaching methodology	48	Teaching methodology	48	Teaching methodology	48	Teaching methodology	48

Each discipline will at least have four (4) examinable basic science courses to offer during the first year. There will also be clinical training alongside the basic sciences in all disciplines during the first year (Part I).

## Part II (Year 1 to Year 3)

Year	Internal Medicine	Paediatrics	Surgery	OBGY
<b>T</b> <b>W</b> <b>O</b>	Clinical Medicine <ul style="list-style-type: none"> <li>• Body systems, systematically</li> <li>• Clinical features and diagnosis</li> <li>• Management and natural history</li> <li>• Research proposal</li> </ul>	<ul style="list-style-type: none"> <li>• Clinical situations affecting the child from perinatal period to birth and from neonatology to adolescence.</li> <li>• Aetiology, pathogenesis.</li> <li>• Clinical features, investigations, treatment and follow-up</li> <li>• Dissertation; proposal write-up</li> </ul>	<ul style="list-style-type: none"> <li>• Clinical surgery</li> <li>• Case collection and analysis</li> <li>• Research proposal.</li> <li>• Data collection.</li> </ul>	<ul style="list-style-type: none"> <li>• Clinical OBGY and hospital activities</li> </ul> Clinical rotations: <ul style="list-style-type: none"> <li>• Radiotherapy (2 weeks at ORCI).</li> <li>• Neonatology (2 weeks)</li> <li>• Surgery/Urology (4 weeks)</li> <li>• OBGY (16 weeks)</li> <li>• Journal club; case presentations, seminars</li> <li>• Dissertation</li> </ul>

<b>T H R E E</b>	<ul style="list-style-type: none"> <li>• Dissertation</li> <li>• Journal club</li> <li>• Research for publication in the year</li> <li>• Case presentations</li> <li>• Seminars</li> </ul> <p>Clinical subspecialties</p> <ul style="list-style-type: none"> <li>• Pulmonary medicine;</li> <li>• Renal medicine;</li> <li>• Cardiology</li> <li>• Psychiatry – 4 weeks</li> <li>• Geriatric Medicine – 4 weeks</li> </ul>	<ul style="list-style-type: none"> <li>• Dissertation: data collection and writing.</li> <li>• Journal club; case presentations; seminars</li> <li>• Dissertation final write- up.</li> <li>• Clinical rotations two in the year</li> </ul> <p>Journal club; case;</p> <ul style="list-style-type: none"> <li>• OBGY (4 (wks.);</li> <li>• Internal Medicine (4 wks.);</li> <li>• Paediatric</li> <li>• Psychiatry (2 wks.);</li> <li>• ENT (2 wks.) presentation</li> </ul>	<ul style="list-style-type: none"> <li>• Dissertation writing</li> <li>• Clinical surgery.</li> </ul> <p>Specialties clinical rotations</p> <ul style="list-style-type: none"> <li>• OBGY – 4 weeks</li> <li>• Paediatrics – 8 weeks</li> <li>• Ortho/ Trauma – 6 months</li> <li>• ENT – 6 weeks</li> </ul>	<ul style="list-style-type: none"> <li>• Dissertation.</li> <li>• Hospital/clinical activities.</li> <li>• Journal clubs</li> <li>• Seminars,</li> <li>• Case presentations.</li> <li>• Mock examination</li> <li>• Final qualifying examination</li> </ul>
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### **11.1.3 MANAGEMENT OF MMED PROGRAMMES**

The programmes are conducted at the Kairuki University premises and cover 6 semesters, running for a period of 3 years. They are **not** semesterized and are full time courses.

### **11.1.4 REGULATIONS COMMON TO ALL DISCIPLINES**

- i. An MMed degree may be awarded upon successful completion of postgraduate training in the fields of Obstetrics and Gynaecology, General Surgery, Internal Medicine, Paediatrics and Child Health, and such other fields as may be approved by the Senate from time to time.
- ii. The following shall be eligible to enrol for the degree:
  - a. Holder of Doctor of Medicine or Bachelor of Medicine and Bachelor of Surgery degree or equivalent, normally with at least "B" grade in the course intended for specialization with an average of "B" or a minimum GPA of 2.7.
  - b. In addition, a candidate MUST have completed one year of internship and registered with the Medical Council of Tanganyika and working experience of one year as a Medical Officer.
  - c. An applicant seeking admission may be exempted by the Senate from the Part I examination if the Senate is satisfied that the applicant has passed an examination of equivalent standard.

### **11.1.5 DURATION OF MMED PROGRAMMES**

A candidate who is admitted to a degree course will be required to follow his/her approved course of study over the prescribed period. The prescribed period is defined as a minimum period it normally takes for a student to complete a given course and graduate.

The specialist courses in each discipline shall take a minimum of three calendar years and a maximum of six calendar years. A candidate shall only be allowed to postpone his/her studies on not more than two occasions during the course, for a duration of not more than one year in each instance, provided a valid and genuinely acceptable reason is given and approved by the Senate.

### **11.1.6 COURSE CONTENT**

The course content will be in two parts:

#### **A. A basic science course tailored to each discipline.**

There are 10 approved biomedical science core courses for the specialist disciplines, plus Teaching Methodology, ICT and Hospital Administration and Financial Management:

- i. Anatomy
- ii. Biochemistry
- iii. Clinical Physiology
- iv. Microbiology/Immunology/Parasitology

- v. Pathology
- vi. Pharmacology
- vii. Biostatistics
- viii. Psychology
- ix. Epidemiology
- x. Research Methodology
- xi. Teaching Methodology
- xii. ICT
- xiii. Hospital Administration/Financial Management

These will be taught primarily by Biomedical Science teachers; with emphasis on the necessary applied aspects and shall be integrated with clinical courses. Each clinical discipline shall choose an appropriate number of approved biomedical science core courses that they consider important. Such courses must be passed by their residents. Students may also be required to attend selected topics in other biomedical science core courses run by the University, as directed by the relevant clinical discipline.

**B. A theoretical and clinical portion of the discipline**

Part of this (2-4 months) component will be an elective period in the appropriate discipline to be done outside the KU.

Part of the prescribed course may be taken at an approved institution outside KU provided that in each case the Senate's approval is sought and the Department is satisfied that such an arrangement will fulfill all the regulations and requirements for this degree. The Senate's approval will not be needed where it is specified in the regulations or curriculum that part of any course shall be taken at an approved institution outside KU.

### **11.1.7 EXAMINATIONS**

**There shall be two University Examinations for the MMed Degree:**

- **Part I** of the MMed examination shall be held after the end of coursework in appropriate biomedical science core courses per discipline. Each biomedical science course will carry its own weight of 100%.
- **Part II** of the MMed examination shall be held at the end of the 3<sup>rd</sup> year as the Final Examination in the discipline of one's clinical specialty. No candidate shall be allowed to attempt the Final Examination without passing Part I of the MMed Examination.

### **11.1.8 EXAMINATION RULES AND REGULATIONS**

**a) Regulations for Part I of the MMed. Examination**

- i. A candidate shall, before admission to Part I of the MMed examination, have satisfactorily completed 6 months of full-time MMed programme and followed the prescribed biomedical science core course according to the regulations common to all clinical disciplines.
- ii. Part I of the MMed examination shall include appropriate biomedical science core courses for each discipline.

- iii. A candidate must pass **all courses** (basic sciences and **clinical examinations**) in Part I before he/she is allowed to proceed with Part II training.
- iv. The biomedical science core course shall consist of a written and an oral examination, each of which will have equal weighting. The choice of topics to be examined and the format to be adopted in the written paper(s) shall be tailored to suit the requirements of individual disciplines.
- v. A failed student shall supplement once; if s/he fails a supplementary examination in any basic science course, he/she will be asked to withdraw from the programme.
- vi. If a student fails 50% or more of the attempted courses in End of Part I examinations at the first sitting, s/he shall be discontinued from studies.

The Part I examination shall have internal examiners as well as external examiners appointed from reputable Universities within or outside Tanzania.

#### **b) Regulations for Part II of the MMed. Examination**

- i. Part II of the MMed examination shall be held at the end of the 3<sup>rd</sup> Year as the Final Examination in one's discipline of specialty. It shall comprise three (3) components, each of which shall have to be passed and will carry its own weight of 100%. The pass mark shall be 50% for each component. The weighting of the components will be as follows:

<b>S/N</b>	<b>ITEM</b>	<b>PERCENTAGE (%)</b>
1.	Dissertation-appropriate for the discipline	30%
2.	A written examination (2-3 papers)	30%
3.	Clinical examination (1-2 papers)	40%
	<b>Total</b>	<b>100%</b>

- a) Contribution of each part of the examination (i.e., the three components above and the continuous assessment) to the final aggregate of the whole examination shall be as follows: **60%** of the total of the three components above and **40%** of the Continuous Assessment.
  - b) The written examination may include a 3-hour multiple choice and short notes paper, and a 3-hour essay paper; while the clinical examination may have a general paper on the clinical aspects of the specialty and a paper in the specialties of the discipline. Every one of the papers, plus the dissertation and oral examination will carry its own weight of 100%. The contribution of every one of the components of the examination to the final grade and aggregate will be as indicated above.
- ii. A candidate who fails the Part II examination shall, on the recommendation of the Higher Degrees Committee and approval by the Senate, appear for a supplementary examination after a repeat period of 6 months.
  - iii. A candidate who fails the supplementary examination may be recommended for another supplementary examination as long

as he does not appear for the Part II examination for more than three consecutive occasions including first sitting and his period of MMed registration does not exceed 6 years.

- iv. Part II examination shall have internal examiners as well as external examiners appointed from reputable Universities within or outside Tanzania.
- v. Weighting of Final Examination: The final examination will form 60% of the total aggregate.
- vi. The other 40% will arise from continuous assessment. For the candidate to pass the examination he/she must pass both the written and the clinical examinations. One cannot compensate the other.

### **Internal and External examiners**

For both Parts I and Part II examinations there shall be internal as well as external examiners. Internal examiners shall be appointed in agreement with the Director of Postgraduate Studies, the DVC-AC, the Dean of the School, and the course teachers concerned. External examiners shall be appointed from reputable Universities within or outside Tanzania.

### **Evaluation system**

Continuous Assessment (40% of final grade): This will be based on the performance of the student during presentations, seminars, practicals (where applicable), and tests.

### **Discontinuation from the MMed programme**

A student could be discontinued if he/she:

- i. Fails to pass his/her examinations as indicated above.

- ii. Breach of examination regulations.
- iii. If at any stage in the course, a department recommends that a particular candidate is unsuitable to continue with the programme. This recommendation will be considered by the Higher Degrees Committee and forwarded to the Senate for subsequent approval.
- iv. Demonstrates unprofessional behavior in interactions with patients.
- v. Fails to attend sessions for a continuous period of 21 days without written approval.

#### **11.1.9 DISSERTATION**

- i. A candidate shall be required to submit in partial fulfilment of the MMed degree requirements a research dissertation of not less than 20,000 words and not more than 30,000 words in accordance with specific regulations as stated hereunder.
- ii. This will consist of a single research topic as has been determined by each department or discipline and approved by the Director of Postgraduate Studies and Research.
- iii. The dissertation shall be of a quality that strongly enables the candidate to acquire skills and knowledge that will enhance and complement the competences acquired in the Masters training as has been determined by each department or discipline and approved by the Director of Postgraduate Studies and Research.
- iv. Each candidate shall be required to make at least two seminar presentations, one during the proposal writing stage and the other during the research stage before examination or submission of dissertation. The two seminar presentations shall be

- evaluated at the departmental level and incorporated into the Continuous Assessment (CAT) for the dissertation module.
- v. An electronic version and two (2) bound copies of the dissertation shall be submitted by the student through their departments to the Director of Postgraduate studies and Research Institute, at least three months before the beginning of the end of final year examination by the student. Candidates who do not submit their dissertations at this period will be barred from sitting for the final university examination.
  - vi. The candidate shall be responsible for carrying out the research and presenting the dissertation.
  - vii. A candidate whose dissertation is considered unsatisfactory shall not be allowed to sit for the Part II final examination. S/he will be required to re-submit the dissertation for examination after 3 months in the case of minor corrections and 6 months if there are major corrections.
  - viii. For one to qualify for the award of a postgraduate degree, s/he must pass the Part II final examination, produce an error free dissertation accompanied by a plagiarism report and at least one draft paper manuscript based on his/her research results intended for publication in a peer-reviewed journal.
  - ix. Every dissertation submitted must be accompanied by a written declaration by the candidate to the satisfaction of the Senate Higher Degrees Committee and the Dean, School of Medicine, stating that it is the candidate's own original work and not a copyrighted publication and that it has not been submitted for a similar degree in any other university.
  - x. Statement of Copyright: The dissertation must contain a statement of copyright by the author, which reads

“This dissertation is copyright material of the Kairuki University. It may not be reproduced or stored in any form or by any means such as electronic, physical, photocopying, recording or otherwise; in full or in part, without prior written permission of the Director of Postgraduate Studies and Research on behalf of both the author and the Kairuki University.”

- xi. All dissertations shall be assessed first based on the written document, followed thereafter by a viva voce (oral defence)
- xii. Examiners shall be:
  - a. One External Examiner (EE), who will normally be an expert in the field of study from outside the KU appointed by the KU Senate for this task.
  - b. One Internal Examiner (IE) –appointed by the KU Senate through the office of the Director of Postgraduate Studies and Research Institute or the Dean for the respective School.
- xiii. First, the written document will be assessed by the EE and the department concerned through the supervisor. Thereafter, a public viva voce/oral defence assessment will in all cases be organised. The candidate will present the dissertation before a panel of 2 examiners as stated above, followed by questioning by the panel and invited audience for a maximum of one hour (details on the procedures for the public defence to be provided under section three (3) of this document).
- xiv. Details of the assessment procedure and grading of the dissertation:
  - a. The written document (dissertation), already accepted and approved by the supervisor of the dissertation and the department, will be made available to the appointed EE and the IE who will be required to submit a written report within a period of 3 weeks from the date of receipt of the document. If a report is not received within that period, a new EE and IE may be appointed.

b. The EE will be required to summarise his/her report about the dissertation using the following assessment scheme:

<b>S/N</b>	<b>ITEM</b>	<b>PERCENTAGE (%)</b>
1.	Background, literature review and rationale.	20%
2.	Research questions, aims and objectives, and originality.	10%
3.	Study design, methods, data collection, ethics.	25%
4.	Analysis and results.	20%
5.	Discussion, conclusions, recommendations.	25%
	<b>Total</b>	<b>100</b>

The result of the assessment should reach a score of at least 50% for the dissertation to be considered satisfactory. All candidates will appear for a public oral defence of the dissertation (viva voce) only after a favourable assessment of their document by the examiners.

### **Viva Voce Assessment (Oral defence)**

A master's dissertation at Kairuki University shall be defended in public in the presence of an examination panel/committee. The following procedures shall guide the public defence:

- i. The panel for the oral defence will be appointed by the KU Senate through the office of the Director of Postgraduate Studies and Research Institute or the Dean of the respective School (see section xi above). Student's supervisors shall be allowed to attend the viva voce silently, without participation in the discussion, without voting rights and without contributing to the assessment.
- i. A viva voce session shall consist of a panel of at least two examiners and the audiences as follows:
  - a. One external examiner to the University who is an expert in the field of study from outside the University appointed by the KU Senate through the head of department and the office of the Director of Postgraduate Studies and Research Institute.
  - b. One internal examiner appointed by the KU Senate through the head of department and the office of the Director of Postgraduate Studies and Research Institute.
  - c. The University Senate through the Head of the respective department and the Director of Postgraduate Studies and Research Institute shall appoint a senior faculty member to be the **Chairperson of the examination panel** who shall moderate the session.
  - d. The audience will include postgraduate students and academic staff, candidate's friends and family members, and colleagues.

- ii. The defence chairperson shall be responsible to moderate the viva voce session as follows:
  - a. Welcoming everyone, introducing the candidate, supervisors and the members of the examination panel.
  - b. Present relevant information about the research including the title of the study and where the research has been performed.
  - c. Present the outline of the session as indicated in section (v) below.
  - d. Manage time for each presenter/speaker as indicated in section (v) below.
  - e. Ensure attentiveness among audiences throughout the session: the public is expected to observe appropriate academic conduct during the session and may only ask questions during the designated period, as guided by the Viva Voce Chairperson.
  - f. Request members of the audience to declare any potential conflicts of interest concerning the candidate or the candidate's work. Individuals identified as having a conflict of interest shall be required to abstain from asking questions during the defence.
  - g. Formally closes the session and allows the examination panel to deliberate on the fate of the candidate (this will be done in a closed manner). (**Appendix A** provides more details on how to moderate a Viva Voce/Public defence)
- iii. The Head of Department shall have the following responsibilities:
  - a. Ensure that the student has the opportunity to test the defence platform (e.g., projector, laptop, electronic meeting link) at least one day prior to the scheduled Viva Voce.

