

HUBERT KAIRUKI MEMORIAL UNIVERSITY (HKMU)

PROSPECTUS 2020/2021





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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 |
| BMSc | Bachelor of Medical Sciences |
| BScN | Bachelor of Science in Nursing |
| BSW | Bachelor of Social Work |
| BTCSW | Basic Technician Certificate in Social Work |
| BVM | Bachelor of Veterinary Medicine |
| CAS | Central Admission System |
| CHN | Community Health Nursing |
| COSTECH | Commission for Science and Technology |
| CSEE | Certificate of Secondary Education Examination |
| CUHAS | Catholic University of Health and Allied Sciences |
| DDS | Doctor of Dental Surgery |
| DHPED | Diploma in Health Personnel Education |
| DMO | District Medical Officer |
| 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 |
| 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 |
| KCMUCo | Kilimanjaro Christian Medical University College |
| KHEN | Kairuki Health and Education Network |
| KIT | Royal Tropical Institute |
| 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 Mikochei Hospital |
| MMS | Master of Medical Science |
| MOI | Muhimbili Orthopaedic Institute |
| MPH | Master of Public Health |
| MPhil | Master of Philosophy |
| MPS | Member of Pharmaceutical Society |
| MSc | Master of Science |
| MScPH | Master of Science in Public Health |
| MSN | Mikochei School of Nursing |
| MSW | Master of Social Work |
| MUCHS | Muhimbili University College of Health Sciences |
| MVM | Master of Veterinary Medicine |
| NACP | National AIDS Control Program |
| NACTE | National Council for Technical Education |
| NDC | National Development Corporation |
| NHIF | National Health Insurance Fund |
| NMCP | National Malaria Control Program |
| N TLC P | National Tuberculosis and Leprosy Control Program |



| | |
|--------|---|
| OBGY | Obstetrics and Gynaecology |
| ODSW | Ordinary Diploma in Social Work |
| OSIM | Online Student Information Management |
| 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 |
| SRN | State Registered Midwife |
| 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 VICE CHANCELLOR'S FOREWORD

A very warm welcome to all who are connected with the Hubert Kairuki Memorial University (HKMU) and let us join our hands together in celebrating and welcoming the new academic year 2020/21; special welcome to our new students and faculty who are joining this vibrant institution for the first time. Although every New Year brings a new dawn and fresh hope, this year is more special than others in many aspects. It finds HKMU at the threshold of moving to new heights that include embracing new technologies and building of a new campus at Boko, Dar es Salaam.

Relatively speaking, HKMU established in 1997 and currently having a student population of around 1,500 with 85 faculty members and 66 supporting staff is a fairly young and small university. It is however, the first private university to be established, registered and chartered in Tanzania. It focuses in the training of health and allied disciplines at undergraduate and postgraduate levels. This currently includes certificates, Diplomas and Bachelor of Science in Nursing; Certificates, Diploma and Degree in Social Work; and Doctor of Medicine (MD) and Masters in Medicine (MMed) in clinical disciplines and Master of Science in Public Health. It is from these virtues of being private, relatively young in age, small in size and having a specific focus, that the university draws its strength and the great success.

Through this, HKMU has proven to be a dynamic and fast-growing institution that lives its motto of **HKMU for a brighter future** and vision **to become a model university in Tanzania, and in Africa; one that provides highest quality education, conducts cutting-edge research, and provides excellent services to society**. This is very important to us and is engraved in our core values which are:

- **Professionalism**– to observe high standards and ethical conduct at all times
- **Excellence**–to be outstanding and best-in-class in all aspects of life
- **Adaptability** – to move with times and fit with the ever-changing landscape
- **Competitiveness**–to always thrive to be the best while being fair
- **Partnerships** – to work in collaboration with others for a better society.



In keeping with these core values, HKMU is embarking on an ambitious transformative programme of migrating our teaching and learning platform from that based on traditional approach to the one based on ICT technology. This includes using ICT in all day to day activities including university administration across the entire lifecycle of the university life; from registration to graduation and beyond including life after university as alumni. HKMU will embrace digital technology in all academic activities from recording class attendance, teaching, seminars to assignments and all assessments, as much as possible thus moving towards a paperless environment.

To attain this goal, HKMU is improving its internet connectivity, introducing appropriate programmes and recruiting new staff to strengthen its ICT department. A document repository to host students and faculty members' publications has been established and will be linked to other databases nation-wide including anti-plagiarism software. Furthermore, our already robust e-library will be further improved to cater for all academic needs.

During this transition period the university will be developing a new campus at Boko in Dar es Salaam. The campus, which will be smart, will comprise schools of Medicine, Pharmacy, Public Health, Medical Laboratory Sciences, Nutrition, Biotechnology and Social Sciences. The campus will also have state-of-the-art laboratories, a health centre, conference facilities, hostels and sports facilities.

Therefore, this leaves no doubt that we are entering an exciting period of the evolution of our university; a period of progressive transformation and great expectations that assures us a brighter future. That future is starting now. Thank you all for taking part in this journey of moving into the future together.

Prof. Charles Stephen Mgone

Vice Chancellor

2.0 WELCOME MESSAGE FROM THE DEPUTY VICE CHANCELLOR FOR ACADEMIC AFFAIRS

A warm welcome to all new and continuing students at HKMU; it is wonderful to see such an amazing team of more than 1,400 students who made the right decision to join this University.

As we celebrate 23 years since the University opened its doors in 1997, we are thrilled that we have accumulated experience in the delivery of quality higher education in Tanzania. When people talk about quality education, they often refer to the kind of education that gives students the knowledge and skills they need for the job market. But at HKMU, quality education has a wider view. HKMU strives to develop individuals to fulfil their intellectual and academic potential, including a sustainable culture of professional service to humankind.

HKMU embraces learner-centred model of higher education. Therefore, our lecturers are facilitators of learning and not mere classroom instructors. This means that the responsibility for learning is with the students (learners) by being actively involved in the learning process instead of passively receiving information from lecturers. For some students, this model of learning will be a new experience.

At HKMU, information and communication technologies are integrated into University management practices and the education processes. Therefore, each student is expected to enhance her/his competencies in using ICT. As a University, our dream is to be a smart paperless campus.

As we work together in transforming each student into a professional health worker, we recognize that sometimes the journey may be tough. However, HKMU is prepared to see to it that all students graduate with a degree they deserve by providing a conducive learning environment. Over and above facilitation of learning, HKMU has a team of mentors, student advisors and professional counsellors to assist each student in need.

Enjoy responsibly your time at HKMU.

Prof. Moshi K. Ntabaye

Deputy Vice Chancellor for Academic Affairs



3.0 INTRODUCTION TO HUBERT KAIRUKI MEMORIAL UNIVERSITY

Hubert Kairuki Memorial University (HKMU) was initially established as Mikocheni International University of Health Sciences (MIUHS); later its name changed to Mikocheni International University (MIU), by Kairuki Health and Education Network (KHEN) in 1997. The name was changed again to Hubert Kairuki Memorial University (HKMU) following the untimely demise of its founder, the late Prof. Hubert C.M. Kairuki, in February 1999.

The Late Prof. Kairuki was also the institution's first Vice Chancellor. The second Vice Chancellor appointed to lead the institution was Prof. Esther Mwaikambo, followed by Prof. Keto Mshigeni. The current Vice Chancellor is Prof. Charles S. Mgone.

HKMU is an accredited university in Tanzania having been granted a Charter by the President of the United Republic of Tanzania in 2010. The University is recognized by the Government of the United Republic of Tanzania through the Tanzanian Commission for Universities (TCU). HKMU is part of a not-for-profit organization known as the Kairuki Health and Education Network (KHEN) which also incorporates Kairuki Hospital (formerly known as Mission Mikocheni Hospital) and Kairuki School of Nursing (KSN).

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

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

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

- **Professionalism:** We strive to adhere to 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, faculty, and staff; and provide them with resources to excel.
- **Adaptability:** We are committed to embrace the latest scientific and technological advancements and adapt them to suit the local situations.
- **Competitiveness:** We shall cultivate the 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.

HKMU has a wide range of facilities including teaching and research laboratories, a library with computerized catalogue, and full time internet access.

Initially HKMU offered programmes in the health sciences only but is now expanding into other programmes and disciplines of science and the humanities. The recently established programmes include Certificate, Diploma and Degree programmes in Social Work and Master of Science in Public Health. The Research and Development in Edible and Medicinal Mushrooms initiative takes cognizance of the fact that Tanzania has rich mushroom biodiversity, and that globally, many species of mushrooms are increasingly being found to display superior nutritional qualities, antioxidants and other various-health boosting attributes.

Since its inception, HKMU has grown to a level where it is now increasingly becoming the envy of private universities in the East African region. This is in terms of quality and excellence of its programmes. Indeed, it has attracted students from over 15 different nationalities. It has also attracted external funding as well as technical support for collaborative research and development activities. This is from a growing number of countries and institutions, which include the USA,



Canada, Australia, China, and the Global Fund in Geneva. The University's important research activities include research in malaria, the human genome, non-communicable diseases and human nutrition.

The Kairuki Hospital, which is HKMU's teaching hospital, is endowed with modern diagnostic medical equipment and well trained and experienced medical specialists. It has, indeed, been a recipient of several awards of excellence in recognition of its outstanding performances in rendering high quality health services to the society.

4.0 GENERAL INFORMATION

4.1. LOCATION

HKMU is located at Block 70 Chwaku Street, Mikocheni area, Kinondoni district, some 7 kilometres from Dar es Salaam city centre.

4.2. CORE VALUES

The core values of the University are:

- **Professionalism:** We strive to adhere to highest professional ethics and standards and to impart these elements to students.
- **Excellence:** We are committed to excellence. We shall continue to recruit the most promising students, faculty, and staff and provide them with resources to excel.
- **Adaptability:** We are committed to embrace the latest scientific and technological advancements and to adapt them towards sustaining excellence.
- **Competitiveness:** We shall cultivate excellence in competitiveness, responsiveness and integrity.
- **Partnerships:** We are young and dynamic. We shall seek to learn from all available best practices and grow stronger together with our peers. We shall encourage interdisciplinary courses, colloquia, and research; forge new alliances for innovation in the emerging new sciences; and provide an interface where students, administrative and academic staff work together for common goals.



4.3. OBJECTS AND FUNCTIONS OF THE UNIVERSITY

The objects 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.

4.4. UNIVERSITY GOVERNANCE

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

The first Chancellor of HKMU was the late H.E. Dr. Ali Omar Juma; who was also the Vice President of the United Republic of Tanzania by then. Following his death in 2001, Hon. Dr. Salim Ahmed Salim became the Chancellor of the University.

The late Prof. Hubert C.M. Kairuki was the University's first Vice Chancellor (1997- 1999).The second Vice Chancellor was Prof. Esther D. Mwaikambo (2000-2006); followed by Prof. Keto Mshigeni (2006-2016). The fourth and current Vice Chancellor is Prof. Charles S. Mgone.

Prof. Fredrick Kaijage was the first Chairman of the University Council; who provided leadership up to May 2013. The current Chairman is Mr. John Ulanga.

4.5. UNIVERSITY GOVERNANCE ORGANS

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

4.6. UNIVERSITY CALENDAR

The University calendar runs on a semester system. Odd semester starts in November and ends in April. Even semester starts in May and ends in October. Each semester consists of 23 weeks: 18 weeks of teaching, 1 week of revision, 2 weeks of intra-semester breather, and 2 weeks of Examination.

Under the semester system, students are examined at the end of each semester, basing the examinations on the material covered during that particular semester, rather than following the traditional system of annual comprehensive examinations.

The competence-based semester system puts emphasis on the day-to-day monitoring, grading, and evaluation of the student's performance, reasoning, and competencies.



Academic Sessions

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

MD

Semesters 1,3,5,7 and 9: November-April
Semesters 2,4,6,8 and 10: May-October

BScN

Semesters 1,3,5 and 7: November-April
Semesters 2,4,6 and 8: May-October

BSW

Semesters 1,3 and 5: November-April
Semesters 2,4 and 6: May-October

4.7. THE UNIVERSITY LIBRARY

The Hubert Kairuki Memorial University (HKMU) has a Library, which is an academic and fully fledged Department run and organized by experienced staff. It has three sections including; the Main Library, Book Bank and ICT Laboratories. The HKMU 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 promotion of one's education. It plays an active role in an academic life of the university through provision of reading materials both print and non-print information resources relevant to diversified information needs of its users. It has its Online Access Public Catalogue [OPAC] that assists users to identify, find and locate needed materials.

4.7.1. THE MAIN LIBRARY

At present the HKMU main library contains various relevant reference materials, textbooks and periodical volumes. Besides the physical information materials available, the HKMU main library

has access to 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 internet through subscribed and free organized Databases and Programmes to complement print information.

The HKMU library is licensed through COTUL cooperation to access and use various Databases and Programmes selected annually. Additionally, access and use of variety of e-resources on Medical and allied Sciences is 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 OA to research outputs through self-archiving it unpublished literature such as theses, working papers and reports. The IR functions include showcasing institution's scholarly publications and a set of services, which the University ought to offer to its community.

4.7.2. THE BOOK BANK

This is an allied section for the Main Library where specific and key textbooks for various courses offered in 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 for main courses conducted. A minimal subscription fee is charged from students on an annual basis to facilitate replenishing 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.



4.7.3. ICT/COMPUTER LABORATORIES

The University has well equipped computer laboratories with full-time Internet access dedicated to ICT literacy. This facility is the state-of-the-art for students to access and use web-based information, literatures, as well as email service through its networked computers. The ICT/Computer laboratories are furnished with competent and experienced staff that are responsible for the day-to-day maintenance support of the ICT facility.

4.8. 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.

4.9. THE UNIVERSITY TEACHING HOSPITAL

Kairuki Hospital serves as the main teaching hospital for HKMU. The hospital has direct access to state-of-the-art diagnostic and treatment facilities including, among others, a modern CT scanner, MRI, ultrasound and X- Ray machines (fluoroscopy), dialysis unit, operating theatres with laparoscopic capabilities, assisted reproductive technologies and in and out-patient facilities with a dedicated priority wing.

Practical training for students is also carried out at Amana, Mwananyamala and Temeke Regional Referral Hospitals, Magomeni RCH, Sinza District Hospital, Muhimbili National Hospital, Muhimbili Orthopaedic Institute (MOI), Ocean Road Cancer Institute (ORCI), Lugalo General Military Hospital, (Dar es Salaam), Tumbi Designated Regional Referral Hospital (Kibaha) and Mirembe National Mental Health Hospital (Dodoma).

4.10. STUDENTS WELFARE

The University has a student's association namely Hubert Kairuki Memorial University Students' Association (HKMUSA) which has its own constitution; to which all students are automatically members by registration. The HKMUSA office is under the guidance of the Dean of Students. The

students' association is an important link between students and the University Management. The association contributes to wise decision-making in matters that affect students.

The University renders counselling services to its students and assists in guiding them in their welfare. Guidance and Counselling is offered on issues ranging from academic, social, financial, and spiritual. HKMU's students usually participate in various extra-mural activities, such as HKMU sports and cultural activities, the East Africa Universities games, the inter-college games and others.

4.11. QUALITY ASSURANCE AND CONTROL SYSTEM

The University has a Quality Assurance and Control Programme within the framework of the operations of the Inter University Council for East Africa (IUCEA). Sound admission, examination, certification systems and overall quality management practices are now in place. But there is still a room for improvement. In future, the university will enhance a comprehensive quality assurance and control framework for its academic and administrative functions, as well as a structured feedback system from academic peers and employers in the initiation, review, and the redesigning of its programmes.

Admissions

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

Curriculum Review

The HKMU curricula are reviewed comprehensively every five years. In practice; minor reviews may be done subject to expressed needs. The BScN programme has undergone major reviews in the past five years; the last review was in 2014 and reorganised in 2018. The MD programme curriculum is currently undergoing major review.



Approval of any new academic programme

Any new academic programme must first be approved by the University Senate.

Reports

The University operates within the regulatory framework provided by the Tanzania Commission of Universities (TCU). This includes submitting reports to TCU.

Staffing

Currently, there are 85 academic staff and 66 administrative and technical staff. The staff: student ratio stands at 1:17. The University is reasonably well staffed with respect to academic, administrative, and technical staff.

Faculties

There are two faculties: the Faculty of Medicine and the Faculty of Nursing. Both faculties are headed by Deans. There is also an Institute of Postgraduate Studies and Research headed by a Director; the Kairuki School of Nursing headed by a Principal; and the Department of Social Work headed by a Chairperson.

4.12. THIRD FIVE-YEAR ROLLING STRATEGIC PLAN

The University's Third Five-Year Rolling Strategic Plan for the period 2019–2023 focuses on ten key result areas:

1. Teaching and Learning
2. Staff Recruitment and Development
3. Development of Boko Campus
4. Development and Strengthening of Research and Consultancy Services
5. Expanded and Effective use of ICT

6. Financial Sustainability
7. Collaboration and Partnerships.
8. Quality Assurance
9. Gender Based Programmes
10. Students Welfare

4.13. APPLICATION PROCEDURES

4.13.1. Mode of application for all programmes offered by HKMU

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

4.13.2. Scholarship award

The University will offer scholarship to one MD student and one BSc Nursing 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 HKMU for a specified bonded period.

4.13.3. Admissions Committee

The Admissions Committee will be presented with a list of all applicants shortlisted by Deans of Faculties, Director of Postgraduate Studies and Research Institute or the Admissions Officer. Such shortlisted applicants must satisfy the conditions for admission as stipulated by TCU so that the committee may decide, and recommend to Senate which applicants may be offered admission and to which courses.

The final approval for admission will be granted by Senate. Applicants who do not satisfy the requirements for admission as stated in the Prospectus have to be notified soon after 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.

4.14. TRANSFER STUDENTS

Direct entry to the second and even third year of study is possible if a course of approved content has been taken in an approved and acceptable institution with relevant transferable credits. However, scrutiny will have to be done including a confidential report brought from the institution where the candidate is transferring from. Transfer due to discontinuation on disciplinary grounds or on grounds of poor academic performance will not be accepted.

For a transfer student to get an HKMU qualification/certificate, at least 50% of his/her training must take place at HKMU. Students who do not have transferable credits will have to sit and pass relevant HKMU end of semester examinations as matriculation.

4.15. 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 10 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-week vacation per year.

- vi. Diploma in Social Work will last for a minimum of 4 semesters of 23 weeks each, and a maximum of 6 semesters.
- vii. Certificate in Social Work will last for a minimum of 2 semesters of 23 weeks each, and a maximum of 4 semesters.

4.16. VISITING STUDENTS

Admission of visiting students or special admission will operate under the principle of Academic Credit Transfer. This will require acknowledgment 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 two 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 4.13. In case of any doubt, especially regarding academic performance, the transfer student may be required to repeat a year.

4.16.1. Occasional Students (Electives)

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

4.16.2. Application Procedures for Electives

Interested applicants should send a letter of intent to do his/her elective at HKMU, 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 objectives of the proposed electives



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

4.16.3. Residence Permit

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

- Photocopy of their passport;
- CV;
- Birth Certificate;
- Letter of introduction from their respective Universities;
- Duly filled immigration forms;
- Five passport size photographs; and
- A residence permit fee of USD 250.

East African nationals (Kenya, Uganda, Burundi, Rwanda and South Sudan) will have to apply for exemption certificates which are obtained free of charge.

4.17. INTERNATIONAL STUDENTS

By definition, an international student at HKMU is one who is not a Tanzanian. HKMU attaches great 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 HKMU degrees or as visiting students, a process already described; or may also undertake study for degrees of their own home Universities. In any case, international students are admitted if only they possess qualifications that are required of the Tanzanian students. They must also show evidence that they can follow instructions in English.

4.18. ORIENTATION PROGRAMME

HKMU 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 University regulations. They are also shown university facilities which include the library and the facility for computing services.

4.19. UNDERGRADUATE DEGREE REGULATIONS FOR THE SEMESTER/ COURSE-CREDIT SYSTEM

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

HKMU Course Credits and Interpretations

Course Credits

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

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

4.19.1. Working out of Credits at HKMU

After conducting a detailed study of various universities in Africa, Europe and America, HKMU noted that on the 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 HKMU 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 course 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 Senate and in writing.

Working Week

A working week for HKMU means Monday to Friday, 08:00-17:00hrs.

4.19.2. Registration

- i. For a student to obtain credit in any course s/he must be admitted into the relevant faculty or department 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 17:00hrs Friday of the second week from the date of beginning of the semester session.

4.19.3. 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 birth certificate

c) **Evidence of payment of fees**

- Legitimate Bank deposit pay-in-slip verified by the Accounts Office

d) **Medical Examination Report**

e) **Duly filled financial guarantee form**

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



4.19.4. Conduct of examinations

- i. The final university examination is conducted by a board of examiners consisting of one or more external examiners appointed by senate or its chairperson 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 lecturers. Basing on the students' response, the University takes the necessary appropriate action.
- iv. During the training period, student advisors are appointed to guide individual students, mentoring them, and helping them to solve problems.

4.19.5. Interruption of Study Programmes

- i. A student is advised to pursue his/her study programme and finish within the stipulated minimum and maximum periods. He/she may break his/her study programme but may not break for more than two continuous semesters. In any case, the maximum period allowable for the completion of a programme should not to be exceeded. Special permission, in writing, may be granted to exceed the maxima, if given by the Senate.
- ii. A student who wishes to interrupt his/her programme must write to the Chairperson of his/her Department (in case of Social Work), Dean of his/her Faculty or Director of the Institute of Postgraduate studies and Research (in the case of postgraduate students); explaining the circumstances. The Chairperson, Dean or Director will then seek approval from the Senate.
- iii. A unilateral decision by a student to interrupt programmes will be taken as self-discontinuation. A student who breaks his/her studies for more than 2 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, if sufficient reasons are presented.

4.19.6. Changing Courses

- i. Except for exceptional and rare circumstances, no students will be allowed to change the course in which one has been originally admitted.
- ii. Students may be allowed to defer their studies for a maximum period of two semesters [one year] under exceptional circumstances, and be re-admitted to the same studies where they left off.
- iii. Students discontinued from 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.

4.19.7. Inability to Complete 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 for 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 that other University is willing to admit that student.

4.19.8. Other Rules for HKMU 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 faculty, department, institute, school, library, the 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, Dean of students, Deans, Chairpersons of department 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.

4.20. 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 HKMU has a conducive working and learning environment.
- viii. They must respect one another, support, and learn from one another.

- ix. They must observe that HKMU 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 member or student has a chance to air constructive criticism, views, advice during the regular official meetings.
- xi. Every staff member or student must know and observe the University's standing orders [staff regulations], code of conduct, agreed upon, and which may be revised from time to time, to ensure protection of the integrity of the University and all its members; being students or staff.
- xii. Any staff member or students-doing the opposite of the above, is the enemy of the University, and should leave the institution voluntarily or involuntarily.

4.21. CRITERIA FOR SELECTING BEST STUDENTS

- i. To qualify as 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 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 at B grade or higher in all courses in both semesters.
 - Be among the best in discipline and behaviour at University level.
- iii. Such students will receive the established overall best student award for each study year (currently MD1–5, BScN1-4, BSW1-3, Diploma1-2 and Certificate).



- iv. On submission of tentative results for approval by the Senate, Department of Social Work, Faculties and Institutes must also submit for approval a list of students proposed for best student's 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.

