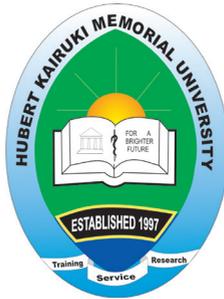


HUBERT KAIRUKI MEMORIAL UNIVERSITY (HKMU)



PROSPECTUS 2015/16 - 2016/17

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ACRONYMS

ADNE	Advanced Diploma in Nursing Education
AGOTA	Association of Gynaecologists and Obstetricians of Tanzania
BVM	Bachelor of Veterinary Medicine
CAS	Central Admission System
CHN	Community Health Nursing
COSTECH	Tanzania Commission for Science and Technology
DDS	Doctor of Dental Surgery
DMO	District Medical Officer
ENT	Ears, Nose and Throat
ERE	End of Rotation Examination
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
IAU	International Association of Universities
ICT	Information and Communication Technology
ISW	Institute of Social Work
IUCEA	Inter University Council of East Africa
KCMC	Kilimanjaro Christian Medical Centre
KHEN	Kairuki Health and Educational Network
MAT	Medical Association of Tanzania
MCH	Mother and Child Health
MDent	Master of Dentistry
MMED	Master of Medicine

MMHEN	Mission Mikocheni Health and Education Network
MMH	Mission Mikocheni Hospital
MOI	Muhimbili Orthopaedic Institute
MPH	Master of Public Health
MPHIL	Master of Philosophy
MPS	Member of Pharmaceutical Society
MSN	Mikocheni School of Nursing
MScPH	Master of Science in Public Health
MVM	Master of Veterinary Medicine
MSW	Master of Social Work
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
NTLCP	National Tuberculosis and Leprosy Control Program
OBGY	Obstetrics and Gynaecology
SARS	Severe Acute Respiratory Syndrome
TAPU	Tanzania Association of Private Universities
TCU	Tanzania Commission for Universities
UEA	University of East Africa.

1. VICE CHANCELLOR'S FOREWORD

HKMU first opened its doors to the public on 27th August, 1997 as a small but dynamic and specialized private University, whose focus has been, since its genesis, on medical and healthcare-related disciplines. At the material time, the major reason for its establishment was to reduce the shortage of healthcare professionals in Tanzania through training doctors and nurses at degree, postgraduate-, diploma- and certificate levels. Since Tanzania's political independence in 1961, disease, poverty, and ignorance, have been declared as the country's key enemies. But government, civil society, and international community efforts to fight the enemies, have not yielded the expected results. Many Tanzanians have been irked by this sad state of affairs. However, few individuals, especially in the academic and medical establishments, have taken practical steps to address them.

Among the Tanzanian medics who were incensed by the country's perennial disease burden, was the late Professor Hubert C.M. Kairuki, formerly Senior Lecturer in the Faculty of Medicine at the University of Dar es Salaam. Following an invitation to give the Dr. Michael Ngirwamungu Guest Lecture at the Annual Scientific Conference and General Meeting of the Medical Association of Tanzania (MAT) in 1991, Professor Kairuki, the then Managing Director of Mission Mikochoeni Hospital, and President of the Association of Gynaecologists and Obstetricians of Tanzania (AGOTA), took advantage of the invitation and gave what, in his view, constituted a major hurdle in addressing the nation's problem of disease, which he identified as "The Inadequacy

of Medical Doctors' Training in Tanzania”.

In his presentation, Professor Kairuki surveyed the situation concerning the training of medical doctors in the country as it existed then, and found it wanting. He proceeded to plead with the Government of the day, and also with the academic establishment, calling upon them to consider expanding enrolment for medical students at the then Muhimbili University College of Health Sciences (MUCHS), and also utilizing the nation's idle capacity at the Kilimanjaro Christian Medical Centre (KCMC), Bugando hospital in Mwanza, and Mbeya government referral hospital, by opening medical schools there for the training of doctors. Except for Mbeya hospital, the Government and the medical establishment implemented Prof. Kairuki's recommendations almost immediately.

In the meantime, being a practical man who believed in what he preached, Professor Kairuki started making preparations towards establishing a Medical School at his Mikocheni Hospital (MMH), in Dar es Salaam. In 1992, during MMH's five-year anniversary celebrations, Professor Kairuki announced plans to launch what was to become the Mikocheni International University of Health Sciences (MIUHS). However, acutely aware of the fact that a university is an open, multi-secular, pluricultural institution of higher learning, Professor Kairuki steered away from the idea of a specialized university focusing on the health sciences disciplines alone, thus creating space for the transformation of MIUHS into a broad-based University which, at the time of its registration, was named Mikocheni International University (MIU). Thus when MIU changed its name to

Hubert Kairuki Memorial University (HKMU) following its founder's untimely demise in February 1999, it had already undergone substantial change in its general outlook. In essence, however, HKMU remained, and still remains, a University with a focus on the health science disciplines, as this Prospectus clearly shows.

As a specialized institution, HKMU is increasingly fulfilling its role in society among a constellation of universities in the world, through teaching, creation of new knowledge through research, and rendering consultancy and advising services to society. The University also provides space for substantial critical reflection and debate, as well as opportunities to young men and women to discover and develop their talents, so that they can be well equipped to make their contribution to their chosen profession.

Moreover, insofar as university education at HKMU prepares its students to think, to be broad-minded, and to acquire skills that address one of Tanzania's, indeed Africa's perennial problems, namely, disease, the education offered in the institution has relevance towards generating an impact in the real world, as a national, regional, indeed, continental development tool.

Already students from Tanzania, Kenya, Uganda, Democratic Republic of Congo, Burundi, Zambia, India, Cameroon, Ghana, Namibia, United Kingdom, Zimbabwe, and Nigeria, have graduated from HKMU, and are rendering healthcare services in their respective countries. In this respect, HKMU displays some unique features among its alumni. These include, among others, striving to cultivate excellence in

competitiveness, responsiveness, professionalism, ethics, and moral standards in its training programmes. Additionally, it prepares its graduates for a globalised market, through encompassing training in information technology (IT) literacy, and entrepreneurship.

Although currently HKMU is a small and specialized private African University, it is expected to grow and to become a broader-based university in the future, guided by its Charter, its statutes, and its vision, which has been: “to become a model private university in Tanzania, and in Africa: a University that provides the highest quality education, conducts cutting-edge research, and provides exemplary service to society”.

It is important to note that HKMU's vision statement places great emphasis on quality and excellence in all its three major spheres of endeavour, namely teaching, research and service to society. With this vision, HKMU seeks to guarantee its future in a continent confronted with problems of food insecurity and poverty, technological ignorance and disease, global warming and climate change, political instability and religious tensions. As such, HKMU is poised to develop as a centre of excellence in one or several of fields that impact on the issues confronting our human species in the 21st century.