- b. Ensure the proper organization and setup of the defence venue for both the student and the examination panel; where feasible, conduct a rehearsal with both parties.
  - c. Ensure that updated contact details (telephone or email) for the student, external and internal examiners, and the Chairperson (if appointed) are available.
  - d. Ensure the presence of an IT officer to support examiners and facilitate all technical arrangements during the defence.
- iv. A student shall be allowed to present a dissertation for between 20-30 minutes maximum before a panel of examiners and the public. This will be followed by a questions and answers session for a maximum of one hour (60 minutes). Questions to be asked will focus on the candidate's dissertation research area. The time distribution shall be as follows:
  - a. External examiner (maximum 30 minutes)
  - b. Internal examiner (maximum 15 minutes)
  - c. Public audience (maximum 15 minutes)
- v. The purpose of the oral defence is to ascertain whether the dissertation presented is the original work of the candidate and that the candidate has grasped fully the broader course area on which the study is based. In the end, the panel needs to recommend whether the candidate should be passed or failed based on the grading criteria below:

<b>S/N</b>	<b>ITEM</b>	<b>PERCENTAGE (%)</b>
1.	Quality of the oral presentation and mastery of the field, and communication skills.	20%
2.	Background, literature review and rationale.	10%
3.	Aims and objectives, design, methods, and originality.	25%
4.	Statistical analysis, results.	20%
5.	Interpretation of results, conclusion.	25%
	<b>Total</b>	<b>100</b>

- i. Each of the two members of the examining team will first determine his/her grade individually. Thereafter, the respective grades will be converted into one common grade.
- ii. The grade awarded for the written document will carry 50% of the final grade, and the common grade reached by the assessment panel during the oral defence will carry the remaining 50% of the final grade for the dissertation for the MMed, MSW and MScPH programmes.
- iii. The final grade for the dissertation will form 30% of the final grade for the Part II Examination as indicated earlier for the MMed programme.

## Grading of the dissertation

For the grading of the dissertation, the following scheme will be used:

<b>GRADE</b>	<b>MARKS RANGE</b>	<b>REMARKS</b>
A	75-100%	Excellent
B+	70-74%	Very Good
B	60-69%	Good
C	51-59	Pass
D	40-49%	Condonable failure
E	0-39%	Failure

## **12.0 MASTER OF SCIENCE IN PUBLIC HEALTH (MScPH)**

### **12.1 INTRODUCTION**

Public health experts play a pivotal role in discerning the determinants of diseases and devising strategies for their prevention and control. Tanzania faces a significant burden from both communicable diseases, such as malaria, cholera, and HIV/AIDS, and emerging health challenges like Avian flu and COVID-19. Furthermore, lifestyle changes have escalated the prevalence of Non-Communicable Diseases (NCDs) such as diabetes and cardiovascular diseases in Africa. Comprehensive clinical research and evidence-based strategies are vital for the prevention and control of these conditions. Additionally, global mobility brings diverse diseases across regions, necessitating adept public health specialists for their management. Particularly pressing in Sub-Saharan Africa are the Neglected Tropical Diseases (NTDs) that impact the most impoverished and lack sufficient pharmaceutical investment, highlighting an urgent need for research and innovative solutions. Pregnant women and young children face the brunt of the disease morbidity and mortality in the region, emphasizing the role of public health experts in achieving the 2030 Sustainable Development Goals related to maternal and child health.

While several Tanzanian institutions offer postgraduate public health courses, the output does not satisfy the growing demand. The Master of Science in Public Health (MScPH) programme aims to address this gap by offering a comprehensive curriculum that emphasizes research, epidemiological transitions, global health challenges, NTDs, and NCDs. This 18-month program, distinct from the conventional 12-month MPH courses, equips graduates to address the evolving health challenges, making them valuable assets both within and outside Tanzania.

## **OBJECTIVES**

### **Broad Objective**

The 18-months Master of Science in Public Health programme (MScPH) will provide students with research, disease prevention/control, evaluation and analytical skills relevant for understanding the biological, social, and physical determinants of health and disease in a rapidly changing environment.

### **Specific Objectives**

The specific objectives of the MSc. Public Health program at KU will be to:

- i. Prepare students to design, implement, and translate of public health interventions into health policy and practices.
- ii. Train students in social, cultural, environmental and the economical interactions and the use of multi-sectorial collaboration in addressing health problems.
- iii. Prepare students for managerial positions with responsibility in public health practices, research and training at local, national, regional, and international levels.
- iv. Train students in efficient and effective resources management.
- v. Train students in effective communication including advocacy, lobbying and negotiation for funds and for improvement of the health of communities

## **LEARNING OUTCOME**

The principal object of the Master of Science in Public Health degree programme is to ensure through course work, mentorship and interaction from academic staff, that students achieve a balanced updated knowledge on health problems of public health importance and that they acquire relevant evaluation and analytical skills to the understanding of social determinants of health and disease in a rapidly changing environment. This, in the end, will facilitate disease prevention and control. Graduates of this degree will be able to:

- i. Prepare fundable research proposals for public health interventions.
- ii. Conduct research and critically analyse the findings for possible policy advice.
- iii. Provide strategic, operational and technical support/advice in public health matters to communities, public and private national and international organizations.
- iv. Use health research findings to influence health policy.
- v. Promote team work and leadership in addressing public health problems.
- vi. Undertake needs assessment, plan effectively, monitor and evaluate programmes.
- vii. Solicit funds, mobilize and allocate resources rationally, equitably, and effectively.
- viii. Communicate effectively including advocacy, lobbying and negotiations for improvement of the health of communities.
- ix. Teach adult learners and give health education to communities.

## **ENTRY REQUIREMENTS**

- i. Holder of Doctor of Medicine, Doctor of Dental Surgery, Bachelor of Science in Nursing, Environmental Health, Laboratory Technology and Bachelor of Pharmacy degree or equivalent, Bachelor of Science in Health Statistics, Health Economics, Epidemiology, Demography, Biology, Nutrition, Food Science and Health Information Sciences normally with an **average of "B" or a minimum GPA of 2.7.**
- ii. Working experience with communities in health-related fields at district or higher level.

## **PROGRAMME DURATION**

The programme will run for 18 months realizing 2980 contact hours translated into 179.7 total credits (139.5 credits for theory and 40.2 credits for practical/tutorials/ seminar), starting in November and ending one and half years later in March. The maximum time allowed for the programme is 4 semesters (2 years).

To start with, sessions of the programme will be run during the day (daytime classes). In the long run, there will be evening classes to cater for interested working people who are unable to secure release from their employers to attend the course during working hours. There will also be provision for online courses to tape in puts from international experts.

## **PROGRAMME ORGANIZATION**

The course will be in two parts:

**Part I:** The first twelve months of full-time coursework in class and practical work in the field.

**Part II:** Upon successful completion of part I, students will carry out a 3-months research project collecting data on health problems in communities and use the remaining 3 months for data analysis, writing the report and presenting it in the form of a dissertation/thesis.

### **Programme schedule**

MScPH is organized into 5 major courses, each constituted by several modules. Conduct of a research project and presentation of findings in the form of the "Dissertation" is a core activity towards the end of MScPH and a requirement for the award of the MScPH degree.

The Courses are:

- i. Application of Public Health Tools and Concepts;
- ii. Research Methodologies;
- iii. Management and Control of Communicable diseases;
- iv. Management and Control of Non-communicable diseases
- v. International/Global Health.

Each course majors in a specific field(s) of health/medicine, upon which the candidate may be offered a certificate/diploma when successfully completed. Conduct of a research project and presentation of findings in the form of the dissertation is a core activity and a requirement for the award of the degree.

The first course on the “application of public health tools and concepts” will last for 5 weeks (0-5 wks.), covering modules on introduction to public health (1 week), medical sociology, anthropology and social psychology (1 week), communication skills and teaching methodology (3 weeks), all together aimed at imparting skills to candidates for scientific analysis of health issues. Furthermore, through communication skills and teaching methodology, candidates will acquire the art and understand modalities for information dissemination to stakeholders, communities, scientific journals, and international audiences.

The second course on research methodologies will take the next 16.5 weeks (i.e., 6-21.5 wks.) addressing epidemiology, biostatistics, and demography (5.5 weeks), research methods in public health (6 weeks), planning and project management (5 weeks). Candidates will gain skills in designing disease interventions, investigating, and controlling diseases of public health importance and ability to critically analyse published scientific research.

The research tools and critical analysis of public health issues will also enable candidates to acquire theoretical skills for prioritizing and selecting relevant health topics of public health importance and approaches to designing appropriate disease interventions. Consequently, candidates will appropriately select and work on appropriate topics for their dissertation/thesis. To apprehend the practicality and understanding of planning and managing project/programmes, students will visit ongoing national (Tanzania) disease

control programmes and some research projects undertaken by reputable research groups. Gained practical exposure will facilitate candidates to work independently after qualifying.

The course on Management and Control of Communicable Diseases will be covered in the next 13 weeks (wks. 21.6-34.5), focusing on theoretical updating students on important communicable diseases (6 wks.), and practical exposure on management of specific CD cases through seminars/discussions (2 wks.) and on the management of specific public health issues (5 wks.). Emphasis will be on commonly occurring diseases such as malaria, tuberculosis, leprosy, filariasis, sleeping sickness, HIV/AIDs, pneumonia, cholera, plague etc. Theoretical update for each disease will address the natural history, epidemiology, levels of prevention and control strategies. Management of specific public health issues will cover, but not limited, to maternal and child health, health of school age and adolescence, occupational health and hazards.

The management and Control of Non-Communicable Diseases course will last for another 7 weeks (34.6-41.5 wks.) covering four major NCDs identified by the WHO as being cardiovascular (CVDs), chronic respiratory, cancer and diabetes mellitus. Updating the epidemiology and control of these major NCDs will take 3 weeks, while practical/seminars in which candidates observe/participate in the actual case management and discussions with specific NCD patients singly or in groups takes 4 weeks. Throughout, emphasis will be on management, risk factor(s) identification, prevention, and specifics of control.

Weeks 41.6-50.5 will be devoted to the course on International and Global Health (9 wks.). This will be the last course of part I. With fast and increased international travels, in addition to improved international exposure through electronic information

technologies, prospective public health experts need to be conversant with health issues at international level so that they are well equipped to advise and/or manage them when need arises. Some of the issues to be addressed include:

- i. Lessons and conclusions of undertaken research relevant to International Health.
- ii. Socio-economic aspects of communicable and non-communicable diseases.
- iii. Attitudes to health and disease under varying cultures.
- iv. What works and what does not despite available control tools.
- v. Health systems research, policy and management.

International/Global Health course will be conducted collaboratively with institutions running similar courses outside Tanzania. Such institutions must have experience of doing the course.

## **Part II (Weeks 50.6 – 74.5)**

Following successful completion of part I, students will go out in the field for 12 weeks **[week 51 – 62]** to collect data on their proposed research project. Collected data will be entered into the computer, cleaned, validated, and analysed. A written report (Dissertation) should be presented within the next 10 weeks **[63-72 weeks]**. Students should be aware that despite these arbitrary timings for the research project, preparation for the dissertation (topic selection, study design, writing and presentation of the research proposal) should start from the beginning of the lectures in research methodologies and continue throughout subsequent modules. The research proposal should be ready for execution by the end of course No. 5.

## **Teaching Methods**

Knowledge, skills, and attitude will be acquired by students through the following approaches:

- i. Lectures
- ii. Tutorials and seminars
- iii. Group discussions and presentations
- iv. Case management (in case of major NCDs and CDs)
- v. Practical work (problem and competence based participatory teaching)
- vi. Field visits
- vii. Self-learning

## **Lectures**

These will constitute the theory component of Part I and will be delivered by:

- i. Lecture-discussion where a course instructor presents the subject matter to students in a lecture lasting between 1-2 hours (including questions and answers).
- ii. Visiting lecturer where eminent guest lecturer or invited speaker to present their expertise and/or experience on specific topics/courses.

## **Tutorials and Seminars**

- i. Leaders (usually lecturers) in a specific area will introduce the subject while students are the main contributors/discussants, to ensure maximum student participation.
- ii. Discussions based on scientific papers presented either by lecturers, visiting guest speakers or by students themselves.

## **Practical work**

The lecturer/facilitator presents a public health problem and students work on their own for solution(s). Solutions are presented and discussed by students in class with guidance/moderation from the lecturer.

## **Case Management**

Students will attend to patients (ambulant or admitted) suffering from any of the 4 major NCDs that have been identified by the World Health Organization as being diabetes mellitus, cancers, chronic respiratory diseases, and cardiovascular disease. Mentorship will be provided (bedside teaching or at respective clinics) by staff professionals/ specialists in a specific NCD.

## **Group discussions**

In the process of identifying the study topic for the research project, designing of the study, and presenting the results of the project; each student will present his/her material to the peer group followed by discussions, to receive group inputs. Each group will be facilitated by supervisor(s), who will usually be experts in that field/ area of study. The group may visit the field site of the study for hands-on experience.

## **Field visits**

In concretizing theoretical knowledge, students will pay visits to some public health facilities and health institutions such as water sources in rural and urban settings, environmental sanitation centres for liquid and solid waste disposal. Visits will also be made to reputable research centres/groups such as TFNC, NIMR, IHI, Institute of Traditional Medicine (ITM), MUHAS and major national diseases control programmes and/or departments within the Ministry of Health for onsite acquaintance of health issues. Checklists will be used to collect data during field visits. Reports will be written and presented in groups.

## **EMPLOYMENT PROSPECTS**

Public health experts graduating with MScPH at KU may be suitably employed in various health related disciplines such as:

- i. District Medical Officer
- ii. Municipal Medical Officer of Health
- iii. Regional/Provincial Medical Officer
- iv. Project/programme manager
- v. Monitor and/or evaluator of health interventions/programmes
- vi. Advisor to Ministry of Health and/or Government on health policy
- vii. Advisor of travellers to and from disease endemic countries on prophylaxis and disease treatment
- viii. Officers or managers of training and research institutions

## **EXAMINATION REGULATIONS**

The general Postgraduate examination regulations of KU will apply to the MScPH programme.

## **METHODS OF ASSESSMENT**

Since MScPH is modularized, the following will apply:

<b>S/N.</b>	<b>ITEM</b>	<b>PERCENTAGE</b>
1.	Intra Modular Tests (CATs) from Module PH601–12	60%
2.	End of Module Examination (EME)	40%
3.	Dissertation	50%
4.	Viva Voce	50%

### **End of Module Assessment**

At the end of each module there will be an End of Module Examination (EME). The EME will contribute 40% of Modular Examination (ME); the other 60% will be contributed by the Intra Module Continuous Assessment Tests (IMCAT). Each ME must be passed at 50% or higher. Each module will be examined and passed independently.

Procedures and processes to include:

- i. MCQs
- ii. Short and Long Essays/ papers
- iii. Oral examination
- iv. Graded field reports
- v. Rated assignments
- vi. Rated practicals
- vii. Multi-source rating
- viii. Observation of procedures and rating
- ix. Self-assessment and peer assessments

### **DISSERTATION (THESIS)**

The Dissertation (core activity) will be examined after successful completion of Modules PH601-12. Every student must present an acceptable dissertation (thesis) as a basic requirement for the award of the MScPH degree. The dissertation will contribute 50% of Module Examination and Viva Voce another 50%. A candidate whose dissertation is considered unsatisfactory will have to resubmit the dissertation for re-examination after 2 months in case of minor corrections and 4 months if there are major corrections. All dissertations will be assessed based on the written document, firstly, followed by Viva Voce Assessment (oral defence).

Examiners will include one External Examiner from outside KU, who will normally be an expert in the field of study and appointed by the Senate; and an Internal Examiner, who will be KU academic member of staff running the programme.

### **Dissertation document assessment scheme**

<b>S/N</b>	<b>ITEM</b>	<b>PERCENTAGE</b>
a)	Background, Literature Review and Rationale	20%
b)	Research Questions, Aims and Objectives	10%
c)	Study Design, Methods, Data collection, Ethics	25%
d)	Data Analysis and Results	20%
e)	Discussion, Conclusion, Recommendations	25%
	<b>TOTAL</b>	<b>100%</b>

The result of the assessment should reach a score of at least 50% for the dissertation to be considered satisfactory. All candidates will appear for an oral defence of the dissertation only after a favourable assessment of their manuscript by the examiners.

### **VIVA VOCE ASSESSMENT (ORAL DEFENCE)**

The purpose of the oral defence is to ascertain whether the dissertation presented is the original work of the candidate, and that the candidate has mastered the broader subject area on which the study is based. The final grade will be used to recommend

whether the candidate has passed or failed; according to the following grading criteria:

<b>S/N</b>	<b>ITEM</b>	<b>PERCENTAGE</b>
a)	Quality of the oral presentation	20%
b)	Background, Literature review and Rationale	10%
c)	Aims and Objectives, Design, Methods and Originality	25%
d)	Statistical analysis and Results	20%
e)	Interpretation of Results, Discussion and Conclusion	25%
	<b>TOTAL</b>	<b>100%</b>

Each member of the examining team will first determine the candidate's grade individually; thereafter the respective grades will be converted into one common grade.