4.22. ACADEMIC PRIZES

HKMU has established 18 academic prizes to outstanding students in the following categories:

- i. **Eighteen awards for the overall best student** in each study year (MD1-5, BScN 1-4, BSW1-3 Diploma 1-2 and Certificate). To qualify for overall best student award a student must have scores at grade "B" or higher in all courses. He/she must also be the best student in discipline and behaviour at 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:** Valedictorian Award is an academic award offered by HKMU to a particular student who has obtained best student year award for all the academic years of study at HKMU. In case of MD students: The one, who would obtain best student year award consecutively from MD1 to MD5, shall be considered for 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.

4.23. OFFICIAL CONTACTS

All correspondences should be addressed to:

The Vice Chancellor

Hubert Kairuki Memorial University

Postal Address: P. O. Box 65300, Dar es Salaam, Tanzania.

Physical Address: 70 Chwaku Street, Mikocheni

Telephone: +255 - 22 - 2700021/4

E-Mail: secvc@hkmu.ac.tz or info@hkmu.ac.tz

Website: www.hkmu.ac.tz



5.0 PRINCIPAL OFFICERS OF THE UNIVERSITY

| Title | Name | Telephone and Email Contact |
|--|---|---|
| Chancellor | VACANT | |
| Vice Chancellor (VC) | Prof. Charles C. Mgone , PhD in Medical Genetics (University of Glasgow, UK), Master of Medicine - Paediatrics and Child Health (UDSM), Doctor of Medicine (UDSM) | Office: +255 22 2700021/4 Ext. (276) Email: secvc@hkmu.ac.tz or vc@hkmu.ac.tz |
| Deputy Vice Chancellor for Academic Affairs (DVC-AC) | Prof. Moshi K. Ntabaye , PhD in Public Health (Aarhus University, Denmark), Doctor of Dental Surgery (UDSM) | Office: +255 22 2700021/4 Ext. (260) Email: dvc-academics@hkmu.ac.tz |
| Deputy Vice Chancellor for Planning, Finance and Administration (DVC-PFA) | Prof. Godwin D. Ndossi , PhD International Nutrition (Cornell University), Master of Science in Biology (UDSM), Bachelor of Science with Education (UDSM), Certificate in International Research Ethics, (John Hopkins University, USA) | Office: +255 22 2700021/4 Ext. (159) Email: godwin.ndossi@hkmu.ac.tz |
| Dean of Faculty of Medicine (DFOM) | Dr. Monica Chiduo , Master of Medicine-Obstetrics & Gynaecology (Camaguey), Doctor of Medicine (University of Havana) | Office: +255 22 2700021/4 Ext. (263) Email: dfom@hkmu.ac.tz |
| Dean of Faculty of Nursing (DFON) | Mr. Amiri Mmaka , Master of Public Health (UDSM), Bachelor of Science in Nursing (UDSM) | Office: +255 22 2700021/4 Ext. (268) Email: dfon@hkmu.ac.tz |

| | | |
|--|---|---|
| Director of Postgraduate Studies and Research Institute (DPSRI) | Dr. Titus K. Kabalimu, Master of Medicine Community Health (UDSM), Doctor of Medicine (Lvov State Medical Institute) | Office: +255 22 2700021/4 Ext. (285) Email: titus.kabalimu@hkmu.ac.tz |
| Principal, Kairuki School of Nursing | Ms. Elizabeth Kijugu, Master of Public Health (Royal Tropical Institute), Bachelor of Science in Nursing (HKMU). | Office: +255 22 2700021/4 Ext. (286) Email: ekijugu@hkmu.ac.tz |
| Dean of Students (DOS) | Dr. Alphage Liwa, Master of Medicine in Psychiatry (University of Nairobi) Doctor of Medicine (UDSM) | Office: +255 22 2700021/4 Ext (231) Email: alphage.liwa@hkmu.ac.tz |
| Human Resources and Administration Manager(HRAM) | VACANT | |
| Corporate Counsel (CC) | Adv. Siima Kairuki Mujemula, Master of International Environmental Law (University of Hull), Postgraduate Diploma in Law, Mediation and Arbitration (Institute of Social Work), Bachelor of Laws (Makerere University) | Office: +255 22 2700021/4 Ext. (288) Email: skm@hkmu.ac.tz |
| University Bursar (UB) | Mr. Patrick Nsanya, CPA (T), Master of Science Finance and Investment (Coventry University), Postgraduate Diploma in Finance Management (Institute of Finance Management) | Office: +255 22 2700021/4 Ext. (275) Email: bursar@hkmu.ac.tz |



| | | |
|-----------------------------------|--|---|
| Principal Planning Officer | Mr. Fratern Kilasara, Master of Entrepreneurship and Enterprise Development (UDSM), Bachelor of Philosophy (Spiritan Missionary Seminary). | Office: +255 22 2700021/4 Ext. (239) Email: fratern.kilasara@hkmu.ac.tz |
| Public Relations Officer | Ms. Sophia Hassad, Bachelor of Arts in Mass Communication (SAUT) | Office: +255 22 2700021/4 Ext. (269) Email: sophia.hassad@hkmu.ac.tz |
| Hostel Manager | Mr. Alex Gabriel, Master of Business Administration (OUT), Bachelor of Business Administration (OUT) | Office: +255 22 2700021/4 Email: alex.gabriel@hkmu.ac.tz |
| System Administrator | Mr. Kaizilege Karoma, Bachelor of Science in Business Information Technology (University of Greenwich), International Diploma in Computer studies (National Computing Centre of UK) | Office: +255 22 2700021/4 Email: kaizilege.karoma@hkmu.ac.tz |
| Internal Auditor | Mr. Mramba Issa, CPA(T), Master of Science in Finance (University of Strathclyde), Bachelor of Accounting (IFM) | Office: +255 22 2700021/4 Email: mramba.issa@hkmu.ac.tz |

6.0 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 conducive learning environment that will enable students realize their goals. The main objective of the office of Dean of Students is to provide services and support for enhancing students growth and development in the University. Dr. Alphage Liwa serves as Dean of Students. He is assisted by Mr. Abraham Mwalugeni.

The office of the Dean of Students maintains regular counselling services to students individually or in groups. The aim is to provide them with the opportunity in being 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.

6.1. STUDENTS' ASSOCIATION

The University has a Students' Association (HKMUSA), where all students are automatically members of 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 Senate and Council as provided for by the University Charter.

The Association contributes in decision making on matters that affect students' welfare, social activities, entertainment, games and sports. HKMUSA is a thriving association that organizes and participates in many activities, for example:

- Participating in the national and regional annual East Africa Universities games.
- Preparing Continuing Medical Education.
- Scientific Conferences.



- Student involvement in health delivery activities (Community Outreach).

Every HKMUSA member shall pay an annual subscription fee as may be prescribed from time to time by 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 HKMUSA 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. HKMU Management also uses this partnership to nurture and mentor HKMUSA leaders into lifelong leaders. Students professional and association club at HKMU are as follows:

- Tanzania Medical Students Association (TAMSA HKMU Branch).
- Tanzania Health and Medical Foundation (TAHMEF).
- Tanzania National Nurses Association- (TANNA HKMU branch).
- Rotaract Club Kairuki Chapter.
- Community Health Education Group (COEG).
- HKMU Alumni Association.
- Mother Father and Child Health Foundation (MOFACHI).

6.2. STUDENTS' LEADERSHIP

HKMUSA leadership comprise of the Students' Government and the Representative Council. The students' government comprise of the President, Vice President, Prime Minister, Ministers and other officials. The Representative Council comprise of 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 students' government and the representative council/parliament.

6.3. 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, counselling services and crisis intervention to students and staff faced with psychological trauma, psychosocial crisis and stress. It also aims at promoting mentoring relationship between staff and students. The Psychosocial Wellness Centre is coordinated by the Social Work Department in Collaboration with the office of the Dean of Students, the Departments of Behavioural Science and Ethics, Psychiatry and Mental Health Nursing.

6.4. STUDENT ADVISORS

Student advisors play an important role in promoting students' success by assisting students in a way that encourage them to engage in the right kind of activities, inside and outside the classroom.

At HKMU each student will be assigned to an advisor. This advisor is assigned to the student on 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 responsibility assigned to both at the end of each academic year. Thereafter, submitting the report to the DVCAC.

6.4.1. ROLES AND RESPONSIBILITIES OF THE STUDENT ADVISOR

- Know your student.
- Maintain frequent communication with the student by establishing a platform such as WhatsApp groups or Telegram.
- Introduction into academic life.



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

6.4.2. ROLES AND RESPONSIBILITIES OF THE STUDENT

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

6.5. YEAR COORDINATORS

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

6.5.1. FACULTY OF MEDICINE YEAR COORDINATORS

| S/N | NAME | CLASS | PHONE NO. |
|-----|------------------------|-------|---------------|
| 1. | Dr. Robert Mbelwa | MD1 | +255785675676 |
| 2. | Mrs. Anastasia Rogers | MD2 | +255713316280 |
| 3. | Dr. Robert Muindi | MD3 | +255789302712 |
| 4. | Dr. Florence Salvatory | MD4 | +255713556696 |
| 5. | Mr. Walter Msangi | MD5 | +255715757192 |

6.5.2. FACULTY OF NURSING YEAR COORDINATORS

| S/N | NAME | CLASS | PHONE NO. |
|-----|----------------------|-------|---------------|
| 1. | Ms. Monica Alex | BScN1 | +255719041614 |
| 2. | Mr. Mathew Ndomondo | BScN2 | +255752046333 |
| 3. | Ms. Bupe Mwandali | BScN3 | +255764030702 |
| 4. | Ms. Minael Nathanael | BScN4 | +255756348313 |

6.5.3. DEPARTMENT OF SOCIAL WORK COORDINATORS

| S/N | NAME | PROGRAMME | PHONE NO. |
|-----|--------------------|-----------|---------------|
| 1. | Ms. Esther Katende | CSW & DSW | +255765403333 |
| 2. | Ms. Rita Minga | BSW | +255784990111 |

6.5.4. 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 course(s) that require one and submit name and CV's to Dean of Faculty for follow up purpose
- v. To ensure that appointed part-time teachers prepare and submit their teaching schedule to Dean of Faculty
- vi. To ensure timely submission of examination questions for all semester examination
- vii. To make any changes to timetable if/when requested so either by students/teachers
- viii. To coordinate all examinations for that year written/ practical/ clinical
- ix. To work very closely with the Dean of the Faculty and provide feedback to Deputy Vice Chancellor for Academics through the Dean from time to time
- x. To carry out any other activities as may be deemed appropriate.

6.6. STUDENTS' ACCOMMODATION

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

6.6.1. 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 not primarily responsible to provide accommodation services to all students. Students may be offered accommodation in the University residence upon payment of tuition and hostel fees in order of the priority as follows:

- i. **Students with Special Needs:** These are students who have been identified to have serious medical condition 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 HKMU/KSN are eligible for accommodation, upon payment of tuition and hostel fees, so as to enable them adapt easily the City and the university life, because in most cases many new students come from the up country.
- iv. **Finalist students:** Finalist students both Undergraduate and Postgraduate enrolled by HKMU/KSN will be eligible for accommodation, depending on the availability of hostel rooms.
- v. **HKMUSA Leaders:** HKMUSA 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.

6.6.2. 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 accommodation facility.



Students Association (HKMUSA) will assist in making available a list of off campus accommodation facilities for students who find it difficult to locate the same.

Sometimes, HKMUSA organizes housing for new students. Students who are interested in the off-campus accommodation should contact the Dean of Students or HKMUSA office for the arrangement of such accommodation.

6.7. CAFETERIA SERVICES

The University has a Cafeteria which is outsourced, located at 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. 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.

6.8. 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. HKMU community is largely composed of Christians and Muslims. The university also promotes religious tolerances 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:

- Tanzania Universities and Colleges Adventist Students Association (TUCASA)
- Hubert Kairuki Memorial University Catholic Association (HKMUCA)
- Hubert Kairuki Memorial University Muslim Association (HKMUMSA)
- Tanzania Fellowship of Evangelical Students (TAFES)
- Christ Ambassadors Students Fellowship Tanzania (CASFETA).

6.9. STUDENTS' HEALTH SERVICES

All students are required (compulsory) to be registered under the National Health Insurance Fund (NHIF) scheme. Students will be entitled to both inpatient and outpatient services as prescribed by the NHIF guidelines, and will be able to access medical services at any accredited facility throughout the country. Students (both new and continuing) will be required to register for the NHIF scheme during registration period.

Registration will be made at the office of Dean of Students (for online student registration through NHIF student's portal). After registration, students for (Undergraduate) will be given a control number that will enable them pay NHIF fee TZS 50,400 (per annum respectively subject to annual renewal) direct to NHIF. For postgraduate students have to contact Dean of Students for guidance because NHIF have prepared a special premium package for them.

Students who are 18 years of age and above possessing NHIF cards from their parents are no longer required to be under their parents' NHIF scheme. They are required to enrol to 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 or rotations or field without having NHIF card.

A student who loses his/her NHIF membership card shall be required to report to the Kinondoni NHIF offices in person with a Police loss report. The student will be required to re-fill another NHIF form. The cost of obtaining another card is TZS 20,000 for the first time and if it so happens that the second card is lost he/she will have to pay TZS 50,000. All payments will be made into a Bank or as may be directed by NHIF. These fees are subject to change as per NHIF policy and regulations.



6.10. 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 HKMU students are beneficiaries of the HESLB.

The University has a Loan Officer who will assist needy students in loan application and eventually following up their loans and disbursement of funds. Also Students' Government has a dedicated Ministry for students' loans. For more information, students are urged to visit the HESLB website (www.heslb.go.tz).

6.11. BANKING SERVICES

There are a number of banking services around the University such as CRDB, National Microfinance Bank (NMB), Bank of Africa (BOA), NBC and 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 for keeping their money and for financial transactions. Students will collect a special form for opening bank account from the Dean of Students office and the introduction letter that will introduce him/her to the relevant bank. The form will be signed and stamped by the Dean of Students and then the student will take it to the bank.

6.12. STUDENT DRESS CODE

Dress Code is designed by HKMU 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 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.

a) The following is required to be adhered to by all students at HKMU:

- i. Wearing of Identity Cards with branded strings at all times 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 HKMU 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, 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.
- ii. 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.
- iii. 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.

c) The following dresses are strictly prohibited for males:

- i. 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.
- 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 of correcting 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, 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.

6.13. SPORTS AND GAMES ACTIVITIES

Games and sports play an important role in fostering students' academic career and, in attaining good health and academic mind-set. HKMU students usually participate in various extra-mural activities, such as inter-class competition, the inter-college games with



universities located in Dar es Salaam or medical schools and the East Africa Universities games if and when resources are available.

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



7.0 DEPARTMENT OF SOCIAL WORK

7.1. INTRODUCTION

The Department of Social Work offers Certificate, 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.

7.2. PROGRAMMES OFFERED BY THE DEPARTMENT OF SOCIAL WORK

7.2.1. CERTIFICATE IN SOCIAL WORK NTA LEVEL 4 AND NTA LEVEL 5

Direct entry requirements

- a) **NTA Level 4:** Certificate of secondary education with 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).
- b) **NTA Level 5:** Advanced Certificate of Secondary Education with at least one principal and subsidiary pass excluding religious subjects.

Equivalent entry requirements (NTA Level 5)

- Technician certificate in Social work related occupations
- NTA level 4 in Social work.

7.2.2. ORDINARY DIPLOMA IN SOCIAL WORK (NTA LEVEL 6)

Entry requirements

- Technician Certificate (NTA Level 5) in Social work.



Duration of programmes: duration of each NTA programmes is one (1) year.

7.2.3. 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 or Gender and Development with an average of "B" or a minimum GPA of 3.0.

Duration of the programme: 3 years

Mode of Application

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



7.3. FEE STRUCTURE

CERTIFICATE AND DIPLOMA PROGRAMMES IN SOCIAL WORK FOR LOCAL (INCL. EAC) STUDENTS

| (A) | AMOUNT PAYABLE TO THE UNIVERSITY | NTA LEVEL 4 (TZS) | NTA LEVEL 5 (TZS) | NTA LEVEL 6 (TZS) |
|-----|----------------------------------|-------------------|-------------------|-------------------|
| 1. | Registration | 50,000 | 50,000 | 50,000 |
| 2. | Tuition fee | 700,000 | 800,000 | 800,000 |
| 3. | Examinations | 63,000 | 63,000 | 63,000 |
| 4. | Development Fee | 50,000 | 50,000 | 50,000 |
| 5. | Book-bank borrowing | 100,000 | 100,000 | 100,000 |
| 6. | Facility Maintenance fee | 50,000 | 50,000 | 50,000 |
| 7. | Field supervision | 200,000 | 200,000 | 200,000 |
| 8. | Graduation fee | 80,000 | 80,000 | 80,000 |
| | TOTAL | 1,293,000 | 1,393,000 | 1,393,000 |

| (B) | OTHER FEES | NTA LEVEL 4 (TZS) | NTA LEVEL 5 (TZS) | NTA LEVEL 6 (TZS) |
|-----|-------------------------|-------------------|-------------------|-------------------|
| 1. | NACTE Quality Assurance | 15,000 | 15,000 | 15,000 |
| 2. | Student Union | 35,000 | 35,000 | 35,000 |
| | TOTAL | 50,000 | 50,000 | 50,000 |

| (C) | AMOUNT PAYABLE TO THE STUDENT | NTA LEVEL 4 (TZS) | NTA LEVEL 5 (TZS) | NTA LEVEL 6 (TZS) |
|-----|-------------------------------|-------------------|-------------------|-------------------|
| 1. | NHIF (compulsory) | 50,400 | 50,400 | 50,400 |
| 2. | Accommodation | 400,000 | 400,000 | 400,000 |
| 3. | Field Allowance | 600,000 | 600,000 | 600,000 |
| 4. | Meals per semester | 1,600,000 | 1,600,000 | 1,600,000 |
| 5. | Book purchase | 800,000 | 800,000 | 800,000 |
| 6. | Stationery | 400,000 | 400,000 | 400,000 |
| 7. | Pocket money | 700,000 | 700,000 | 700,000 |



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

| (A) | AMOUNT PAYABLE TO THE UNIVERSITY | YEAR 1 (TZS) | YEAR 2 (TZS) | YEAR 3 (TZS) |
|------------|----------------------------------|------------------|------------------|------------------|
| 1 | Registration & Identity Card | 50,000 | | |
| 2 | Tuition Fee | 1,400,000 | 1,400,000 | 1,500,000 |
| 3 | Examinations | 80,000 | 80,000 | 80,000 |
| 4 | Development Fee | 50,000 | 50,000 | 50,000 |
| 5 | Book-bank borrowing | 100,000 | 100,000 | 100,000 |
| 6 | Facility Maintenance Fee | 100,000 | - | - |
| 7 | Field Work practice | - | 200,000 | - |
| 8 | Research | - | - | 200,000 |
| 9 | Graduation Fee | - | - | 100,000 |
| | Sub-total | 1,780,000 | 1,830,000 | 2,030,000 |
| (B) | Other Fees | | | |
| 1 | TCU Quality Assurance | 20,000 | 20,000 | 20,000 |
| 2 | Student Union | 35,000 | 35,000 | 35,000 |
| | Sub-total | 55,000 | 55,000 | 55,000 |
| | Total Fee | 1,840,000 | 1,885,000 | 2,185,000 |
| (C) | Payable to Student | | | |
| 1 | Health Insurance - NHIF | 50,400 | 50,400 | 50,400 |
| 2 | Field Allowance | 400,000 | 400,000 | 400,000 |
| 3 | Accommodation | 600,000 | 600,000 | 600,000 |
| 4 | Meals per Semester | 1,600,000 | 1,600,000 | 1,600,000 |
| 5 | Book purchase | 800,000 | 800,000 | 800,000 |
| 6 | Stationery | 400,000 | 400,000 | 400,000 |
| 7 | Pocket Money | 700,000 | 700,000 | 700,000 |



BACHELOR OF SOCIAL WORK PROGRAMME FOR INTERNATIONAL STUDENTS

| | Programme | Year 1 (USD) | Year 2 (USD) | Year 3 (USD) |
|------------|--|-------------------------|-------------------------|-------------------------|
| (A) | MONEY PAYABLE TO THE UNIVERSITY | | | |
| 1 | Registration | 25 | | |
| 2 | Tuition Fee | 846 | 846 | 891 |
| 3 | Examination | 35 | 35 | 35 |
| 4 | Development Fee | 25 | 25 | 25 |
| 5 | Book bank borrowing/ e-learning resource access. | 45 | 45 | 45 |
| 6 | Facility Maintenance Fee | 50 | - | - |
| 7 | Field Supervision | 86 | 86 | 86 |
| 8 | Graduation | - | - | 45 |
| | Sub total | 1,112 | 1,037 | 1,127 |
| (B) | OTHER FEES: | | | |
| 1 | TCU Quality Assurance | 10 | 10 | 10 |
| 2 | Student Union | 20 | 20 | 20 |
| | Sub total | 30 | 30 | 30 |
| | Total Fees Payable to the University (Excluding Hostel) | 1,142 | 1,067 | 1,157 |
| (C) | MONEY PAYABLE TO STUDENTS | | | |
| | Health Insurance (NHIF) | 25 | 25 | 25 |
| | Food (per Semester) | 695 | 695 | 695 |
| | Book purchase | 435 | 435 | 435 |
| | Pocket money (per Semester) | 305 | 305 | 305 |
| | Stationery (per Semester) | 175 | 175 | 175 |
| (D) | HOSTEL ACCOMMODATION PER YEAR | | | |
| | Double bedroom, per student | 368 | 368 | 368 |
| | Triple bedroom, per student | 260 | 260 | 260 |
| | Hostel maintenance fee. | 20 | 20 | 20 |

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

ACCOUNT NAME: HUBERT KAIRUKI MEMORIAL UNIVERSITY
ACCOUNT NO: **0200721004** (FOR TZS)
ACCOUNT NO: **0200721012** (FOR USD)
ACCOUNT NO: **02041110006** (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**

OR

ACCOUNT NAME: HUBERT KAIRUKI MEMORIAL UNIVERSITY
ACCOUNT NO: **0150240150101**
BANK NAME: CRDB BANK LTD
AZIKIWE BRANCH
P.O. BOX 72344
DAR ES SALAAM
TANZANIA
SWIFT CODE: **CORUTZTZ**

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



7.4. COURSE CODING, HOURS PER WEEK AND PER SEMESTER- BSW PROGRAMME

YEAR ONE: SEMESTER ONE

| CODE | MODULE NAME | MODULE 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 |
| Sub Total Semester One | | | | | | | | 600 | 60 |

YEAR ONE: SEMESTER TWO

| CODE | MODULE NAME | MODULE 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 |
| Sub Total Semester Two | | | | | | | | 600 | 60 |



YEAR TWO: SEMESTER THREE

| CODE | MODULE NAME | MODULE 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 |
| Subtotal Semester Three | | | | | | | | 540 | 54 |

YEAR TWO: SEMESTER FOUR

| CODE | MODULE NAME | MODULE 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 |
| Sub Total Semester Four | | | | | | | | 840 | 84 |



YEAR THREE: SEMESTER FIVE

| CODE | MODULE NAME | MODULE 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 |
| Sub Total Semester Five | | | | | | | | 600 | 60 |

YEAR THREE: SEMESTER SIX

| CODE | MODULE NAME | MODULE 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 |
| Sub Total Semester Six | | | | | | | | 420 | 42 |

Key:

| | | | | | | |
|---------------|-------------|-----------------|-------------------|--------------------------|--------------------|-------------|
| L: Lecture | T: Tutorial | P: Practical | AS: Assignment | IS: Independent study | TH: Total hours | CR: Credits |
|---------------|-------------|-----------------|-------------------|--------------------------|--------------------|-------------|



7.5. PROFILE OF DEPARTMENTS

ACADEMIC CREDENTIALS OF TEACHING STAFF- DEPARTMENT OF SOCIAL WORK

| TITLE | NAME | QUALIFICATIONS |
|---------------------------------|-----------------------------------|---|
| Senior Lecturer and Chairperson | Dr. Theresa J. Kaijage | PhD in Social Work (University of Pittsburgh), Master of Social Work (Washington University), BA in Education (UDSM) |
| Assistant Lecturer | Mr. Daudi S. Chanila ¹ | Master of Social Work (OUT), Master of Public Administration (MU), PGD in Law, ADSW (ISW) |
| Assistant Lecturer | Ms. Rita Minga | Master of Social Work (HKMU), MSc. Development Policy and Practice for Civil Society (Bradford), Bachelor of Social Work (ISW) |
| Assistant Lecturer | Ms. Esther Katende | Master of Social Work (HKMU), Postgraduate Diploma in Economic Diplomacy, Centre for Foreign Relation (UDSM), Advanced Diploma in Social Work (ISW) |

1. On staff development- PhD in Social Work (Open University of Tanzania)



8.0 FACULTY OF MEDICINE

8.1. INTRODUCTION

The Faculty of Medicine offers one academic programme which is Doctor of Medicine (5 years). Teaching at the Faculty of Medicine is strongly community based. It includes health promotion, disease prevention, research, and administration. Our training equips HKMU trained doctors with a wider perspective and capabilities to function at all levels of a health care system with a good scientific general education, strong public health orientation and a social concern of the community they will be serving.