Prof. Keto Elitabu Mshigeni
Vice Chancellor

2. A WELCOME MESSAGE FROM THE DEPUTY VICE CHANCELLOR FOR ACADEMIC AFFAIRS

It is my pleasure to welcome you to Hubert Kairuki Memorial University (HKMU). Enrolling for University education at HKMU, will be one of the most exciting phases of your life. But one might be asking himself/herself! **Why should I choose to study at HKMU? There are 10 reasons to justify your choice, as follows:**

1. It will offer you a unique opportunity to study with assurance that you will graduate with four distinctive characteristics:
 - you will be trained professionally,
 - you will have assimilated the highest ethical standards,
 - you will be ICT literate; and
 - you will have acquired entrepreneurial skills.
2. It is an accredited and chartered University, recognized by the Government of United Republic of Tanzania, and various national and international institutions.
3. It offers a conducive atmosphere for learning.
4. It provides a wide range of teaching, learning and research facilities, including several well-equipped teaching laboratories, a research laboratory and a library with a computerized catalogue.
5. The unique and gratifying commitment and caring attitude of her entire workforce,

6. The University's seriousness of purpose in terms of teaching, research, and consultancy.
7. The University's international outreach in her student population, with over 15 nationalities, whereby 85% are Tanzanians, and 15% are from other countries.
8. HKMU's graduates are enjoying a high esteem world-wide. Feedback received from institutions that are being served by these graduates, has been very inspiring.
9. Conducive location near the Dar es Salaam city centre in the Mikocheni area, Kinondoni district (only 7-km from the City centre), with municipal services such as supermarkets and banks located within walking distance of the campus. Dar es Salaam is the largest city and the commercial capital of Tanzania. Located in a quiet bay off the Indian Ocean coast, the city has grown in economic importance to become one of the most prosperous cities of East Africa.
10. It will extend your knowledge and professional skills, enable you develop new friendships and networks, and it will offer you an opportunity to encounter new intellectual challenges. It will provide you, on a first come first serve basis, with a good hostel accommodation facility, within the University campus.

The management and staff members of the University are available should you need further information.

If you are looking for intellectual excellence, HKMU is an ideal choice.

We thank you for your interest in our dynamic University. We look forward to welcoming you to the University.

Prof. Godwin D. Ndossi
Acting Deputy Vice Chancellor for Academic Affairs

3. INTRODUCTION TO HUBERT KAIRUKI MEMORIAL UNIVERSITY

The Kairuki Health and Education Network (KHEN) established Hubert Kairuki Memorial University (HKMU), initially as Mikocheni International University (MIU), in 1997. The name was changed to Hubert Kairuki Memorial University (HKMU) following the untimely demise of its founder, the Late Prof. Hubert Kairuki in February 1999, who was also the institution's first Vice Chancellor. The current Vice Chancellor of the University is Prof. Keto Elitabu Mshigeni, and its Chancellor is Hon. Dr. Salim Ahmed Salim, former Prime Minister, and former Secretary General of the African Union (then Organization of African Unity).

HKMU is a young dynamic, fully accredited and chartered University, recognized by the Government of the United Republic of Tanzania, through the Tanzania Commission for Universities (TCU). HKMU is part of a not-for-profit Non-Governmental Organization known as the Kairuki Health and Education Network (KHEN), incorporating the Kairuki Hospital (formerly known as Mission Mikocheni Hospital), and the Mikocheni School of Nursing (MSN).

The **Vision** of HKMU is to become a model private University in Tanzania, and in Africa, one that provides highest quality education, conducts cutting-edge research, and provides excellent services to society.

The **Mission** of HKMU is to educate liberally and broadly, to qualify men and women to advance frontiers of knowledge through research, and to provide 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:** The University shall adhere to high professional ethics and standards, and impart these elements to its students.
- **Excellence:** The University is committed to excellence in all its activities. It will continue to recruit the most promising students, faculty, and other staff, and to provide them with resources to excel.
- **Adaptability:** The University shall lead Tanzania and the region in embracing latest scientific and technological developments, and in adapting them to suit its local situations.
- **Competitiveness:** The University shall cultivate a culture of competitiveness and integrity.
- **Partnerships:** The University is young and dynamic, and seeks to learn from available best practices, and to grow stronger together with its peers. It has a strong resolve towards interdisciplinary activities, colloquia, and research; towards forging new alliances for innovativeness in emerging new sciences; and also towards providing an interface where students, administrators, 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 a computerized catalogue, and full-time internet access.

Initially HKMU offered programs in the Health Sciences only; but it is now expanding into other programs and disciplines of science and the humanities. Its recently established new training programs include the Master of Social Work, the Master of Science in Public Health, and Research and Development in Edible and Medicinal Mushrooms. The latter initiative takes cognizance of the fact that Tanzania has a rich mushroom biodiversity, and that globally, many species of mushrooms are increasingly being found to display superior nutritional qualities, antioxidants, and various other 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 programs. 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 performance in rendering high quality health services to society.

4. GENERAL INFORMATION

4.1. THE LIBRARY:

The University has a Library, which has three main sections: the Main Library, the Book-Bank, and the Computer Laboratory.

4.1.1 The Main Library:

The HKMU Main Library has a large number of textbooks and journals, and maintains a computerized catalogue. Each student must be registered with the library before he/she is allowed to use its facilities. Once a student is registered with the Library, he/she will be issued with a library regulation handbook, which encompasses guidelines for the Library, Book-Bank, and the Computer Laboratory.

4.1.2 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. This 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, so as to improve their mastery and performance in such subjects of study. 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, to enable them to

understand their course/subject of study easily. At the end of each semester, students are required to return the books to the book bank. Students who fail to return the books are not allowed to register in the following semester.

4.1.3 ICT/Computer Laboratory:

The University has a well equipped Computer Laboratory, with a full-time Internet access, where students can access web-based information and literature, as well as email service. The Computer Laboratory has a backup of competent and experienced in-house staff, who is responsible for the day-to-day maintenance support of the ICT facility.

4.2 TEACHING/ RESEARCH LABORATORIES:

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

4.3 THE UNIVERSITY TEACHING HOSPITAL:

Kairuki Hospital serves as the 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, ultrasound and X- Ray machines (fluoroscopy), operating theatres, and in- and out-patient facilities. Practical training for students is also carried out at Amana Hospital, Mwananyamala Hospital, Magomeni RCH, Muhimbili National Hospital, Muhimbili Orthopaedic Institute

(MOI), Ocean Road Cancer Institute (Dar es Salaam), and Mirembe Hospital (Dodoma).