The grade awarded for the written document will carry 50% of the final grade, and the common grade reached by the assessment panel during the oral defence will carry the remaining 50% of the final grade for the dissertation. The viva voce will last for a maximum of one hour.

## Grading of the dissertation

Dissertations will be graded as follows:

GRADE	MARKS RANGE	REMARKS
A	70-100%	Excellent
B	60-69%	Good
C	50-59%	Pass
D	40-49%	Condonable failure
E	0-39%	Failure

## AWARDING THE ACADEMIC DEGREE

The award of the MScPH degree will require the following fulfilment:

- Passing all Intra Modular Continuous Assessment (IMCATs) and End of Module Examinations (EME).
- Presenting an error free dissertation (thesis) at the end of Part II.

## STUDENTS' DE-REGISTRATION/DISPOSAL

1. Failure to complete course requirements within the maximum allowed period.
2. Failing final written examination twice

## **COURSE AND MODULE CODING**

Courses are numerically numbered from 1 to 5. Modules for MScPH are coded as follows:

- a) MScPH stands for Master of Science in Public Health, then modules 1-12 (Part I) coded using 600 series as follows:
  - PH601 Introduction to Public Health (PH =Public Health)
  - 01-12 =module numbers
- b) Part II on design, execution of the research project, reporting findings (Dissertation/Thesis) is coded as PH699.

## MScPH COURSES AND MODULES

### Summary of courses, modules and time allocation

		Theory		Practical/ Seminar/Tutorial		Total Credits	
Course/ module code	Module/course name	Contact hrs	Credits	Contact Hrs	Credits		Weeks
<b>Course 1: Application of Public Health Tools and Concepts</b>							
Modules							
PH601	Introduction to public health	25	2.5	15(P)	0.3	2.8	1
PH602	Medical sociology, anthropology, and social psychology	40	4	-	-	4	1
PH603	Communication skills and teaching methodology	75	7.5	45(P)	1	8.5	3
<b>Course 2: Research Methodologies</b>							
Modules							

PH604	Epidemiology, biostatistics, and demography	190	19.0	30(T)	1	20	5.5
PH605	Research methodology in public health	200	20	40(P)	0.8	20.8	6
PH606	Planning and project management	155	15.5	45(P)	1	16.5	5
<b>Course 3: Management and Control of Communicable Diseases (CDs)</b>							
Modules							
PH607	Prevention and control of CDs	150	15	-	-	15	6
PH608	Management of public health important CDs (emphasis on seminars/site visits)	-	-	60(S) 70(P)	2 1.6	3.6	2
PH609	Management of specific public health issues	-	-	300(S)	10	10	5
<b>Course 4: Management and Control of Non-Communicable Diseases (NCDs)</b>							
Modules							
PH610	Prevention and control of NCDs	100	10	-	-	10	3
PH611	Management of major NCDs (emphasis on seminars and visits to care providing facilities)	-	-	120(P)	2.7	2.7	4

<b>Course 5: International/Global health</b>							
Modules							
PH612	International diseases and conditions of global health importance	300	30	60(S/T)	2	32	9
<b>Total contact hours</b>		<b>1,235</b>	<b>123.5</b>	<b>785</b>	<b>22.4</b>	<b>145.9</b>	<b>50.5</b>
<b>Research Project: core activity</b>							
Module							
PH699	Design and execution of the research project (Dissertation/ Thesis)	160	16	800(P)	17.8	33.8	24
<b>Total contact hours (72 weeks + 2 weeks breather during Christmas and New Year)</b>		<b>1,395</b>	<b>139.5</b>	<b>1,585</b>	<b>40.2</b>	<b>179.7</b>	<b>74.5</b>

Theory: 1 credit = 10 contact hours  
 Practical (P): 1 credit = 45 contact hours  
 Seminars (S)/Tutorial (T): 1 credit = 30 contact hours

## MScPH PROGRAMME FEE STRUCTURE

### A. MONEY PAYABLE TO UNIVERSITY    Local Students    Foreign Students

Particulars	Amount(TZS)	Amount(USD)
Registration	70,000.00	70.00
Tuition fees	6,820,000.00	6,820.00
Dissertation supervision	570,000.00	570.00
Development fee	100,000.00	30.00
Field Costs	800,000.00	600.00
Examination fee	400,000.00	400.00
Facility Maintenance fee	100,000.00	70.00
<b>TOTAL</b>	<b>8,860,000.00</b>	<b>8,560.00</b>

**B. OTHER FEES**

<b>Particulars</b>	<b>Local Students</b>	<b>Foreign Students</b>
	<b>Amount (TZS)</b>	<b>Amount (USD)</b>
Student Union	40,000.00	30.00
Graduation	100,000.00	70.00
TCU Quality assurance	20,000.00	20.00
<b>TOTAL</b>	<b>160,000.00</b>	<b>120.00</b>

**C. ACCOMODATION FEE**

<b>Hostel:</b>	<b>TZS</b>	<b>USD</b>
Double	1,090,000.00	460.00
Tripple	840,000.00	354.00

#### D. MONEY PAYABLE TO STUDENTS

Below are indicative amounts that would be needed by students to cover their living costs while studying at KU.

	<b>TSH</b>	<b>USD</b>
Book allowance	204,800.00	128.00
Dissertation writing	1,500,000.00	1,200.00
Dissertation Production	350,000.00	350.00
Field work cost	800,000.00	600.00
Stationery	200,000.00	200.00
Stipend	2,500,000.00	2,500.00
Medical Aid	50,400.00	25.00
<b>TOTAL</b>	<b>5,605,200.00</b>	<b>5,003.00</b>

#### E. Additional fee for foreign students

Medical Registration		150
Resident Permit		250
Settling Allowance		300
<b>TOTAL</b>		<b>700</b>

**NOTE:**

The fees indicated above are subject to change without prior notice.

International students will normally need to pay an extra USD 250 every two years for residence

**All payments should be made through the following Bank Accounts:**

ACCOUNT NAME: KAIRUKI UNIVERSITY

ACCOUNT NO: **0200721004** (FOR TZS) **AND 0200721012** (FOR USD)

BOA BANK (TANZANIA) LTD

NDC DEVELOPMENT HOUSE

KIVUKONI/OHIO STREET

P.O. BOX 3054

DAR ES SALAAM, TANZANIA.

SWIFT CODE: **EUAFTZTZ**

CRDB ACCOUNT NO: **CONTROL NUMBER**

**NB:** "The University will not handle Student's personal money. Consequently, any extra money included in the fees will be presumed to be prepayments for the subsequent semester. All money meant for private use by the student should be paid directly to the student". Please note that fees once paid are not refundable.

## INSTITUTE OF POSTGRADUATE STUDIES AND RESEARCH ACADEMIC CREDENTIALS OF TEACHING STAFF

Title	Name	Qualifications
<b>Department of Community Medicine-MScPH</b>		
Associate Professor and Head of Department	Prof. Titus K. Kabalimu	MMed Community Health (UDSM), MD (Ukraine)
Associate Professor	Prof. Godwin D. Ndossi	PhD (Cornell University), MSc Biology, BSc Ed (UDSM), Certificate in International Research Ethics, (John Hopkins University)
Associate Professor	Prof. Innocent Anthony Semali	PhD (University of Basel), MSc Epidemiology (University of London), MD (UDSM)
Associate Professor	Prof. Andrew Yona Kitua	PhD (Basel University), MSc Epidemiology (UK), MD (Università Degli Studi Milano, Italy)

Assistant Lecturer	Dr. Indo Ndaigeze	MScPH (HKMU), MD (KCMUco)
<b>Department of Paediatrics and Child Health</b>		
Associate Professor and Head of Department	Dr. Florence Salvatory**	MMed Paediatrics (UDSM), MD (Moscow)
Senior Lecturer	Dr. Felician Rutachunzibwa	MMed Paediatrics, MD (UDSM)
Senior Lecturer	Dr. Maulidi R. Fataki	MPH (Harvard School of Public Health), MMed (UDSM), MD (Donetsk State Medical Institute USSR)
Lecturer	Dr. Pius Muzzazzi	MMed Paediatrics (MUK), MD (MUHAS)
<b>Department of Surgery</b>		
Senior Lecturer Head of Department	Dr. Samwel P.M Swai	MMed Orthopaedics and Traumatology (MUHAS), MD(Bulgaria)

Associate Professor	Prof. Naboth Mbembati	MMed Surgery (UDSM), MD (UDSM)
Senior Lecturer	Dr. Wambura B.C Wandwi	MMed Surgery (UDSM), MD (UDSM)
Lecturer	Dr. Frank Mpelumbe	MSc, MD (HIMS-Villa Clara)
Lecturer	Dr. Muganyizi Kairuki	FCS (SA), MD (SZEGED)
Lecturer	Dr. Ulimbakisya J. Kain	MMed Anaesthesiology, MD (MUHAS)
Lecturer	Dr. Annamary Stanslaus	MMed Ophthalmology, MD (MUHAS)
Lecturer	Dr. Loyce J. Bagenda	MMed Radiology (MUHAS), MD (KU)
<b>Department of Obstetrics and Gynaecology</b>		
Senior Lecturer and Head of Department	Dr. Monica Chiduo	MMed OBGY (Camaguey), MD (Havana)
Lecturer	Dr. Isaac Makanda	MMed OBGY, MD (KU)
Lecturer	Dr. Salvatory Chuwa	MMed OBGY (KU), MBBS (IMTU)

Lecturer	Dr. Clementina Kairuki-Nfuka	MSc Human Clinical Embryology and Assisted Conception, MMed OBGY, (KU), MD (Camaguey)
Lecturer	Dr. Debora Mageta	MMed OBGY (MUHAS), MD, (MUHAS)
Lecturer	Dr. Nilda Cabrera	MMed OBGY (Hospital Docente Materno Infantil Villa Clara. Cuba), MD (Instituto Superior de Ciencias Medicas)
Lecturer	Dr. Njoli Moudio Jean Pierre	MMed OBGY (MUHAS), MD (Ryazan State Medical University)
Lecturer	Dr. Harold W. Mbulumi	MMed OBGY (Sumy State University/MUHAS), MD (Kharkov State Medical University)
Lecturer	Dr. George W. Chugulu	MMed OBGY (KU), MD (MUCHS)
<b>Department of Internal Medicine</b>		

Associate Professor and Head of Department	Prof. Yassin Mrisho Mgonda	PGD Dermatology (University of Wales, UK), MMED, MD, (UDSM)
Senior Lecturer	Dr. Warles Charles Lwabukuna	MMed Internal Medicine (KU), MD (KU)
Lecturer	Dr. Alice D. Gwambegu	MMed Internal Medicine (MUHAS), MD (KU)
Lecturer	Dr. Nkemerwa Kairuki	MMed Internal Medicine (Wuhan University), MD (Semmelweis University, Hungary)
Lecturer	Dr. Johannes Ngemera	MMed Internal Medicine (MUHAS), MD (KU)
Lecturer	Dr. Loyce J. Bagenda	MMed Radiology (MUHAS), MD (KU)
Lecturer	Dr. Humphrey L. Mwombeki	MMed Internal Medicine (MUHAS), MD (MUHAS)

### 13.0 ADMINISTRATIVE AND TECHNICAL STAFF OF THE UNIVERSITY

<b>ADMINISTRATIVE STAFF</b>		
<b>Title</b>	<b>Name</b>	<b>Qualifications</b>
Examinations Officer	Mr. Dennis Mwiga	M.A in Demography (UDSM), BAEd (UDSM)
Admissions Officer	Ms. Janeth Mkale	Master of Finance and Business Management (Bedfordshire University), Bachelor of Business Management (Sunderland University)
Quality Assurance Officer	Mr. Michael D. Kilimba	MSc. Anatomy (MUHAS), BScN (KU)
Administrative Officer (Academics)	Ms. Eness Katuula	MHRM (IAA), BA in Political Science and Public Administration (UDSM)
Senior Human Resources Officer	Ms. Rahab O. Kassimoto	MSc in HRM (Mzumbe University), B.A in History and Political Science (UDSM)
Administrative Officer (VC's Office)	Ms. Swaiba Mbonde	Diploma in Procurement & Supplies (CBE)

Secretary	Ms. Christina Mwakibolwa	Certificate in Secretarial (Dar es Salaam Baptist Training Centre)
School Administrator (School of Nursing)	Ms. Farida Kibangu	B.A in Journalism (University of Iringa)
School Administrator (School of Social Work)	Ms. Irene Damas	Advanced Diploma in Marketing (CBE)
Records Management Officer	Ms. Lylia Magessa	Bachelor of Business in Human Resources Management (University of Iringa)
Hostel Manager	Mr. Alex Gabriel	MBA (OUT), BBA (OUT)
Estate officer	Mr. Iddy Hamis	Bachelor of Technology in Architecture (MUST)
Accountant	Ms. Janeth Magezi	MSc Accounting and Finance (Mzumbe University), Postgraduate Diploma in Accounting and Finance (IFM), CPA (T)

Assistant Accountant	Ms. Nuru Kanju	MBA (UDSM), PGD in Finance Management (IFM), Bachelor of Business Administration (Tumaini University)
Accountant	Mr. Kei Msena	Bachelor of Commerce in Accounting (UDSM), CPA (T)
Supplies Officer	Mr Humphrey Bishanga	Bachelor in Procurement and Logistics Management, (TIA)
Legal Officer	Ms. Twilumba P. Shemsanga	LLB (Mzumbe)
Assistant Accountant	Mr. Justice Rwebembela	MSc. Accounting & Finance (IFM), PGD Financial Management (IFM)
Assistant Accountant	Ms. Doris Sweke	Advanced Diploma in Accountancy (IFM)
<b>LIBRARY</b>		
<b>Title</b>	<b>Name</b>	<b>Qualifications</b>
Librarian	Ms. Janeth Mwanga	M.A in Information Studies (UDSM), Bachelor of Library and Information Science (Makerere University)

Assistant Librarian	Mr. Rhite Rayner	B.A in Mass Communication (Open University of Tanzania), Diploma in Library and Documentation Studies (SLADS, Bagamoyo)
Library Assistant I	Mr. Petro Khuni	Ordinary Diploma in Library, Certificate of Library and Documentation Studies (SLADS, Bagamoyo)
Library Assistant	Ms. Rahabu Kairuki	Elementary Library Training (Tanzania Public Service College)
<b>LABORATORIES TECHNICIANS</b>		
<b>Title</b>	<b>Name</b>	<b>Qualifications</b>
Laboratory Scientist	Mr. Walter Msangi	Advanced Pharmacological Techniques (Manchester University), Advanced Diploma in Medical Laboratory Technology- Biochemistry (University of Dar es Salaam), Diploma in Medical Laboratory Technology (University of Dar es Salaam)
Prosecutor	Ms. Emmy Absalom Mwaipaja	Diploma in Prosecution (UDSM)

Laboratory Technician	Mr. Hamis Kabuga	BSc in Biotechnology and Laboratory sciences (Sokoine University of Agriculture)
Health Laboratory Scientist	Mr. Selemani Ally Kungulilo	Advanced Diploma in Medical Laboratory Sciences (UDSM), Diploma in Medical Laboratory Technology (MUHAS)
Medical Laboratory Scientist	Ms. Lightness Ndanshau	MSc in Biochemistry and Molecular Biology (MUHAS), Bachelor's in Medical Laboratory Sciences (CUHAS)
Medical Laboratory Scientist	Ms. Maureen E. Ngassalah	Bachelor' in medical laboratory sciences (CUHAS)
<b>ICT</b>		
<b>Title</b>	<b>Name</b>	<b>Qualifications</b>
System Administrator	Mr. Kaizilege Karoma	BSc in Business Information Technology (University of Greenwich), International Diploma in Computer studies (National Computing Centre of UK)

System Administrator	Mr. Bakisi Mathias	Master in information technology in Project Management (CBE), Advanced Diploma in Information Technology (IFM)
Computer Programmer	Mr. Sugwejo Kaboda	BSc Computer Science (Dublin Institute of Technology)
Network Administrator	Mr. Augustino Banteze	Bachelor in Information Technology (NIT), Diploma in Computing and Information Technology (University of Dar es Salaam Computing Centre)
ICT Officer	Mr. Hussein Y. Bana	BSc ICT (Mzumbe)
Computer Technician	Mr. Ali Hussein	Diploma in Computing and Information Technology (University of Dar es Salaam Computing Centre), Certificate in Computing and Information Technology (University of Dar es Salaam Computing Centre)

Note:

\* = On staff development (Masters)

## **ANNEX 1: RULES AND REGULATIONS FOR CONDUCTING AND GRADING OF EXAMINATIONS**

The University Examination Regulations for End of Semester, Final Qualifying & Supplementary Examinations, and General Regulations for the Award of Degrees:

### **The University Examinations and General Regulations for Conferment of Degrees**

At the end of each semester, there shall be End of Semester Examinations (ESE). At the end of each rotation there shall be Final Qualifying Examination (FQE). At the end of each course there shall be a Final Examination for that course (FE). These are apart from the continuous assessment tests, which shall be intra-semester/ intra- rotation. A minimum of two to three Continuous Assessment Tests (which may be in the form of tests, assignments, logbook grades, seminar presentations and practicals) is recommended per course per semester/rotation.