8.2. UNDERGRADUATE PROGRAMMES OFFERED BY THE FACULTY OF MEDICINE

8.2.1. 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 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 one year internship).

Mode of Application

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

8.3. FEE STRUCTURE

MD PROGRAMME FOR LOCAL (INCL. EAC) STUDENTS

A. MONEY PAYABLE TO THE UNIVERSITY

| MD FEES (TZS) | For Local and EAC Students | | | | |
|--------------------------|-----------------------------------|------------------|------------------|------------------|------------------|
| Fee description | YEAR 1 | YEAR 2 | YEAR 3 | YEAR 4 | YEAR 5 |
| Registration | 50,000 | 50,000 | 50,000 | 50,000 | 50,000 |
| Tuition fees | 6,444,000 | 6,444,000 | 6,444,000 | 6,698,000 | 6,698,000 |
| Examination | 100,000 | 100,000 | 100,000 | 100,000 | 100,000 |
| Book bank borrowing | 100,000 | 100,000 | 100,000 | 100,000 | 100,000 |
| Development fee | 50,000 | 50,000 | 50,000 | 50,000 | 50,000 |
| Facility Maintenance Fee | 100,000 | - | - | - | - |
| TOTAL | 6,844,000 | 6,744,000 | 6,744,000 | 6,998,000 | 6,998,000 |

B. OTHER FEES

| MD FEES (TZS) | For Local and EAC Students | | | | |
|------------------------|-----------------------------------|---------------|---------------|---------------|----------------|
| Fee description | YEAR 1 | YEAR 2 | YEAR 3 | YEAR 4 | YEAR 5 |
| Student Union | 35,000 | 35,000 | 35,000 | 35,000 | 35,000 |
| TCU Quality Assurance | 20,000 | 20,000 | 20,000 | 20,000 | 20,000 |
| Graduation | - | - | - | - | 100,000 |
| Uniforms | 100,000 | - | - | - | - |
| TOTAL | 155,000 | 55,000 | 55,000 | 55,000 | 155,000 |



C. ACCOMODATION FEE

| HOSTEL | COST (TZS) |
|---------------------|-------------------|
| Double | 850,000 |
| Triple | 600,000 |
| Hostel Security Fee | 40,000 |

D. MONEY PAYABLE TO STUDENT

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

| LIVING EXPENSES | COST (TZS) |
|-----------------------------|-------------------|
| NHIF (compulsory) | 50,400 |
| Food (per semester) | 1,600,000 |
| Book purchase (per set) | 1,000,000 |
| Pocket money (per semester) | 700,000 |
| Stationery (per semester) | 400,000 |

| FIELD WORK AND RESEARCH | COST (TZS) |
|--------------------------------|-------------------|
| MD 4 | 1,000,000 |
| MD 5 | 600,000 |

E. SPECIAL FACULTY REQUIREMENTS**FIRST YEAR**

| ITEM DESCRIPTION | COST (TZS) |
|-------------------------|-------------------|
| Scientific Calculator | 55,000 |
| Dissection Kit | 50,000 |
| Lab Coats (2) | 100,000 |
| Total | 205,000 |



SECOND YEAR

| ITEM DESCRIPTION | COST (TZS) |
|--------------------------------|----------------|
| Stethoscope (Clinical) | 295,000 |
| BP Machine | 180,000 |
| Clinical Thermometer (digital) | 10,000 |
| Clinical Thermometer (manual) | 5,000 |
| Tape measure(Metric) | 5,000 |
| Total | 495,000 |

THIRD YEAR, FOURTH AND FIFTH YEAR

| ITEM DESCRIPTION | COST (TZS) |
|------------------------------|------------------|
| Apron (2) | 65,000 |
| Theatre Shoes/Boots (1 pair) | 70,000 |
| Clinical Lab Coats | 80,000 |
| Neurological Examination set | 500,000 |
| Otoscope/Ophthalmoscope | 275,000 |
| Foetoscope | 30,000 |
| Theatre Clothes (gowns) | 70,000 |
| Delivery Kit | 550,000 |
| Total | 1,640,000 |

F. TRANSPORT FROM HKMU TO VARIOUS HOSPITALS FOR CLINICAL ROTATIONS AND BACK TO HKMU

| MD4 & MD5 | COST (TZS) |
|------------------------|------------|
| Per Year (2 semesters) | 200,000 |



MD PROGRAMME FOR INTERNATIONAL STUDENTS

A. MONEY PAYABLE TO THE UNIVERSITY

| MD FEES (USD) | For International Students | | | | |
|--------------------------|-----------------------------------|-----------------|-----------------|-----------------|-----------------|
| Fee description | YEAR 1 | YEAR 2 | YEAR 3 | YEAR 4 | YEAR 5 |
| Registration | 70.00 | 70.00 | 70.00 | 70.00 | 70.00 |
| Tuition fees | 7,925.00 | 7,925.00 | 7,925.00 | 8,156.00 | 8,156.00 |
| Examination | 179.00 | 179.00 | 179.00 | 179.00 | 179.00 |
| Book bank borrowing | 127.00 | 127.00 | 127.00 | 127.00 | 127.00 |
| Development fee | 30.00 | 30.00 | 30.00 | 30.00 | 30.00 |
| Facility Maintenance Fee | 136.00 | - | - | - | - |
| TOTAL | 8,467.00 | 8,331.00 | 8,331.00 | 8,562.00 | 8,562.00 |

B. OTHER FEES

| MD FEES (USD) | For International Students | | | | |
|------------------------|-----------------------------------|---------------|---------------|---------------|---------------|
| Fee description | YEAR 1 | YEAR 2 | YEAR 3 | YEAR 4 | YEAR 5 |
| Student Union | 30.00 | 30.00 | 30.00 | 30.00 | 30.00 |
| TCU Quality Assurance | 20.00 | 20.00 | 20.00 | 20.00 | 20.00 |
| Graduation | - | - | - | - | 60.00 |
| Uniforms | 84.00 | - | - | - | - |
| TOTAL | 134.00 | 50.00 | 50.00 | 50.00 | 110.00 |

C. ACCOMODATION FEE

| HOSTEL | COST (USD) |
|---------------------|-------------------|
| Double | 850.00 |
| Triple | 600.00 |
| Hostel Security Fee | 30.00 |

D. MONEY PAYABLE TO STUDENT

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

| LIVING EXPENSES | COST (USD) |
|-----------------------------|-------------------|
| NHIF (compulsory) | 55.00 |
| Food (per semester) | 1,950.00 |
| Book purchase (per set) | 1,500.00 |
| Pocket money (per semester) | 950.00 |
| Stationery (per semester) | 450.00 |

| FIELD WORK AND RESEARCH | COST (USD) |
|--------------------------------|-------------------|
| MD 4 | 1,000.00 |
| MD 5 | 600,000 |

E. SPECIAL FACULTY REQUIREMENTS**FIRST YEAR**

| ITEM DESCRIPTION | COST (USD) |
|-------------------------|-------------------|
| Scientific Calculator | 55.00 |
| Dissection Kit | 50.00 |
| Lab Coats (2) | 80.00 |
| Total | 185.00 |

SECOND YEAR

| ITEM DESCRIPTION | COST (USD) |
|--------------------------------|-------------------|
| Stethoscope (Clinical) | 265.00 |
| BP Machine | 180.00 |
| Clinical Thermometer (digital) | 10.00 |
| Clinical Thermometer (manual) | 5.00 |
| Tape measure(Metric) | 5.00 |
| Total | 465.00 |



THIRD YEAR, FOURTH AND FIFTH YEAR

| ITEM DESCRIPTION | COST (USD) |
|------------------------------|-----------------|
| Apron (2) | 65.00 |
| Theatre Shoes/Boots (1 pair) | 70.00 |
| Clinical Lab Coats | 80.00 |
| Neurological Examination set | 500.00 |
| Otoscope/Ophthalmoscope | 275.00 |
| Foetoscope | 30.00 |
| Theatre Clothes (gowns) | 70.00 |
| Delivery Kit | 550.00 |
| Total | 1,640.00 |

F. ADDITIONAL COSTS FOR INTERNATIONAL STUDENTS

| ITEM DESCRIPTION | COST (USD) |
|----------------------|---------------|
| Medical Registration | 150.00 |
| Resident Permit | 250.00 |
| Settling Allowance | 300.00 |
| Total | 700.00 |

G. TRANSPORT FROM HKMU TO VARIOUS HOSPITALS FOR CLINICAL ROTATIONS AND BACK TO HKMU

| MD4 & MD5 | COST (USD) |
|------------------------|------------|
| 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:

ACCOUNT NAME: HUBERT KAIRUKI MEMORIAL UNIVERSITY
ACCOUNT NO: **0200721004** (FOR TZS)
ACCOUNT NO: **0200721012** (FOR USD)
ACCOUNT NO: **02041110006** (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**

OR

ACCOUNT NAME: HUBERT KAIRUKI MEMORIAL UNIVERSITY
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BANK NAME: CRDB BANK LTD
AZIKIWE BRANCH
P.O. BOX 72344
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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-MD PROGRAMME

| ODD SEMESTER : 1 (November - April) | | | | | | | | | |
|-------------------------------------|--------|------------------------------------|--------------------|-----------|-----------|------------------------|------------|------------|-------------|
| 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 |
| | | Total | 19 | 16 | 35 | 342 | 288 | 630 | |

| EVEN SEMESTER : 2 (May – October) | | | | | | | | | |
|-----------------------------------|--------|------------------------------------|--------------------|-----------|-----------|------------------------|------------|------------|-------------|
| 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 |
| | | Total | 19 | 16 | 35 | 342 | 288 | 630 | |



| ODD SEMESTER : 3 (November - April) | | | | | | | | | |
|-------------------------------------|--------|-------------------------|--------------------|-----------|-----------|------------------------|------------|------------|-------------|
| S.N. | CODE | COURSE | TOTAL HRS PER WEEK | | | TOTAL HRS PER SEMESTER | | | EXAMINATION |
| | | | Theory | Practice | Total | Theory | Practice | Total | |
| 1. | BS300 | Biostatistics | 1 | 2 | 3 | 18 | 36 | 54 | ESE |
| 2. | HSR300 | Health System Research | 3 | 2 | 5 | 54 | 36 | 90 | ESE |
| 3. | MIC300 | Microbiology/Immunology | 2 | 4 | 6 | 36 | 72 | 108 | FINAL |
| 4. | PAT300 | Pathology | 2 | 2 | 4 | 36 | 36 | 72 | ESE |
| 5. | PHC300 | Pharmacology | 5 | 3 | 8 | 90 | 54 | 144 | ESE |
| 6. | TC300 | Therapeutic Counselling | 3 | 2 | 5 | 54 | 36 | 90 | FINAL |
| 7. | | Self-Study / C.A.T's | - | - | 4 | - | - | 72 | |
| 8. | | Total | 16 | 15 | 35 | 288 | 270 | 630 | |

| EVEN SEMESTER : 4 (May – October) | | | | | | | | | |
|-----------------------------------|--------|------------------------|--------------------|-----------|-----------|------------------------|------------|------------|-------------|
| S.N. | CODE | COURSE | TOTAL HRS PER WEEK | | | TOTAL HRS PER SEMESTER | | | EXAMINATION |
| | | | Theory | Practice | Total | Theory | Practice | Total | |
| 1. | CL400 | Clinical Laboratory | 2 | 2 | 4 | 36 | 36 | 72 | FINAL |
| 2. | CLM400 | Clinical Methods | 3 | 3 | 6 | 54 | 54 | 108 | FINAL |
| 3. | ETM400 | Ethics in Medicine | 2 | 1 | 3 | 36 | 18 | 54 | FINAL |
| 4. | HSR400 | Health System Research | 2 | 2 | 4 | 36 | 36 | 72 | FINAL |
| 5. | PAR400 | Parasitology | 3 | 3 | 6 | 54 | 54 | 108 | FINAL |
| 6. | PAT400 | Pathology | 2 | 2 | 4 | 36 | 36 | 72 | ESE |
| 7. | PHC400 | Pharmacology | 3 | 3 | 6 | 54 | 54 | 108 | ESE |
| 8. | BS400 | Biostatistics | 1 | 1 | 2 | 18 | 18 | 36 | FINAL |
| | | Total | 18 | 17 | 35 | 324 | 306 | 630 | |



ODD SEMESTER : 5 (November - April)

| S.N. | CODE | COURSE | TOTAL HRS PER WEEK | | | TOTAL HRS PER SEMESTER | | | EXAMINATION |
|------|--------|------------------------------|--------------------|-----------|-----------|------------------------|------------|------------|-------------|
| | | | Theory | Practice | Total | Theory | Practice | Total | |
| 1. | IM500 | Internal Medicine | 2 | 2 | 4 | 36 | 36 | 72 | ESE |
| 2. | MP300 | Medical Psychology | 1 | 1 | 2 | 18 | 18 | 36 | FINAL |
| 3. | OG500 | Obstetrics and Gynaecology | 2 | 2 | 4 | 36 | 36 | 72 | ESE |
| 4. | PAT500 | Pathology | 3 | 2 | 5 | 54 | 36 | 90 | FINAL |
| 5. | PD500 | Paediatrics and Child Health | 2 | 2 | 4 | 36 | 36 | 72 | ESE |
| 6. | PHC500 | Pharmacology | 2 | 3 | 5 | 36 | 54 | 90 | FINAL |
| 7. | PSY500 | Psychiatry | 2 | 1 | 3 | 36 | 18 | 54 | ESE |
| 8. | SU500 | Surgery/Orthopaedics/Trauma | 5 | 3 | 8 | 90 | 54 | 144 | ESE |
| | | Total | 19 | 16 | 35 | 342 | 288 | 630 | |

EVEN SEMESTER : 6 (May – October)

| S.N. | CODE | COURSE | TOTAL HRS PER WEEK | | | TOTAL HRS PER SEMESTER | | | EXAMINATION |
|------|--------|---------------------------------------|--------------------|-----------|-----------|------------------------|------------|------------|-------------|
| | | | Theory | Practice | Total | Theory | Practice | Total | |
| 1. | AIT600 | Anaesthesiology and Intensive Therapy | 2 | 1 | 3 | 36 | 18 | 54 | FINAL |
| 2. | COM600 | Community Medicine/Public Health | 2 | 2 | 4 | 36 | 36 | 72 | ESE |
| 3. | IM600 | Internal Medicine | 3 | 2 | 5 | 54 | 36 | 90 | ESE |
| 4. | OG600 | Obstetrics & Gynaecology | 3 | 2 | 5 | 54 | 36 | 90 | ESE |
| 5. | PD600 | Paediatrics and Child Health | 3 | 2 | 5 | 54 | 36 | 90 | ESE |
| 6. | RAD600 | Radiology/Imaging Techniques | 2 | 2 | 4 | 36 | 36 | 72 | FINAL |
| 7. | SU600 | Surgery/Orthopaedics/Trauma | 4 | 3 | 7 | 72 | 54 | 126 | ESE |
| 8. | PSY600 | Psychiatry | 2 | 0 | 2 | 36 | 0 | 36 | ESE |
| | | Total | 21 | 14 | 35 | 378 | 252 | 630 | |



| ODD SEMESTER : 7 (November - April) and EVEN SEMESTER : 8 (May – October) | | | | | | | | | |
|--|--------|---------------------------------|--------------------|----------|-------|---------------------------------|----------|-------|-------------|
| S.N. | CODE | COURSE | TOTAL HRS PER WEEK | | | TOTAL HRS PER ROTATION/SEMESTER | | | EXAMINATION |
| | | | Theory | Practice | Total | Theory | Practice | Total | |
| 1. | FM700 | Forensic Medicine | 2 | - | 2 | 36 | - | 36 | ESE |
| 2. | IM780 | Internal Medicine ** | 6 | 29 | 35 | 96 | 464 | 560 | FQE |
| 3. | PD780 | Paediatrics and Child Health ** | 6 | 29 | 35 | 96 | 464 | 560 | FQE |
| 4. | PSY800 | Psychiatry | 6 | 29 | 35 | 48 | 232 | 280 | FQE |
| 5. | FM800 | Forensic Medicine | 2 | - | 2 | 36 | - | 36 | FINAL |
| 6. | EP800 | Elective Period | - | 20 | 20 | - | 120 | 120 | REPORT |

| ODD SEMESTER : 9 (November - April) and EVEN SEMESTER : 10 (May – October) | | | | | | | | | |
|---|--------|---|--------------------|----------|-------|------------------------|----------|-------|-------------|
| S. N. | CODE | COURSE | TOTAL HRS PER WEEK | | | TOTAL HRS PER ROTATION | | | EXAMINATION |
| | | | Theory | Practice | Total | Theory | Practice | Total | |
| 1. | OG900 | Obstetrics and Gynaecology** | 6 | 29 | 35 | 96 | 464 | 560 | FQE |
| 2. | SU900 | Surgery/Orthopaedics* ** , ENT, Urology and Ophthalmology** | 6 | 29 | 35 | 96 | 464 | 560 | FQE |
| 3. | COM900 | Community Medicine (including Direct leadership, Administration and Management)**** | 6 | 29 | 35 | 48 | 232 | 280 | FQE |

** Parallel rotation in groups

*** 2 weeks for orthopaedics

**** 2 weeks for district leadership, administration and management



8.5. SCHEDULE FOR CONDUCTING CLINICAL ROTATIONS

| MD4: SEMESTER 7 & 8 | | | |
|--------------------------------|--------------|---|-----------------------------|
| Week(s) | Dates | MD4 Groups | |
| | | Group 4A | Group 4B |
| 1-6 | Nov-Jan | Internal Medicine | Paediatrics |
| 7 | Jan | IRE1 Internal Medicine | IRE1 Paediatrics |
| 8-12 | Jan-Feb | Internal Medicine continues | Paediatrics continues |
| 13 | Feb | IRE2 Internal Medicine | IRE2 Paediatrics |
| 14 | March | Internal Medicine continues | Paediatrics continues |
| 15 | March | Processing of rotation results | |
| 16 | March | FQE Internal Medicine | FQE Paediatrics |
| 17 | March | Breather | |
| 18-22 | Mar/Apr | Paediatrics | Internal Medicine |
| 22 | Apr | ESE Forensic Medicine | |
| 23 | May | IRE1 Paediatrics | IRE1 Internal Medicine |
| 24-26 | May | Paediatrics continues | Internal Medicine continues |
| 27 | May-June | IRE2 Paediatrics | IRE2 Internal Medicine |
| 28-31 | June | Paediatrics continues | Internal Medicine continues |
| 32 | July | Processing of rotation results | |
| 33 | July | FQE Paediatrics | FQE Internal Medicine |
| 34 | July | Breather | |
| 34-42 | July-Aug | Psychiatry Rotation | |
| 45 | Sep | FQE: Psychiatry (W)+ Forensic Medicine FE | |
| 46-52 | Sep-Nov | Electives, Suppl. Rotations, Long Vacation | |



| MD5: SEMESTER 9 & 10 | | | |
|---------------------------------|--------------|--|-------------------|
| Week(s) | Dates | MD4 Groups | |
| | | Group 5A | Group 5B |
| 1-6 | Nov-Jan | OBGY | Surgery |
| 7 | Jan | IRE1 OBGY | IRE1 Surgery |
| 8-12 | Jan-Feb | OBGY continues | Surgery continues |
| 13 | Feb | IRE2 OBGY | IRE2 Surgery |
| 14 | March | OBGY continues | Surgery continues |
| 15 | March | Processing of rotation results | |
| 16 | March | FQE OBGY | FQE Surgery |
| 17 | March | Breather | |
| 18-22 | Mar/Apr | Surgery | OBGY |
| 23 | May | IRE1 Surgery | IRE1 OBGY |
| 24-26 | May | Surgery continues | OBGY continues |
| 27 | May-June | IRE2 Surgery | IRE2 OBGY |
| 28-31 | June | Surgery continues | OBGY continues |
| 32 | July | Processing of rotation results | |
| 33 | July | FQE Surgery | FQE OBGY |
| 34 | July | Breather | |
| 34-42 | July-Aug | Community Medicine Rotation | |
| 45 | Sep | FQE Community Medicine | |
| 46-52 | Sep-Nov | Suppl. Rotations, Long Vacation | |
| | | | |



8.6. GENERAL REQUIREMENTS AND GUIDELINES FOR CONDUCTING CLINICAL ROTATIONS AT HKMU, FOR FOURTH AND FIFTH YEARS (SEMESTERS 7, 8, 9 & 10)

8.6.1. INTERNAL MEDICINE

Requirements: For 16 weeks, the students are expected to be in the wards Monday-Friday from 9.00am to 6:00pm. Students should have required tools for full physical exam, such as: stethoscope, blood pressure machine, thermometer, reflex hammer, tuning fork, measuring tape and patellar hammer.

Clerking: During this time each student shall be required to clerk at least 1 patient per day. The clerking should include: full medical history, complete physical examination, plan of investigations, plan of treatment and prevention. Clerked case notes should be submitted every Friday.

Required ward skills: The student should perform the following procedures and fill them in the log book. Each procedure must be countersigned by an appropriate senior staff.

- Set up 4 intravenous lines e.g. IV drip administration with competence in calculating the drip rate.
- Insert 4 urinary catheters in male and female patients.
- Draw 4 IV blood specimens for investigations.
- Administer 4 IM and IV injections (therapeutic).
- Administer at least 2 subcutaneous therapeutic injections.

These procedures must be supervised. A record should be signed by the authorized senior ward nurse or a member of the department of internal medicine.