The students also undertake field studies, to give them exposure to a wider range of patients and conditions.

4.4. LOCATION:

HKMU is located at Plot No. 322 Kairuki Road, Mikocheni area, Kinondoni district, some 7 km from Dar es Salaam City centre.

4.5. 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 to provide them with resources to excel.
- **Adaptability:** We are committed to embrace latest scientific and technological advancements, and to adapt them towards sustaining excellence.
- **Competitiveness:** We shall to 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, will work together for common goals.

4.6. MAIN FUNCTIONS OF THE UNIVERSITY:

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

- To develop human resources of the highest caliber through teaching, research and apprenticeships;
- To provide teaching, research and consultancy services of the highest quality;
- To produce ethically-minded scientists and professionals of integrity, devotion and commitment;
- To endeavour to create opportunities and /or provide facilities for students to engage in national productive services;
- To contribute significantly to the improvement of the quality of life of the Tanzanian society;
- To conduct examinations for degrees, diplomas, certificates and other non-degree awards of the university;
- To prepare and publish, in its own right, education and other relevant quality materials;

- To carry out contracted research on behalf of third party clients, including the Government of Tanzania;
- To catalyze the development of commercial and other income-generating activities, in line with national laws;
- To improve the teaching and learning environment;
- To provide certificate, diploma, undergraduate and postgraduate education, as well as other relevant non-degree training programmes.

4.7. UNIVERSITY GOVERNANCE:

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

The Late Prof. Hubert C.M. Kairuki was the institution's first Vice Chancellor. The Second Vice Chancellor was Prof. Esther D. Mwaikambo, who served from 2000 to January 2006. Prof. Keto Mshigeni is the current Vice Chancellor, who started serving HKMU from February 2006.

H.E. the late Dr. Ali Omar Juma, who was also the Vice President of the United Republic of Tanzania, was the first Chancellor of HKMU. Following his death in 2001, Hon. Dr. Salim Ahmed Salim took over as the Chancellor of the University. Prof. Fredrick Kaijage was the first Chairman of the University Council, who provided leadership to May

2013. The current Chairman is Mr. John Ulanga.

4.8. UNIVERSITY GOVERNANCE ORGANS:

These include the Board of Directors of KHEN, 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.

4.9 UNIVERSITY CALENDAR:

The University calendar runs on a Semester system. An academic year starts in the last week of September and ends in the second week of August. Each semester is of 23 weeks duration.

4.10. STUDENTS WELFARE:

The University has a 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 also renders counselling services to its students, and assists in guiding them in their welfare, on issues ranging from academic, to social, to 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, etc.

4.11. QUALITY ASSURANCE AND CONTROL SYSTEM:

During the past few years, the University has succeeded in putting up a Quality Assurance and Control Programme, within the framework of the operations of the Inter-University Council for East Africa (IUCEA). Sound admission-, examination-, and certification systems, and overall quality management practices, are now in place. But there is 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 re-designing 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 and MD programmes have undergone minor reviews in the past four years.

Approval:

Any new 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 six monthly and annual self evaluation reports to TCU.

4.12. KEY AREAS OF FOCUS:

The University's current vision is to focus on five key areas:

1. Teaching and Learning.
2. Research and Knowledge Dissemination.
3. Strategic Delivery of Services and Consulting.
4. Cooperation, Partnership, and Strategic Alliances.
5. Organizational Development and Sustainability.

4.13. STAFFING:

The University uses both full time and part time teaching staff in the ratio of 65% to 35%, respectively. The University is reasonably well staffed with respect to academic, administrative, and technical staff.

4.14. FACULTIES:

There are two faculties: The Faculty of Medicine, and the Faculty of Nursing, headed by Deans. There is also an Institute of Postgraduate Studies and Research, headed by a Director, and the Mikocheni School of Nursing, which is headed by a Principal.

4.15. APPLICATION PROCEDURES FOR UNDERGRADUATE PROGRAMMES:

4.15.1. Direct Entry and equivalent entry applicants

Applicants applying through the direct from school and equivalent entry schemes are required to apply through the Tanzania Commission for Universities (TCU) Central Admission System. For further information about the Central Admission System (CAS), please visit the TCU website www.tcu.go.tz or HKMU Website www.hkmu.ac.tz

4.15.2. Equivalent Applicants who are holders of other degrees:

Applicants who are degree holders wishing to apply for undergraduate programmes should apply directly to HKMU using the address on item 4.16.2.

4.15.3. Mode of Application for Postgraduate programmes:

Interested applicants for postgraduate programmes offered by HKMU should apply for Application Forms, with a non-refundable fee of TZS 30,000/= (Tanzanians) or USD 30.00 (for international students) by Telegraphic Transfer, Postal Money Order, Cheque or Cash payable to the Bursar and sent to:

The Deputy Vice Chancellor for Academic Affairs
Hubert Kairuki Memorial University
322 Kairuki Road
P. O. Box 65300
Dar es Salaam, Tanzania
Tel. 255-22-2700021/4, Fax: 255-22-2775591
E-mail dvcac@hkmu.ac.tz or admissions@hkmu.ac.tz

4.15.4. Application Deadline:

Forms duly filled must reach the Admissions Office, not later than 31st May of the year for MD, BScN, Diploma, and MMED, MSW MScPH programmes, for which admission is sought. New students will be admitted in October of every year.

4.15.5. Application forms:

Application forms for postgraduate programmes offered by HKMU can be downloaded from the University website <http://www.hkmu.ac.tz> or by paying a visit to the Admissions Office at HKMU.

4.15.6. Scholarship:

The University will offer scholarships to one MD student and one BSc Nursing student, on merit, among those who have applied for sponsorship. The scholarships will cover tuition fees only. This will be offered to the excelling students each year. Students will have to pay their other fees in full. Fees once paid will not be refunded except under very special circumstances as may be specified in the University Financial Regulations. Upon completion of their studies, such students must be willing to work for HKMU for a specified bonded period.

4.15.7. Admissions Committee:

The Admissions Committee will be presented with a list of all candidates, already short-listed by Deans of Faculties or the Admissions Officer. Such short-listed candidates must satisfy the conditions for admission as stipulated above so that the Committee may decide, and recommend to Senate, which candidates may be offered admission and to which

courses. The final approval for admission will be granted by Senate. Candidates who do not satisfy the conditions for admission as stated in the Prospectus must be notified soon after application. Materials submitted by qualifying but unsuccessful applicants will be mailed back to them.