Each department shall indicate at the beginning of the semester [on the teaching schedule] the minimum number of CATs to be done by students. As a general guide, every 18 theoretical contact hours may be assessed by a CAT. As a standard, students must be informed of their performance in CATs within 30 days from the day a CAT is done and 16.3.4 must be observed.

#### **16.1 Eligibility for Examination**

16.1.1. A student shall attend all such lectures, tutorials, seminars, and practicals/clinical rotations; and undertake all other assignments as approved by the University.

- 16.1.2. All CATs (tests, assignments, logbook grades, seminar presentations and practicals) must be executed.
- 16.1.3. Each and every department shall, with the approval of the Senate, determine the requirements for courses that they offer. A student who does not fulfil these requirements for any course will not be allowed to sit for the examination for that course. Each department must prepare and submit, for approval by the Senate, the requirements that the students must fulfil.
- 16.1.4. A student who attends less than 90% of the scheduled and conducted sessions in a semester or rotation will be barred from sitting for the end of that particular semester course(s) or final qualifying examination or part I or part II examinations. The denominator for attendance excludes absence for genuine reasons, like sickness, provided a written permission is obtained from relevant authorities, and submitted to the department within 72 hours of the stated reason otherwise the excuse won't be accepted and that 16.6.7. is observed.
- 16.1.5. Students without a minimum of 2 continuous assessment tests will not be allowed to sit for the end of semester or the final qualifying examination but will be barred. For such students section 16.1.6 will apply.
- 16.1.6. A student who is barred from sitting for an end of semester or final qualifying examination or end of part I examination(s) or end of part II examination(s) will automatically have to repeat the semester (re-register in the barred course) or the whole rotation before attempting any examination in that particular course or rotation or programme. For such a student, at the end of the repeated semester or rotation, sections 16.4.2 and 16.4.5 will apply if s/he passes, and sections 16.6.1 and 16.6.4 will apply if she/he fails the end of semester / rotation examination on the first attempt.

16.1.7. Departments shall ensure that at least 90% of the course material [semester/ rotation curriculum] has been covered by way of lectures, tutorials, seminars, practicals and assignments or any other delivery method approved by the University before ESE, FQE, Part I, Part II examinations are set.

## **16.2 Registration for Examination**

16.2.1 Registration for University examination shall require the endorsement of the Registration Form by the Head of Department to the effect that the candidate has pursued satisfactorily the approved courses of study in each course being offered over the prescribed period.

16.2.2 The University Bursar shall endorse the relevant section of the same Registration Form to the effect that the candidate has completed payment of relevant fees as per approved payment plan.

16.2.3 A candidate's registration for examination shall not be valid unless it is so endorsed.

16.2.4 Endorsement as above shall be withheld if a student is not deemed to have followed satisfactorily the approved courses of study as detailed previously. In any event of the withholding of an endorsement (barring a student), the Head of the Department shall notify the student in writing (see 16.2.5 for timing) and shall also request the appropriate subsequent School Board to endorse in retrospect the action taken.

16.2.5 This process of registration for examination must be completed by the last teaching day of the semester or one week before the commencement of the end of semester or final qualifying examinations.

16.2.6 On completion of registration for examination, a student will be issued with an Examination Number Card (ENC). No student

will be admitted to any examination without showing his/her ENC. In case a student has been barred, the code(s) for the barred course(s) will be seal-printed at the back of the ENC (refer to 16.1.5).

### **16.3 Continuous Assessment Tests, End of Semester, Intra-Rotation Examinations, Final Qualifying Examinations, Part I and Part II Examinations**

- 16.3.1 At the end of a semester, there shall be the End of Semester Examination, which in some cases may be final for that course.
- 16.3.2 During clinical rotations there shall be a minimum of two compulsory intra-rotation tests and other assessments (logbook, seminars, assignments, tests) as determined by the respective department. All these will be part of the Continuous Assessment Test [CAT] for the student in that rotation and will account for 50% of the Final Grade in the rotation. Departmental requirements shall show clearly weighting of the components that contribute to the 50% for the MD programme.
- 16.3.3 Students must score at least 50% in Continuous Assessment Tests [CAT] to qualify for the Final Qualifying Examination [FQE] of the clinical rotation; otherwise, s/he will have to re-register for the clinical rotation.
- 16.3.4 The aggregate of continuous assessment scores must be communicated via OSIM to the student by the Head of the Department one week before sitting for the Final Qualifying Examination, End of Semester Examination (ESE), End of Part I and End of Part II examinations.
- 16.3.5 The Continuous Assessment Tests results for each student shall be submitted by the Head of Department to the Dean of the School not later than the last day of the teaching schedule.

- 16.3.6 The marks obtained in the End of Semester or Final Qualifying Examination shall contribute 60% of the final course grade, while Continuous Assessment Tests (CATs) shall contribute 40%. For the MD programme, the End of Semester/Final Qualifying Examination and Continuous Assessment Tests shall each contribute 50% of the final grade. For the MScPH programme, the weighting shall be 60% for Continuous Assessment Tests and 40% for the End of Semester Examination.
- 16.3.7 The Dean shall submit to the DVCAC results of ESE and FQE before examiners and School board meetings.
- 16.3.8 Failure in the clinical part of the examination [both intra-rotation examinations & FQE] shall be tantamount to failure of the entire rotation regardless of the performance in written exam or other tests.
- 16.3.9 In all cases of Final Examination and Final Qualifying Examinations, an external examiner must be invited to oversee the conduct of the examinations.
- 16.3.10 In case of disagreement between the Internal and External Examiners, the decision of the External Examiner shall be final.

#### **16.4 Supplementary Examinations**

- 16.4.1 A student who fails in any course shall have the option of re-writing the examination in the failed course at a supplementary examination period.
- 16.4.2 If s/he passes the supplementary examination s/he shall be awarded a "C" grade for undergraduate courses and a "B" grade for postgraduate courses/programmes.
- 16.4.3 A student who fails in Final Qualifying Examination of any clinical rotation shall have an opportunity of sitting for a supplementary examination in the failed rotation(s) at supplementary examinations to be held during the long vacation.

Such a student must undertake a minimum of four week supervised supplementary rotation prior to sitting for the supplementary examination. Supplementary rotations will not involve continuous assessments. The supplementary examination will be of the same format as Final Qualifying Examination.

- 16.4.4 A student who fails Final Qualifying Examination in any two (2) clinical rotations shall supplement one (1) clinical rotation and carry the other rotation to the following academic year. If s/he fails Final Qualifying Examination in any three (3) clinical rotations, s/he has to re-register the failed rotations.
- 16.4.5 If the student passes the supplementary examination of the failed rotation, s/he shall be awarded a grade not higher than "C".
- 16.4.6 A student failing in both odd and even-semester examinations for a course that is taught over two semesters, shall sit for two separate supplementary examinations, i.e., each semester separately.
- 16.4.7 A student who fails the supplementary examination shall repeat the semester in the failed course(s) (re-register) prior to proceeding to the subsequent semesters. The conduct of course(s) repeated after failing the first supplementary attempt shall be guided by regulations 16.5.2-16.5.7 for ESE and FE and regulations 16.4.2 and 16.6.1 for the second supplementary attempt.
- 16.4.8 Alternatively, a student who fails supplementary courses in a semester may opt to proceed to subsequent semesters and re-register for the failed courses at a later stage, prior to starting clinical rotations (i.e., carry-over the failed courses). The conduct of course(s) repeated after failing the first supplementary attempt shall be guided by regulations 16.5.2-16.6.2. This option is only possible if:

- a) The number of failed carry-over courses does not exceed two courses per semester;
- b) The carry-over courses do not collide on the teaching timetable (i.e. they are not taught on same day and at the same time) if they happen to be in concurrent semesters, and;
- c) The student informs the Dean of the School in writing of his/her decision to utilize this option, and the student gets a written positive response from the Dean before the two weeks registration period ends.

### **16.5 Re-registration for a Course/Rotation**

- 16.5.1 A student who is barred from sitting for End of Semester (ESE) or Final Qualifying Examination (FQE) due to poor attendance less than 90% and/or incomplete continuous assessment tests (as stated in Section 16.3.2) shall have to re-register for the course(s) or rotation(s).
- 16.5.2 A student who fails supplementary examination, clinical rotation (as stated in Sections 16.3.3, 16.3.8. and 16.4.4) shall have to re-register for the course(s) or rotation(s).
- 16.5.3 A student who absents him/herself from any scheduled End of Semester, Final Qualifying or supplementary examination without any written approval shall have to re-register for the course(s) or rotation(s).
- 16.5.4 A failing student may however, opt to re-register for and repeat the failed course on a future occasion [i.e. skip the supplementary examination]. Registration of this kind is only possible if a student does not attempt a supplementary examination in the failed course(s). In such cases, the student must inform the Dean of the School in writing of the decision to utilize this option, and get a written response from the Dean before leaving the University for the long vacation.

- 16.5.5 If a student repeats the course and passes, then s/he shall be awarded the full grade earned on that occasion as any other student sitting for the first time.
- 16.5.6 Re-registration involves – **[a]** Paying re-registration fees (as determined by the University); **[b]** Attending all scheduled class and/or clinical sessions relevant to the failed course(s) in a semester; **[c]** Appearing for all intra-semester continuous assessment tests relevant to the failed course(s); and finally **[d]** Sitting for the end of semester examination in the particular course(s).
- 16.5.7 A student who has re-registered for one or more pre-clinical course (s) will not be able to proceed to clinical rotations until s/he clears the re-registered course (s).  
Pre-clinical courses include: all courses taught and examined in semesters 1, 2, 3 and 4 of the MD Programme.
- 16.5.8 A student who re-registers for a course(s) in a semester shall not be allowed to register for any other new course (s) in a concurrent semester. S/he must concentrate on the re-registered course(s) ONLY.
- 16.5.9 A student who re-registers for a clinical rotation shall not be allowed to register for any concurrent course or rotation. S/he must concentrate on the re-registered rotation ONLY.
- 16.5.10 A student can re-register for a maximum of four semesters during the course of training. This implies a maximum of 14 semesters for MD programme, 10 semesters for the BScN programme, 3 semesters for MScPH, 4 semesters for MSW and 12 semesters for the MMed programme.

## **16.6 Withdrawal from a course/programme**

- 16.6.1 A student who fails an examination of a certain course after a repeated semester will still be given another chance to supplement. If, however, s/he fails a supplementary examination yet again, s/he shall be withdrawn from the University.
- 16.6.2 A student who fails any examination (ESE or FQE or End of Part I and Part II examinations) after being barred shall be discontinued from the University. He / she shall not be given an opportunity to attempt any supplementary examination.
- 16.6.3 A student who is barred from 50% or more of the registered courses shall be discontinued immediately from the University without attempting any ESE or FQE. Furthermore, a student who has been barred from the same course two times shall be discontinued from the University.
- 16.6.4 A student who fails 50% or more of the attempted courses in each of the two end of semester examinations of the same academic year shall be discontinued from the University at the end of the second, fourth or sixth semester without attempting supplementary examination or re-registering.
- 16.6.5 A student who is found guilty of an examination irregularity at any level (including during Continuous Assessment Tests – CATs,) shall be discontinued from the University immediately (summary dismissal; see 16.14.3.6). Examination Irregularity means: A deliberate action that goes against any stated examination regulation or procedure including cheating, forgery of clerkships or laboratory procedure reports, and assignments sharing information with other students or being found with materials (in soft or hard copy forms) other than those authorized in the examination rooms.
- 16.6.6 A unilateral decision by a student to interrupt programmes will be taken as self-discontinuation. A student who breaks his/her studies for 2 or more semesters, unless otherwise approved by Senate, shall be deemed to have lost any

accumulated credits hence self-discontinuation. That notwithstanding, such a student may be allowed to re-apply for admission into the University through TCU, if sufficient reasons are presented.

- 16.6.7 In any case, a student who absents himself/herself for a cumulative period of 21 days from all lectures, tutorials, practical and other activities prescribed for any course/programme in any semester, shall be deemed to have withdrawn from that course.

## **16.7 Deferment of Examination**

- 16.7.1 On grounds of illness:

16.7.1.1 A student who has satisfied all the requirements as specified in the regulations above, but is unable to take the main (end of semester/final qualifying) examination on grounds of ill health, shall, on application to the Deputy Vice Chancellor Academics (DVCAC), and on provision of a Medical Certificate issued or endorsed by the Director of the University's Teaching Hospitals, be allowed to take the Supplementary Examination as his/her main examination. S/he shall be credited with the grade obtained in the Supplementary Examination. Subsequent application for deferment, on grounds of ill health, shall be subject to a Medical Certificate issued by a properly constituted Medical Board.

- 16.7.2 On grounds other than student's ill health: -

16.7.2.1 In cases of deferment on grounds other than ill health, the appropriate Dean shall invite the applicant for an interview and advise the University as appropriate. It shall be the student's responsibility to satisfy the university beyond reasonable doubt why s/he wishes to defer the examinations.

- 16.7.3 In all cases of deferment of examinations, the applicant shall obtain a written response before leaving the University.
- 16.7.4 A student sitting for an examination after an approved deferment, shall be awarded the full grade earned on that occasion as any other student sitting for the first time.
- The full grade does not apply to the deferred supplementary examinations
- 16.7.5 Deferment of supplementary examinations will follow the same procedures as 16.7.1 and 16.7.2.
- 16.7.6 Deferment of Continuous Assessment Tests or Assignments and/or Intra-rotation examinations will be handled by Chairs of Departments and Dean of Students in collaboration with Year Coordinators. Students must submit requests for deferment not later than 3 calendar days from the date of the scheduled Continuous Assessment Tests or Assignments and/or Intra-rotation examinations; requests submitted after this period will not be considered. All communications [requests and approvals] must be in writing, accompanied by valid evidence where applicable and shall be copied to the relevant School Deans and the Examinations office.
- 16.7.7 A student will be deferred from sitting for his/her Final Qualifying Examination(s) if s/he hasn't cleared his/her outstanding bills.
- 16.7.8 A student who has not attended 50% of sessions on grounds of illness (long-term) will not be allowed to sit for CATs and ESE/FQE. Such student will be advised to postpone or freeze his/her studies on that course(s).

## **16.8 Final Qualifying Examinations**

16.8.1 Towards the end of the training period (particularly for the Doctor of Medicine programme), there shall be Final Qualifying Examinations (FQE). The conduct of FQE will be governed by the same general University examinations regulations [refer to 16.3].

## **16.9 Processing and Discussion of Results**

16.9.1 **At the Departmental meeting level**, results shall be presented on the HK1 Form [a course based detailed Form showing marks scores out of 100 for each individual student in CATs, ESE, and/or FQE]. Weighted marks and grades for CAT (40%), ESE/ Final Examination (FE) score (50%) and Final Grade (FG) (100%), as well as weightings for Written, Practical / Oral Examinations for each student will also be shown on this Form. The course best student [refer to 4.25] must be indicated on each HK1 Form.

16.9.2 **At the school / Institute Board meeting level**, results from the HK1 form will be summarized and presented on the HK2F Form [a semester based form showing weighted marks scores and grades for each student as CAT (marks out of 50=50%), ESE/FE score (marks out of 50=50%) and FG (marks CAT+ESE/FE=100%) for all courses in the particular semester]. Copies of all HK1 Forms of relevant semester courses will be attached as appendices to the HK2F Form. All legitimate School / Institute Board members are entitled to receive full copies of the results on HK2F and HK1 appendices.

16.9.3 **At the Senate meeting level**, results will be presented in a spiral bound booklet on the HK2S Form [a semester based form showing only grades for each student as CAT, FE and FG for all courses in the particular semester]. Copies of all HK1

and HK2F Forms of all examination results presented to the Senate for approval will be attached as appendices to the HK2S Form in the same spiral booklet. The booklets will be marked "**CONFIDENTIAL**". All Senators are entitled to receive, for scrutiny, full copies of the results to be presented to the Senate at least 24 hours prior to the Senate meeting.

- 16.9.4 Results on HK1 and HK2F forms discussed at Departmental and School / Institute Board meetings are tentative subject to approval by the Senate [refer to 16.10.3]. Therefore, after the Departmental/Examiners'/School Board meetings, all HK1 and HK2F OSIM forms distributed for discussion will be collected and retained by the respective meeting secretariat. Heads of Departments will keep copies of the relevant OSIM HK1 forms for departmental reference.
- 16.9.5 It is important for all those involved in processing, discussing and approval of examination results to abide by regulations 16.9.1 – 16.9.4 in order to ensure transparency and quality control in the examination process.
- 16.9.6 Supplementary examination results will be processed and presented on modified HK3 forms only, because they do not involve CAT marks and grades.