Laboratory skills:

1. Stain and read correctly at least 4 thick and 4 thin smears for Malaria.

2. Stain and read 4 specimens of sputum positive for AFB.
3. Stain and read 5 blood slides with abnormal RBC morphology.
4. Examine 4 or 5 stool samples for ova and parasites.

Other Skills:

1. Performing a scratch test (allergy).
2. Performing intradermal test (allergy).
3. Patch test (to discover cause of contact dermatitis).

Seminars: Each student is required to attend seminar sessions in the afternoon 2 times per week. Students will be asked to present on various clinical problems which will also include data interpretation such as: FBP, LFTs, RFTs, CSF, X-rays, ECG, CT scan, etc. They will also be asked to give presentations on common clinical problems.

Record of activities and procedures: This record sheet of paper has to be returned to the coordinator at the end of the rotation.

Name of student.....

| Date | Activity or Procedure | Consultant or Technician | |
|------|-----------------------|--------------------------|-----------|
| | | Name | Signature |
| | | | |
| | | | |

Students will clerk across a variety of systems

Assessment and Evaluation: Clerking shall be graded and handed back to students within 3-4 days so as to provide feedback. Students shall give presentations daily at the bedside to the group of his/her fellow students and internal medicine lecturer. Lecturers are required to be present in the wards at the time of clerking so as to give feedback and supervise the physical examinations.



The final grade is determined by: Clerking patient= 5%; ward skills and laboratory skills (log book) = 5%; Intra-Rotation Examination 1 (CAT1) = 15%; Intra-Rotation Examination 2 (CAT2) =15%. Total (CAT1 + CAT2+ Other coursework) = 40% of the final mark.

The Final Qualifying Examination will constitute 60% of the final mark. During all these examinations the Written Examination will constitute 40% and the Clinical Examination 60%.

Reading List

A. Clinical Methods

1. Macleod's Clinical Examination (e.g. 11th Edition) 2006, Elsevier, Edinburgh, Ed. Graham Douglas.
2. Introduction to Clinical Examination (8th Edition) 2006 Ed. Michael Ford, et al.
3. Hutchison's Clinical Methods, An Integrated Approach to Clinical Practice (2nd Edition), Edited by Michael Swash and Michael Glynn,(c) 2007) Saunders London.
4. Bate's Physical Examination.

B. Text Books

1. Nicki R. Colledge, BSc, FRCP (Ed), Brian R. Walker, BSc, MD, FRCP (Ed) and Stuart H. Ralston, MD, FRCP, FMedSci, FRSE. Davidson's principles and practice of Medicine. Publisher; Churchill Livingstone, UK. ISBN: 978-0-7020-3085
2. Parveen Kumar, Michael L. Clark. Clinical Medicine, Publisher: Saunders Ltd.; ISBN-13: 978-0702027635.
3. Eldryd H O Parry, R Godfrey, D Mabey, G. Gill. Principles of Medicine in Africa, Cambridge University Press, Cambridge, UK.

8.6.2. PAEDIATRICS AND CHILD HEALTH

Requirements:

Clerking of cases: Average of 30 cases during the whole rotation. This should include at least 2 cases per each common condition in paediatrics (Top Ten Diseases).

Students are also required to:

- a) Attend calls: students are required to have timetable indicating days of being on call during the rotation. Calls are required to end at 10pm.
- b) Undertake outpatient duties.
- c) Participate in vaccination exercise.
- d) Participate in clinical presentation exercise. These are later graded as part of continuous assessment.
- e) Attend lectures, bed side teaching sessions and seminars.
- f) Sit for the intra-rotation examinations, written/clinical.

Students are required to undertake Practical Procedures as follows:

Laboratory investigations:

- HB, Sickling Test, P.C.V, Peripheral blood film, blood slide for malaria parasites, Urine and Stool microscopy, E.S.R, Erythrocytic indices

Clinical Skills:

- Intravenous injection, Venepuncture, Scalp vein and intravenous infusion, Resuscitation: Cut down, Pleural tapping, Lumbar puncture and Femoral Puncture.

Nursing Skills:

- Inserting of Nasal gastric tube, Tube feeding, Intra-muscular injection, Tuberculin test, Vaccination and Diet preparation.

Assessment and Evaluation:

The continuous assessment will include the following:



- Clinical skills Evaluation
- Intra-Rotation Examination 1
- Intra-Rotation Examination 2
- Final Qualifying Examination

Modalities of assessing clinical skills using the log book of clinical and practical skills will be as follows:

- Case presentation 10%
- Case reports 15%
- Practical skills 15%
- Intra-Rotation Examinations 60%

Continuous assessment will contribute 40% to the Final Qualifying University Examination

8.6.3. OBSTETRICS AND GYNAECOLOGY

The clinical/practical course in Obstetrics and Gynaecology is covered in a 16-week rotation, during semester 9 and 10. Each group of students, separately, sits for final qualifying examination at the end of the relevant rotation. There is a long interval between the end of theoretical course in Obstetrics and Gynaecology, undertaken in semester 5 and 6, and the beginning of the Clinical/practical course of the specialty.

Since thorough and current theoretical knowledge is indispensable for the effective clinical/practical learning and training in the specialty, students will be urged to undertake thorough and systematic revision of what was taught and learnt during semesters 5 and 6 from day one of the clinical/practical rotation.

To emphasize the critical importance of the above undertaking, there will be a comprehensive revision test during week three of the rotation. Also, there will be 2 Intra-Rotation Examinations (clinical/practical) as well as Final Qualifying Examination (clinical/practical).

The single clinical/practical rotation will comprise:

- Several lectures on important topics not covered during semesters 5 and 6.
- Skills-oriented lectures, demonstrations and practice before ward mini-rotations.
- Students-led seminar presentations on important topics that can be best covered in seminar format. All students in the group will be expected to prepare for, and to attend every seminar presentation and actively participate in the proceedings of the seminar.
- Clinical/practical exposure in various aspects of the specialty being the most important component of the rotation is elaborated further in the Coursework-Procedure Assessment booklet.
- The Coursework-Procedure Assessment booklet only prescribes minimum requirements. Students are urged to take every opportunity to observe, learn and assist in various procedures and to personally perform, under supervision, permitted procedures, over and above the prescribed minimum requirements.

The Coursework-Procedure Assessment booklet constitutes the basis for assessment of the students and accounts for 40% of continuous assessment for the 5th year rotation in Obstetrics and Gynaecology.

Assessment and Evaluation:

- Comprehensive revision test and Intra-Rotation Examinations will account for 50% of continuous assessment.
- Seminars will account for 10% of continuous assessment
- Coursework-Procedure Assessment booklet will account for the remaining 40% of continuous assessment.

Continuous assessment will account for 40% of the final grade and Final Qualifying Examination will account for the remaining 60% of the final grade.



STUDENT ADVISORS

Each student will be assigned to one of the teachers who will act as academic advisor of the student. The group of students assigned to each academic advisor will agree with their advisor on practical arrangements on how to interact.

CALLS

Students will be required to attend calls during the rotation as will be stipulated in the rotation timetable.

OVERALL FORMAT FOR 5TH YEAR CASE RECORD BOOKLET

Students must strictly follow instructions as outlined below:

Gynaecology Cases

- a) **Gynaecology OPD clinic:** Any 5 cases
- b) **Cold Cases (Admitted):** 3 cases: Any of the following: Uterine Fibroids, Carcinoma of Cervix, Menstrual Disorders, Infertility Ovarian Mass.
- c) **Emergency cases:** Any three of the following: Ectopic Pregnancy, Incomplete Abortion, Septic Abortion, Perforated Uterus, Acute PID, Pelvic Abscess, Unsafe Abortion.
- d) **Operative procedures**
 - **Five Major:** Any of the following: Abdominal Hysterectomy, Myomectomy, Ovarian Mass Laparotomy, Tubal Surgery, and Vaginal Operations.
 - **Five Minor:** Any of the following: Laparoscopy, EUA, D&C, BTL (Minilap), Cervical cerclage, MVA

Obstetric cases

- a) **Antenatal Clinic:** Any ten (10) cases
- b) **Antenatal admitted** 5 cases: Any of the following: Hyperemesis gravidarum, Severe Anaemia in Pregnancy, Pregnancy Induced Hypertension (Severe Preeclampsia)

- Eclampsia, Severe Malaria in Pregnancy, Multiple Pregnancy, Bad Obstetric History(BOH), One Previous Caesarean Section, HIV in pregnancy.
- c) **Normal deliveries:** Personally conducted with certified Partographs: 10 cases.
 - d) **Episiotomies/small tears:** Repaired under supervision: 10 cases
 - e) **Abnormal Partographs:** 2 cases
 - f) **Intrapartum Complications:** 2 cases, any of the following: Foetal Distress Cord Prolapse, Retained second twin, Intrapartum Haemorrhage, Eclampsia
 - g) **Postpartum Complications:** 2 cases, any of the following: Primary PPH (Uterine atony, Retained placenta), Uterine Inversion, Puerperal Complications like Anaemia, Sepsis, Psychosis, Convulsions
 - h) **Operative Procedures:** Assisted 5 cases, any of the following: Caesarean section (mandatory two (2) cases), Tuboligation, Vacuum delivery, Cervical Cerclage

The number of cases given is the minimum requirement. Students need to do more practice for a better performance. All cases should have a full history, physical findings, investigations and treatment, and indication for operation with description of the procedure, in operative procedures. **Cases presented should be noted, evaluated and signed by the Lecturer soon after each presentation.**

8.6.4. SURGERY

The clinical and practical course in surgery is covered in a 16 weeks rotation, during semester 9 and 10. Each group of students, separately, sits final qualifying examination at the end of the relevant rotation. There is long interval between the end of theoretical course in surgery, undertaken in semester 5 and 6, and beginning of the clinical/practical course of the specialty. Since thorough and current theoretical knowledge is indispensable for effective for clinical/practical learning and training, students will be urged to undertake thorough and systematic revision of what was taught and learnt during semester 5 and 6 from day one of the clinical/practical. Students will be introduced to theatre environment in the first week of their rotation.



There will be divided into three groups for rotation in orthopaedics surgery at Tumbi hospital Kibaha, each group will stay in field at Kibaha for two weeks , after which each group of students will undertake written examination that will be conducted at Tumbi hospital. Also there will be 2 intra Rotation Examinations (clinical practical), as well as final qualifying examination (clinical practical).

The single clinical/practical rotation will comprise:

- Several lectures on important surgical topics
- Students led seminar presentations on important topics that can best be covered in seminar format. All students in group will be expected to prepare for, and attend every seminar presentation and actively participate in the proceeding of the seminar
- Clinical/practical exposure in various in various aspects is elaborated further in the course work- procedure assessment book
- Course work-procedure assessment book which only prescribes minimum requirements. Students are urged to take every opportunity to observe , learn and assist in various procedures and personally perform under supervision, permitted procedures, over and above the prescribed minimum requirements
- cases presented should be noted, evaluated and signed by lecturer soon after each case presentation
- This coursework procedure booklet provides basis for assessment of the students the booklet should be handled to the department one week prior the intra rotation two examinations. No student should be allowed to sit for intra rotation 2 examination before submitting his/her booklet
- Intra-rotation examinations will each account for 25% of the continuous assessment and other assessments (orthopaedic examination from Tumbi (20%), seminars (15%) and course work-procedure assessment book (15%) will account for the remaining 50% for the continuous assessment
- Continuous assessment will account for 40% of the final grade and final qualifying examination will account for the 60% of the final grade

Student's advisors: each student will be assigned to one of the lectures as his/her academic advisor

Overall format for 5th year case record booklet

Each student must strictly follow instruction outlined below

- a. Intravenous cannulation 15 cases
- b. Drawing blood for investigation 15 cases
- c. Naso-gastric tube insertion 5 cases
- d. Enema 5 cases
- e. Urethral Catheterization 6cases
- f. Wound dressing 6cases
- g. Minor surgery 5 assisted 5 cases
- h. Major surgery assisted 5 cases
- i. Procedures done under supervision/permission 5 cases
- j. Other procedures (specify) e.g. resuscitation, intubation, tracheotomy, central line 15 cases

Remember, the number of cases given is the minimum requirement. Student need to do more practice for better performance. All cases should have a full history, physical findings, investigation and treatment, and indication for operation , with description of procedure and intra operative notes.

8.6.5. CLINICAL PSYCHIATRY: 8 WEEKS

Course description: In the course, general features in psychiatry will be described; clinical methods as conducted in psychiatry will be explained. The various psychoses as they affect individuals in different age groups ranging from childhood through adolescence to adulthood, and old age will be described including: etiological factors, clinical features, investigations, differential diagnosis, psychiatric therapies prevention and follow up methods



of intervention in psychiatric emergencies. All these will be stressed along with mental health organization at national levels.

Aim: To introduce students to the clinical setting of mental health care and broad common mental disorders at community level.

Course objectives: At the end of the course the student should be able to:

- i. Demonstrate knowledge of the various psychiatric conditions that require emergency management at the outpatient and in the wards.
- ii. Demonstrate proper handling of a patient with psychiatric illnesses.
- iii. Show ability to institute appropriate interventions measures in various psychiatric emergencies.
- iv. Discuss different intervention skills in the various types of psychoses including resuscitation methods and the psychotherapy, the use of drugs, and other measures.
- v. Describe the rehabilitation measures in various psychiatric illnesses.

Methods of teaching: Lectures, seminars.

| Week | Hrs | Topics |
|-----------------|-----|--|
| 1 st | 2 | Psychotherapies and behaviour modifications |
| | 2 | Alcohol and drug misuse and dependence |
| | 2 | Personality disorders |
| | 2 | Sexual disorders and gender identity |
| 2 nd | 2 | Violence and sexual abuse |
| | 2 | Seizures disorders |
| | 2 | Mental retardation |
| | 2 | Mental retardation and prevention, and promotions of mental health |



| | | |
|-----------------|---|---|
| | 2 | Common psychiatry disorders in childhood |
| 3 rd | 2 | Common psychiatric disorders in elderly persons |
| | 2 | Psychiatric emergency – adult/child |
| | 2 | Suicide and deliberate harm |
| | 2 | Psychiatry rehabilitation |
| | 2 | Organization mental health services, national mental health programme |
| | | Revision |
| | | Final Qualifying Examination: |
| | 3 | Written |
| | 2 | Clinical/practical |

Methods of assessment: Weighting of test and examinations

- i. At the end of the rotation there will be final examination which will be composed of two parts (written and clinical).
- ii. The written part will be a three hours examination. It will contribute to 40% of the final examination.
- iii. The clinical examination will contribute to 60% of the final examination. Students must pass this part in order to complete the rotation successfully.
- iv. The aggregate of the written part and the clinical part will account for 60% of the final grade.
 - CAT 2 will contribute 50%.
 - 3 Case presentations will contribute 10%.
 - Clerkship 12 cases will contribute 40%.
 - IRE 2 will contribute 60%.



The aggregate of the continuous assessment tests and 3 case presentations, 4 clerkship cases and ERE will account for 40% of the final examination final grade.

| CAT | Final Examination | | Final Grade | | |
|------------|--------------------------|----------|--------------------|-----|------|
| 2 | Written | Clinical | CAT | FE | FG |
| | 40% | 60% | 40% | 60% | 100% |

Changes in Clinical Courses Assessment

In the past there were junior and senior rotations. In case student failed in the junior rotation, there was a chance to repeat at a later date when the senior rotations were held. As of now, since there are no junior and senior rotations, a CAT test will be held prior to the Final Qualifying Examination in the relevant rotation.

The continuous assessments: Intra-Rotation Examinations and at least one CAT will constitute 40%. The Final Qualifying Examination will contribute 60% of the Rotation Final Qualifying Examination. If a candidate fails in the Continuous Assessment Tests i.e. gets less than 50% of the designated score, he/she will not be allowed to sit for the Rotation Final Qualifying Examination. The candidate will be obliged to repeat the rotation.

8.6.6. COMMUNITY MEDICINE: 8 WEEKS

The course will discuss issues of primary health care, environmental sanitation and health, communicable diseases control, health education to the community, family and individual. The importance of sound nutrition and maternal and child health together with the setting of health services in the country's district and community will be stressed. Practical work will include family visits and studies of the diseased patients in the community including ways to prevent disease at those levels.

Course Objectives/Expected Outcomes

At the end of the course the student should be able to:

- i. Explain what constitutes primary health care (past and present day aspects).
- ii. Demonstrate good knowledge on what constitutes sound environmental sanitation.
- iii. Describe food habits of communities in broad food patterns; he/she should further understand what forms food taboos for certain genders.
- iv. Prepare case study reports on nutrition problems of the community and use the same to prepare appropriate health educational programmes.
- v. Demonstrate knowledge of procedure, principles, objectives, evaluation of health learning materials for health education in the community.
- vi. Ability to diagnose, present, and manage the various occupational health hazards.
- vii. Determine types of health resources available to the community and how to acquire, care, utilize, and evaluate them appropriately.
- viii. Health policies and planning: Focus on Sustainable Development Goals (SDGs)

Content of Rotation Programme

- Lecture and lecture discussions.
- Seminars and Practical sessions.
- Field visits to factories, dispensaries, health centres, the DMO offices.
- Continuous Assessment Tests.
- Final Qualifying Examination



| Time | Activity |
|-------------|--|
| Week 1 | Theory-Lectures CAT 1 |
| Week 2 | Evaluation of 4 th year elective research reports (CAT 2) Community based research proposal development: Title/topic selection in consultation with supervisors |
| Week 3 | Community based research proposal development: Development of research instruments in consultations with supervisors |
| Week 4 | Finalization of community research proposals |
| Week 5 | Field work- in an assigned district |
| Week 6 | Field work- in an assigned district |
| Week 7 | Writing group field reports CAT 3 |
| Week 8 | Submission of Research Reports CAT 4 Final Qualifying Community Medicine Written Examination Oral Examination |

Mode of Assessment

The candidate assessment will be based on the following categories of activities:

- i. CAT 1: Written theory test Conducted at the end of week one of the rotation (10%)
- ii. CAT 2: Elective Field research report done during the fourth (4th) year (8%)
- iii. CAT 3: Community Medicine Rotation Field Report (8%)
- iv. CAT 4: Community Research Report done during the 5th Community Medicine Rotation (14%)

The four (4) CATs will contribute 40% of qualifying examination.

There shall be a Qualifying Examination which will account for the remaining 60%.

Special Requirements for the Students

- Anthropometric measurements equipment, tape measures, weighing scale, height measurements equipment, generator, cooking utensils, kerosene stoves, tents, beds, and transport.
- Others: Notebooks, pens, pencils, and erasers.
- Data Collection Instruments (forms) – will be made in class as part of the training.
- Students will be responsible for typing work and production of forms.

Procedures for Incomplete or Failed Rotations

They are the same as the general examination guidelines.

8.7. GUIDELINES FOR ELECTIVE PERIOD OF FOURTH YEAR HKMU STUDENTS

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

Evaluation Form for Elective period

| | |
|---|--|
| Student Registration number: | |
| Name of student: | |
| Research topic/title: | |
| Department: | |
| Place of study/location where the study was conducted: | |
| Field supervisor comments: | |
| Name and signature of the supervisor: | |
| Email address of supervisor: | |
| Mobile number of supervisor: | |
| Name and signature of HKMU Department Supervisor: | |
| Supervisor's score (Marks out of 100): | |
| Community Medicine Department Comments: | |
| Final Score (out of 100): | |



8.8. PROFILE OF DEPARTMENTS**ACADEMIC CREDENTIALS OF TEACHING STAFF- FACULTY OF MEDICINE**

| Title | Name | Qualifications |
|---|-------------------------|---|
| Department of Anatomy | | |
| Assistant Lecturer and Chairperson | Mr. George Lufukuja | MSc Anatomy (IMTU), BSc (UDSM) |
| Assistant Lecturer | Dr. Pamela Lugwisha | MSc Anatomy (IMTU), MD (HKMU) |
| Senior Lecturer (part time) | Dr. Venant Mboneko | MSc Anatomy(Berlin), MD (UDSM) |
| Department of Physiology | | |
| Senior Lecturer and Chairperson | Dr. Robert Mbelwa | MSc Physiology (MUK), MD (UDSM) |
| Assistant Lecturer | Dr. Emanuel N. Muro | MD (HKMU) |
| Department of Biochemistry & Molecular Biology | | |
| Lecturer and Chairperson | Dr. Boniphace Sylvester | PhD Malaria in Pregnancy (MUHAS), Master of Veterinary Medicine (SUA), BVM (SUA) |
| Lecturer | Dr. Ali Tarab Ali | PhD, MSc in Biochemistry (USSR) |
| Lecturer | Dr. Fulgence Mpenda | PhD in Health and Biomedical Sciences (NM-AIST), MSc Molecular Biology (NM-AIST), BSc Molecular Biology and Biotechnology(UDSM) |
| Department of Development Studies | | |
| Associate Professor and Chairperson | Prof. Benard Kasimila | PhD Political Science (Bamberg), MA Political Science, BA Political Science (UDSM) |
| Assistant Lecturer | Ms. Sophrina R. Assey | MSc. Development Studies (UDSM), Degree in Science Environmental & Management (SUA) |

| | | |
|--|--|---|
| Assistant Lecturer (Part- time) | Mr. Yona Matekere | MA Development Studies, BA (UDSM) |
| Department of Communication Skills | | |
| Assistant Lecturer | Mr. Moses Kaiza | MA Linguistics (UDSM), BA Education (MUK) |
| Department of Behavioural Sciences and Ethics | | |
| Lecturer | Fr. Masalakulangwa Mabula ¹ | MA Social Sciences (Texas), Bachelor of Divinity (St. Pauls Limuru Kenya) |
| Lecturer | Dr. Alphage Liwa | MMed Psychiatry (Nairobi), MD (UDSM) |
| Assistant Lecturer and Chairperson (Care taker) | Veneranda N. Kirway | MSc Psychology (MUHAS), BSc in Medical Science (University of New England, USA) |
| Tutorial Assistant | Nadia Ally Ahmed | Bachelor of Psychology (Pearson Institute of Higher Education) |
| Department of Microbiology & Parasitology | | |
| Lecturer and Chairperson | Ms. Rehesina Senkoro ² | PGD Tropical Diseases Control (Manchester), MSc (UDSM), BSc Home Economics and Human Nutrition (SUA) |
| Senior Lecturer | Dr. Richard O. Mwaiswelo | PhD Antimalarials efficacy and resistance surveillance, MSc parasitology & Medical entomology, DDS (MUHAS) |
| Assistant Lecturer | Mrs. Anastasia Rogers | MSc Tropical Disease Control (MUHAS), BSc with Education (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) |