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, as set above.

4.16 THE SEMESTER SYSTEM

The University calendar runs on a semester system. An academic year starts in the first week of October and ends in the second week of August. 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: October - March.

Semesters 2, 4, 6, 8 and 10: March - September.

BScN:

Semesters 1, 3, and 5: October - March

Semesters 2, 4, and 6: March - September.

4.17. 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. But in this case careful 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 to HKMU.

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.

4.18. DURATION OF COURSES:

- i. Doctor of Medicine Course will last for a minimum of 10 semesters of 23 weeks each, and a maximum of 14 semesters

- ii. Bachelor of Science in Nursing (BSc. Nursing) programme will have two alternatives:
 - Bachelor of Science in Nursing (in-service) will last for a minimum of 6 semesters of 23-week each, and a maximum of 8 semesters.
 - Bachelor of Science in Nursing (Pre-service) course will last for a minimum of 8 semesters of 23-weeks each, and a maximum of 10 semesters.
- iii. Other undergraduate degree programmes will be of three or four years depending on nature of the course as stipulated in the curriculum.
- iv. Master of Medicine (MMED) programme will last for a minimum of 3 calendar years and a maximum of 4 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. Master of Social Work (MSW) will last for a minimum of 12 months and a maximum of 2 calendar years with 4-week vacation per year.
- vii. Other Masters programmes will be one year taught courses followed by one year of dissertation research or two years research programmes.

- viii. For a PhD programme a student must have completed his/her studies in five years.
- ix. Certificate in Wholistic Therapeutic Counseling: The course will take 3 months to complete followed by an examination.
- x. Certificate in Basic Computer Application course: The course will take 5 weeks.

4.19. VISITING STUDENTS:

Admission of Visiting Students or special admission will operate under the principle of Academic Credit Transfer. This will require recognition by one's institution of higher learning of courses of study periods and examinations, which have been completed at another higher learning institution. Under this scheme the two institutions should correspond fully and agree with each other before a student can be transferred to HKMU. Under this scheme 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 again back to their own universities. For those students who are transferred completely, a serious review will be made, as already indicated and in case of any doubt, especially regarding academic performance; the transfer student may be required to repeat a year.

4.19.1. 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.

4.19.2. 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 US\$400, for four weeks of study duration.

4.19.3. 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 be provided 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 US\$250.

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

4.20. INTERNATIONAL STUDENTS:

By definition an international student at HKMU is one who is not a Tanzanian and who is not normally resident in Tanzania. HKMU attaches great importance to the exchange of cross cultural experiences that are made possible by the presence of foreign 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 Tanzania students. They must also show evidence that they can follow instructions in English.

4.21. ORIENTATION PROGRAMME:

HKMU requires all new students to report to the University, one week before the start of a new academic year for the orientation programme. During this period, students are introduced to the University regulations, and shown University facilities, including the library and the facility for computing services.

4.22. 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:

- Ten (to **15**) hours of theoretical learning [lecture/seminar/tutorial].
- Thirty (to **45**) hours practical learning sessions/clinical rotations/fieldwork.

4.22.1 Working out of Credits at HKMU:

After conducting a detailed study at 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).

At HKMU, based on the above assumption and in consideration that our academic year has 46 weeks, of which 36 are allocated to active teaching, a 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 course is what it should normally take to graduate. What is given as maximum is the period one cannot exceed doing that study unless one was given permission in between programme to be out of studies for reasons like disabling illnesses or some other reasonable excuses, but which one would be granted by Senate and in writing.

Working Week:

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

4.22.2 Registration:

- i. For a student to obtain credit in any course s/he must be admitted into the relevant faculty and must be properly registered for that programme during the official registration period at the beginning of each semester. A student must have in writing a certificate that allows him/her to continue with the next 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 17:00 hrs Friday of the second week from the date of beginning of the semester session.

4.22.3. 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' where applicable; and any other relevant documents as presented with the application form).
 - Original admission letter.
- b) **Proof of identity**
- 6 Photographs (4 passport size and 2 stamp size photographs).
 - Passport if the applicant is a foreign student and other documents relevant to the processing of residence permits.
 - Birth certificate.
- c) **Payment or evidence of payment of fees.**
- d) **Medical Examination Report.**
- e) **Duly filled financial guarantee form.**

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.

4.23. 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 subject 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, academic advisers are appointed to guide individual students, mentoring them, and helping them to solve problems.

4.23.1. Interruption of Study Programmes

- i. A student is advised to pursue his/her course of 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, and, in any case the maximum period allowable for the completion of the programme is not to be exceeded. Special permission, in writing, may be granted to exceed the maxima, if given by Senate.
- ii. A student who wishes to interrupt his/her programme must write to the Dean of his/her Faculty or Director, Institute of Postgraduate Studies and Research in the case of postgraduate students, explaining the circumstances. The

Dean or Director will then seek approval from 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. That notwithstanding, such a student may be allowed to re-apply for admission into the University, if sufficient reasons are presented.

4.23.2. 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.

4.23.3. 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.

4.23.4. Further Rules for HKMU Students:

- i. Rules 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, Director, Deans, Chairpersons of department and brought to the attention of all students'.
- iv. Ignorance of Regulations or of any public notice shall not be accepted as an excused 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.

4.24. 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, learn, and teach from one another.
- ix. They must observe that HKMU is not a place for political manipulation or for undermining of anybody, or for any activities which may destabilize or bring down the good reputation of institutions.
- x. Every staff member or student has a chance to air constructive criticism, views, and advice during the regular official meetings.
- xi. Every staff member or student must know and must 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 all of us, and should leave the university voluntarily or involuntarily.

4.25. CRITERIA FOR SELECTING BEST STUDENTS

- i. To qualify as best student in a subject a student must have the highest numerical score at **B** Grade or above in that subject. Such a student will receive an established subject 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 subjects 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, Diploma1-2 and WTC).
- iv. On submission of tentative results for approval by the Senate, Faculties and Institutes must also submit for approval a list of students proposed for best student's awards.
- v. A student who supplements or re-registers for a subject(s) in a semester cannot qualify for the best student award in that/those subject(s) or semester.

4.26. ACADEMIC PRIZES

HKMU has established 14 academic prizes to outstanding students in the following categories:

- 1. Fourteen awards for the overall best student** in each study year (MD1-5, BScN 1-4, Diploma 1-3 (programmes conducted by the Mikocheni School of Nursing), and WTC). To qualify for overall best student award a student must have scores at grade “**B**” or higher in **all** subjects. He/she must also be the best student in discipline and behaviour at University level.
- 2. Prof. Hubert Kairuki Prize** for the best final year student in Obstetrics and Gynaecology.
- 3. Prof. Esther Mwaikambo Prize** for the best final year student in Paediatrics and Child Health.
- 4. 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, i.e. BScN, etc.