### **16.10 Declaration of Results**

- 16.10.1 Results of Semester examinations taken at the end of each Semester shall normally be published before the commencement of the next Semester.
- 16.10.2 Tentative results showing Examination numbers (without names and grades) of successful and unsuccessful students will be posted on OSIM soon after the respective School Boards meetings.

16.10.3 Declaration of the official examination results (i.e., publication and issuing of result slips to students) will occur after the Senate has approved the results.

### **16.11 Eligibility for Awards**

16.11.1 A Bachelor's degree or Doctor of Medicine or any other degree appropriately designated shall be awarded to a candidate who has been properly admitted to the University, has followed the approved courses of study over the prescribed period and has satisfied the following conditions:

16.11.2 University Requirements:

16.11.2.1 Evidence of regular enrolment in the degree programme;

16.11.2.2 Discharge of all obligations owed to the University;

16.11.2.3 A pass in all university required courses;

16.11.2.4 Satisfactory performance in the appropriate University Examinations.

16.11.3 Schools/Departmental Requirements

16.11.3.1 Satisfactory discharge of such requirements as may be prescribed for the degree

### **16.12 Requirements for Graduation**

A student shall be expected to have:

16.12.1. Satisfied all general university and school requirements;

16.12.2. Obtained passes in the requisite core courses and prescribed electives;

16.12.3. Accumulated a minimum of the required credits per course.

16.12.4. Paid all his/her outstanding bills

### **16.13 Confirmation of Award of Degree**

16.13.1 A list of candidates who are deemed eligible as indicated in the above section shall be laid before the Senate for approval at the first meeting in the following academic year. No award shall be confirmed unless the Senate is satisfied that the candidate has satisfied all the conditions for the award of a degree.

### **16.14 Presentation of Awards**

16.14.1 Following confirmation of an award of a degree as mentioned above, the candidate shall be entitled to be awarded a certificate of the appropriate BScN, BSW, MD, MMED or MScPH degree under the seal of the university at a congregation of the university assembled for that purpose or, failing that, to be sent the certificate by registered post. The certificate shall indicate the type of degree/qualification offered.

### **16.15 De-Registration and Cancellation of Award**

16.15.1 Notwithstanding previous confirmation of an award of a degree as in section 16.11 and presentation of a diploma as in section 16.12, the Senate may at any time cancel an award, even with retrospective effect, if it becomes known that: -

16.15.1.1 A candidate had entered the university with false qualifications, or

- 16.15.1.1 A candidate had impersonated someone else, or
- 16.15.1.2 A candidate had been guilty of an examination irregularity or malpractice for which a student would have been dismissed immediately from the University, or
- 16.15.1.3 There are other reasons that would have led to the withholding of confirmation of the award in the first place.
- 16.15.1.4 In any such event, the decision of the Senate shall be published on the University Notice Board and the candidate notified. Such cancellation and the reasons for it shall be entered on the candidate's transcript.
- 16.15.1.5 Students dismissed from the studies because of cheating or any other serious misconduct may be considered for re-admission to the University after they have been away from the University for a period of not less than three years.

## **16.16 Transcript of Academic Record**

- 16.16.1 At the end of a student's programme, the University shall, on the payment of an appropriate fee, issue to the particular student a complete transcript of his/her academic record. This transcript shall be marked STUDENT COPY and shall record all courses attempted and all results obtained.

## 16.17 The Grading System for Undergraduate Programmes

### 16.17.1 Grading system for MD programme\*

Marks Range	Grade	Remark
75-100%	<b>A</b>	Excellent (Distinction)
70-74%	<b>B+</b>	Very Good
60-69%	<b>B</b>	Good (Credit)
50-59%	<b>C</b>	Satisfactory (Pass)
40-49%	<b>D</b>	Fail
0-39%	<b>E</b>	Fail

*\* Effective from academic year 2021/2022.*

### 16.17.2 Grading system for BScN programme\*

Marks Range	Grade points	Grade	Remark
75-100%	5	A	Excellent (Distinction)
70-74%	4	B+	Very Good
60-69%	3	B	Good (Credit)
50-59%	2	C	Satisfactory (Pass)
40-49%	1	D	Fail
0-39%	0	E	Fail

*\*Effective from academic year 2021/2022.*

### 16.17.3 Grading system for BSW programme

Marks Range	Grade points	Grade	Remark
70-100%	5	A	Excellent
60-69%	4	B+	Very Good
50-59%	3	B	Good

40-49%	2	C	Pass
35-39%	1	D	Satisfactory
0-34%	0	E	Poor

### **16.18 Academic Appeals**

16.18.1 Academic appeals are appeals against the School Board/Institute/ Directorate decision on examination results. Academic appeals shall be on grounds listed in clauses 16.17.3 (i), and (ii) below.

16.18.2 A student may appeal against the recommendations of the School Board/ Institute/Directorate as follows:

- i. Failure
- ii. Discontinuation/withdrawal from a course

16.18.3 Appeals shall be made on the following grounds: -

- i. Procedural irregularity in the conduct of the assessment.
- ii. Inadequate coverage of the topics by a lecturer(s) leading to examining the appellant on topics/contents not covered.

16.18.4 The appeal fee shall be eighty thousand Tanzanian Shillings (80,000/=) per course or its equivalent. This shall be reviewed annually depending on the cost involved.

16.18.5 There shall be the Senate Examinations Committee whose functions shall be:

- 16.18.5.1 To consider academic appeals by students;

- 16.18.5.2 To act on behalf of the Vice-Chancellor and the Senate in implementing decisions to uphold appeals;
- 16.18.5.3 To consider and investigate claims brought forward by a student of procedural irregularities in the conduct of assessments and, where appropriate, to make recommendations to the senate.
- 16.18.5.4 To provide an annual report to the Senate on the appeals received. Where the Committee has serious cause for concern arising from an appeal, a report should be made immediately to the Senate.
- 16.18.6 The Senate Examinations Committee shall be constituted as follows: -
  - 16.18.6.1 Two nominees of the Vice-Chancellor (one as a Chair and the other as a Deputy Chair; each to be a member of a different School).
  - 16.18.6.2 A senior academic staff member from each School, nominated by the Senate.
- 16.18.7 Members of the Senate Examinations Committee shall be different from those who participated in making the original recommendation appealed for at a level of a School Board.
- 16.18.8 The Senate Examinations Committee shall be serviced by the Office of the Secretary of Senate.
- 16.18.9 A member of staff who took part in assessing, advising the student in the course under appeal shall not take part in consideration of the case except to provide general information upon request by the Chair of Senate examinations committee on the course and/or professional context but without any reference to the particular case under consideration.

16.18.10 Save as provided for under 16.17.12, the Senate Examinations Committee shall have no power to overrule the academic judgment of School Board with respect to assessment marks, progression or awards but is empowered to refer a case back to the School Board for reconsideration in the light of the evidence and the Committee's findings. In such circumstances, the School/Institute Board shall consider the case ab initio.

16.18.11 A student who wishes to appeal shall: -

16.18.11.1 Pay the appeal fee at the Bursar's Office or Money Order or at the University's bank Account and obtain a receipt.

16.18.11.2 Pick the appeal Form from the respective Dean's/Director's office after presenting a receipt as proof of payment.

16.18.11.3 A student shall fill in the Appeal Form (a standard form for submission of an appeal, APF-1-sample attached), with details of an appeal.

16.18.11.4 Submit the duly filled APF-1 to the Chairman of the Senate Examination Committee within seven (7) calendar days from the day the Board/Institute published the provisional results on OSIM, that is before the Senate approves the decision of the School Board/ Institute /Directorate.

16.18.12 The Chair of the Senate Examination Committee shall request the Senate to defer approval of the School

Board's/Institute/Directorate recommendation pending the outcome of the appeal.

- 16.18.13 Academic Appeal will be considered by the Senate Examinations Committee. If the Senate Examinations Committee confirms that there are no grounds for an appeal the Secretary of the Senate Examinations Committee shall request in writing recommending School/Institute Board to submit the Senate Examinations Committee it will view the appeal in writing. If the Senate Examinations Committee views that there is/are no ground(s) for an appeal; the Secretary of the Senate Examinations Committee shall communicate to the appellant in writing, stating the reasons for rejection of an appeal.
- 16.18.14 If an appeal is against a recommendation for discontinuation/withdrawal from a course due to a proven procedural irregularity in the conduct of the assessment, the Senate Examinations Committee shall be empowered to allow a new assessment for the failed course(s) by an independent competent examiner, a course re-registration or a revised mark.
- 16.18.15 A student or his/her representative (who is a full time registered student at KU) shall have a right to give evidence at the hearing of the appeal by the Senate Examinations Committee. A representative of the Department / School / Institute concerned will normally be required to attend the meeting. It is the student's responsibility to ensure that relevant information on the appeal is submitted to the Chair of the Senate Examinations Committee when logging the appeal form.

- 16.18.16 The Secretary to the Senate Examinations Committee shall seek academic reports from the relevant School(s), which, together with the student's academic results and any relevant Examination Board minutes, shall be presented to the Senate Examinations Committee for consideration.
- 16.18.17 For academic appeals on grounds of procedural irregularity, the relevant Dean(s)/Director(s) of School/Institute shall be required to prepare a response to the allegations on behalf of the examiners.
- 16.18.18 All documents in relation to the appeal shall be anonymous to members at the time of notification of the hearing session of the Senate Examinations Committee members, save for the name of the appellant.
- 16.18.19 The findings of the Senate Examinations Committee shall be presented to the Senate for consideration.
- 16.18.20 The Senate shall deliberate on the Examinations Committee findings and give its ruling.
- 16.18.21 Within seven (7) working days of the Senate decision, a student shall be notified the outcome of his/her appeal in writing copied to the relevant Dean(s)/ Director(s) of School/Institute, stating the reasons for Senate's decision.
- 16.18.22 In case a student is not satisfied with the Senate decision, he/she shall channel his/her appeal case to the Examinations Appeals Committee (An independent body of the University). The Examination Appeal Committee will study the case and communicate the decision to the student.

- 16.18.23 The Examinations Appeals Committee shall comprise: -
- 16.18.23.1 A Professor/Senior Lecturer/Lecturer in the course under appeal from the University, who will also chair the committee.
  - 16.18.23.2 Senior Academic member from KU who is not a member of either the Senate or the School/Institute Board.
  - 16.18.23.3 One Senior Academic staff member from another University.
  - 16.18.23.4 KU Examinations Officer (EO); who shall serve as a Secretary to the Committee
- 16.18.24 A student appeal to the Examinations Appeals Committee shall be made on the ground of procedural irregularity in the conduct of the case by the Senate Examinations Committee.
- 16.18.25 The decision of the Examinations Appeals Committee shall be final. Ignorance of the requirement to bring forward evidence shall not be a good reason for logging an appeal to the Examinations Appeals Committee.
- 16.18.26 In case of a remark (16.17.3 (i)), the new scored mark shall stand even if lower than the mark originally scored.
- 16.17.24 The University will **reimburse** a student, whose **appeal is upheld**, the **appeal fee** only.

**KU EXAMINATIONS APPEAL(S) FORM**

**APF-1**

Student Examination **Number KU/** \_\_\_\_\_

Examination **Course:** \_\_\_\_\_ **and Code**

**Date** of Examination: \_\_\_\_\_ **Semester:**

**Appealing against:** [check all relevant items]

i. Failure

ii. Discontinuation

**An appeal is made on the following grounds: -**

**Procedural irregularity** in the conduct of the assessment:

State the irregularity/irregularities [use the back of this form if the space provided below is inadequate]

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1. **Inadequate coverage of topics**

State how [use the back of this form if the space provided below is inadequate]

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Appellant's Signature \_\_\_\_\_

Date of Submission \_\_\_\_\_ [DD/MM/YYYY]

**Appeal Received by:**

Name and Title: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ [DD/MM/YYYY] Time: \_\_\_\_\_

**Appeal Fee Receipt No**

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## **ANNEX 2: EXAMINATION INSTRUCTIONS TO INVIGILATORS AND STUDENTS**

- 1.1. Examinations will usually be conducted in two sessions daily. The Morning Examinations will start at 09:00hrs (9:00am), while the Afternoon Examinations will start at 14:00hrs (2:00pm). A University-wide master timetable, and Semester specific timetables, will be pinned on all venues and notice boards for further information.
- 1.2. Invigilators must collect examination papers from the examination office, 30 minutes before the examination starting time.
- 1.3. Students should report at the Examination Venue 30 minutes before the Examination starting time: i.e., 08:30 hrs for the Morning Examinations and 13:30 hrs for the Afternoon Examinations. Venues for written examinations will usually be shown on the master timetable. Laboratories will be Venues for Practical. Venues for Orals will be communicated in good time.
- 1.4. Students must be seated at their positions 15 minutes before Examination Starting Time i.e., 08:45 hrs for the Morning Examinations, and 13:45 hrs for the Afternoon Examination.
  - i. Between 08:45-08:59 or 13:45-13:59: When all students are seated at their located positions:
  - ii. Seals on envelopes containing examination papers will be verified by two students (by signing) and envelopes will be opened.
  - iii. At this time no (late) student will be allowed to enter the examination room, even if they have a genuine reason.
  - iv. Papers will be distributed to seated students by Invigilators.

- v. Students will be given 5 minutes to read through the papers and seek any clarifications.
  - vi. Invigilators (assisted by examiners) will make corrections and clarify on any matters raised by students. Examiners (who are not invigilating) may leave after clarifications have been made.
  - vii. Students will not be allowed to write anything during this time.
- 1.5. One minute before the examination start time, students who were not seated by 08:45 or 13:45, (i.e., late / waiting outside), may be allowed into the examination room if the invigilator (s) is (are) convinced that they had genuine reasons.
- 1.6. No student will be admitted into the examination room 15 minutes after the examination has started.
- 1.7. Examination (writing) must start and end on time (sharp) as indicated by instructions on the examination papers.
- 1.8. Note that UNAUTHORIZED MATERIALS INCLUDING any kind of papers, MOBILE PHONES, SMART DEVICES and PERSONAL DIGITAL ASSISTANTS (PDA'S) OR ANY OTHER ELECTRONIC GADGETS, should not be brought into the Examination Rooms. CALCULATORS (one entry memory capability) may be carried during Biostatistics or any other indicated Examination.
- 1.9. Laboratory Coats SHALL NOT be allowed in the written examination venue.
- 1.10. During examinations, CCTV surveillance may be employed to support the invigilation process. The recorded footage can be retrieved and reviewed during or after the examination, and used as official supportive evidence in cases of examination irregularities or any other incidents occurring during the examination period.

- 1.11. Students are however allowed to carry with them: Student's Identity Card (ID), Examination Number Card (ENC), Pens, Pencils, Rulers, and Erasers ONLY. Students will not be allowed to communicate, share, or borrow Pens, Pencils, Rulers, and / or Erasers during examinations.
- 1.12. Students will need to show their ID and ENC to the Invigilator, in order to be admitted to the Examination Room. Students will not be admitted to any Examination without these two documents.
- 1.13. For students who will need to use the restrooms during the examination timings, they will need to sign an "exit" form.
- 1.14. For students who have been barred from sitting for any examination, the relevant course code (s) will be printed at the back of the ENC. Such students should not attempt to sneak into such an examination(s).
- 1.15. Once you are within the vicinity of/or inside the Examination Room, Silence Must be maintained.
- 1.16. Students will not be allowed to leave the examination room within the first 30 minutes from the time the examination starts, or within the last / final 30 minutes before the indicated examination end time.
- 1.17. When the examination writing time is up: -
  - i. All students will be told to stop writing and stay on their seats.

- ii. Students will be asked to count and write, in the last box at the bottom of the Examination Answer Book, the number of used pages.
  - iii. The invigilators will collect the Examinations papers and Examination Answer Books from students, one starting from the back another in front, thereafter;
  - iv. Students will proceed in an orderly manner to the invigilator's table for signing attendance.
  - v. Students who finish their examinations before the last / final 30 minutes will quietly submit their scripts to the invigilator and sign attendance before going out of the examination room.
  - vi. For any matter needing clarification students are advised to kindly make use of the invigilators.
- 1.18. Students are expected to appear NEAT and in a CLEAN UNIFORM. During clinical examinations, they should dress according to their prescribed professional attire.

## **ANNEX 3: PROCEDURES IN THE EVENT OF THE DEATH OF A STUDENT**

KU values students as crucial and important members of her family. The Institution nurtures her students as society's future leaders in various walks of life. KU believes in an effective communication system amongst her various stakeholders; and also in creating an atmosphere of good harmony and cordial working relationship within the various members of her family: her students, academic staff, administrative staff, and various categories of support staff. KU's Prospectus provides vital information on the dynamics of the Institution, and on various rules and regulations that serve to bring about harmony and effective information flow in the institution. The following are procedures to be followed in the event of the death of a student.