| Department of Pharmacology & Therapeutics | | |
|--|-----------------------------------|--|
| Lecturer and Chairperson | Mr. Amani Phillip | MSc Pharmacy(Curtin), Bachelor of Pharmacy (UDSM) |
| Senior Lecturer (Part- time) | Dr. Gerald H. Rimoy | PhD (Nottingham), MD (UDSM) |
| Assistant Lecturer (Part- time) | Ms. Jeanette Tenga | Bachelor of Pharmacy (UDSM) |
| Department of Pathology | | |
| Lecturer and Chairperson | Dr. Salvatory Mlaga | MMed Pathology (MUHAS), MD (HKMU) |
| Lecturer (Part-time) | Dr. Caroline Ngimba | MMed Anatomical Pathology, MD (MUHAS) |
| Department of Obstetrics & Gynaecology | | |
| Senior Lecturer and Chairperson | 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, MMed OBGY (HKMU), MD (Camaguey) |
| Assistant Lecturer | Dr. Beata N. Mushema ³ | MD (HKMU) |
| Lecturer | Dr. Debora Mageta | MMed OBGY, 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 (HKMU), MD (MUCHS) |
| Lecturer (Part time) | Dr. Luzango Maembe | MMed OBGY, MD (MUHAS) |
| Lecturer (Part time) | Dr. Lugano W. Kiswaga | MMed OBGY (HKMU), MBBS (IMTU) |
| Lecturer (Part time) | Dr. Paul E. Kihale | PhD OBGY (Tottori), MMed OBGY, MD (MUHAS) |
| Department of Surgery | | |
| Senior Lecturer and Chairperson | Dr. Jerome Mkiramweni | MMed Surgery, MD (UDSM) |
| Associate Professor | Prof. Naboth Mbembati | MMed Surgery, MD (UDSM) |
| Senior Lecturer | Dr. Wambura B.C Wandwi | MMed Surgery, MD (UDSM) |
| Lecturer | Dr. Ameir Binzoo | MMed Surgery, MD (HKMU) |
| Lecturer | Dr. Frank Mpelumbe | MSc, MD (HIMS-Villa Clara) |
| Lecturer | Dr. Muganyizi Kairuki | FCS (SA), MD (SZEGED) |
| Assistant Lecturer | Dr. Amir Mziray | MD (HKMU) |
| Lecturer (Part time) | Dr. Gilbert R. Ngua | MMed Surgery, MD (MUHAS) |
| Lecturer (Part time) | Dr. Thadeo N. Maina | MMed Surgery, MD (MUHAS) |
| Lecturer (part time) | Dr. Kenyunko Karama | MMed Surgery(MUHAS), MD (HKMU) |
| Lecturer (part time) | Dr. Ulimbakisya J. Kain | MMed Surgery, MD (MUHAS) |
| Lecturer (Part time) | Dr. Annamary Stanslaus | MMed Surgery, MD (MUHAS) |
| Department of Paediatrics & Child Health | | |
| Professor | Prof. Esther Mwaikambo | MMed Paediatrics (UDSM), MD (Moscow) |
| Professor | Prof. Charles C. Mgone | PhD in Medical Genetics (University of |



| | | |
|--|-------------------------------------|---|
| | | Glasgow UK), Master of Medicine- Paediatrics and Child Health (University of Dar es Salaam), MD (University of Dar es Salaam) |
| Senior Lecturer | Dr. Felician Rutachunzibwa | MMed Paediatrics, MD (UDSM) |
| Senior Lecturer | Dr. Maulid R. Fataki | MPH (Harvard School of Public Health), MMed (UDSM), MD (Donetsk State Medical Institute USSR) |
| Lecturer and Chairperson | Dr. Florence Salvatory ⁴ | MMed Paediatrics (HKMU), MD (MUHAS) |
| Lecturer | Dr. Ayam R. Kalingonji ⁵ | MMed Paediatrics & Child Health; MD (HKMU) |
| Lecturer (part time) | Dr. Pius Muzzazzi | MMed Paediatrics (MUK), MD (MUHAS) |
| Department of Internal Medicine | | |
| Associate Professor and Chairperson | Prof. Yassin Mrisho Mgonda | Postgraduate Diploma in Scientific Basis of Dermatology (University of Wales, UK), MMED, MD, (UDSM) |
| Lecturer | Dr. Warles Charles Lwabukuna | MMed Internal Medicine, MD (HKMU) |
| Assistant Lecturer | Dr. Alice D. Gwambegu ⁶ | 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 (Part time) | Dr. Digna Riwa | MMed Internal Medicine (HKMU), MD (MUHAS) |
| Lecturer (Part time) | Dr. Loyce J. Bagenda | MMed Radiology (MUHAS), MD (HKMU) |
| Lecturer (Part time) | Dr Neema J. Rajabu | MMed Internal Medicine (Tumaini University), MD (Russian People |

| | | |
|---|--------------------------------|--|
| | | Friendship University) |
| Lecturer (Part time) | Dr. Humphrey Lwiza Mwombeki | MMed Internal Medicine (MUHAS), MD (MUHAS) |
| Department of Psychiatry | | |
| Lecturer and Chairperson | Dr. Alphage Liwa | MMed Psychiatry (Nairobi), MD (UDSM) |
| Professor | Prof. Gadi P. Kilonzo | MMed Internal Medicine, (UDSM), Psychiatry (University of British Columbia) |
| Assistant Lecturer | Ms. Veneranda N. Kirway | MSc Psychology (MUHAS), BSc in Medical Science (University of New England, USA) |
| Assistant Lecturer | Dr. Zahra Morawej ⁷ | MD (HKMU) |
| Tutorial Assistant | Ms. Nadia Ally Ahmed | Bachelor of Psychology, (Pearson Institute of Higher Education) |
| Department of Community Medicine | | |
| Senior Lecturer | Dr. Titus K. Kabalimu | MMed Community Health (UDSM), MD (Ukraine) |
| Professor | Prof. Theonest Mutabingwa | PhD (Amsterdam), MSc Community Health in Developing Countries and Control of Communicable Diseases (London), MD (UDSM) |
| Associate Professor | Prof. Godwin D. Ndossi | PhD International Nutrition (Cornell), MSc Biology, BSc (Ed.) (Hons) UDSM) |
| Associate Professor | Prof. Moshi K. Ntabaye | PhD in Public Health (Aarhus University, Denmark), Doctor of Dental Surgery (University of Dar es Salaam) |
| Senior Lecturer and Chairperson | Dr. Pasiens S. Mapunda | PGD Tropical Medicine and Hygiene (University of Liverpool), MSc International Community Economic Development (University of Southern New Hampshire), MPH (Leeds University), MD |



| | | |
|---------------------|-------------------------------|--|
| | | (UDSM) |
| Associate Professor | Prof. Innocent Anthony Semali | PhD (University of Basel), MSc Epidemiology (University of London), MD (UDSM) |
| Assistant Lecturer | Dr. Robert Muindi | PGD Public Health (Curtin University of Technology, Australia), MD (Vitebsk Medical Institute, USSR) |
| Assistant Lecturer | Ms. Jane Paula Nyandele | Master of Epidemiology (Antwerp), BSc Molecular Biology and Biotechnology (UDSM) |

1. On staff development – PhD in Theology
2. On staff development – PhD in Microbiology (UDSM)
3. On staff development – MSc Project Management, Monitoring and Evaluation in Health (MUHAS)
4. On staff development – Clinical Research & Development Fellowship (Belgium)
5. On staff development – PhD in Paediatrics and Child Health (Zhengzhou University)
6. On staff development – MMed Internal Medicine (MUHAS)
7. On staff development – MMed Psychiatry (MUK)



9.0 FACULTY OF NURSING

9.1. INTRODUCTION

The Faculty of Nursing offers one academic programme which is Bachelor of Science in Nursing, a 4 years programme. The faculty is headed by the Dean, who is the overall in charge of all academic and administrative matters at faculty level. The faculty consists of 5 departments, which are headed by Chairpersons.

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

9.2.ACADEMIC PROGRAMMES OFFERED BY THE FACULTY OF NURSING

9.2.1. 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)

9.3. APPLICATION PROCEDURES**9.3.1. Mode of application**

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

9.4. 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**

| BScN FEES (TZS) | For Local Students | | | |
|--------------------------|---------------------------|------------------|------------------|------------------|
| | BScN 1 | BScN 2 | BScN 3 | BScN 4 |
| Registration | 50,000 | 50,000 | 50,000 | 50,000 |
| Tuition fees | 4,520,000 | 4,520,000 | 4,740,000 | 5,787,000 |
| Examination | 100,000 | 100,000 | 100,000 | 100,000 |
| Book bank borrowing | 100,000 | 100,000 | 100,000 | 100,000 |
| Development fee | 50,000 | 50,000 | 50,000 | 50,000 |
| Facility Maintenance Fee | 100,000 | - | - | - |
| TOTAL | 4,920,000 | 4,820,000 | 5,040,000 | 6,087,000 |



B. OTHER FEES

| BScN FEES (TZS) | For Local Students | | | |
|------------------------|---------------------------|---------------|---------------|----------------|
| | BScN 1 | BScN 2 | BScN 3 | BScN 4 |
| Student Union | 35,000 | 35,000 | 35,000 | 35,000 |
| TCU Quality Assurance | 20,000 | 20,000 | 20,000 | 20,000 |
| Graduation | - | - | - | 100,000 |
| Uniforms | 100,000 | - | - | - |
| TOTAL | 155,000 | 55,000 | 55,000 | 155,000 |

C. ACCOMODATION FEE

| HOSTEL | COST (TZS) |
|---------------------|-------------------|
| Double | 850,000 |
| Triple | 600,000 |
| Hostel Security Fee | 40,000 |

D. MONEY PAYABLE TO STUDENT

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

| LIVING EXPENSES | COST (TZS) |
|-----------------------------|-------------------|
| NHIF (compulsory) | 50,400 |
| Food (per semester) | 1,600,000 |
| Book purchase (per set) | 1,000,000 |
| Pocket money (per semester) | 700,000 |
| Stationery (per semester) | 400,000 |

| FIELD WORK AND RESEARCH | COST (TZS) |
|-----------------------------------|-------------------|
| Research (Year 2) | 800,000 |
| Field work (Psychiatric) (Year 3) | 850,500 |
| Field work (Community) (Year 4) | 850,000 |



E. SPECIAL FACULTY REQUIREMENTS**FIRST YEAR**

| ITEM DESCRIPTION | COST (TZS) |
|-------------------------|-------------------|
| Scientific Calculator | 55,000 |
| Dissection Kit | 50,000 |
| Lab Coats (2) | 80,000 |
| Total | 185,000 |

SECOND YEAR

| ITEM DESCRIPTION | COST (TZS) |
|--------------------------------|-------------------|
| Stethoscope | 295,000 |
| BP Machine | 180,000 |
| Pair of Scissors(Nurse's) | 20,000 |
| Neurological Examination set | 500,000 |
| Otoscope/Ophthalmoscope | 275,000 |
| Clinical Uniforms | 55,000 |
| Apron (2) | 65,000 |
| Tape measure(Metric) | 5,000 |
| Clinical Thermometer (digital) | 10,000 |
| Clinical Thermometer (manual) | 5,000 |
| Total | 1,410,000 |



THIRD YEAR

| ITEM DESCRIPTION | COST (TZS) |
|---|-------------------|
| Delivery Kit | 550,000 |
| Foetal scope | 30,000 |
| Clinical Lab Coats | 80,000 |
| Theatre Clothing (gown/shirt &trousers) | 80,000 |
| Theatre Boots (1 pair) | 70,000 |
| Apron (2) | 65,000 |
| Whistle | 2000 |
| Total | 877,000 |

FOURTH YEAR

| ITEM DESCRIPTION | COST (TZS) |
|-------------------------|-------------------|
| Apron (2) | 65,000 |
| Total | 65,000 |

F. TRANSPORT FROM HKMU TO VARIOUS HOSPITALS FOR CLINICAL ROTATIONS AND BACK TO HKMU

| BScN 3 | COST (TZS) |
|------------------------|-------------------|
| Per Year (2 semesters) | 200,000 |



INTERNATIONAL STUDENTS FEE STRUCTURE**A. MONEY PAYABLE TO THE UNIVERSITY**

| BScN FEES (USD) | For International Students | | | |
|--------------------------|-----------------------------------|-----------------|-----------------|-----------------|
| Fee description | BScN 1 | BScN 2 | BScN 3 | BScN 4 |
| Registration | 70.00 | 70.00 | 70.00 | 70.00 |
| Tuition fees | 4,520.00 | 4,520.00 | 4,740.00 | 5,769.00 |
| Examination | 179.00 | 179.00 | 179.00 | 179.00 |
| Book bank borrowing | 127.00 | 127.00 | 127.00 | 127.00 |
| Development fee | 30.00 | 30.00 | 30.00 | 30.00 |
| Facility Maintenance Fee | 136.00 | - | - | - |
| TOTAL | 5,062.00 | 4,926.00 | 5,146.00 | 6,175.00 |

B. OTHER FEES

| BScN FEES (USD) | For International Students | | | |
|------------------------|-----------------------------------|---------------|---------------|---------------|
| Fee description | BScN 1 | BScN 2 | BScN 3 | BScN 4 |
| Student Union | 30.00 | 30.00 | 30.00 | 30.00 |
| TCU Quality Assurance | 20.00 | 20.00 | 20.00 | 20.00 |
| Graduation | - | - | - | 60.00 |
| Uniforms | 84.00 | - | - | - |
| TOTAL | 134.00 | 50.00 | 50.00 | 110.00 |

C. ACCOMODATION FEE

| HOSTEL | COST (USD) |
|---------------------|-------------------|
| Double | 850.00 |
| Triple | 600.00 |
| Hostel Security Fee | 30.00 |



D. MONEY PAYABLE TO STUDENT

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

| LIVING EXPENSES | COST (USD) |
|--------------------------------|-------------------|
| NHIF (compulsory) | 55.00 |
| 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 |

| FIELD WORK AND RESEARCH | COST (USD) |
|-----------------------------------|-------------------|
| Research (Year 2) | 800.00 |
| Field work (Psychiatric) (Year 3) | 850.00 |
| Field work (Community) (Year 4) | 850.00 |

E. SPECIAL FACULTY REQUIREMENTS**FIRST YEAR**

| ITEM DESCRIPTION | COST (USD) |
|-------------------------|-------------------|
| Scientific Calculator | 55.00 |
| Dissection Kit | 50.00 |
| Lab Coats (2) | 80.00 |
| Total | 185.00 |



SECOND YEAR

| ITEM DESCRIPTION | COST (USD) |
|--------------------------------|-------------------|
| Stethoscope | 295.00 |
| BP Machine | 180.00 |
| Pair of Scissors(Nurse's) | 20.00 |
| Neurological Examination set | 500.00 |
| Otoscope/Ophthalmoscope | 275.00 |
| Clinical Uniforms | 55.00 |
| Apron (2) | 65.00 |
| Tape measure(Metric) | 5.00 |
| Clinical Thermometer (digital) | 10.00 |
| Clinical Thermometer (manual) | 5.00 |
| Total | 1,410.00 |

THIRD YEAR

| ITEM DESCRIPTION | COST (USD) |
|---|-------------------|
| Delivery Kit | 550.00 |
| Foetal 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 |
| Whistle | 2.00 |
| Total | 877.00 |



FOURTH YEAR

| ITEM DESCRIPTION | COST (USD) |
|-------------------------|-------------------|
| Apron (2) | 65.00 |
| Total | 65.00 |

F. ADDITIONAL FEES FOR INTERNATIONAL STUDENTS

| ITEM DESCRIPTION | COST (USD) |
|-------------------------|-------------------|
| Medical Registration | 150.00 |
| Resident Permit | 250.00 |
| Settling Allowance | 300.00 |
| Total | 700.00 |

G. TRANSPORT FROM HKMU TO VARIOUS HOSPITALS FOR CLINICAL ROTATIONS AND BACK TO HKMU

| BScN 3 | COST (USD) |
|------------------------|-------------------|
| 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:

ACCOUNT NAME: HUBERT KAIRUKI MEMORIAL UNIVERSITY
ACCOUNT NO: **0200721004** (FOR TZS)
ACCOUNT NO: **0200721012** (FOR USD)
ACCOUNT NO: **02041110006** (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**

OR

ACCOUNT NAME: HUBERT KAIRUKI MEMORIAL UNIVERSITY
ACCOUNT NO: **0150240150101**
BANK NAME: CRDB BANK LTD
AZIKIWE BRANCH
P.O. BOX 72344
DAR ES SALAAM
TANZANIA
SWIFT CODE: **CORUTZTZ**

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



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

| ODD SEMESTER : 1 (November - April) | | | | | | | | | |
|-------------------------------------|--------|------------------------------------|--------------------|-----------|-----------|------------------------|------------|------------|-------------|
| 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 |
| | | Total | 19 | 16 | 35 | 342 | 288 | 630 | |
| EVEN SEMESTER : 2 (May – October) | | | | | | | | | |
| 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 |
| | | Total | 19 | 16 | 35 | 342 | 288 | 630 | |

NB: Courses offered in semester 1 and 2 are taught together with MDI



| ODD SEMESTER : 3 (November - April) | | | | | | | | | |
|-------------------------------------|--------|---------------------------------------|--------------------|-----------|-----------|------------------------|------------|------------|-------------|
| 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 |
| | | Total | 21 | 14 | 35 | 378 | 252 | 630 | |
| EVEN SEMESTER : 4 (May – October) | | | | | | | | | |
| 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 |
| | | Total | 21 | 14 | 35 | 378 | 252 | 630 | |

NB: Courses marked * are taught together with MDII



| ODD SEMESTER : 5 (November - April) | | | | | | | | | |
|-------------------------------------|--------|---|--------------------|-----------|-----------|------------------------|------------|------------|-------------|
| 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 |
| | | Total | 22 | 13 | 35 | 396 | 234 | 630 | |
| EVEN SEMESTER : 6 (May – October) | | | | | | | | | |
| 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 |
| | | Total | 19 | 16 | 35 | 342 | 288 | 630 | |



| ODD SEMESTER : 7 (November - April) | | | | | | | | | |
|-------------------------------------|--------|--|---|-----------|-----------|---|------------|------------|-------------|
| S.N. | CODE | COURSE | TOTAL HRS PER WEEK | | | TOTAL HRS PER SEMESTER | | | EXAMINATION |
| | | | Theory | Practice | Total | Theory | Practice | 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 |
| | | Total | 12 | 23 | 35 | 286 | 414 | 630 | |
| EVEN SEMESTER : 8 (May – October) | | | | | | | | | |
| S.N. | CODE | COURSE | TOTAL HRS PER WEEK | | | TOTAL HRS PER SEMESTER | | | EXAMINATION |
| | | | Theory | Practice | Total | Theory | Practice | Total | |
| 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 |
| | | Total | 13 | 22 | 35 | 234 | 396 | 630 | |



9.5. PROFILE OF DEPARTMENTS**9.5.1. ACADEMIC CREDENTIALS OF TEACHING STAFF: FACULTY OF NURSING**

| Title | Name | Qualifications |
|---|------------------------------|--|
| Department of Fundamentals of Nursing and Basic Sciences | | |
| Assistant Lecturer and Chairperson | Ms. Tausi S. Haruna | Master of Bioethics (MUHAS), BScN (MUHAS) |
| Lecturer | Ms. Elizabeth Mika | MSc in Maternal Health Care (Boston), DPHED (CEDHA), BScN, (HKMU), RN/SRM (Muhimbili). |
| Senior Lecturer (Part-time) | Dr. Eginald P.A.N. Mihanjo | PhD, MA in History, BA (Hon) Educ. (UDSM), Dip. Educ. (DTC) |
| Tutorial Assistant | Mr. Ambroce Modest | BScN (UDOM) |
| Tutorial Assistant | Ms. Joan Zenas | BScN (HKMU), RN and Diploma in Education (Butimba TTC) |
| Clinical Instructor | Mrs. Blasia G. Kalendero | BScN. Ed.(CUHAS), ADNE(MUCHS) |
| Department of Reproductive and Child Health Nursing | | |
| Assistant Lecturer and Chairperson | Mr. Paul Shidende | MSc in Midwifery and Women Health (MUHAS), BScN (SJUT), Dipl. Clin. Med. (Kibaha), |
| Assistant Lecturer | Ms. Elizabeth Kijugu | Master of Public Health (KIT), BScN (HKMU), Diploma in Nursing (KCMC) |
| Assistant Lecturer | Ms. Bupe Khalison Mwandali | Master of Public Health (KCMUCo), BScN (HKMU), Diploma in Nursing (KCMC), Certificate in Sexual and Reproductive Health Research (GFMER) |
| Assistant Lecturer | Ms. Monica Alex ¹ | MSc in Midwifery and Women Health (MUHAS), BScN (UDOM), |



| | | |
|--|----------------------------------|--|
| Assistant Lecturer | Ms. Pauline Nkomola | MSc in Maternal, Child and Adolescent Health (Huazhong University of Science and Technology), BScN (IMTU) |
| Assistant Lecturer | Mr. Edson Sungwa | MSc. Paediatrics Nursing (CUHAS), BScN (HKMU) |
| Tutorial Assistant | Mrs. Hosiana Msechu ² | BScN (HKMU) |
| Tutorial Assistant | Mrs. Avelina Semiono | BScN (AKU) |
| Nurse Tutor | Mr. Musa Mbwana Jongo | BScN (UDOM), ADNE-(Muhimbili) |
| Department of Community Health Nursing | | |
| Assistant Lecturer and Chairperson | Ms. Joyce Protas | MSc Tropical Diseases Control (Epidemiology and Biostatistics), BScN (MUHAS) |
| Lecturer | Mr. Amiri Mmaka ³ | Master of Public Health (UDSM), BScN (UDSM). |
| Associate Professor | Prof. Pauline P. Mella | MSc in Nursing-MCH (North Western Shreveport), BScN., (St. Louis), DAN (Nairobi), RN (Nijmegen) |
| Assistant Lecturer | Ms. Minael N. Omari | MSc. HN (UKZN), HORN Ed. (UKZN), BScN, (HKMU), RN/RM (Muhimbili), Cert.WTC (HKMU) |
| Department of Mental Health and Psychiatric Nursing | | |
| Lecturer and Chairperson | Mr. January Kalungula | MMS (Uppsala), BNS (Dublin), Adv. Dipl. MHP, Adv. Dipl. NE (Muhimbili) |
| Assistant Lecturer | Ms. Adellah Sariah ⁴ | MSc in Mental Health and Psychiatric in Nursing (SCUT), BScN (MUHAS) |
| Nurse Tutor | Mr. Charles Wange ⁵ | BScN (AKU), Diploma (Bugando school of Nursing) & Advanced Diploma in Social Work(Newman Institute of Social Work) |
| Tutorial Assistant | Ummy Twaha Msenga | BScN (HKMU) |

| Department of Medical & Surgical Nursing | | |
|---|--------------------------------|---|
| Lecturer and Chairperson | Dr. Adela Mwakanyamale | PhD Maternal, Child and Adolescent Health, MSc. Critical Care and Trauma (MUHAS), BScN (MUHAS) |
| Assistant Lecturer | Mr. Mathew Ndomondo | Master of Bioethics (MUHAS), BScN (SJUT), Advanced Diploma in Midwifery (Muhimbili), RN (Sengerema) DHPED (CEDHA) |
| Tutorial Assistant | Ms. Nyawawa Wawa ⁶ | BScN (HKMU) |
| Clinical Instructor | Ms. Anna-Mary Mukaja | BScN (SJUT), Diploma in Mental Health and Psychiatry (Mirembe Nursing School) |
| Clinical Instructor | Ms. Ephrata Lyimo | Dip. in Public Health (Morogoro Public Health College), Nurse Tutor (MUHAS) |
| Tutorial Assistant | Ms. Nancy Sambungu Mwamfwagasi | BScN (UDOM) |

1. On staff development – Afya Bora Consortium Fellowship in Global Health Leadership
2. On staff development – MSc Midwifery and Women Health (MUHAS)
3. On staff development – PhD in Environmental Health-Occupational Lung Diseases (University of Stellenbosch-Republic of South Africa)
4. On staff development – PhD in Psychiatry and Mental Health (Central South University, China)
5. On staff development – MPH (MUHAS)
6. On staff development – MSc Nursing Critical Care and Trauma (MUHAS)



10.0 INSTITUTE OF POSTGRADUATE STUDIES AND RESEARCH

Hubert Kairuki Memorial 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 HKMU, 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 HKMU during the formative years.