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, etc. Such performance is recognized and encouraged so that other students may also follow in that direction of excellence.

4.27 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: 322 Kairuki Road
Dar es Salaam.

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

5. PRINCIPAL OFFICERS OF THE UNIVERSITY

Title	Telephone Contact
Chancellor	
<p>Hon. Ambassador Dr. Salim Ahmed Salim</p> <p>Master of Arts in International Affairs(M.A.)-Columbia University New York (USA); Doctorates (<i>Honoris Causa</i>): Doctor of Laws, the University of Philippines; Doctor of Humanities, University of Maiduguri, Nigeria; Doctor of Civil Law, University of Mauritius; Doctor of Arts in International Affairs, University of Khartoum, Sudan; Doctor of Philosophy in International Relations, University of Bologna, Italy; and Doctor of Laws, University of Cape Town, South Africa.</p>	<p>Mwalimu Nyerere Foundation, 6 Sokoine Drive, P. O. Box 71000, Dar es Salaam, Tanzania Tel: +255-22-2118354 Fax: +255-22-2119216 E-mail: mnf-tanzania@raha.com</p>
Vice Chancellor (VC)	
<p>Prof. Keto E. Mshigeni, PhD (Hawaii), BSc (UEA), FWTN, FTWAS, FAAS, FTAAS.</p>	<p>Office: +255 22 2700021/4 Mob:+255713723290 Email: secvc@hkmu.ac.tz or ketomshigeni@gmail.com</p>
Acting Deputy Vice Chancellor for Academic Affairs (DVCAC)	
<p>Associate Prof. Godwin D. Ndossi, PhD (Cornell), MSc, BSc (UDSM), Post Doctoral fellow in International Research Ethics, (Johns Hopkins).</p>	<p>Office: +255 22 2700021/4 Mob:+255754310586 Email: dvcac@hkmu.ac.tz or gndossi2@yahoo.co.uk</p>

Deputy Vice Chancellor for Finance, Planning and Administration (DVC-FPA)	
Associate Prof. Godwin D. Ndossi, PhD (Cornell), MSc, BSc (UDSM), Post Doctoral fellow in International Research Ethics, (Johns Hopkins).	Office: +255 22 2700021/4 Mob:+255754310586 Email: dvcfpa@hkmu.ac.tz or gndossi2@yahoo.co.uk
Dean of Faculty of Medicine (DFOM)	
Dr. Monica Chiduo, MMed(Camaguey), MD (Havana)	Office: +255 22 2700021/4 Mob:+255713618847 Email: monicalwg@yahoo.com or dfom@hkmu.ac.tz
Dean of Faculty of Nursing (DFON)	
Mr. Amiri Mmaka MPH (UDSM), BScN (UDSM).	Office: +255 22 2700021/4 Mob:+255 754325694 Email: ammaka250@gmail.com
Director of Postgraduate Studies and Research Institute (DPSRI)	
Dr. Titus K. Kabalimu, MMed (UDSM), MD (Lvov)	Office: +255 22 2700021/4 Emails: kabalimutk@gmail.com Mob: +(255 766529470
Principal, Mikocheni School of Nursing	
Ms. Elizabeth Kijugu MPH (KIT), BScN (HKMU), RN/RM (KCMC)	Office: +255 22 2700021/4 Email: elizabethkijugu@gmail.com Mob: +(255 713214955
Dean of Students (DOS)	

Dr. Alphage Liwa, MD, (UDSM), MMed.-Psychiatry (Nairobi)	Office: +255 22 2700021/4 Email: ajliwa1@gmail.com Mob: +255)732483248, 715483248, 784 483243
Human Resources and Administration Manager (HRAM)	
Mr. Jones Rugakingira, MPA (Mzumbe), Adv. Dip (ISW).	Office: +255 22 2700021/4 Mob: +255 715309886 Email: rmwombeki@yahoo.com
Corporate Counsel (CC)	
Ms. Siima Kairuki (Advocate), LL.M(Hull), PGDLMA (ISW), LL.B (MUK)	Office: +255 22 2700021/4 Mob: +2557584699996 Email: skm@hkmu.ac.tz
Librarian Officer In charge	
Mr. Phildas Munubhi, MIS, Adv. Computer Networks Engineering and Management (India) Dip. In Library Science (Makerere)	Office: +255 22 2700021/4 Mob: +255 758999777 Email: hkmulib@hkmu.ac.tz
University Bursar (UB)	
Mr. Patrick Nsanya, CPA (T), LLB (TU), PGDFM (IFM)	Office: +255 22 2700021/4 M o b : + 2 5 5 7 5 2 0 9 1 4 1 4 Emails:bursar@hkmu.ac.tz, or nsanyapatrik@yahoo.com
Principal Planning Officer	
Mr. Fratern Kilasara, MA (UDSM), BA (Urbaniana, Rome) P&DM (Wits, South Africa), Dipl. Phil (Njiro Seminary, Arusha, Tanzania).	Office: +255 22 2700021/4 Mob: +255 784 404 153 Email:kilasara.fratern@gmail. com

6. STUDENTS WELFARE

6.1 STUDENTS' ASSOCIATION:

The University has a Students Association (HKMUSA), with its own constitution of which all students are automatically members by registration. 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. The Association contributes in decision making on matters that affect students. The main purpose of HKMUSA is:

- To provide efficient, democratic and accountable services for all students at the University.
- To promote the interests and coordinates all activities related to the welfare of students.

HKMUSA is a thriving association that organizes and participates in many activities, for example:

- Expanding sports and game facilities in order to cater for the needs of an increasing number of students.
- Participating in the national and regional annual East Africa Universities games.

6.2 OFFICE OF STUDENTS WELFARE:

The office of Students Welfare is under the Dean of Students, whose roles are primarily directed at the social and academic interests of the students. The Dean renders counseling services to individuals and/or group(s) of students. The Dean also assists and guides students in

their welfare, being academic, social, financial, and spiritual matters.

6.3. STUDENT ADVISORS:

Each student will be assigned to one of the lecturers as his/her academic advisor.

6.4 SPONSORSHIP:

Applicants for courses offered by HKMU are advised to apply for sponsorship/study loan from either the Government of the United Republic of Tanzania, through the Ministry of Education and Vocational Training, the Higher Education Students Loans Board (for the Doctor of Medicine and Bachelor of Science in Nursing degrees), Ministry of Health and Social Welfare (Master Programme) or from other funding agencies, employers, parents or private sponsors. More information regarding fees structure on each programme can be obtained from the HKMU Website www.hkmu.ac.tz or by a visit to HKMU.