### **3.1. The first person to be contacted**

News of a student's death from any source other than the Office of the Vice Chancellor, Deputy Vice Chancellor Academic Affairs, Deputy Vice Chancellor Finance Planning and Administration, and Office of the Dean of a School, should be sent directly to the Office of the Dean of Students. The person who delivers the news should provide details about the deceased student, including the date of death, and, where possible, the circumstances of the death.

### **3.2. Other important contacts**

The Dean of Students will immediately inform the following: -

- i. The Heads BOD and Council.
- ii. The Vice Chancellor.
- iii. The Deputy Vice Chancellor Academic Affairs.
- iv. The Deputy Vice Chancellor Planning Finance and Administration.
- v. The Dean of the School or the Director of Postgraduate Studies and Research Institute.
- vi. The Marketing and Public Relations Officer.
- vii. The University Bursar.
- viii. The Admissions Officer.
- ix. The Warden (if the deceased student lived in a University Hostel and if the news of the death did not originate from the University Hostel).
- x. The President of the Students Association.
- xi. Chief Librarian / Book Banker.
- xii.** The Director General of the Kairuki hospital.

### **3.3. Who does what?**

The responsibilities of the contacts listed in Section 3.2 are outlined below as follows:

#### **a) The Vice Chancellor will:**

- i. Through close contact with the Dean of Students, obtain details of the funeral arrangements and ensure that the University is represented at the funeral whenever possible.
- ii. Assign to the Dean of Students the role of initial point of contact with the deceased student's i.e. immediate family.
- iii. Advise the deceased student's family of the contact details of relevant staff at KU (e.g. Tutor/ Lecturer, Warden), with whom they might wish to make contact.
- iv. In the absence of the Dean of Students, assign another person the role of initial point of contact with the deceased student's immediate family, who will advise the deceased student's family of the contact details of any other relevant staff.
- v. Arrange for securing and delivery of flowers on behalf of the University.

#### **b) The Deputy Vice Chancellor- Academic Affairs will:**

- Write a letter of condolences to the deceased student's family.

**c) The Deputy Vice Chancellor- Planning, Finance and Administration will:**

- i. Act, in the case of international students, as a bridge between the University and the various groups and institutions likely to be involved. In view of the difficulties and sensitivities involved in dealing with cases of deaths of students from outside Tanzania, the office will establish contact and liaise with the:
- ii. members of the deceased student's immediate family.
- iii. relevant Embassy or High Commission.
- iv. deceased student's sponsor or employer

**d) The Dean of the School will:**

- i. Inform all relevant staff in the School of the death of a student, first contacting the Year Coordinator.
- ii. Decide, in consultation with appropriate staff, which students need to be informed of the death in person, and make relevant arrangements.
- iii. Deal with any requests from the family of the deceased student, to talk to particular staff, or to see the physical environment where the student studied.
- iv. Ensure that School records are amended accordingly.

**e) The Admissions Officer will:**

- i. Issue a 'Notice of Withdrawal' from studies to appropriate sections within the University, indicating the reason for withdrawal.
- ii. Where appropriate, inform the Student Loans Board, the Ministry concerned (e.g. Ministry of Education and Vocational Training), the Tanzania Commission of Universities, etc.
- iii. Amend accordingly the deceased student's records held within the Admissions Office.

**f) The Marketing and Public Relations Officer will:**

- i. Prepare a statement for release to the media.
- ii. Deal with any queries from the media about the deceased student and his/her death after consultation with the Vice Chancellor.
- iii. Issue death notice to be circulated throughout the University notice boards.

**g) The Finance Department will:**

- Halt all finance-related correspondence to the student, e.g. fee invoices.

**h) The President of the Students' Association will:**

- i. Inform other students about the death of the student.
- ii. Liaise with various University sections, as appropriate, when students approach the students' Union for support or advice.

**i) Next of Kin/Sponsor:**

- Bears the costs of the funeral including buying of the coffin and transportation of the deceased body to the final resting position.

**j) Psychosocial Wellness Centre:**

- Provision of grief counselling to students' class and roommates.

**3.4. Contribution of the University towards the funeral:**

- The University shall set up a fund on a yearly basis and determine the amount of money to be offered towards meeting student funerals.

## **ANNEX 4: REVISED BYLAWS GOVERNING STUDENTS' GENERAL CONDUCT, DISCIPLINARY OFFENCES, DISCIPLINARY PROCEEDINGS, AND PENALTIES**

*(Made under Article 52 of the KU's Charter)*

### **PREAMBLE**

#### **WHEREAS:**

1. The University was established and exists for the pursuit of learning;
2. The University's fundamental purpose can be achieved only if its members work peacefully in conditions which permit freedom of thought and expression within a framework of respect for the rights of other persons;
3. The University recognizes that the vast majority of its students behave in a responsible manner, on occasions; however, a small minority behave in ways which may cause harm to the University, its students or its staff, or the public. In these cases, it is the responsibility of the University to take action under its Bylaws in order to protect the University community and the University's reputation;
4. The University has an obligation to provide a positive, conducive environment which encourages and supports students in meeting their responsibilities;
5. Many areas of University life require Rules to ensure that everyone is clear about rights and responsibilities in particular situations;

6. The University has a responsibility to make students aware of them and advise students on their interpretation;
7. Students have a responsibility to make themselves familiar with such Bylaws and act:
  - a) In accordance with all University rules;
  - b) Within the law;
  - c) With regard to the University's aim of providing an effective and supportive learning environment;
  - d) With respect for the dignity and rights of others, irrespective of their background;
  - e) With respect for the property of others and the proper use of University facilities;
  - f) With regard to the health and safety of others;
  - g) With regard to the University's good reputation;
  - h) Honestly.

**NOW THEREFORE:** -These Bylaws are promulgated, and made to maintain these conditions and protect the University from actions which would damage its academic reputation or the standing of the University and its members.

## **PART I**

### **PRELIMINARY**

#### **Rule 1**

## **Citation and Application of Students' Bylaws**

- (i). **1.** These Bylaws shall be cited as the KU Students' (General Conduct, Disciplinary Offences, Disciplinary Proceedings and Penalties) Bylaws, 2008 (hereinafter referred to as the "Students' Bylaws") and shall come into force on such date as the Council may approve.
- (ii). These Bylaws are made by the University Council in accordance with the provisions of Article 52 of the University Charter whose object and purpose, *inter alia*, is to direct or regulate the University, its members and the welfare and administration of its staff, students and any other affairs.
- (iii). These Bylaws shall apply to students when they are:
  - (a) Within the University premises.
  - (b) Out of the institution but taking part in University activities (e.g. field trips, placements and sporting events) or when they are using the University's IT services remotely.
  - (c) When students are out of the institution and not taking part in University activities but commit actions which involve or affect the image of the University, other University students or staff.

## **Rule 2**

### **Definitions and Interpretations**

(i). **2.** In these Bylaws, unless the context otherwise requires: -

“**Article**” means an Article of the Charter;

“**Authorized Officer**” means Staff of the University when discharging lawful duties;

“**Council**” means the Council of the University established under Article 17 of the University Charter;

“**Competent Authority**” includes the Owner, the Chancellor, the Council and the Committees thereof, the Senate and the Committees thereof, the Vice Chancellors, the Principals and Deputy Principals of Colleges and similar others, as the case may be;

“**Dean**” means a dean of school of the University appointed under Article 9 and provided for by Rule 33;

“**Dean of Students**” means the Dean of students appointed accordance with the provisions of rule 35;

"**Disciplinary Offence**" means any offence under Rule 6 of these Bylaws or contravention of any of the established University Rules and Regulation;

"**Disciplinary Appeals Committee**" means a committee established under Article 54;

"**School**" means a School of the University established under Article 16 and provided for by rule 9;

"**Gender**" means and includes both female and male;

"**Meeting**" means and includes an authorized general meeting;

"**Natural Justice**" shall include the right to be heard by an impartial body; the right to be informed of the specific offence alleged to have been committed and specified law alleged to have been violated; the right to tender defense and the right to appeal;

"**Outside the University**" includes off campus, field practical, vacation, on safari and in recreational places;

"**Owner of the University**" means the Kairuki Health and Education Network Company incorporated and registered in Tanzania as a company limited by guarantee and no having share capital under the Companies Act on the 13<sup>th</sup> day of May 1994; which is the Owner of the University;

**“Strike”** means refusal or keeping away from performing scheduled activities;

**“Student”** means a person registered by the University for the purpose of obtaining a degree, diploma, certificate or other award and includes a part time student of the University and an occasional or short term student;

**“Students’ Disciplinary Authority”** means the committee established to determine students’ disciplinary matters under Article 53;

**“Senate”** “Senate” means the Senate of the University established by Article 18 and provided for by rule 21;

**“Students’ Organization”** means the organisation of students established under rule 50;

**“University” or “KU”** means Kairuki University established under Article 4;

**“Trespass”** means unlawful and/or unauthorized entry into or upon the University’s property or building;

**“University Authority”** shall have the same meaning as “competent authority”;

**“Vehicle”** includes motor car, motor scooter, motor cycle, tricycle, bicycle and other mechanical means of conveyance on land;

**“Visitor”** shall not construe to include a student as defined by these Bylaws.

(ii). Wherever it appears in these Bylaws a singular shall include a plural form and vice-versa.

### **Rule 3**

#### **Acceptance of Students’ Rules, Payment of Fees and Registration as Conditions for Admission**

- (i). **3.** Every student on enrolment shall be supplied with a copy of these Bylaws and of any other university or part of the University regulations for the time being in force. Acceptance of a place in the University is conditional upon agreement by the student to sign an admission agreement which requires a student to abide by the University Charter and the Rules. The operation and application of these Rules is without prejudice to the Charter and the general laws of the United Republic of Tanzania.
- (ii). Payment of prescribed fees and Signing of the admission agreement (applicable to new Students) shall be a condition(s) for registration to pursue and/or to continue with studies at the University; provided that the manner of payment shall be in accordance with instructions enunciated from time to time in the University Prospectus. For avoidance of doubt, prescribed fees shall be such fees as are approved by the Owners and shall include but not limited to registration fees, tuition fees, accommodation/Student’s hostel (if applicable), examination fees, book bank borrowing/book purchase, stationery, students’ organization membership subscription fees, health insurance (NHIF), facility maintenance fee, uniform, fieldwork allowance, development fee, residence permit (applicable to international students only).

## PART II

### RIGHTS AND PRIVILEGES OF STUDENTS

#### Rule 4

##### Right and Privileges of Students

4. Subject to the provisions of the KU Charter as well as the general laws of the United Republic of Tanzania, students enrolled at the University shall enjoy right and privileges including:

- (i). **Learning Environment.** Students have a right to support and assistance from the University in maintaining a climate conducive to teaching and learning. University teaching should reflect consideration for the dignity of students and their rights as persons. Students are entitled to academic freedom and autonomy in their intellectual pursuits and development. Students have a right to be treated with courtesy and respect.
- (ii). **Rights in the Classroom.** Students have a right to reasonable notice of the general content of the course, what will be required of them, and the criteria upon which their performance will be evaluated. Students have a right to have their performance evaluated promptly, conscientiously, without prejudice or favouritism, and consistently with the criteria stated at the beginning of the course.

- (iii). **Role in Governance of the University.** Students have a right to participate in the formulation and application of University policy affecting their academic and social affairs through clearly defined means, including membership on appropriate committees and university organs.
- (iv). **Due Process.** Students have a right to due process in any proceeding involving the possibility of substantial sanctions. This includes a right to be heard, a right to decision and review by impartial persons or bodies, and a right to adequate notice.
- (v). **Freedom from Discrimination and Sexual Harassment.** Students have a right to be free from illegal discrimination and sexual harassment. University Charter prohibits discrimination, harassment or prejudicial treatment of a student because of his/her race, colour, religion, national origin, sex, age, or status as an individual with a disability.
- (vi). **Freedom of Expression.** Students have a right to examine and communicate ideas by any lawful means. Students will not be subject to academic or behavioural sanctions because of their constitutionally protected exercise of freedom of association, assembly, expression and the press.
- (vii). **Privacy and Confidentiality.** Students have a right to privacy and confidentiality subject to reasonable University Rules and regulations. Matters shared in confidence (including, but not limited to, information about a student's views, beliefs and political associations) must not be revealed by School members or University administrators except to

persons entitled to such information by law or University policies. Students have a right to be free from unreasonable search and seizures.

- (viii). **Student Records**. Students have a right to protection against unauthorized disclosures of confidential information contained in their educational records.
- (ix). Student Government and Student Organizations. Students have a right to participate in elections of their Association. Students have a right to form student organizations for any lawful purpose.

## **Rule 5**

### **Students' Affairs Committee**

- (i). **5.** There shall be Student Affairs Committee whose composition shall be:
  - a) Dean of Students – Head.
  - b) Human Resources and Administration Manager
  - c) One staff from each School.
  - d) President of the Students' Organisation.
  - e) Prime Minister of the Student Government.
  - f) Admissions Officer.

- g) Hostel Manager.
- (ii). The function of the Students' Affairs Committee shall be to evaluate and make recommendations to the management concerning the various areas of students' social and academic life.

### **PART III**

#### **DISCIPLINARY OFFENCES**

##### **Rule 6**

##### **General Disciplinary Offences**

- 6. For purposes of these Rules, general disciplinary offences shall include the following: -
  - (i) Conduct which does or is likely to cause damage, defacement or violence to person or property within the University; provided that such conduct is that of a student towards another student, member or members or any employee or employees of the University, notwithstanding that the conduct in question occurred outside the University Campus;
  - (ii) Using force or offering violence against or striking a fellow student, an officer or any other person at the university Campus or outside the University Campus;
  - (iii) Maliciously damaging, defacing or destroying a wall, gate, fence, post or any other item or property of the University;

- (iv) Act or conduct which is likely to obstruct or obstructs or to frustrate or frustrates the holding of:
  - (a) Any lecture, class, laboratory work, research or other instructional activity given or authorized by the University;
  - (b) Any meeting, function or lawful activity authorized by the University;
- (v) Unauthorized use of or interference with any technical, electrical or other service or installation of the University;
- (vi) Theft committed within the University; for an avoidance of doubt, where a student is charged with and convicted of theft under the Law, the University may take disciplinary measures against such a student notwithstanding that he/she is prosecuted and/or punished by a court of law;
- (vii) Unauthorized possession of a key to University property;
- (viii) Refusal or failure to comply with a lawful order or directive given by any officer of the University acting on his behalf or under an order from any competent organ or officer of the University; for avoidance of doubt refusal or failure in this paragraph includes knowingly giving information known to be false or not believed to be true by the giver thereof or any other person in that behalf;
- (ix) Use of slanderous, abusive, obscene or threatening language by any student against any other student or students or against any officer or employee of the University in the course of performance of such officer's or employee's duties;

- (x) Forging a document or uttering a false document or perpetrating forgery with intent to cause loss to any person, university, or any other institution as the case may be;
- (xi) Knowingly inviting or entertaining a student or students in the University whose name or names appear on the University Notice Board as having been barred or otherwise known to have been barred from the University premises by a competent authority;
- (xii) Refusal or failure to obey any lawful order issued under University regulations or rules promulgated by a competent organ of the University;
- (xiii) Failure or refusal to attend a meeting called or authorized by the Disciplinary Authority when summoned to do so by a proper written notice by such Authority or organ as prescribed under Rule 19. (vi) of these Bylaws;
- (xiv) Wilful obstruction of the work of or proceedings conducted by the Disciplinary Authority, Advisory Disciplinary Panel or any other competent organ of the University or interference with witness in disciplinary proceedings conducted under these By-laws;
- (xv) Refusal or failure to abide by the ruling, decision and/or penalty made or imposed by the Disciplinary Authority or any other competent authority or the University;

- (xvi) Unauthorized holding of University students' general meeting. For avoidance of doubt, such Students' Organization's meetings as are scheduled in the University Almanac currently in force shall be deemed to be authorized, provided that emergency meetings may be held only after the Deputy Vice Chancellor for Academic Affairs has approved of the same if they have the effect of obstructing or frustrating the holding of any lecture, class or laboratory work given or authorized by the University, provided further that in any other case, a three day notice shall be given to the Deputy Vice Chancellor for Administrative Affairs prior to the holding of such emergency meeting;
- (xvii) Inviting outsiders as guest speakers and/or social entertainers without the permission of the relevant organs of the University, namely, the Vice Chancellor, Deputy Vice Chancellors, Dean of Students, Dean/Director or relevant School/Institute, Head of relevant Department, as the case may be, depending on the intended audience and the status of the guest speakers/social entertainers;
- (xviii) Forming and/or establishing unauthorized students' groups which are likely to cause disunity and disorder at the University or in the wider community;
- (xix) Without derogating the right to freedom of expression, wilful writing of defamatory literature and/or uttering insults or obscene language by any student or group of students against any other student or group of students or any employee of the University, or against the University, Government or any civil leader;

- (xx) Sexual harassment of whatever kind. For avoidance of doubt sexual harassment shall consist of any or all but not limited to the following: Sexual jokes, innuendoes, noises, lewd suggestions, foul language, obscene gestures; belittling comments on a person's anatomy, persistent demands for dates; pressuring for sexual activity or favours; asking about personal sex life, explicit sexual suggestions in return for reward; telling lies or spreading rumours about a person's sex life with the purpose of assassinating the character of the victim; unwanted physical contact of any sort which is sexual in nature including touching of sensitive body parts, brushing against another's body, hair or clothes, kissing, pinching, patting, grabbing, or cornering; displaying of pornographic and sexually suggestive pictures and/or sexual objects; transmitting offensive written, telephone or electronic communications of sexual nature; indecent exposure; the use of one's authority or power, either explicitly or implicitly, or coerce another into unwanted sexual relations or to punish another for his or her refusal; the creation by a member or a group of people of an intimidating, hostile or offensive working or educational environment through verbal or physical conduct of a sexual nature.
- (xxi) Rape or indecent assault;
- (xxii) Mismanagement and/or embezzlement of Students' Organization funds and/or of any other recognized student society established under the auspices of the students' Organization in accordance with the relevant provisions of the Students' Organization's constitution for the time being in force;

- (xxiii) Collecting or charging money from any student or student groups without prior permission of the relevant University organs; namely, the Dean, the Students' Organization or, in special cases, the Dean/director of the relevant School/Institute or the Head of the relevant Department, as the case may be;
- (xxiv) Illegal entry into another student's room.
- (xxv) Possession, use, sale or attempt to obtain any illegal substance.
- (xxvi) Conducting or organizing any form of gambling.
- (xxvii) Possession of weapons, including all firearms (including legally registered ones), compressed air-guns, pellet guns, or illegal knives, dangerous chemicals, or explosive devices (including fireworks) of any description.
- (xxviii) Bringing the University into disrepute.
- (xxix) Students' organisation engaging in any political party's activities on campus or conduct its affairs which in any way or manner whatsoever offends or conflicts with the provisions of the University Charter or any other written law.
- (xxx) Any conduct which constitutes a criminal offence.
- (xxxi) Breach of the provisions of any University regulations.