The promotion of academic staff is mainly based on research output. Currently HKMU 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 HKMU research activities

SERVICE AND CONSULTANCY

HKMU has a Consultancy and Service Policy to guide the conduct of activities related to Consultancy and Service in the university community. HKMU 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 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. HKMU 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)

10.1. 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 Chairpersons 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 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 HKMU.

Application procedures

Applicants for all programmes offered by HKMU are required to apply directly to the University through an online application portal available at: www.hkmu.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 31st October of every year. New students will be admitted in November of every year. Students seeking for a 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.

10.1.1. 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)

| MMed FEES (TZS) | For Local and EAC Students | | |
|-------------------------------|----------------------------|----------------------|----------------------|
| | YEAR 1 | YEAR 2 | YEAR 3 |
| Registration | 50,000.00 | - | - |
| Tuition fees | 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 | 50,000.00 | 50,000.00 | 50,000.00 |
| Facility Maintenance Fee | 100,000.00 | - | - |
| TOTAL | 10,602,000.00 | 13,300,000.00 | 13,902,000.00 |



B. OTHER FEES

| MMed FEES (TZS) | For Local and EAC Students | | |
|------------------------|-----------------------------------|------------------|-------------------|
| Fee description | YEAR 1 | YEAR 2 | YEAR 3 |
| Student Union | 35,000.00 | 35,000.00 | 35,000.00 |
| Uniforms | 100,000.00 | - | - |
| Graduation | - | - | 120,000.00 |
| TCU Quality assurance | 20,000.00 | 20,000.00 | 20,000.00 |
| TOTAL | 155,000.00 | 55,000.00 | 175,000.00 |

C. ACCOMODATION FEES

| HOSTEL | COST (TZS) |
|---------------------|-------------------|
| Double | 850,000 |
| Triple | 600,000 |
| Hostel Security Fee | 40,000 |

D. MONEY PAYABLE TO THE STUDENT

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

| MMed FEES (TZS) | For Local and EAC Students | | |
|----------------------------|-----------------------------------|---------------------|---------------------|
| Fee description | YEAR 1 | YEAR 2 | YEAR 3 |
| NHIF (compulsory) | 50,400.00 | 50,400.00 | 50,400.00 |
| 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 |
| TOTAL | 5,611,400.00 | 5,611,400.00 | 7,461,400.00 |

MMED PROGRAMMES (INTERNATIONAL STUDENTS)

A. MONEY PAYABLE TO THE UNIVERSITY (USD)

| MMed FEES (USD) | For International students | | |
|-------------------------------|-----------------------------------|------------------|------------------|
| Fee description | YEAR 1 | YEAR 2 | YEAR 3 |
| Registration | 70.00 | - | - |
| Tuition fees | 8,020.00 | 8,020.00 | 8,020.00 |
| Dissertation supervision | - | 200.00 | 200.00 |
| Examination | 420.00 | - | 420.00 |
| Clinical rotations & Research | - | 2,500.00 | 2,500.00 |
| Development fee | 30.00 | 30.00 | 30.00 |
| Facility Maintenance Fee | 136.00 | - | - |
| TOTAL | 8,676.00 | 10,750.00 | 11,170.00 |

B. OTHER FEES

| MMed FEES (USD) | For International students | | |
|------------------------|-----------------------------------|---------------|---------------|
| Fee description | YEAR 1 | YEAR 2 | YEAR 3 |
| Student Union | 30.00 | 30.00 | 30.00 |
| Uniforms | 84.00 | - | - |
| Graduation | - | - | 70.00 |
| TCU Quality assurance | 20.00 | 20.00 | 20.00 |
| TOTAL | 134.00 | 50.00 | 120.00 |

C. ACCOMODATION FEES

| HOSTEL | COST (USD) |
|---------------------|-------------------|
| Double | 850.00 |
| Triple | 600.00 |
| Hostel Security Fee | 30.00 |



D. MONEY PAYABLE TO THE STUDENT

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

| MMed FEES (USD) | For International students | | |
|----------------------------|-----------------------------------|-----------------|-----------------|
| Fee description | YEAR 1 | YEAR 2 | YEAR 3 |
| NHIF (compulsory) | 55.00 | 55.00 | 55.00 |
| 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 |
| TOTAL | 4,350.00 | 4,350.00 | 5,700.00 |

E. ADDITIONAL FEES FOR INTERNATIONAL STUDENTS

| ITEM DESCRIPTION | COST (USD) |
|-------------------------|-------------------|
| Medical Registration | 150.00 |
| Resident Permit | 250.00 |
| Settling Allowance | 300.00 |
| Total | 700.00 |

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

ACCOUNT NAME: HUBERT KAIRUKI MEMORIAL UNIVERSITY
ACCOUNT NO: **0200721004** (FOR TZS)
ACCOUNT NO: **0200721012** (FOR USD)
ACCOUNT NO: **02041110006** (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**

OR

ACCOUNT NAME: HUBERT KAIRUKI MEMORIAL UNIVERSITY
ACCOUNT NO: **0150240150101**
BANK NAME: CRDB BANK LTD
AZIKIWE BRANCH
P.O. BOX 72344
DAR ES SALAAM
TANZANIA
SWIFT CODE: **CORUTZTZ**

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



10.1.2. 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)

| Year | Code | Internal Medicine | Hrs | Paediatrics | Hrs | Surgery | Hrs | OBGY | Hrs |
|--------|----------------------|--------------------------|----------------------|--------------------------|----------------------|--------------------------|----------------------|--------------------------|-----|
| ONE | 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 | Bio-ethics | 72 | Bio-ethics | 72 | Bio-ethics | 72 | Bio-ethics | 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 | |

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 |
|--------------|---|---|---|--|
| TWO | Clinical Medicine <ul style="list-style-type: none"> • Body systems, systematically • Clinical features and diagnosis • Management and natural history • Research proposal | <ul style="list-style-type: none"> • Clinical situations affecting the child from perinatal period to birth and from neonatology to adolescence. • Aetiology, pathogenesis. • Clinical features, investigations, treatment and follow-up • Dissertation; proposal write-up | <ul style="list-style-type: none"> • Clinical surgery • Case collection and analysis • Research proposal. • Data collection. | <ul style="list-style-type: none"> • Clinical OBGY and hospital activities Clinical rotations: <ul style="list-style-type: none"> • Radiotherapy (2 weeks at ORCI). • Neonatology (2 weeks) • Surgery/Urology (4 weeks) • OBGY (16 weeks) • Journal club; case presentations, seminars • Dissertation |
| THREE | <ul style="list-style-type: none"> • Dissertation • Journal club • Research for publication in the year • Case presentations • Seminars Clinical subspecialties <ul style="list-style-type: none"> • Pulmonary medicine; • Renal medicine; • Cardiology • Psychiatry – 4 weeks • Geriatric Medicine – 4 weeks | <ul style="list-style-type: none"> • Dissertation: data collection and writing. • Journal club; case presentations; seminars • Dissertation final write-up. • Clinical rotations two in the year Journal club; case; <ul style="list-style-type: none"> • OBGY (4 wks.); • Internal Medicine (4 wks.); • Paediatric • Psychiatry (2 wks.); • ENT (2 wks.) presentation | <ul style="list-style-type: none"> • Dissertation writing • Clinical surgery. Specialties clinical rotations <ul style="list-style-type: none"> • OBGY – 4 weeks • Paediatrics – 8 weeks • Ortho/ Trauma – 6 months • ENT – 6 weeks | <ul style="list-style-type: none"> • Dissertation. • Hospital/clinical activities. • Journal clubs • Seminars, • Case presentations. • Mock examination • Final qualifying examination |



10.1.3. MANAGEMENT OF MMED PROGRAMMES

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

Course Write-ups and Organization

Course Code: The coding of the basic science courses emanates from the respective departments offering these courses.

Each course has a description that summarizes goals, objectives, content and mode of assessment, followed by a list of course goals and objectives, indicating competencies expected to be developed by the course. These are followed by course content listed in modular form while under each module are the course units (topics) to be covered. Finally, there is an indication as to the course delivery manner (teaching and learning strategies to be employed) and then course assessment methods.

10.1.4. 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 such other fields as may be approved by Senate from time to time.
- ii. The following shall be eligible to enrol for the degree:
 - a. Any holder of a good (MD) or MBChB degree or equivalent, with at least B grade in the course intended for specialization.
 - b. A candidate for the MMed degree may register for the appropriate course not less than two years after his/her MD degree or its equivalent. One of these two years must be an approved internship and one year in an approved hospital.

- 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.

10.1.5. 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.

10.1.6. 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 elective period in the appropriate discipline to be done outside the HKMU.

Part of the prescribed course may be taken at an approved institution outside HKMU provided that in each case the Senate's approval is sought and the Faculty is satisfied that such an arrangement will fulfil 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 HKMU.

10.1.7. 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 3rd 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.

10.1.8. 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 a year of full-time MMed course 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 basic sciences 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 during the long vacation; if s/he fails a supplementary examination in any basic science course, he/she will be asked to withdraw from the course.
- vi. If a student fails in more than three basic science courses at the first sitting, s/ he will be discontinued.

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 3rd 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:

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

- 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.
 - 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 Faculty, 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. Cheats in an examination.
- iii. If at any stage in the course, a department recommends that a particular candidate is unsuitable to continue with the course. This recommendation will be considered by the Higher Degrees Committee and forwarded to the Senate for subsequent approval.
- iv. Mistreats patients.
- v. Absent himself/herself from sessions for 21 days.

10.1.9. 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. Each candidate shall be required to make at least two seminar presentations, one during the proposal writing stage and the other during research stage before examination or submission of dissertation.
- iv. The candidate shall be responsible for carrying out the research and presenting the dissertation.
- v. Four bound copies of the dissertation shall be submitted by the student through their departments to the Dean, Faculty of Medicine, at least three months before the beginning of the examination by the student through their departments. Candidates who do not submit their dissertations at this period will be barred from sitting for the Part II final examination.
- vi. 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.
- vii. 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.

viii. 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, Faculty 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.

ix. Statement of Copyright: The dissertation must contain a statement of copyright by the author, which reads

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

x. All dissertations shall be assessed first based on the written document, followed by viva voce assessment (oral defence).

xi. Examiners shall be:

a. One External Examiner (EE), who will normally be an expert in the field of study from outside the HKMU appointed by the University for this task.

b. Three Internal Examiners (IE) – the supervisor of the dissertation and two academic members of staff of the HKMU appointed through the office of the Director of Postgraduate Studies and Research Institute or the Dean, Faculty of Medicine.

xii. First the written document will be assessed by the EE and the department concerned through the supervisor. Thereafter a viva voce/oral defence assessment will in all cases be organised. The candidate will present the dissertation before a panel of 4 examiners as stated above, followed by questioning by the panel for a maximum of one hour.



- xiii. 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 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 may be appointed.
 - b. The EE will be required to summarize his/her report about the dissertation using the following assessment scheme:

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

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 (viva voce) only after a favourable assessment of their document by the examiners.

Viva Voce Assessment (Oral defence)

- i. The panel for the oral defence will be appointed by the University through the office of the Director of Postgraduate Studies and Research Institute or the Dean, Faculty of Medicine. A maximum of 3 academic staff members may, on request, be allowed to attend the viva voce silently, without participation in the discussion and without contributing to the assessment.

- ii. For between 20-30 minutes maximum, the candidate will present a summary of the dissertation to the examining panel, using either PowerPoint or overhead projection. This will be followed by questioning by panel members for a maximum of one hour (60 minutes). Questions to be asked will centre on the candidate's dissertation research area.
- iii. 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:

| S/N | ITEM | PERCENTAGE (%) |
|-----|---|----------------|
| 1. | Quality of the oral presentation | 20% |
| 2. | Background, literature review and rationale | 20% |
| 3. | Aims and objectives, design, methods | 20% |
| 4. | Statistical analysis, results | 20% |
| 5. | Interpretation of results, conclusion | 20% |
| | Total | 100% |

- iv. Each of the four members of the examining team will first determine his/her grade individually. Thereafter, the respective grades will be converted into one common grade.
- v. 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.
- vi. The final grade for the dissertation will form 30% of the final grade for the Part II Examination as indicated earlier.



Grading of the dissertation

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

| 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 |

Postgraduate Examination Grading System

| 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 |



10.2. MASTER OF SCIENCE IN PUBLIC HEALTH (MScPH)

10.2.1. INTRODUCTION

Public health experts are essential in the understanding of determinants of diseases and in formulating means and ways of preventing and controlling them. They are often employed as public health managers at district and regional levels as well as global health experts. Also, they serve in governmental and non-governmental organizations as advisors in epidemics, environmental and occupational health and disaster preparedness and management.

Tanzania has a high demand of public health experts due to a big burden of communicable/infectious diseases such as malaria, cholera, TB, HIV/AIDS and the like. In recent years, Africa has experienced epidemics of emerging and re-emerging diseases such as Avian flu, Swine Influenza, Rift Valley Fever and the recent COVID-19 pandemic. People's movements and interactions have changed the lifestyle of people in the South such that Non-Communicable Diseases (NCDs), which were mostly prevalent in the North, are now prevalent and of public health concern in the South.

Changes in lifestyle have led to the epidemiological transition in Africa leading into an unprecedented increased prevalence of NCDs especially diabetes mellitus, cardiovascular diseases (CVDs), chronic respiratory diseases and cancer. Prevention and control of these NCDs requires good clinical research and practice. Postgraduate training in public health will produce experts capable of developing evidence based control strategies through research. Although, of late, considerable emphasis has been placed on the development of drugs, vaccines and diagnostics against three leading killers in Sub-Sahara Africa (SSA), namely HIV/AIDS, tuberculosis and malaria, there is still pressing need, through clinical research, to continue investing in the development of new tools, fine-tuning existing ones, and come up with strategies that can lead to effective disease control.



International mobility of people has turned the world into a small village. As people move, disease agents are carried along their path; making it possible for diseases of the North to be found in the South and vice versa. The resultant diverse disease spectrum requires public health specialists to manage and control them. At the same time, there are many other health problems plaguing SSA that are not seriously addressed. The problems need public health experts and new tools for their alleviation, as is evidenced by the Neglected Tropical Diseases (NTDs). NTDs affect the poorest 500 million in SSA, and together they produce a burden of disease that may be equivalent to approximately 50% of SSA's malaria disease burden; which is more than twice that caused by tuberculosis (Hotez and Kamth, 2009).

NTDs include soil transmitted helminths (e.g. hookworm, ascariasis, enterobiasis, trichuris, etc.), blood flukes (e.g. schistosomiasis), filarial nematodes (e.g. bancroftian filariasis, onchocerciasis etc.), protozoal infections (especially human African trypanosomiasis, visceral and cutaneous leishmaniasis, and amoebiasis). Their prevention and control require public health experts and new antimicrobials, as the old ones are non- efficacious or too toxic. For some of these diseases, there have been no new drugs developed over half a century. Moreover, no vaccine has ever been developed for these diseases. Since NTDs affect populations in extreme poverty, and often in remote locations that may also be in civil conflict, they do not attract investments by the pharmaceutical industry. This has led to the establishment of Public Private Partnerships (PPPs) and Product Development Partnerships (PDPs) such as Drugs for Neglected Diseases initiative (DNDi) to address them. Intensive clinical research is therefore needed immediately to evaluate new products in the pipeline. Since SSA suffers most from these afflictions, it must participate intensively in finding solutions for their alleviation. Public health experts are expected play a leading role in that.

Pregnant women and children under five years of age in SSA harbour a greater burden of disease morbidity and mortality than any other group. Provision of effective prevention and treatment will lead to control of prevailing diseases through adequate multi-sectorial

collaboration under the advice of public health experts. This will reduce maternal and child mortality, which fall under Targets 3.1 and 3.2 of 2030 Sustainable Development Goals.

There are several Tanzanian institutions offering postgraduate courses in public health and a few Tanzanians take the course at institutions outside the country. Besides, the annual output of experts does not meet the current high demand. Moreover, most MPH programs are tailor made to produce district health managers while others have emphasized on nutritional and epidemiological skills. This MScPH programme will, in addition to conventional topics covered by similar courses in other institutions, have a stronger component of approaches to research as a backbone of science. It will also incorporate effects of epidemiological transition, emerging and re-emerging diseases, NTDs, NCDs, global and international health. The in-depth coverage of approaches to scientific research, inclusion and broader coverage of NCDs and international/global health takes the course several steps higher than the conventional contents of Master of Public Health (MPH) and qualifies it to be the Master of Science in Public Health (MScPH). Considering the breadth and contents of the course (2 new modules + in- depth approaches to ethical and GCP-abiding medical research), the course will last for 18 months instead of 12 months taken by ordinary MPH courses. The course adds more to ordinary MPH to enable graduates from MScPH respond appropriately to the changing epidemiology of communicable and non-communicable diseases through scientifically proven evidence base. Graduates from the course will therefore be well-equipped to face current health challenges and will be highly marketable 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 HKMU 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. Holders of Doctor of Medicine (MD) or equivalent, BSc. Nursing, BSc. Environmental Health, BSc. Laboratory Technology or equivalent, Doctor of Dental Surgery and Bachelor of Pharmacy or equivalent. Nurses and pharmacists must have obtained at least lower second class.
- ii. Graduates of recognized University with at least upper second class in health related fields of study such as sociology, anthropology, health statistics, health economics, epidemiology, demography, biology, nutrition, food science and health information sciences.
- iii. Working experience with communities in health related fields at a district or higher level would be advantageous.

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 (day time 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 course work 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 form of the 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:

- Lessons and conclusions of undertaken research relevant to International Health.
- Socio-economic aspects of communicable and non-communicable diseases.
- Attitudes to health and disease under varying cultures.
- What works and what does not despite available control tools.
- 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 week]**. 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:

1. Lectures
2. Tutorials and seminars
3. Group discussions and presentations
4. Case management (in case of major NCDs and CDs)
5. Practical work (problem and competence based participatory teaching)
6. Field visits
7. Self-learning

Lectures

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

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

Tutorials and Seminars

1. Leaders (usually lecturers) in a specific area will introduce the subject while students are the main contributors/discussants, so as to ensure maximum student



participation.

2. 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, so as to receive group inputs. Each group will be facilitated by supervisor(s), who will usually be experts in that particular 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 HKMU may be suitably employed in various health related disciplines such as:

1. District Medical Officer
2. Municipal Medical Officer of Health
3. Regional/Provincial Medical Officer
4. Project/programme manager
5. Monitor and/or evaluator of health interventions/programmes
6. Advisor to Ministry of Health and/or Government on health policy
7. Advisor of travellers to and from disease endemic countries on prophylaxis and disease treatment
8. Officers or managers of training and research institutions

EXAMINATION REGULATIONS

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

METHODS OF ASSESSMENT

Since MScPH is modularized, the following will apply:

| S/N. | ITEM | PERCENTAGE |
|-------------|---|-------------------|
| 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:

- a) MCQs
- b) Short and Long Essays/ papers
- c) Oral examination
- d) Graded field reports
- e) Rated assignments
- f) Rated practicals
- g) Multi-source rating
- h) Observation of procedures and rating
- i) 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 HKMU, who will normally be an expert in the field of study and appointed by the Senate; and an Internal Examiner, who will

be HKMU academic member of staff running the programme.

Dissertation document assessment scheme

| S/N | ITEM | PERCENTAGE |
|------------|--|-------------------|
| 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% |
| | TOTAL | 100% |

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 DEFENSE)

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:

| S/N | ITEM | PERCENTAGE |
|------------|--|-------------------|
| 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% |
| | TOTAL | 100% |

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 |
| Course 1: Application of Public Health Tools and Concepts | | | | | | | |
| 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 |
| Course 2: Research Methodologies | | | | | | | |
| 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 |
| Course 3: Management and Control of Communicable Diseases (CDs) | | | | | | | |
| 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 |



| Course 4: Management and Control of Non-Communicable Diseases (NCDs) | | | | | | | |
|--|--|--------------|--------------|--------------|-------------|--------------|-------------|
| 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 |
| Course 5: International/Global health | | | | | | | |
| Modules | | | | | | | |
| PH612 | International diseases and conditions of global health importance | 300 | 30 | 60(S/T) | 2 | 32 | 9 |
| Total contact hours | | 1,235 | 123.5 | 785 | 22.4 | 145.9 | 50.5 |
| Research Project: core activity | | | | | | | |
| Module | | | | | | | |
| PH699 | Design and execution of the research project (Dissertation/ Thesis) | 160 | 16 | 800(P) | 17.8 | 33.8 | 24 |
| Total contact hours (72 weeks + 2 weeks breather during Christmas and New Year) | | 1,395 | 139.5 | 1,585 | 40.2 | 179.7 | 74.5 |

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

1. MONEY PAYABLE TO UNIVERSITY FOR BOTH LOCAL (INCL. EAC) AND INTERNATIONAL STUDENTS

| | | LOCAL (INCL. EAC) STUDENTS | INTERNATIONAL STUDENTS |
|------|--------------------------|----------------------------|------------------------|
| S/N. | PARTICULARS | AMOUNT (TZS) | AMOUNT (USD) |
| 1. | Registration | 70,000.00 | 70.00 |
| 2. | Tuition fees | 6,820,000.00 | 6,820.00 |
| 3. | Dissertation supervision | 570,000.00 | 570.00 |
| 4. | Development fee | 50,000.00 | 30.00 |
| 5. | Field Costs | 800,000.00 | 600.00 |
| 6. | Examination fee | 400,000.00 | 400.00 |
| 7. | Facility Maintenance fee | 70,000.00 | 70.00 |
| | TOTAL | 8,780,000.00 | 8,560.00 |

2. OTHER COSTS

| | | LOCAL (INCL. EAC) STUDENTS | INTERNATIONAL STUDENTS |
|------|-----------------------|----------------------------|------------------------|
| S/N. | PARTICULARS | AMOUNT (TZS) | AMOUNT (USD) |
| 1. | Student Union | 35,000.00 | 30.00 |
| 2. | Graduation | 100,000.00 | 70.00 |
| 3. | TCU Quality assurance | 20,000.00 | 20.00 |

3. ACCOMODATION CHARGES

| | | LOCAL (INCL. EAC) STUDENTS | INTERNATIONAL STUDENTS |
|------|---------------------|----------------------------|------------------------|
| S/N. | HOSTEL | AMOUNT (TZS) | AMOUNT (USD) |
| 1. | Double | 850,000.00 | 850.00 |
| 2. | Triple | 600,000.00 | 600.00 |
| 3. | Hostel security fee | 40,000.00 | 30.00 |



4. MONEY PAYABLE TO STUDENTS

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

| | | LOCAL (INCL. EAC) STUDENTS | INTERNATIONAL STUDENTS |
|-------------|-------------------------|-----------------------------------|-------------------------------|
| S/N. | PARTICULARS | AMOUNT (TZS) | AMOUNT (USD) |
| 1. | Book allowance | 204,800.00 | 128.00 |
| 2. | Dissertation writing | 1,500,000.00 | 1,200.00 |
| 3. | Dissertation Production | 350,000.00 | 350.00 |
| 4. | Field work cost | 800,000.00 | 600.00 |
| 5. | Stationery | 200,000.00 | 200.00 |
| 6. | Stipend | 2,500,000.00 | 2,500.00 |
| 7. | NHIF (compulsory) | 50,400.00 | 55.00 |
| | TOTAL | 5,605,200.00 | 5,033.00 |