6.5 STUDENTS' ACCOMMODATION:

The University has a hostel for male and female students. The hostel is located opposite the existing main University building in Mikocheni. Besides providing students' accommodation, the hostel also offers various municipal services: the business center which incorporates an internet café, stationery, and a cafeteria to sit 120 people. Alternative private accommodation is also available within the University proximity. A variety of recreational facilities are

also available. For more details contact the Hostel Manager, through Mobile Tel. + (255)713227170, 0786227171 Email: alexbmg@yahoo.com

6.6 OTHER SOCIAL SERVICES:

Other social services like Supermarkets and Banks are located within walking distance from the University campus. Some ATMs (NMB and CRDB banks) are located in the University compound.

7. FACULTY OF MEDICINE

7.1. INTRODUCTION:

The Faculty of Medicine offers three academic programmes, which are Doctor of Medicine (5 years), the Wholistic Therapeutic Counseling (3 months), and Basic Computer Application Programme (5 weeks). Teaching at the faculty of Medicine is strongly community based, and 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, and with strong public health orientation and well developed social concerns of the community he or she will be serving.

7.2 ACADEMIC PROGRAMMES OFFERED BY THE FACULTY OF MEDICINE

7.2.1. UNDERGRADUATE PROGRAMMES:

7.2.1.1 DOCTOR OF MEDICINE (MD)

Entry requirements: There are 2 alternatives:

- a) Applicants must have completed form VI or its equivalent, with at least at least two principal passes in Biology and Chemistry (with not less than a total of 4.5 points), one at level C or higher, and at least an E pass in Physics. Or,

- b) Applicants who are holders of Diploma in Clinical Medicine (Clinical Officer) or Dentistry (Dental Assistant) at second class OR credit OR **B** average passes, and a minimum of two years working experience: PLUS must have principal passes at A –level in Biology, Chemistry and Physics, with not less than 2 points.

Duration of the programme: 5 years (plus one year internship)

7.2.1.2. APPLICATION PROCEDURES:

7.2.1.3. Direct Entry and equivalent entry applicants

Applicants applying through the direct entry scheme after having completed A level and those possessing equivalent qualifications are required to apply through the Tanzania Commission for Universities (TCU) Central Admission System. For further information about the Central Admission System (CAS), please visit TCU website www.tcu.go.tz or HKMU Website www.hkmu.ac.tz

7.2.1.4. Equivalent Applicants:

Applicants who are degree holders, will apply directly to HKMU and not through the TCU-Central Admission System.

7.2.1.5. Application Deadline:

Application forms for all programmes offered by HKMU can be downloaded from the University website <http://www.hkmu.ac.tz> or by paying a visit to the Admissions Office at HKMU. New students will be admitted in October of every year.

7.2.2. CERTIFICATES PROGRAMMES:

7.2.2.1 CERTIFICATE IN WHOLISTIC THERAPEUTIC COUNSELING PROGRAMME

Wholistic Therapeutic Counseling programme is conducted by the department of Behavioral Sciences and Ethics. The programme is tailor made for: Corporate / Parastatals Personnel officers, Matrons/Patrons from Secondary Schools, Wardens, School Principals, Social Workers, Administrators, Students Advisers and Health Professionals/Workers.

Entry Requirements: Ordinary Level Certificate of Secondary Education

Duration of the programme: 3 months. Starting dates: January, May and August of each year, Monday to Friday from: 03:00pm to 05:00pm.

7.2.3.1 Application Forms:

Application forms for the above Programme can be downloaded from the University website <http://www.hkmu.ac.tz> or by paying a visit to the Admissions Office at HKMU.

7.2.4. MODE OF APPLICATION:

Interested applicants for courses offered by HKMU should apply for Application Forms, with a non-refundable fee of TZS 30,000/=(Tanzanians) or USD 30.00 (for international students) by Telegraphic Transfer, Postal Money Order, Cheque or Cash payable to the Bursar and sent to:

Deputy Vice Chancellor for Academic Affairs
Hubert Kairuki Memorial University
322 Kairuki Road
P. O. Box 65300
Dar es Salaam
Tel. 255-22-2700021/4
Fax: 255-22-2775591
E-mails: admissions@hkmu.ac.tz or dvcac@hkmu.ac.tz

7.2.2.2 BASIC COMPUTER APPLICATION COURSE:

This short course is conducted by the ICT Unit. The course has been specially designed to help beginners to learn the basics of computing, in order to increase their computer expertise.

Course Objective: The main objective of conducting basic computer application course is to provide a general understanding, and equip candidates with basic skills in computer applications, that would assist them in undertaking more challenging tasks that require computer knowledge.

Course Content:

- Introduction to Computers and Ms Windows Operating

Systems.

- To provide enhanced skills for effective and productive Word Processing (MS Word 2013).
- Learn the basic functions of spreadsheet and how to create simple functions; MS Excel 2013.
- Know basic functions of PowerPoint 2013 presentations.
- Know basics of how to use internet and search for information and Email.

Eligibility: All candidates interested in acquiring or sharpening their computer skills with the aim of overcoming challenging environment of computer applications in different social settings.

Duration: 5 weeks, 2 hours a day.

- Classes: Monday-Friday

Certification:

Certificates of attendance will be issued to candidates upon completion of the Course.

The Course Fees: TZS. 200,000/=

For More information please contact

Mr. Kaizilege Karoma

Course Coordinator

Hubert Kairuki Memorial University, 322 Kairuki Road

P. O. Box 65300, Dar es Salaam

Tel. 255-22-2700021/4 | Fax: 255-22-2775591

E-mails: admissions@hkmu.ac.tz or kai@hkmu.ac.tz

7.3. FEE STRUCTURE

7.3.1. FEE PAYABLE TO THE UNIVERSITY

The following tables show the current fee structures at the time of going to press. However, these are subject to change at any time.

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.

- Tanzanians: apply to Tanzanians only.
- International Students: for students from other countries.