## **Rule 7**

### **Academic Dishonesty**

**7.** Academic dishonesty includes and is not limited to cheating, plagiarism, multiple submissions, and collusion, the definitions of which are stated below:

**(i). Cheating**

Cheating includes, but is not limited to, copying from a classmate, or from unauthorized material, or providing answers or information, either written or oral to others, in an examination or in the preparation of material subject to academic evaluation.

**(ii). Plagiarism**

Plagiarism is borrowing or using someone else's writing or ideas without giving written acknowledgement to the author. This includes copying from a fellow student's paper or from a text or internet site without properly citing the source.

**(iii). Multiple Submissions**

Multiple submissions include resubmission of the same work previously used in another course or project, without the permission of the lecturer for both courses.

(iv). **Collusion and Impersonating**

Collusion is getting unauthorized help from another person such as having someone else write one's assignment or having someone else take an examination with false identification. Impersonating a student in an examination is also considered a grave act of dishonesty.

(v). **Fabrication**

Fabrication includes, but is not limited to, falsification or invention of any information or citation in an academic exercise.

(vi). **Facilitating Academic Dishonesty**

Facilitating academic dishonesty includes, but is not limited to, knowingly helping another student commit an act of academic misconduct (e.g., cheating, fabrication, plagiarism, multiple submissions or entering examination room with unauthorized materials).

## **Rule 8**

### **Violating Rules of Intellectual Property**

- 8.** This includes but not limited to:
- (i). Sabotaging or stealing another person's assignment, book, paper, notes, experiment, or project,
  - (ii). Improperly accessing or electronically interfering via computer or other means with the property of another person or the University.

## **Rule 9**

### **Misuse and Abuse of Computational Facilities**

- 9.** University computer systems, software, network, information technology, and related technologies are expected to be used in line with the objectives of the University. The users of University computing facilities must make themselves aware of, and comply with campus computer use policy published by the Information and Communication Technology (ICT) Office. Unacceptable use includes but is not limited to:
- (i). Unauthorized entry into a file for any purpose.
  - (ii). Unauthorized transfer of a file.

- (iii). Unauthorized copying or distribution of copyrighted computer software or other digital content.
- (iv). Use of computing facilities and resources in violation of copyright laws.
- (v). Use, or attempted use, of another person's identification and/or password.
- (vi). Tampering with the communications of others.
- (vii). Use of computing facilities to send obscene, abusive, harassing or threatening messages.
- (viii). Use of computing facilities to interfere with the work of another student, School member, University official, or any other member of the University community.
- (ix). Using personal web pages hosted on University computer networks not primarily focused on the mission of the University.
- (x). Unauthorized use of computing facilities and networks for personal financial or other commercial gain.
- (xi). Attempt to damage or to degrade the performance of University computers and networks.

## **PART IV**

### **PROVISIONS RELATING TO RESIDENCE AND CAFETERIA**

#### **Rule 10**

##### **Rules for University Residence**

**10.** Rules for University residence within the Campus shall apply mutatis mutandis to the students living in off-campus residences supervised by the University as follows:

- (i) Students may enter into contract of residence with the University whereby such agreement may last for one academic year.
- (ii) The hostel management (Hostel Committee) shall have discretion to renew the accommodation agreement for continuing students depending on availability of rooms and conduct of the student.
- (iii) Priority for residence in the University hostels shall be given to first year students, students with special needs (students who have been identified to have serious medical condition and so need special attention and those with physical /health challenges), international students, finalist students and Students Union leaders and such other categories as the University shall determine from time to time.

- (iv) Resident students shall not assign their contracts of residence to other students or non-students who are not part to the residence contract.
- (v) The hostel rooms should be used for lodging purposes only.
- (vi) Students are not allowed to stay at the campus at the end of the academic year, that is, during the long vacation.
- (vii) A student who has a particular and exceptional reason (including waiting for supplementary examinations) to stay at the campus and who secures permission from the Dean of Students to stay at the campus, shall be bound by these by-laws as they would during semester time, and will be required to pay hostel fee at the rate set and charged by the University.
- (viii) The rooms are furnished with beds, mattresses, tables, chairs and cupboards. Occupants are responsible for the proper care of all property and any damage or loss must be reported immediately to the proper authority.
- (ix) The occupants shall be required to sign for all property found in their room at the beginning of the academic year. The Occupants shall ensure that they sign off at the end of the academic year otherwise they will be charged for the property not handed in.
- (x) Failure to observe any of the following Rules shall constitute a disciplinary offence:
  - (a) Students shall be required to take good care of the rooms they occupy. They shall themselves be responsible for the general cleanliness and tidiness of the rooms.

- (b) Students shall not interfere with or transfer furniture or fittings of any kind from any part of the University buildings without prior written permission from the office of the Dean of Students. Notwithstanding the generality of this paragraph, any student wishing to install any additional furnishing in his/her room may do so subject to prior knowledge and written permission from the office of the Dean of Students.
- (c) Cooking is strictly not allowed in the hostel. Disallowed cooking (which amounts to disciplinary offence) includes: frying, roasting, baking, steaming, grilling, cooking food in microwave or microwave oven and boiling (except boiling water with electric kettle) by use of any source of energy.
- (d) Cooling appliances (including refrigerators) are not allowed in the hostel. No electric devices other than reading lamps, table fan, electric iron, electric razor, electric hair dryer, radio, personal computer, video/record player or television set shall be used in student rooms or in any other unauthorized place or space. A penalty/fine shall be charged to the offender.
- (e) If a wall point is fixed in a room it will take a maximum current of 13 amps. Electric lights must not be left burning during the daytime or when an occupant is not in the room.
- (f) Musical appliances and instruments, such as record players, radio set, video and other noise-making instruments shall not be played beyond room sound for avoidance of causing nuisance and annoyance to other residents of the hostel.

- (g) A resident shall obey Rules and instructions made in respect of Hostel and shall refrain from conduct which may bring discredit upon the hostel or is prejudicial to the welfare of other residents of the Hostel such as drunken and disorderly conduct, over blasting music, etc./
- (h) Visiting hours to the students' hostel during weekdays shall be from 5pm to 7pm. No visitor shall be allowed to the students' hostel during class/rotation hours, which is from 07:00am to 5pm). On weekend visiting hours shall be from 10:00am to 7pm. Students shall not be allowed to entertain any visitors of either sex in their rooms before or after the specified time.
- (i) There shall be no entry to the hostel premises without showing an identity card to the Security Officer. This applies to all hostel residents, non-resident students, staff or any other visitors.
- (j) Every visitor entering or leaving the hostel building shall be recorded in the visitor's book.
- (k) Students shall not be allowed to live with any unauthorized person or persons in their rooms, including their spouses, children or other relatives.
- (l) Students shall be expected to live peacefully with one another in their allocated rooms. If at all one student is found to be misbehaving, that student may be ordered out of the room or may be given a probationary period of good behaviour of up to 10 weeks or one term, whichever is longer.

- (m) Students shall not be allowed to conduct any kind of business in the hostels e.g. sale of soft drinks, vouchers, photocopying etc.

### **Rule 11**

#### **Permission/Notification to leave campus**

- (i). **11.** No student shall sleep out of the university during semester time without notifying the Dean of Students unless he/she is officially non-resident.
- (ii). The Dean of students may grant permission for travel for a weekend outside Dar es Salaam Region.
- (iii). Permission for travel for less than a week and involving missing lectures, seminars and/or laboratory work may be obtained in writing from the Dean of Students.
- (iv). Permission for travel for more than a week shall be obtained from the Deputy Vice Chancellor for Academic Affairs through the Dean of the relevant School and notified to the Dean of Students.

### **Rule 12**

#### **Provisions relating to Vacation Residence**

- (i) **12.** A student shall be required to vacate the Hostel at the end of the contract, depending on the duration of the contract, be it end of semester or academic year.

- (ii) Students may, under special circumstances not specified above, be permitted to live in the hostel during the long vacation with the approval of the Dean of Students and at prescribed fee.
- (iii) Students who have particular assignments or an exceptional reason to stay in the hostel either free of charge or at reduced rates, as may be stipulated in the terms of such permission and who secure the consent of the Dean of Students, may be permitted to stay in the hostel.
- (iv) Loss of keys by students must be immediately reported to the Hostel Manager. The key will be replaced on payment of the cost of a new key or new lock by the student responsible for its loss or for its safe custody (hereinafter referred to as "key holder"). Keys must be returned on leaving the Hostel at the end of the academic year. Failure to do so shall involve paying of full residential charges from the beginning of vacation to the time the key is returned, plus any other suitable penalty. Each key holder must ensure that he/she has signed in the key book when the key is returned to the warden or any other authorized person.

### **Rule 13**

#### **Provisions relating to Cafeteria**

- (i). **13** Students utilizing the cafeteria services available at the University hostel are required to observe cafeteria Rules. Failure to observe any of those Rules shall constitute a disciplinary offence.

- (ii). Any criticism of or complaint about cafeteria services shall be made to the Hostel Committee through students' organization leaders.

## **PART V**

### **GENERAL REGULATIONS**

#### **Rule 14**

##### **Part time Employment**

- 14.** Students may undertake paid employment during semester time subject to prior permission from the respective School Deans. Assurance shall be provided that the academic work of such students would not suffer through such employment.

#### **Rule 15**

##### **Use of University Facilities**

- 15.** Failure to observe any of the prohibition provisions of this Rule shall constitute a minor disciplinary offence.
- (i) Students shall not use University property for private use except with written permission of the head of section/department under whose charge that property is placed.
- (ii) Smoking is prohibited within the University premises.

- (iii) Eating and drinking are prohibited in the Hospital, Library, Lecture rooms and Theatres, Seminar rooms, and Laboratories.

### **Rule 16**

#### **Official Correspondence**

- 16.** (i). Students may communicate with outside institutions and the news media in their private capacity.
- (ii) All official correspondence by students or by officials of the Students' Organization or by officials of recognized student societies to Government Ministries, Parastatals, Non-governmental organizations, etc. shall be routed through the Dean of Students or the Dean of School, as the case may be.
- (iii) Correspondence to the Chancellor, the State House, representatives of Foreign Governments and international Non-Governmental organizations or any other such official bodies shall be routed through the Vice-Chancellor.
- (iv) Official letters to the press reflecting the interest of the student's community at the university shall first be approved by the student's government and shall bear the label of the university student's organisation as their origin and not the university.

### **Rule 17**

#### **Collection of Money in the University**

- 17.** Application for permission to make general collection of money, other than Students' Organization subscriptions or entrance fees for film-show and other functions, shall be made to the Dean of Students through the Students' Organization. Collectors shall be required to submit to the Dean of Students a statement of money received and show how the money has been or is to be expended.

### **PART VI**

#### **EXERCISE OF DISCIPLINARY POWERS**

### **Rule 18**

#### **Students Disciplinary Authority**

- 18.** In the exercise of its power the Students Disciplinary Authority shall be composed by: -
1. Deputy Vice Chancellor Finance, Planning and Administration, who shall serve as Head.
  2. One of the senior academic members of staff.
  3. Corporate Counsel (Secretary).

4. Dean of Students.
5. One staff member elected by each School.
6. One student appointed by the students' Organization (provided that the appointed student is not directly related to the case).
7. The Dean or his associate of the School to which the charged student belongs.

### **Rule 19**

#### **Preliminary Procedures of Hearing by the Students' Disciplinary Authority**

- (i) When a complaint is made to and information is received by the Disciplinary Authority that a student has committed a disciplinary offence, the disciplinary Authority shall make preliminary investigation of the case.
- (ii) Where a complaint is made by any person or body charging a student with a disciplinary offence, such offence shall be formulated in writing and addressed to the Students' Disciplinary Authority.
- (iii) Upon receiving such information, the Disciplinary Authority may require the student against whom such complaints is made or in respect of whom such information is received, as the case may be, to tender an explanation and may cause further investigations to be made and such further evidence to be obtained and may obtain such advice and assistance as is thought appropriate:

Provided that the Disciplinary Authority may in any case in which a complaint is made or information received, and shall in any case where he asks a student for such explanation as aforesaid, supply the student with copies of the complaint or a summary of the information, as the case may be, and such particulars thereof as will enable the student to make answers thereto.

- (iv) If the Disciplinary Authority is of the opinion that no prima facie case has been made out against the student, he/she shall inform both the student and the complainant of his/her decision not to hold any disciplinary proceedings, in which case, no further proceedings shall lie in respect of that complaint or information.
- (v) Where the Disciplinary Authority is of the opinion that a prima facie case for a disciplinary action is disclosed, disciplinary proceedings shall be held so as to determine the case in dispute.
- (vi) The Disciplinary Authority shall serve upon the student and the complainant a proper notice. Such notice shall specify the charge or charges in respect of which the disciplinary proceedings are to be held, and shall inform the charged student (hereinafter referred to as "the student") and the complainant of the time and place for holding the disciplinary proceedings.

In this paragraph "a proper notice" in terms of time means notice given within a reasonable time provided that such time shall not be less than seven days from the date of service of the notice on the student to the date of holding the disciplinary proceedings.

- (vii) Either party shall, for the purpose of his/her defense or reply, as the case may be, and upon request in writing for that purpose to the Disciplinary Authority, be entitled to be supplied by the Disciplinary Authority with a copy of an explanation, answers or other document given or sent to the Disciplinary Authority by or on behalf of the other party.
- (viii) Either the complaint or the student may, at any time prior to the date of holding the disciplinary proceedings, serve upon the other a notice in writing asking him/her to admit in writing any facts or produce any documents which are specified in such notice, material to the complaint or information or defense, as the case may be.
- (ix) The Disciplinary Authority may summon any witness to attend the disciplinary proceedings at the prescribed time on the appointed day.
- (x) The disciplinary proceedings shall be open and shall be held in public, provided that the Disciplinary Authority may, if it thinks fit, at any stage of the disciplinary proceedings, exclude the public generally or any particular person.
- (xi) At the opening of the disciplinary proceedings the charge or charges shall be read, and, if the student concerned is not present, the Disciplinary authority shall satisfy himself/herself that proper notice of the disciplinary proceedings was duly served on the student as prescribed in paragraph (vi) of this sub-Rule.

## **Rule 20**

### **20.Procedure During the Disciplinary Hearing**

- i. The chair shall read the charge to the student, give the background of the proceeding; explain the issues; summarize the evidence/give names of witnesses to be called, if any, and inform the student of any other means by which the Committee intends to conduct the hearing.
- ii. The chair shall ask the student whether the charge is admitted. If the student admits the charge, the student shall be asked whether he/she would like to submit any evidence in mitigation and/or any information which the committee should take into consideration when determining the penalty to be imposed.
- iii. If the student denies the charge, the chair shall commence the inquiry by putting questions to the student. Other members of the Committee may question the student in turn.
- iv. The witnesses, if any, shall be called. In the presence of the student, questions shall be put to each witness by the chair and the other members of the committee. The student shall then be permitted to put questions to the witness.
- v. The student may call witnesses. The student explains why each witness has been called. Questions shall be put to the witness in accordance with (iv) above.