5. ADDITIONAL COSTS FOR INTERNATIONAL STUDENTS

| ITEM DESCRIPTION | COST (USD) |
|-------------------------|-------------------|
| Medical Registration | 150.00 |
| Resident Permit | 250.00 |
| Settling Allowance | 300.00 |
| Total | 700.00 |

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: HUBERT KAIRUKI MEMORIAL 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

OR

ACCOUNT NAME: HUBERT KAIRUKI MEMORIAL UNIVERSITY
BANK NAME: CRDB BANK LTD
ACCOUNT NO: **0150240150101**
AZIKIWE BRANCH
P.O. BOX 72344
DAR ES SALAAM
SWIFT CODE: CORUTZTZ



INSTITUTE OF POSTGRADUATE STUDIES AND RESEARCH ACADEMIC CREDENTIALS OF TEACHING STAFF

| Title | Name | Qualifications |
|---|-------------------------------|---|
| Department of Community Medicine-MScPH | | |
| Senior Lecturer and Chairperson | Dr. Pasiens S. Mapunda | PGD Tropical Medicine and Hygiene (University of Liverpool) MSc International Community Economic Development (University of Southern new Hampshire) , MPH (Leeds University), MD (UDSM) |
| Professor | Prof. Theonest Mutabingwa | PhD (Amsterdam), MSc Community Health in Developing Countries and Control of Communicable Diseases (London), MD (UDSM) |
| Associate Professor | Prof. Godwin D. Ndossi | PhD International Nutrition (Cornell), MSc Biology, BSc, MSc Biology, BSc (Ed.) (Hons.) (UDSM) |
| Associate Professor | Prof. Innocent Anthony Semali | PhD (University of Basel), MSc Epidemiology(University of London), MD (UDSM) |
| Associate Professor | Prof. Moshi K. Ntabaye, | PhD in Public Health (Aarhus University, Denmark), Doctor of Dental Surgery (UDSM) |
| Senior Lecturer | Dr. Titus K. Kabalimu | MMed Community Health (UDSM), MD (Ukraine) |
| Assistant Lecturer | Dr. Robert Muindi | PGD Public Health (Curtin University of Technology, Australia), MD (Vistebks Medical Institute, USSR) |
| Assistant Lecturer | Ms. Jane Paula Nyandele | Master of Epidemiology (Antwerp), BSc Molecular Biology and Biotechnology (UDSM) |



| Department of Paediatrics and Child Health | | |
|---|-------------------------------------|---|
| Professor | Prof. Esther Mwaikambo | MMed Paediatrics (UDSM), MD (Moscow) |
| Professor | Prof. Charles C. Mgone | PhD in Medical Genetics (University of Glasgow UK), Master of Medicine-Paediatrics and Child Health (UDSM), Doctor of Medicine (UDSM) |
| Senior Lecturer | Dr. Felician Rutachunzibwa | MMed Paediatrics, MD (UDSM) |
| Senior Lecturer | Dr. Maulid R. Fataki | MPH (Harvard School of Public Health), MMed(UDSM), MD (Donetsk State Medical Institute USSR) |
| Lecturer and Chairperson | Dr. Florence Salvatory ¹ | MMed Paediatrics(HKMU), MD (MUHAS) |
| Lecturer | Dr. Ayam R. Kalingonji ² | MMed Paediatrics & Child Health; MD (HKMU) |
| Lecturer (part time) | Dr. Pius Muzzazzi | MMed Paediatrics (MUK), MD (MUHAS) |
| Department of Surgery | | |
| Senior Lecturer and Chairperson | Dr. Jerome Mkiramweni | MMed Surgery, MD (UDSM) |
| Lecturer | Dr. Ameir Binzoo | MMed Surgery, MD (HKMU) |
| Associate Professor | Prof. Naboth Mbembati | MMed Surgery, MD (UDSM) |
| Senior Lecturer | Dr. Wambura B.C Wandwi | MMed Surgery, MD (UDSM) |
| Lecturer | Dr. Frank Mpelumbe | MSc, MD (HIMS-Villa Clara) |
| Lecturer | Dr. Muganyizi Kairuki | FCS (SA), MD (SZEGED) |
| Lecturer (Part time) | Dr. Thadeo N. Maina | MMed Surgery, MD (MUHAS) |
| Lecturer (part time) | Dr. Kenyunko Karama | MMed Surgery (MUHAS), MD (HKMU) |
| Lecturer | Dr. Gilbert R. Ngua | MMed Surgery (MUHAS), MD (MUHAS) |
| Lecturer (part time) | Dr. Ulimbakisya J. Kain | MMed Surgery, MD (MUHAS) |
| Lecturer (Part time) | Dr. Annamary Stanslaus | MMed Surgery, MD (MUHAS) |



| | | |
|---|------------------------------|--|
| Lecturer (Part time) | Dr. Loyce J. Bagenda | MMed Radiology (MUHAS), MD (HKMU) |
| Department of Obstetrics and Gynaecology | | |
| Senior Lecturer and Chairperson | 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 , MMed OBGY, (HKMU), MD (Camaguey) |
| Lecturer | Dr. Debora Mageta | MMed OBGY, 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 (HKMU), MD (MUCHS) |
| Lecturer (Part time) | Dr. Luzango Maembe | MMed OBGY, MD, (MUHAS) |
| Lecturer (part time) | Dr. Lugano W. Kiswaga | MMed OBGY (HKMU), MBBS (IMTU) |
| Lecturer (Part time) | Dr. Paul E. Kihale | PhD OBGY (Tottori), MMed OBGY, MD (MUHAS) |
| Department of Internal Medicine | | |

| | | |
|-------------------------------------|------------------------------|---|
| Associate Professor and Chairperson | Prof. Yassin Mrisho Mgonza | Postgraduate Diploma in Scientific Basis of Dermatology (University of Wales, UK), MMED, MD, (UDSM) |
| Professor | Prof. Gadi P. Kilonzo | MMed Internal Medicine, (UDSM), Psychiatry (University of British Columbia) |
| Lecturer | Dr. Warles Charles Lwabukuna | MMed Internal Medicine, 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 (Part time) | Dr. Digna Riwa | MMed Internal Medicine (HKMU), MD (MUHAS) |
| Lecturer (Part time) | Dr. Loyce J. Bagenda | MMed Radiology (MUHAS), MD (HKMU) |
| Lecturer (Part time) | Dr. Neema J. Rajabu | MMed Internal Medicine (Tumaini University), MD (Russian People Friendship University) |
| Lecturer (Part time) | Dr. Humphrey Lwiza Mwombeki | MMed Internal Medicine (MUHAS), MD (MUHAS) |

1. On staff development – Clinical Research & Development Fellowship (Belgium)
2. On staff development – PhD in Paediatrics and Child Health (Zhengzhou University)



11.0 ADMINISTRATIVE AND TECHNICAL STAFF OF THE UNIVERSITY

| ADMINISTRATIVE STAFF | | |
|--|--------------------------------|--|
| Title | Name | Qualifications |
| Examinations Officer | Mr. Gabinus Fimbo ¹ | Master of Arts in Sociology (University of Dodoma), Bachelor of Arts in Sociology (UDSM) |
| Admissions Officer | Ms. Janeth Mkale | Master of Finance and Business Management (Bedfordshire University), Bachelor of Business Management (Sunderland University) |
| Administrative Officer (Academics) | Ms. Eness Katuula | Bachelor of Arts in Political Science and Public Administration (UDSM) |
| Senior Human Resources Officer | Ms. Rahab O. Kassimoto | Master of Science in Human Resource Management (Mzumbe University), Bachelor of Arts in History and Political Science (UDSM) |
| Senior Administrative Officer Grade II (Dean of Students Office) | Mr. Abraham R. Mwalugeni | Master of Social Work (HKMU), Bachelor of Arts (UDSM) |
| Manpower Management Officer I | Ms. Kent Kajuna | Certificate in Secretarial studies (Tabora Secretarial College) |
| Secretary | Ms. Christina Mwakibolwa | Certificate in Secretarial studies (Dar es Salaam Baptist Training Centre) |
| Office Management Secretary | Mrs. Anna S. Shine | Certificate in Secretarial studies (Modern College) |
| Records Officer | Ms. Jackline Bubelwa | Diploma in Records Management (Tanzania Public Service College), Certificate in Records Management (Tanzania Public Service College) |

| ACCOUNTS AND FINANCE | | |
|-----------------------------|------------------------|---|
| Title | Name | Qualifications |
| Accountant | CPA(T) Janeth Magezi | MSc Accounting and Finance (Mzumbe University), Postgraduate Diploma in Accounting and Finance (IFM) |
| Assistant Accountant | Ms. Nuru Kanju | Master of Business Administration(UDSM), Postgraduate Diploma in Finance Management (Institute of Finance Management), Bachelor of Business Administration (Tumaini University) |
| Supplies Officer | Ms. Elizabeth Anathe | Advanced Diploma in Procurement and Supplies (Tanzania Institute of Accountancy) |
| Assistant Accountant | Mr. Justice Rwebembela | Master of Science Accounting & Finance (Institute of Finance and Management), PGD Financial Management (Institute of Finance and Management) |
| Assistant Accountant | Ms. Doris Sweke | Advanced Diploma in Accountancy (Institute of Finance and Management) |
| LIBRARY | | |
| Title | Name | Qualifications |
| Senior Librarian | Mr. Philidas Munubhi | Masters Degree in Information Science (AIS/MIS) (India), Advanced Computer Networks Engineering & Management, (Chandigarh Mohali, India), Dip. In Library Science (Makerere University) |
| Librarian | Mr. Rhite Rayner | Bachelor of Arts in Mass Communication (Open University of Tanzania), Diploma in Library and Documentation Studies (SLADS, Bagamoyo) |



| Librarian | Ms. Janeth Mwanga ² | Bachelor of Library and Information Science (Makerere University) |
|---------------------------------|--------------------------------|---|
| 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) |
| Library Assistant | Mr. Chrishna Karoma | Certificate in Librarianship, CWD, CPDM, CCP, (DSM) |
| LABORATORIES TECHNICIANS | | |
| Title | Name | Qualifications |
| 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 | Mr. Byarugaba Byabato | Diploma in Prosecution (UDSM) |
| Prosecutor | Ms. Emmy Absalom Mwaipaja | Diploma in Prosecution (UDSM) |
| Laboratory Technician | Mr. Hamis Kabuga | Bachelor of Science 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) |

| ICT | | |
|-----------------------|--------------------|--|
| Title | Name | Qualifications |
| Computer Programmer | Mr. Sugwejo Kaboda | BSc Computer Science (Dublin Institute of Technology) |
| Network Administrator | Mr. George Komba | Full Technician In Hardware and Networking (Soram Business Solutions Ltd.) |
| 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) |

1. On staff development- Master of Social Work (Open University of Tanzania)
2. On staff development- Master of Arts in Information Studies (UDSM)



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; 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 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. 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 one week 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 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. 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 are set.

162 Registration for Examination

- 16.2.1. Registration for University examination shall require the endorsement of the Registration Form by the Chairperson 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 chairperson of the Department shall notify the student in writing (see 16.2.5 for timing) and shall also request the appropriate subsequent Faculty 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).

163. Continuous Assessment Tests, End of Semester, Intra-Rotation Examinations and Final Qualifying

- 16.3.1. At the end of a semester, there shall be 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 40% of the Final Grade in the rotation. Departmental requirements shall show clearly weighting of the components that contribute to the 40%.
- 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, on a result slip, to the student by the Chairperson of the Department one week before sitting for the Final Qualifying Examination or End of semester examination (ESE).
- 16.3.5. The Continuous Assessment Tests results for each student shall be submitted by the Chairperson of Department to the Dean of the Faculty not later than the last day of the teaching schedule.
- 16.3.6. The marks obtained in the end of semester or the final qualifying examination shall contribute 60% of the grade for the course while continuous assessment tests shall contribute the remaining 40% of the course.
- 16.3.7. The Dean shall submit to the deputy VC academics results of ESE and FQE before examiners and faculty board meetings.
- 16.3.8. Failure in the clinical part of the examination [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.

164. 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 to be held during the long vacation (October/November).



- 16.4.2. If s/he passes the supplementary examination s/he shall be awarded a grade not higher than "C".
- 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, during the long vacation.
- 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 Faculty in writing of his/her decision to utilize this option, and the student gets written positive response from the Dean before the two weeks registration period ends.

165. 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 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 Faculty in writing of the decision to utilize this option, and get a written response from the Dean before leaving the University for 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) in the 1st, 2nd, 3rd, 4th, 5th or 6th semesters 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, 4, 5 and 6 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, 4 semesters for MScPH, 4 semesters for MSW and 12 semesters for the MMed programme.

16.6. Withdrawal from a course

- 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 asked to withdraw from the University.
- 16.6.2. A student who fails any examination (ESE or FQE) 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 for 3 or more courses shall be discontinued immediately from the University without attempting any ESE or FQE.
- 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 more than 2 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 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 in collaboration with Year Coordinators. All communications [requests and approvals] must be in writing and shall be copied to the relevant Faculty 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 his/her studies on that course(s).

168. Final Qualifying Examinations

- 16.8.1. Towards the end of the training period (particularly for 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].

169. 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 (60%) 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 Faculty / 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 40=40%), ESE/FE score (marks out of 60=60%) 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 Faculty / 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 Senate at least 24 hours prior to the Senate meeting.

- 16.9.4. Results on HK1 and HK2F forms discussed at Departmental and Faculty / Institute Board meetings are tentative subject to approval by the Senate [refer to 16.10.3]. Therefore after the Departmental/Examiners'/Faculty Board meetings, all HK1 and HK2F OSIM forms distributed for discussion will be collected and retained by the respective meeting secretariat. Chairpersons 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 the notice boards/University website www.hkmu.ac.tz soon after the respective Faculty Boards meetings.
- 16.10.3. Declaration of the official examination results (i.e. publication and issuing of result slips to students) will occur after 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. Faculty/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 Faculty 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.

16.14.2. De-Registration and Cancellation of Award

16.14.3. 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: A candidate had entered the university with false qualifications, or

16.14.3.2 A candidate had impersonated someone else, or

16.14.3.3 A candidate had been guilty of an examination irregularity or malpractice for which a student would have been dismissed immediately from the University, or

16.14.3.4 That there are other reasons that would have led to the withholding of confirmation of the award in the first place.

16.14.3.5 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.

16.14.3.6 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 not less than three years.

16.15. Transcript of Academic Record

16.15.1. 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.

16.16. The Grading System for Undergraduate Programmes**16.16.1. Grading system for MD programme**

| Marks Range | Grade | Remark |
|-------------|-----------|--------------------|
| 75-100% | A | Distinction |
| 70-74% | B+ | Very Good |
| 60-69% | B | Good – Credit |
| 50-59% | C | Pass |
| 46-49% | D | Condonable Failure |
| 0-45% | E | Fail |

16.16.2. Grading system for BScN programme

| Marks Range | Grade points | Grade | Remark |
|-------------|--------------|-------|--------------------|
| 75-100% | 5 | A | Distinction |
| 70-74% | 4 | B+ | Very Good |
| 60-69% | 3 | B | Good – Credit |
| 50-59% | 2 | C | Pass |
| 46-49% | 1 | D | Condonable Failure |
| 0-45% | 0 | E | Fail |

16.16.3. 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 |



16.17. Academic Appeals

- 16.17.1. Academic appeals are appeals against the Faculty Board/Institute/ Directorate decision on examination results. Academic appeals shall be on grounds listed in clauses 16.17.3 (i), and (ii) below.
- 16.17.2 A student may appeal against the recommendations of the Faculty Board/ Institute/Directorate as follows:
- i. Failure
 - ii. Discontinuation/withdrawal from a course
- 16.17.3 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.
- 16.17.4. 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.
- 16.17.5. There shall be the Senate Examinations Committee whose functions shall be:
- i. To consider academic appeals by students;
 - ii. To act on behalf of the Vice-Chancellor and the Senate in implementing decisions to uphold appeals;
 - iii. 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.
 - iv. To provide an annual report to 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.

- 16.17.6. The Senate Examinations Committee shall be constituted as follows:-
- i. 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 faculty).
 - ii. A senior academic staff member from each faculty, nominated by the Senate.
- 16.17.7. 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 Faculty Board.
- 16.17.8. The Senate Examinations Committee shall be serviced by the Office of the Secretary of Senate.
- 16.17.9. 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.
- 16.17.10. Save as provided for under 16.17.12, the Senate Examinations Committee shall have no power to overrule the academic judgment of Faculty Board with respect to assessment marks, progression or awards but is empowered to refer a case back to the Faculty Board for reconsideration in the light of the evidence and the Committee's findings. In such circumstances, the Faculty/Institute Board shall consider the case abinitio.
- 16.17.11. A student who wishes to appeal shall:-
- i. Pay the appeal fee at the Bursar's Office or Money Order or at the University's bank Account and obtain a receipt.
 - ii. Pick the appeal Form from the respective Dean's/Director's office after presenting a receipt as proof of payment.



- iii. 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.
 - iv. 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 the notice boards, that is before Senate approves the decision of the Faculty Board/Institute /Directorate.
- 16.17.12. The Chair of the Senate Examination Committee shall request the Senate to defer approval of the Faculty Board's/Institute/Directorate recommendation pending the outcome of the appeal.
- 16.17.13. 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 Faculty/Institute Board to submit the Senate Examinations Committee it will view the appeal in writing. If the Senate Examinations Committee views that 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.
- 16.17.14. 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.
- 16.17.15. A student or his/her representative (who is a full time registered student at HKMU) shall have a right to give evidence at the hearing of the appeal by Senate Examinations Committee. A representative of the Department / Faculty /

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.

- 16.17.16. 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.
- 16.17.17. For academic appeals on grounds of procedural irregularity, the relevant Dean(s)/Director(s) of Faculty/Institute shall be required to prepare a response to the allegations on behalf of the examiners.
- 16.17.18. 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.
- 16.17.19. The findings of the Senate Examinations Committee shall be presented to the Senate for consideration.
- 16.17.20. Senate shall deliberate on the Examinations Committee findings and give its ruling.
- 16.17.21. Within seven (7) working days of Senate decision, a student shall be notified the outcome of his/her appeal in writing copied to the relevant Dean(s)/ Director(s) of Faculty/Institute, stating the reasons for Senate's decision.
- 16.17.22. 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.



- 16.17.23. The Examinations Appeals Committee shall comprise:-
- i. A Professor/Senior Lecturer/Lecturer in the course under appeal from the University, who will also chair the committee.
 - ii. Senior Academic member from HKMU who is not member of either the Senate or the Faculty/Institute Board.
 - iii. One Senior Academic staff member from another University.
 - iv. HKMU Examinations Officer (EO); who shall serve as a Secretary to the Committee
- 16.17.24. 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.
- 16.17.25. 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.
- 16.17.26. 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.

HKMU EXAMINATIONS APPEAL(S) FORM

APF-1

Student Examination **Number HK/** _____

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:-

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

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

2. **Inadequate coverage of topics**

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



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

| | | | | |
|--|--|--|--|--|
| | | | | |
|--|--|--|--|--|



ANNEX 2: EXAMINATION INSTRUCTIONS TO INVIGILATORS AND STUDENTS

- 2.1. Examinations will usually be conducted in two sessions daily. The Morning Examinations will start at 09:00hrs (9.am), while the Afternoon Examinations will start at 14:00hrs (02:00pm). A University-wide master time table, and Semester specific timetables, will be pinned on all venues and notice boards for further information.
- 2.2. Invigilators must collect examination papers from the examinations office, 30 minutes before the examination starting time.
- 2.3. 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. Venue for Orals will be communicated in good time.
- 2.4. Students must be seated at their located positions 15 minutes before Examination Starting Time i.e. 08:45 hrs for the Morning Examinations, and 13:45 hrs for the Afternoon Examination.
 - Between 08:45-08:59 or 13:45-13:59: When all students are seated at their located positions:
 - Seals on envelopes containing examination papers will be verified by two students (by signing) and envelopes will be opened.
 - At this time no (late) student will be allowed to enter the examination room, even if they have a genuine reason.
 - Papers will be distributed to seated students by Invigilators.



- Students will be given 5 minutes to read through the papers and seek any clarifications.
 - 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.
 - Students will not be allowed to write anything during this time.
- 2.5. 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.
- 2.6. No student will be admitted into the examination room 15 minutes, after the examination has started.
- 2.7. Examination (writing) must start and end on time (sharp) as indicated by instructions on the examination papers.
- 2.8. 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.
- 2.9. 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.
- 2.10. 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.

- 2.11. For students who have been barred to sit 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).
- 2.12. Once you are within the vicinity of/or inside the Examination Room, Silence Must be maintained.
- 2.13. 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.
- 2.14. When the examination writing time is up:-
- All students will be told to stop writing and stay on their seats.
 - 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.
 - The invigilators will collect the Examinations papers and Examination Answer Books from students, one starting from the back another in front, there after;
 - Students will proceed in an orderly manner to the invigilator's table for signing attendance.
 - 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.
 - For any matter needing clarification students are advised to kindly make use of the invigilators.
- 2.15. Students are expected to appear NEAT and in a CLEAN UNIFORM. During clinical examinations, they should dress according to their prescribed professional attires.



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

HKMU 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. HKMU believes in 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. HKMU'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 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 Faculty, 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:-

- The Chairpersons BOD and Council.
- The Vice Chancellor.
- The Deputy Vice Chancellor Academic Affairs.
- The Deputy Vice Chancellor Planning Finance and Administration.

- The Dean of the Faculty or the Director of Postgraduate Studies and Research Institute.
- The Marketing and Public Relations Officer.
- The University Bursar.
- The Admissions Officer.
- 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).
- The President of the Students Association.
- Chief Librarian / Book Banker.
- 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:

- 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.
- Assign to the Dean of Students the role of initial point of contact with the deceased student's i.e. immediate family.
- Advise the deceased student's family of the contact details of relevant staff at HKMU (e.g. Tutor/ Lecturer, Warden), with whom they might wish to make contact.
- 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.
- 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:

- 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:
 - members of the deceased student's immediate family.
 - relevant Embassy or High Commission.
 - deceased student's sponsor or employer

d) The Dean of the Faculty will:

- Inform all relevant staff in the Faculty of the death of a student, first contacting the Year Coordinator.
- Decide, in consultation with appropriate staff, which students need to be informed of the death in person, and make relevant arrangements.
- 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.
- Ensure that School records are amended accordingly.

e) The Admissions Officer will:

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

f) The Marketing and Public Relations Officer will:

- Prepare a statement for release to the media.
- Deal with any queries from the media about the deceased student and his/her death after consultation with the Vice Chancellor.
- 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:

- Inform other students about the death of the student.
- 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 funeral.

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

(Made under Article 52 of the HKMU'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 HKMU 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 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 or faculty 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;

"Faculty" means a faculty 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 13th 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 “HKMU” means Hubert Kairuki Memorial 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 HKMU 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 faculty 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 – Chairperson.
 - b) Human Resources and Administration Manager
 - c) One staff from each Faculty/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 Faculty/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 Faculty/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, faculty member, University official, or any other member of the University community.
- (ix). Using personal web pages hosted on University computer network not primarily focused on the mission of the University.
- (x). Unauthorized use of computing facilities and network 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 week days 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 identity card to the Security Officer. This applies to all hostel residence, non-residence 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 the 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 and the Warden.
- (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 Faculty and notified to the Dean of Students and the Warden.