7.3.2 DOCTOR OF MEDICINE PROGRAMME-

LOCAL STUDENTS

A. (i) MONEY PAYABLE TO THE UNIVERSITY (TZS) FOR 2015/16

	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
Registration	50,000	50,000	50,000	50,000	50,000
Tuition fee	6,137,250	6,137,250	6,137,250	6,378,750	6,378,750
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
Caution Money (Non - Refundable)	100,000	-	-	-	-
TOTAL	6,537,250	6,437,250	6,437,250	6,678,750	6,678,750

A. (ii) MONEY PAYABLE TO THE UNIVERSITY (TZS) FOR 2016/17

	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
Registration	50,000	50,000	50,000	50,000	50,000
Tuition fee	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
Caution Money (Non-Refundable)	100,000	-	-	-	-
TOTAL	6,844,000	6,744,000	6,744,000	6,998,000	6,998,000

B. OTHER FEES (2015/16 - 2016-17)**MD FEES - (LOCAL STUDENTS)**

	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
Student Union	35,000	35,000	35,000	35,000	35,000
Medical Aid	55,000	55,000	55,000	55,000	55,000
Uniforms	100,000				
Graduation					100,000
TCU Quality assurance	20,000	20,000	20,000	20,000	20,000
TOTAL	210,000	110,000	110,000	110,000	210,000

C. ACCOMODATION FEE

Hostel	TZS
Double	850,000
Tripple	600,000
Hostel Caution fee (Non-Refundable)	40,000

D. MONEY PAYABLE TO STUDENT

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

Living Expenses

Items	TZS
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

MD4	1,000,000
MD5	600,000

E. SPECIAL FACULTY REQUIREMENTS

FIRST YEAR

Item description	TZS
Dissection Kit	55,000
Scientific Calculator	50,000
Laboratory Coats (2)	100,000
Total	205,000

SECOND YEAR

Item description	TZS
Stethoscope(Clinical)	295,000
BP Machine	180,000
Clinical Themometer (digital)	10,000
Clinical Themometer (manual)	5,000
Tape measure(Metric)	5,000
Total	495,000

THIRD, FOURTH AND FIFTH YEAR

Item description	TZS
Apron (2)	65,000
Theatre Shoes / Boots (1 pair)	70,000
Clinical Coats (2)	80,000
Neurological Examination Set	500,000
Otoscope/Ophthalmoscope set	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	TZS
Per Year (2 semesters)	200,000

All Payments should be made through the following Bank Accounts:

NAME OF A/C: HUBERT KAIRUKI MEMORIAL UNIVERSITY

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

DOCTOR OF MEDICINE-FEES FOR FOREIGN STUDENTS

MONEY PAYABLE TO THE UNIVERSITY (2015/16 - 2016-17)

A. MD FEES - (USD)

	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
Registration	70.00	70.00	70.00	70.00	70.00
Tuition fee	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
Caution Money (Non-Refundable)	136.00	-	-	-	-
TOTAL	8,467.00	8,331.00	8,331.00	8,562.00	8,562.00

B. OTHER FEES

MD FEES - (USD) Foreign students

	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
Student Union	30.00	30.00	30.00	30.00	30.00
Uniforms	84.00	-	-	-	-
Medical Aid	55.00	55.00	55.00	55.00	55.00
Graduation					60.00
TCU Quality assurance	20.00	20.00	20.00	20.00	20.00
TOTAL	189.00	105.00	105.00	105.00	165.00

C. ACCOMODATION FEE

Hostel:	USD
Double	850.00
Tripple	600.00
Hostel Caution Fee (Non refundable)	30.00

D. PAYABLE TO STUDENT

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

Living Expenses

Items	USD
Food per semester	1,950.00
Book purchase per set	1,500.00
Pocket money per semester	950.00
Stationery per semester	450.00
Residence permit (two years)	250.00

Field work and Research

MD4	1,000.00
MD5	600.00

E. SPECIAL FACULTY REQUIREMENTS

FIRST YEAR

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

SECOND YEAR

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

THIRD, FOURTH AND FIFTH YEAR

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

F. ADDITIONAL FEE FOR FOREIGN STUDENTS

Items	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	USD
Per Year (2 semesters)	200.00

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

All Payments should be made through the following Bank Accounts:

NAME OF A/C: HUBERT KAIRUKI MEMORIAL UNIVERSITY

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

**CERTIFICATE IN WHOLISTIC THERAPEUTIC
COUNSELING**

MONEY PAYABLE TO THE UNIVERSITY

Items	Tanzanians TZS.	International- Students (USD)
Registration	50,000.00	30.00
Tuition	625,000.00	641.00
Development fee	30,000.00	20.00
Graduation	60,000.00	30.00
Examination	50,000.00	50.00
TOTAL	815,000.00	771.00

All Payments should be made through the following Bank Accounts:

NAME OF A/C: HUBERT KAIRUKI MEMORIAL UNIVERSITY

ACCOUNT NO: 0200721004 (FOR TZS) AND

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

7.8. COURSE CODING, HOURS PER WEEK AND PER SEMESTER-MD PROGRAMME

ODD SEMESTER : 1 (October - March)									
S.N	Code	Subject	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	6	3	9	108	54	162	ESE
3	BS100	Biostatistics	1	1	2	18	18	36	ESE
4	CS100	Communication Skills / English	1	2	3	18	36	54	ESE
5	DS100	Developmental studies	1	1	2	18	18	36	ESE
6	PHY100	Physiology	6	3	9	108	54	162	ESE
		Total	19	16	35	342	288	630	
EVEN SEMESTER : 2 (March – September)									
1	ANT200	Anatomy/Histology/ Embryology	5	4	9	90	72	162	FINAL
2	BCH200	Biochemistry and Molecular Biology	5	4	9	90	72	162	FINAL
3	BS200	Biostatistics	1	1	2	18	18	36	FINAL
4	CS200	Communication Skills / Computer	2	2	4	36	36	72	FINAL
5	DS200	Developmental studies	1	1	2	18	18	36	FINAL
6	PHY200	Physiology	6	3	9	108	54	162	FINAL
		Total	20	15	35	360	270	630	
ODD SEMESTER : 3 (October - March)									

S.N	Code	Subject	TOTAL HRS PER WEEK			TOTAL HRS PER SEMESTER			EXAMINATION
			Theory	Practice	Total	Theory	Practice	Total	
1	BSC300	Behavioural Science	3	2	5	54	36	90	FINAL
2	HSR300	Health System Research	2	2	4	36	36	72	ESE
3	MIC300	Microbiology/ Immunology	2	3	5	36	54	90	FINAL
4	MP300	Medical Psychology	1	2	3	18	36	54	FINAL
5	PAT300	Pathology	2	2	4	36	36	72	ESE
6	PHC300	Pharmacology	5	3	8	90	54	144	ESE
7	TC300	Therapeutic Counseling	2	2	4	36	36	72	FINAL
8		Self Study / C.A.T's	-	-	2	-	-	36	
		Total	17	16	35	306	288	630	
EVEN SEMESTER : 4 (March – September)									
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	1	1	2	18	18	36	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		Self Study / C.A.T's	-	-	3	-	-	54	
		Total	16	16	35	288	288	630	
ODD SEMESTER : 5 (October - March)									