- vi. Witnesses shall be excluded when not giving evidence.
- vii. The Committee may call for and consider any relevant information.
- viii. When the Committee has completed its inquiries, the Chair shall invite the student to address the Committee. The student shall be advised not to make submissions for leniency at this stage.
- ix. The chair shall ask the student to leave while the committee makes a determination. This shall be normally done on the same day but may be deferred if the Committee is waiting on additional information.
- x. Then the student shall be called back and informed of the committee's finding. If the committee has decided that the student is guilty of misconduct, the student shall be given an opportunity to make a submission on the penalty to be imposed.
- xi. If the student is not satisfied with the decision, she/he should be informed of her/his right to appeal against that decision.
- xii. The Students' Disciplinary Authority shall investigate and determine any dispute which is referred to it without regard to any law of evidence or procedure applicable to any court of law and shall, subject to these Rules, be entitled to regulate as it sees fit the procedure of any proceedings before it.

## **Rule 21**

### **21. Adducing Evidence**

- i. Evidence may be taken by the Disciplinary Authority by oral or written statement.
- ii. Where a witness is called by a party he/she shall be first examined by the party, which called him/her, and then cross-examined by the other party and then if necessary again by the party which called him.

## **Rule 22**

### **22. Decision of Disciplinary Authority**

- i. The decision of the Disciplinary Authority, arrived at with due regard to the advice of the Advisory Disciplinary Panel, shall be recorded under his/her own hand and shall be announced by him/her in any manner he/she may deem fit.

## **PART VII**

### **PENALTIES**

#### **Rule 23**

#### **22. Types of Penalties**

- i. The University may choose to keep a written record of an incident which reflects unfavourably on a student's file as long as he or she is a student of the University. Penalties may be imposed upon student(s) found to have violated these Rules as follows:
  - a. Warning: A warning is the issuance of a written advice to the student to be more cautious with his/her behaviour and conduct.
  - b. Reprimand: The issuance of a letter to the student indicating that his/her conduct and behaviour is faulty. Reprimand shall be given to a student who contravenes the Rule 6 (vii), (xi) and (xvii);
- ii. Probation: Probation is a special status with conditions imposed for a defined period of time. If the student is found to violate Rules and regulations during the probationary period, more severe disciplinary sanctions can be imposed. A student violating rule 9(vii) shall be put on probation for one month. Thereafter if a student continues to violate the same Rule he/she may be subject to penalties ranging from reprimand to expulsion from the University.

- iii. Required Compliance: Required compliance means satisfying a requirement, work assignment, or community service as a condition for there to be no further disciplinary action on the matter.
- iv. Confiscation: The University may confiscate goods used or possessed in violation of University Rules and regulations.
- v. Restitution: The University may require the student to compensate for loss, injury, or damage. A student violating rule 6(iii) and (v) shall be ordered to compensate for loss, injury or damages he has caused at the prevailing value. Any student found guilty of a disciplinary offence under Bylaw 6(xxii) and (xxiii) may, in addition to the penalty specified for the offence, be required to pay the money embezzled or collected, as the case may be with or without an interest thereon:
- vi. Provided that such first-mentioned penalty may be compounded upon repayment of the money.
- vii. Provided further that the Disciplinary Authority may instead require that such student found guilty of a disciplinary offence under Rule 5 (xxii) shall not graduate or obtain his/her certificate, diploma and/or academic transcript until the debt is discharged.
- viii. University Hostel Expulsion: The University may terminate a student's contract with hostel services in a situation where a student persistently violates hostel Rules.
- ix. Rustication: The University may rusticate a student for a defined period of time, after which the student is eligible to return to the University. A student found guilty of contravention of Rule 6(viii), (ix), (xii), (xv), and (xvi), (xxiii) may be rusticated

for a maximum of three weeks. The Students' Disciplinary Authority may rusticate a student for a maximum of nine months or one academic year for a disciplinary offence Rule 6(ii), (iv), (vi), (x), (xiv), (xviii), (xix), (xx), (xxii), (xxiv) and (xxv)

- x. Expulsion: The University may end a student's enrolment. A student found guilty of disciplinary offences under rule 6(xv), (xxi), (xxii), (xxvii), (xxviii) (xxix), (xxx) rule 7 and rule 8 may be expelled from the University.
- xi. Withholding of Diploma or Degree: The University may withhold the diploma or degree of a student for a defined period of time, or until the completion of assigned sanctions.
- xii. The Students' Disciplinary Authority has a discretion to give lesser or bigger punishment depending on the nature of the offence.
- xiii. All criminal offences shall be reported to police for further action.

## **Rule 24**

### **24. Steps to be taken During Students' Riots and Strikes (when formal Disciplinary Hearing cannot be taken immediately)**

- a. In case of mass strikes involving a large number of students which could threaten the maintenance of Law and Order, and where individual formal disciplinary proceedings are not practical to be conducted without endangering the welfare and security of the University, the Disciplinary Authority shall report the matter to the Vice Chancellor detailing the nature of the problem and proposing steps to be taken.
- ii. The Vice Chancellor shall, after consulting relevant authorities as he sees fit, take administrative steps to ensure the security of the University. These steps may include suspension of student(s) involved and informing government law enforcing authorities.
- iii. In the event of students being suspended, such suspension shall not exceed twenty-eight days, and shall not be construed as a punishment but as a way of creating an atmosphere conducive for further investigation. The suspended student(s) shall be informed in writing before leaving the University.
- iv. During the suspension period the Disciplinary Authority shall make the investigation and prepare a report and/or institute formal proceedings for disciplinary action against the students involved.

## **PART VIII**

### **Rule 25**

#### **25.APPEALS**

- i. Appeals as per Article 54 of the KU Charter
- ii. Appeal by an aggrieved party against a decision of the Students' Disciplinary Authority shall lie with the Students' Disciplinary Appeals Committee as provided under Article 54 of the KU Charter.
- iii. No member of the Panel who took part in the decision which is the subject of an appeal before the Appeal Committee shall take part in the hearing of such appeal.
- iv. The Appeals Committee shall meet within 10 days following the receipt of an appeal.
- v. When an appeal has been lodged with the Appeals Committee execution of any penalty imposed by the Disciplinary Authority shall be stayed pending the determination of such appeal.
- vi. At the hearing of an appeal by the appeals committee the parties concerned shall be entitled to be heard. No other person in defense of or representative capacity for the aggrieved party shall be allowed to appear before the Appeals Committee.

- vii. In determining an appeal, the Appeals Committee shall have powers to confirm, vary or set aside any decision reached or, within the prescribed limits, to enhance, or to reduce or set aside any penalty imposed by the Disciplinary Authority.
- viii. An aggrieved party, upon giving notice within seven days after the decision of his/her intention to appeal, may appeal to the Disciplinary Appeals Committee within 30 days from the date the decision was passed and such appeal shall be in writing, setting out the grounds of appeals.
- ix. If the student has given notice of appeal, this notice should be given to the Secretary of the SDAC, with a copy to the Disciplinary Authority.
- x. The Secretary should liaise with the Chairman and other members so as the meeting should be called within 10 days.
- xi. The students should provide 6 copies of his or her appeal to the Secretary; four to the members, one to the Secretary and one to the Students' Disciplinary Authority.
- xii. The appeal should confine itself to the matters, which were before the Disciplinary Authority by which the appealing student is aggrieved.
- xiii. Unpresented documents at the hearing of the Students' Disciplinary Authority should not be presented to the Students' Disciplinary Appeals Committee, because that would be new evidence thus, opening a new case.

- xiv. The appeal should not be argued outside the students' Rules.
- xv. The grounds of appeal should relate to points of law under these Rules and not to point of fact.
- xvi. If a number of the committee members are even, the Chairman should be given a casting vote, or one member should withdraw from the voting in order to avoid a tie.
- xvii. The appeal should be in the form of a document - memorandum. It should attach a judgment of the Disciplinary Authority being appealed against and all supportive evidence for the grounds of appeal.
- xviii. The student will be given opportunity to address the panel (oral presentation) regarding the matters in his or her appeal document.
- xix. There should be a reply to an appeal.
- xx. The student's Disciplinary Authority shall have a right to reply to the allegations/grounds in the appeal.
- xxi. The Disciplinary Authority reply shall reach the SDAC before the meeting. When the SDAC sits to decide, they shall be on their own.
- xxii. The hearing will have four stages namely; hearing of the parties, making Representation, Answering the questions of the panel and sitting of the panel to make deliberation and decision.

- xxiii. The decision of the SDAC shall be entered as either Appeal dismissed in favour of respondents or Appeal upheld - in favour the appellant.
- xxiv. The decision of the SDAC authority shall be recorded.
- xxv. The SDAC shall be free and flexible allowing the flow of information in order for justice to be done and be seen to be done.
- xxvi. The SDAC should ensure attainment of the objectives of these Rules, namely, justice and fairness on the basis of truth and Rules of Natural Justice.

## **PART IX**

### **26. OTHER RELATED PROVISIONS**

#### **26 Rule 26**

##### **Student Dress Code**

Dress Code is designed by KU to provide appropriate guidance to all students to dress in a manner that is respectful, but also maintaining the good image of the students, their profession and the University at large through appropriate dressing. Dress code helps to preserve moral standards, ensure discipline and a sense of responsibility among students, but also prepare them for their careers in the real world. All students are strongly required to observe dress code while on campus. Inappropriately dressed students will not be permitted to attend classes and or use any university facilities.

The following is required to be Adhered by all students at KU:

- i. Wearing of Identity Cards with the branded strings all the time in the University campus for identification. Students should always wear their ID card in the campus except in their hostel rooms.
- ii. Learn to use socially acceptable dress to specific occasions and activities.
- iii. Appropriate attention must be given to personal cleanliness and good grooming including hair; to present a clean, neat, and orderly appearance representative of the KU community and the University's values and mission.

- iv. Undesirable dresses carrying political, abusive, obscene, dresses designed in a provocative or vulgar mode; dresses carrying suggestive pictures, photographs and invitations for mischief are strictly prohibited.
- v. The following dresses are strictly prohibited for females:
- vi. Tightly fitting clothes, skin tights including but not limited to tight fitting gowns trousers and skirts, dress/skirts with excessive slit (mpasuo), torn trousers, dresses exposing stomach, breasts, waist, thighs, back and such other clothes as tops, low cuts, pants of all kinds, gowns or skirts hanging above the knees and that which do not cover the knees when standing/sitting, halter tops, midriff blouses.
- vii. Over-adornment with neck-laces, bangles, earrings or other jewellery and make-up which make someone look showy, revealing deep tops/sleeveless tops, transparent dresses of any kinds which are not supported by reasonably heavy underpants or underskirts, Shorts and all types of jeans.
- viii. Any kind of tattoo of the body or limbs and bleaching of hair. Any kind of dressing that leaves the underwear visible, unbuttoned shirts, any type of dress that covers the entire face, Pyjamas, flip flops or slippers outside the halls of residence. Shoes shall be worn at all times during official hours in the campus.
- ix. The following dresses are strictly prohibited for males:
- x. Tight fitting, Head stockings, caps (other than religious head wear e.g. the Muslim cap), Sports shoes should not be worn in class, Shorts (All kinds of shorts), Torn trousers Clothing depicting illegal drugs, alcohol, profane language, racial tones, Plaited hair. Chains that will be allowed are the religious chains or medals.

- xi. Slovenly looking clothes such as 'mlegezo', trousers and shorts which also show the underwear, Un- buttoned shirts and sleeveless shirts, Clothing that reveals the torso (chest/upper body), Shabby hair cutting/dressing e.g., Kiduku. Shorts and all types of jeans. Males shall not wear make-up.
- xii. Any other kind of dress or clothing which the University finds to be inappropriate or indecent.
- xiii. A student who violates the dress code will have an opportunity to correct the mistake by changing the dress. A student who violates the dress code frequently will be eligible for disciplinary measures as stipulated in the Student By-Laws. A student who has a question about the appropriateness of dressing should discuss the specific issue with the Office of Dean of Students before wearing the item. The University Management, class coordinators, instructors, lecturers and other staff have the responsibility to oversee and address guidelines violators and/or deny services to students dressed in any of the prohibited attire.

### **Rule 27**

#### **27 Students' Health Services**

- i. All students (undergraduate and postgraduate) are required to have active health insurance, either from the National Health Insurance Fund (NHIF) or from any other health insurance providers.

- ii. Students using the NHIF scheme are required to generate a control number through the Online Students Information Management system (OSIM) and pay the NHIF fee of TZS 50,400 per annum. Students will use their NIDA card with their students ID for medical services.
- iii. Students who are 21 years of age and below possessing NHIF cards from their parents are no longer required to be under their parents' NHIF scheme. They are required to enroll in the NHIF scheme under the students' window, which is open to all university students.
- iv. Students who are employees are allowed to use their NHIF card so long as they register their NHIF card to the Office of the Dean of Students.
- v. No students will be allowed to attend lectures, rotations, or fields without having NHIF card.
- vi. All Students are advised to use Kairuki Hospital for medical services.
- vii. Postgraduate students who do not possess active health insurance coverage are required to enroll/select a specific NHIF package that aligns with their medical needs according to their choices where each package offers a specific scope of services and corresponding contribution rates. The available NHIF packages are Tarangire Afya, Ngorongoro Afya, Mikumi Afya, Serengeti Afya and Tanzanite Afya that is available through NHIF Self-Service Portal at <https://selfservice.nhif.or.tz> to review the benefits of each package and complete your registration.

## **Rule 28**

### **28. Keeping Students Vehicles on Campus**

- i. Any student who wishes to bring a vehicle to the University compound (hostel area inclusive) shall comply with the general law of the land governing the driving and parking of vehicles, as well as the relevant rules which are in force on the University campus, and shall register the vehicle with the Dean of Students.
- ii. Provided that registration shall be conditional upon production for inspection of:
  - Student identity card;
  - The motor vehicle registration card;
  - The current certificate of insurance;
  - The current driving license in the applicant's name;
- (iii) Provided further that such registration shall be renewed each academic year. Any student who fails to meet any or all the above conditions shall not be allowed to register his or her vehicle.
- (iv) Security guards shall record (in a record book) all cars that shall be parked at their areas of work. The owner of the car shall sign in a record book after parking the car. No car shall be allowed to park if not recorded.

- (v) Parking of a student car shall be at the student's own risk. The University shall not be responsible for any damage, theft etc. that might occur.

### **Rule 29**

#### **28. Miscellaneous Provisions**

- i. Where there is an emergency need for overt operations of security officials or policemen amidst students in student compounds, the students' Organization will be informed as soon as possible of such presence.
- ii. The Disciplinary Authority shall institute all proceedings and may lodge or defend any appeal before the Appeals Committee.
- iii. These Bylaws are not exhaustive of Rules governing students conduct at the University and do not exclude the application of special regulations applicable in specific organs of the University.
- iv. In case of difference in interpretation between these Rules the University Charter shall prevail over these Rules.
- v. The 2000 Students' Bylaws are hereby Repealed.
- vi. Notwithstanding the repeal of the 2000 students' Bylaws, nothing done or continuing to be done and no existing proceeding commenced under those Bylaws shall be deemed as void by virtue only of the repeal of the said Bylaws and

all other regulations not expressly repealed shall continue to be in-force and shall have effect as if made under these Rule.

## KAIRUKI UNIVERSITY LOGO



The LOGO of Kairuki University is designed in accordance with an academic tradition that is followed by all Universities. It comprises three elements: a shield, a base, and a motto contained in a scroll.

THE SHIELD is the central and most prominent feature of the logo. It contains a symbol of the sun radiating light that guides and energizes the institution, and an open book. The sun and the book are joined together into an integrated element that is suspended

in a chlorophyll-green field. The green colour symbolizes the University's aspirations towards generating highest levels of productivity, efficiency, and quality services to society.

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THE BOOK which is a symbol of knowledge and wisdom, represents the University as an institution of higher learning, and symbolizes its commitment to highest levels of scientific inquiry. The left page of the book shows three supporting pillars that represent the University's motto, as inscribed on the scroll: training, service, and research. The central element of the book shows a snake that reminds one of the bronze serpent of biblical Moses, which provided life and healing to those who looked upon it. This signifies the core business of the University, which is directed towards generating hope and a brighter future to the trainees and to the community, as inscribed on the right page of the book. This is through offering excellent training to the students, and rendering highest quality medical services to society. The light from the sun, and also from the book, symbolizes the enlightenment to society that the University brings.

THE BASE that encapsulates the University's motto also carries an important historical fact on the year when the University was established. Its navy- to sky blue colour background, symbolizes the spirit of peace, harmony, and tranquillity that the University will always strive to sustain, which is a prerequisite to its healthy development.

THE GOLD colour that connects the shield and the supporting base, symbolizes the University's commitment to superior quality in all its endeavours, its adherence to standards of excellence towards fulfilling its mission and vision, and its unwavering determination towards achieving highest levels of competitiveness, responsiveness, and professionalism.