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 Faculty 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 Faculty, 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 chairperson.
2. One of the senior academic members of staff.
3. Corporate Counsel (Secretary).
4. Dean of Students.
5. One staff member elected by each faculty.
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 Faculty/School to which the charged student belongs.



Rule 19

Preliminary Procedures of Hearing by the Students' Disciplinary Authority

- (i) **19** 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 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

Procedure During the Disciplinary Hearing

- (i) **20.** 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 the 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

Adducing Evidence

- (i) **21.** 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

Decision of Disciplinary Authority

22. 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

Types of Penalties

23. 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:

- (i). **Warning:** A warning is the issuance of a written advice to the student to be more cautious with his/her behaviour and conduct.
- (ii). **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);
- (iii). **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 University.

- (iv). **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.
- (v). **Confiscation:** The University may confiscate goods used or possessed in violation of University Rules and regulations.
- (vi). **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:
 - (a) Provided that such first-mentioned penalty may be compounded upon repayment of the money.
 - (b) 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.
- (vii). **University Hostel Expulsion:** The University may terminate a student's contract with hostel services in a situation where a student persistently violates hostel Rules.
- (viii). **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)

- (ix). **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.
- (x). **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.
- (xi). The Students' Disciplinary Authority has a discretion to give lesser or bigger punishment depending on the nature of the offence.
- (xii). All criminal offences shall be reported to police for further action.

Rule 24

Steps to be taken During Students' Riots and Strikes (when formal Disciplinary Hearing cannot be taken immediately)

- (i). **24.** 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

APPEALS

Rule 25

Appeals as per Article 54 of the HKMU Charter

- (i). **25.** 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 HKMU Charter.
- (ii). 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.
- (iii). The Appeals Committee shall meet within 10 days following the receipt of an appeal.
- (iv). 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.



- (v). 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.
- (vi). 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.
- (vii). 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. 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.
- (viii). The Secretary should liaise with the Chairman and other members so as the meeting should be called within 10 days.
- (ix). 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.
- (x). The appeal should confine itself to the matters, which were before the Disciplinary Authority by which the appealing student is aggrieved.
- (xi). Unpresented document 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.



- (xii). The appeal should not be argued outside the students' Rules.
- (xiii). The grounds of appeal should relate to points of law under these Rules and not to point of fact.
- (xiv). 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.
- (xv). 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.

The student will be given opportunity to address the panel (oral presentation) regarding the matters in his or her appeal document.

- (xvi). There should be a reply to an appeal.
- (xvii). The student's Disciplinary Authority shall have a right to reply to the allegations/grounds in the appeal.
- (xviii). The Disciplinary Authority reply shall reach the SDAC before the meeting. When the SDAC sits to decide, they shall be on their own.
- (xix). 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.
- (xx). The decision of the SDAC shall be entered as either Appeal dismissed in favour of respondents or Appeal upheld - in favour the appellant.
- (xxi). The decision of the SDAC authority shall be recorded.



- (xxii). 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.
- (xxiii). 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

OTHER RELATED PROVISIONS

Rule 26

Student Dress Code

26. i) Dress Code is designed by HKMU 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 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 HKMU:

- v. 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.
- vi. Learn to use socially acceptable dress to specific occasions and activities.
- vii. Appropriate attention must be given to personal cleanliness and good grooming including hair; to present a clean, neat, and orderly appearance representative of the HKMU community and the University's values and mission.

- viii. 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.

The following dresses are strictly prohibited for females:

- (v) 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.
- (vi) 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.
- (vii) 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.

The following dresses are strictly prohibited for males:

- (viii) 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.



- (ix) 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.
- (x) Any other kind of dress or clothing which the University finds to be inappropriate or indecent.
- (xi) A student who violates the dress code will have an opportunity of correcting 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

Students' Health Services

- 27.(i)** All students are required (compulsory) to be registered under the National Health Insurance Fund (NHIF) scheme. Students will be entitled to both inpatient and outpatient services as prescribed by the NHIF guidelines, and will be able to access medical services at any accredited facility throughout the country. Students (both new and continuing) will be required to register for the NHIF scheme during registration period.
- (ii) Registration will be made at the office of Dean of Students (for online student registration through NHIF student's portal). After registration, students for



- (Undergraduate) will be given a control number that will enable them pay NHIF fee TZS 50,400 (per annum respectively subject to annual renewal) direct to NHIF. For postgraduate students have to contact Dean of Students for guidance because NHIF have prepared a special premium package for them.
- (iii) Students who are 18 years of age and above possessing NHIF cards from their parents are no longer required to be under their parents' NHIF scheme. They are required to enrol to 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 or rotations or field without having NHIF card.
- (iv) A student who loses his/her NHIF membership card shall be required to report to the Kinondoni NHIF offices in person with a Police loss report. The student will be required to re-fill another NHIF form. The cost of obtaining another card is TZS 20,000 for the first time and if it so happens that the second card is lost he/she will have to pay TZS 50,000. All payments will be made into a Bank or as may be directed by NHIF. These fees are subject to change as per NHIF policy and regulations.

Rule 28

Keeping Students Vehicles on Campus

28.(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 of 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

Miscellaneous Provisions

- (i). **29.** 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.

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.



ANNEX 5: UNIVERSITY ALMANAC ACADEMIC CALENDAR FOR THE YEAR 2020/2021

A. ADMISSION AND REGISTRATIONS FOR THE ACADEMIC YEAR 2020/2021: UNDERGRADUATE STUDENTS

23 November 2020

Orientation and registration for new Undergraduate students begins

23 November 2020

Registration for continuing Undergraduate students begins

4 December 2020

Commissioning of Studies-New Students

4 December 2020

Registration for new and continuing Undergraduate students ends (Odd Semester)

3 May 2021

Registration for continuing Undergraduate students Starts (Even Semester)

14 May 2021

Registration for continuing Undergraduate students Ends (Even Semester)

22 November 2021

Orientation and registration for new Undergraduate students begins.

22 November 2021

Registration for continuing Undergraduate students begins.

29 November 2021

Commissioning of Studies-New Students

3 December 2021

Registration for new and continuing Undergraduate students ends

B. SEMESTERS FOR UNDERGRADUATE STUDENTS 2020/2021

1, 3, 5, 7 AND 9 SEMESTERS (SEMESTER I OF ACADEMIC YEAR- 23WKS)

Begins 23 November, 2020

Ends 30 April, 2021

MID SEMESTER BREATHER (ONE WEEK)

Begins 11 January, 2021

Ends 15 January, 2021

REVISION WEEK (ONE WEEK)

Begins 5 April, 2021

Ends 9 April, 2021

EXAMINATIONS FOR 1, 3, 5 & 7 SEMESTERS (TWO WEEKS)

Begins 12 April, 2021

Ends 23 April, 2021

END OF ODD SEMESTER BREATHER (ONE WEEK)

Begins 26 April, 2021

Ends 30 April, 2021

2, 4, 6 & 8 SEMESTER (SEMESTER II OF ACADEMIC YEAR- 23WKS)

Begins 3 May, 2021

Ends 1 October, 2021

MID SEMESTER BREATHER (ONE WEEK)

Begins 28 June, 2021

Ends 2 July, 2021

REVISION WEEK (ONE WEEK)

Begins 13 September, 2021

Ends 17 September, 2021



EXAMINATIONS FOR 2, 4& 6 SEMESTERS (TWO WEEKS)

Begins 20 September, 2021
Ends 1 October, 2021

C. CLINICAL ROTATIONS FOR MD4 AND MD5 STUDENTS

SEMESTER 7 AND 9 (16 WEEKS)

Begins 23 November, 2020
Ends 12 March, 2021

INTRA-ROTATION & FINAL QUALIFYING EXAMINATIONS SEM 7 & 9

IRE1 Begins and Ends 4-8 January, 2021
IRE2 Begins and Ends 15-19 February, 2021
Revision week 1-5 March, 2021
FQE Begins 8 March, 2021
FQE Ends 12 March, 2021

SEMESTER BREATHER MD4 & MD5 (ONE WEEK)

Begins 15 March, 2021
Ends 19 March, 2021

SEMESTER 8 AND 10 (16 WEEKS)

Begins 22 March, 2021
Ends 9 July, 2021

INTRA-ROTATION & FINAL QUALIFYING EXAMINATIONS SEM 8 & 10

IRE1 Begins and Ends 3-7 May, 2021
IRE2 Begins and Ends 14-18 June, 2021
Revision week 28 June-2 July, 2021
FQE Begins 5 July, 2021
FQE Ends 9 July, 2021



SEMESTER BREATHER MD4 & MD5 (ONE WEEK)

Begins 12 July, 2021
Ends 16 July, 2021

COMMUNITY MEDICINE MD5 & PSYCHIATRY MD4 ROTATION (8 WKS)

Begins 19 July, 2021
Ends 10 September, 2021

INTRA-ROTATION & FINAL QUALIFYING EXAMINATIONS SEM 8 &10

IRE Begins and Ends 9- 13 August, 2021
FQE PSY (Clinical) Begins and Ends 6- 10 September, 2021
PSY (Written) 24 September, 2021
FQE COM (Written) 24 September, 2021
FQE COM (Oral) 29 September, 2021

D. PSYCHIATRY AND COMMUNITY HEALTH NURSING FIELD WORK (BScN 4)

PSYCHIATRY FIELD WORK (FOUR WEEKS)

Begins 23 November, 2020
Ends 18 December, 2020

COMMUNITY HEALTH NURSING FIELD WORK (6 WEEKS)

Begins 31 May, 2021
Ends 9 July, 2021

E. CLINICAL ROTATIONS FOR BScN3 AND 4 STUDENTS

Paediatric Rotation 1-12 February, 2021 **(2 weeks)**
Nursing Leadership & Management 1-5 February 2021 **(1 week)**
OBGY301 22 Feb-12 March, 2021 **(3 weeks)**
Medical Nursing (MN300) 1-5 March, 2021 **(1 week)**
Surgical Nursing (SN300) 8-12 March, 2021 **(1 week)**
Medical Nursing (MN301) 5-9 July, 2021 **(1 week)**



Surgical Nursing (SN301)
OBGY300
OBGY302

26-30 July, 2021 **(1 week)**
9-27 Aug, 2021 **(3 weeks)**
23 Aug-10 Sep, 2021 **(3 weeks)**

F. LONG VACATION FOR UNDERGRADUATE STUDENTS

Begins 4 October, 2021
Ends 19 November, 2021

G. SUPPLEMENTARY AND SPECIAL EXAMINATIONS

Begins 8 November, 2021
Ends 19 November, 2021

H. ADMISSION AND REGISTRATIONS FOR THE ACADEMIC YEAR 2020/2021: POSTGRADUATE STUDENTS (MMed, MScPH)

November 2020

Admission and registration for new postgraduate students begins

November 2020

Admission and registration for continuing postgraduate students begins

December 2020

Admission of Studies-New Students

December 2020

Admission and registration for new and continuing postgraduate students ends (Odd Semester)



I. MMed PART ONE- Basic Sciences (6 months)

Begins 30 November, 2020
Ends 14 May, 2021

REVISION WEEK (1 WEEK)

Begins 17 May, 2021
Ends 21 May, 2021

END OF PART ONE EXAMINATIONS

Begins 24 May, 2021
Ends 4 June, 2021

MMed PART TWO- YEAR I (5 months)

Begins 21 June, 2021
Ends 22 October, 2021

MMed PART TWO- YEAR II (11 months)

Begins 30 November, 2020
Ends 22 October, 2021

RECESS (4 weeks)

Begins 25 October, 2021
Ends 19 November, 2021

J. MMed PART TWO- YEAR III

Coursework plus Dissertation preparations (4 weeks)

Begins 23 November, 2020
Ends 18 December, 2020

Submission and presentation of Dissertation proposals to department (2



weeks)

Begins 21 December, 2020
Ends 31 December, 2020

Presentation of proposals to CPE seminar (2 weeks)

Begins 4 January, 2021
Ends 15 January, 2021

Research clearance and issuance of Clearance Certificates by Institutional Research Ethics Committee (IREC) (2 weeks)

Begins 18 January, 2021
Ends 29 January, 2021

Data collection (together with other Programme activities) – 6 weeks

Begins 1 February, 2021
Ends 12 March, 2021

Data Analysis and Report writing (5 weeks)

Begins 15 March, 2021
Ends 9 April, 2021

Submission of Dissertation Research Report

Supervisor/Department 12-16 April, 2021
Director PGSRI 26-30 April, 2021

Revision week

Begins 4 October, 2021
Ends 8 October, 2021

End of Part II Examinations

Begins 11 October, 2021
Ends 22 October, 2021

K. MASTER OF SCIENCE IN PUBLIC HEALTH (MScPH)

PART I (Coursework)-12 months

| | |
|--------|-------------------|
| Begins | 30 November, 2020 |
| Ends | 19 October, 2021 |

RECESS

| | |
|--------|-------------------|
| Begins | 21 December, 2020 |
| Ends | 1 January, 2021 |

PART II (Dissertation work)- 6 months

| | |
|--------|-----------------|
| Begins | 1 March, 2021 |
| Ends | 13 August, 2021 |

Dissertation preparations (6 weeks)

| | |
|--------|---------------|
| Begins | 1 March, 2021 |
| Ends | 9 April, 2021 |

Submission and presentation of Dissertation proposals to department (1 week)

| | |
|--------|----------------|
| Begins | 12 April, 2021 |
| Ends | 16 April, 2021 |

Presentation of proposals to CPE seminar (1 week)

| | |
|--------|----------------|
| Begins | 19 April, 2021 |
| Ends | 23 April, 2021 |

Research clearance and issuance of Clearance Certificates by Institutional Research Ethics Committee (IREC) (1 week)

| | |
|--------|----------------|
| Begins | 26 April, 2021 |
| Ends | 30 April, 2021 |



Data collection (4 weeks)

Begins 3 May, 2021
Ends 28 May, 2021

Data Analysis and Report writing (6 weeks)

Begins 31 May, 2021
Ends 9 July, 2021

Submission of Dissertation Research Report (1 week)

Begins and Ends 19-23 July, 2021

End of Part II Examinations

Begins 2 August, 2021
Ends 13 August, 2021

L. UNIVERSITY MEETINGS

a. Boards and Senate Meetings

October 2020

9 October 2020 Examiners Board Meeting – FoM
12 October 2020 Examiners Board Meeting – FoN
14 October 2020 Faculty of Board (Faculty of Medicine)
15 October 2020 Faculty of Board (Faculty of Nursing)
23 October 2020 Senate Meeting (Approval of Examination Results)
30 October 2020 Graduation committee

November 2020

6 November 2020 Senate Higher Degrees Committee
17 November 2020 Joint Examiners Board Meeting (FoM & FoN) - Suppl. Exams
19 November 2020 Joint Faculty Board Meeting (FoM & FoN) - Suppl. Exam
20 November 2020 Graduation committee
27 November 2020 Senate EXCOM (Approval of Supplementary Exam Results)

December 2020

4 December 2020 Quality Assurance Committee



11 December 2020 Graduation committee
 16 December 2020 Quality Assurance Committee
 17 December 2020 Prospectus & Almanac Committee
 18 December 2020 Graduation committee

January 2021

9 January 2021 18th Graduation Ceremony
 15 January 2021 Library Committee
 22 January 2021 HKMUSA General Assembly

February 2021

15 February 2021 Research Ethics Review Committee
 17 February 2021 Finance & planning committee- Audited Accounts
 19 February 2021 Research Ethics Review Committee
 26 February 2021 Quality Assurance Committee

March 2021

19 March 2021 SPC Meeting
 23 March 2021 Library Committee

April 2021

2 April 2021 Vice Chancellor meets University Staff
 16 April 2021 Appointments and Human Resources Management
 Committee (AHRMC)
 30 April 2021 Examiners Board (Department of Social Work)
 30 April 2021 Finance and Planning Committee

May 2021

3 May 2021 Examiners Board (Faculty of Nursing)
 4 May 2021 Examiners Board (Faculty of Medicine)
 6 May 2021 Faculty of Board (Faculty of Nursing)
 7 May 2021 Faculty of Board (Faculty of Medicine)
 12 May 2021 Senate (Approval of Examination Results)
 19 May 2021 Prospectus & Almanac Committee



21 May 2021

Quality Assurance Committee

June 2021

5 June 2021

SPC Meeting

8 June 2021

Research Ethics Review Committee

10 June 2021

Faculty of Board (Faculty of Nursing)

11 June 2021

Faculty of Board (Faculty of Medicine)

18 June 2021

KHEN Board of Directors Meeting- Audited Accounts

18 June 2021

Convocation Committee

25 June 2021

Senate Higher Degrees Committee

30 June 2021

Senate Meeting

5 June 2021

SPC Meeting

July 2021

1-2 July 2021

HKMU 5th Scientific Conference

9 July 2021

Convocation Committee

12 -16 July 2021

TCU Exhibition

15 July 2021

Finance & Planning Committee- Audited Accounts

23 July 2021

Library Committee

29 July 2021

Council meeting

31 July 2021

KHEN Board of Directors Meeting

August 2021

6 August 2021

Prospectus & Almanac Committee

12 August 2021

Admission Committee

20 August 2021

Convocation Committee

27 August 2021

Graduation Committee

September 2021

17 September, 2021

Quality Assurance Committee

24 September, 2021

Convocation Committee

28 September, 2021

Graduation Committee



October 2021

| | |
|-----------------|--|
| 8 October 2021 | Graduation Committee |
| 10 October 2021 | Examiners Board (Department of Social Work) |
| 11 October 2021 | Examiners Board Meeting – FoN |
| 12 October 2021 | Examiners Board Meeting – FoM |
| 13 October 2021 | SPC Meeting |
| 14 October 2021 | Faculty of Board (Faculty of Nursing) |
| 15 October 2021 | Faculty of Board (Faculty of Medicine) |
| 22 October 2021 | Senate Meeting (Approval of Examination Results) |
| 29 October 2021 | Convocation Committee |

November 2021

| | |
|------------------|--|
| 13 November 2021 | Convocation Committee |
| 20 November 2021 | Graduation Committee |
| 24 November 2021 | Joint Examiners Board Meeting (Dpt. Of Social Work, FoM & FoN) - Suppl. Exam |
| 26 November 2021 | Joint Faculty Board Meeting (FoM & FoN) - Suppl. Exam |
| 27 November 2021 | Convocation Committee |
| 28 November 2021 | Quality Assurance Committee |

December 2021

| | |
|------------------|---|
| 3 December 2021 | Senate Meeting (Approval of Suppl. Examination Results) |
| 10 December 2021 | SPC meeting |
| 17 December 2021 | 3 rd HKMU Convocation |
| 18 December 2021 | 19 th Graduation Ceremony |

b. University Council

| | |
|-------------------|-----------------|
| 16 October, 2020 | Council Meeting |
| 8 January, 2021 | Council Meeting |
| 5 March, 2021 | Council Meeting |
| 14 May, 2021 | Council Meeting |
| 3 September, 2021 | Council Meeting |
| 19 November, 2021 | Council Meeting |



M. OTHER UNIVERSITY ACTIVITIES/EVENTS

| | |
|-------------------|--|
| 5 November 2020 | Submission of Exam Results to HESLB |
| 13 November 2020 | Submission of Suppl. Exam Results to HESLB |
| 4 December 2020 | Management Meets HKMUSA Cabinet |
| 7 December 2020 | External Audit 2019/2020 starts |
| 12 December 2020 | 18th Graduation Ceremony |
| 14 December 2020 | November Finance Report |
| 27 December 2020 | External Audit 2019/2020 Ends |
| 29 December 2020 | HKMUSA Fresher's Party |
| 9 January 2021 | Medical University Sports competition |
| 5 February 2021 | January Finance Report |
| 6 February 2021 | Prof. Kairuki Memorial Day |
| 5 March 2021 | February Finance Report |
| 17 March 2021 | KH Day- 33 rd Anniversary |
| 19 March 2021 | Staff Mid – Year review (AASAPC) |
| 16 April 2021 | March Finance Report |
| 17 April 2021 | HKMU Sport & Cultural Day |
| 5 May 2021 | Nurse's Day |
| 7 May 2021 | April Finance Report |
| 4 June 2021 | May Finance Report |
| 25 - 26 June 2021 | HKMU 6 th Scientific Conference |
| 26 May 2021 | HKMUSA- Debate for Elections |
| 27 May 2021 | HKMUSA – Election Day |
| 13 July 2021 | HKMUSA Handling over to new student government |
| 16 July 2021 | Swearing of new President |
| 16 July 2021 | HKMUSA – Farewell Party |
| 16 July 2021 | June Finance Report |
| 20 August 2021 | July Finance Report |
| 30 August 2021 | HKMU Day 24 th Anniversary |
| 17 September 2021 | August Finance Report |
| 1 October 2021 | International Day of Older Persons |
| 3 October 2021 | Staff Appraisal and New Agreement |



| | |
|------------------|--|
| 15 October 2021 | September Finance Report |
| 25 October 2021 | Submission of Exam Results to HESLB |
| 6 December 2021 | Submission of Suppl. Exam Results to HESLB |
| 11 December 2021 | 19th Graduation Ceremony |

N. PUBLIC HOLIDAYS

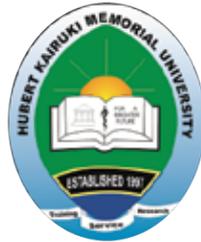
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|-------------------|-----------------------------------|
| 9 December, 2020 | Independence Day 57th Anniversary |
| 25 December, 2020 | Christmas Day |
| 26 December, 2020 | Boxing Day |
| 1 January, 2021 | New Year |
| 12 January, 2021 | Zanzibar Revolution day |
| 2 April, 2021 | Good Friday |
| 4 April, 2021 | Easter Sunday |
| 5 April, 2021 | Easter Monday |
| 7 April, 2021 | Karume Day |
| 26 April, 2021 | Union Day |
| 1 May, 2021 | Worker's Day |
| 13 May, 2021 | Eid el Fitri |
| 7 July, 2021 | Saba Saba Day |
| 18 July, 2021 | Eid-el-Adha - Public Holiday** |
| 29 July, 2021 | Maulid Day/ Prophet's Birthday |
| 8 August, 2021 | Farmers Day |
| 14 October, 2021 | Nyerere Day |

O. ABBREVIATIONS

| | |
|------|----------------------------|
| FOM | Faculty of Medicine |
| FON | Faculty of Nursing |
| COMM | Community Medicine |
| PSY | Psychiatry |
| IRE | Intra-Rotation Examination |
| FQE | Final Qualifying Exam |
| CHN | Community Health Nursing |



HUBERT KAIRUKI MEMORIAL UNIVERSITY LOGO



The LOGO of Hubert Kairuki Memorial 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.







The Vice Chancellor

Hubert Kairuki Memorial University

Postal Address: P. O. Box 65300, Dar es Salaam, Tanzania.

Physical Address: Chwaku Road, Mikocheni,

Telephone: +255 - 22 - 2700021/4

Fax: +255 - 22 - 2775591

E-Mail: secvc@hkmu.ac.tz or info@hkmu.ac.tz

Website: www.hkmu.ac.tz