S.N	Code	Subject	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	OG500	Obstetrics and Gynaecology	2	2	4	36	36	72	ESE
3	PAT500	Pathology	4	2	6	72	36	108	FINAL
4	PD500	Paediatrics and Child Health	2	2	4	36	36	72	ESE
5	PHC500	Pharmacology	2	3	5	36	54	90	FINAL
6	PSY500	Psychiatry	2	1	3	36	18	54	ESE
7	SU500	Surgery/ Orthopaedics/Trauma	3	3	6	54	54	108	ESE
8		Self Study / C.A.T's	-	-	3	-	-	54	
		Total	17	15	35	306	270	630	w
EVEN SEMESTER : 6 (March – September)									
1	AIT600	Anesthesiology and Intensive Therapy	2	1	3	36	18	54	FINAL
2	COM600	Community Medicine/ Public Health	3	2	5	54	36	90	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	3	3	6	54	54	108	ESE
8		Self Study / C.A.T's	-	-	2	-	-	36	
		Total	19	14	35	342	252	630	

ODD SEMESTER : 7 (October - March) and EVEN SEMESTER : 8 (March - September)					
S.N	Code	Subject	THEORY	PRACTICE	EXAMINATION
1	FM700	Forensic Medicine	2	-	ESE
2	IM780	Internal Medicine **	3	16 weeks	ERE + FQE
3	PD780	Paediatrics and Child Health **	3	16 weeks	ERE + FQE
4	PSY800	Psychiatry	1	8 weeks	ERE + FQE
5	FM800	Forensic Medicine	2	-	FINAL
6	EP800	Elective Period	-	4 weeks	Report
		Total	11	44 weeks	

** Parallel rotations in groups

ODD SEMESTER : 9 (September/ October - March) and EVEN SEMESTER : 10 (March - August)				
S.N	Code	Subject	PRACTICE AND THEORY	EXAMINATION
1	OG900	Obstetrics and Gynaecology	16 weeks	ERE + FQE
2	SU900	Surgery/Orthopaedics *** , ENT, Urology and Opthamology	16 weeks	ERE + FQE
3	COM900	Community Medicine (including Direct leadership, Administration and Management)****	12 weeks	ERE + FQE
		Total	44 weeks	

*** 2 weeks for orthopaedics

2 weeks for district leadership, administration and

**** management

C.A.T =Continuous Assessment

Test

7.10 WHOLISTIC THERAPEUTIC COUNSELING- HOUR DISTRIBUTION.

Category	Hours
Practical	62
Theory	70
Tests and Orals	10
Total Hours	142

7.11 FORMAT FOR CONDUCTING CLINICAL ROTATIONS

MD 4	[1d].	Sem 7 & 8	
Week	Dates	MD4 [Two Groups]	
		Group 4A]	Group 4B
1-13	Sep-Jan	Internal Medicine	Paediatrics
14	Jan-Jan	ERE Internal Medicine	ERE Paediatrics
15		Processing of examination results	
16	Jan-Jan	FQE Internal Medicine	FQE Paediatrics
17	Jan-Jan	Breather	Breather
18-31	Jan-May	Paediatrics	Internal Medicine
32	May-May	ERE Paediatrics	ERE Internal Medicine
33	May-May	Processing examination results	
34		FQE Internal Medicine	FQE Paediatrics
35		Breather	Breather
36-43	Jun-Jul	Psychiatry Group A and B	
45	Aug-Aug	FQE: Psychiatry (W)+ Forensic FE	
46-52	Aug-Sep	Electives, Suppl. Rotations, Long Vacation	
Note: Week 22	Feb	ESE Forensic Medicine Group 4A &4B	

PROSPECTUS | 2015/16 - 2016/17

MD5	[1d].	Sem 9 & 10	
Week	Dates	MD5 [Two Groups]	
		Group 5A]	Group 5B
1-13	Sep-Jan	OBGY	Surgery
14	Jan-Jan	ERE OBGY	ERE Surgery
15		Processing of examination results	
16	Jan-Jan	FQE OBGY	FQE Surgery
17	Jan-Jan	Breather	Breather
18-31	Jan-May	Surgery	OBGY
32	May-May	ERE Surgery	ERE OBGY
33		Processing of examination results	
34	May-May	FQE Surgery	FQE OBGY
35		Breather	
36-44	Jun –July/ Aug	Community Med. Rot+ERE A&B	
45	Aug	FQE Community Med.	
46-52	Aug-Sep	Supp. Rotation Long Vacation	

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

7.12.1. INTERNAL MEDICINE MD 4

Requirements: For 16 weeks the students are expected to be in the wards Monday-Friday from 8:30am to 1:00pm.

Clerking: During this time they are required to clerk at least 1 patient a day. This clerking should include full history of presenting illness, past medical history, social and family history, review of systems, and complete physical exam. These clerking should be written and submitted every Friday to one of the faculty staff of Internal Medicine. The student will keep a list as outlined below that the faculty member will sign weekly.

Required ward skills: The student should:

1. Set up 4 intravenous lines e.g. 1/v drip administration with competence in calculating the drip rate.
2. Insert 4 urinary catheters in male and female patients.
3. Draw 4 i.v. blood specimens for investigations.
4. Administer 4 i.m. and i.v. injections (therapeutic).
5. 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).

Afternoon seminars: Attendance is required for Afternoon sessions 2 - 3 times per week. Students will be taught basic ECG interpretation. 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 must try to clerk across a variety of systems.

System / Area	Number
1. CVS	
2. RS	
3. GIS	
4. Met/Endocrine	
5. Neurology	
6. Musculoskeletal	
7. Renal	
8. Infectious	
9. Reticuloendothelial	

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 15%, Attendance 5% (Attitude and Ward procedures), and Mid-term written Examination 20%, which makes 40% in total. The Final Exam will constitute 60% that is; 30% for the Written Examination, and 30% for the Clinical Examination. Students must pass this part of the examination as per the University examination regulations No. 16.3.7.

Requirements: 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.

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. Davidson's Principles & Practice of Medicine, 20th Edition 2006, Churchill, Elsevier, Edinburgh.
2. Cecil Textbook of Medicine, 1987. Saunders Publishers, Philadelphia-USA.
3. Harrison's Principles of Internal Medicine, 1996 Saunders Co. Philadelphia-USA.
4. Oxford Text Book of Medicine e.g. 2nd Edition, 1987 Ed. D.J. Weatherall Oxford University Press London.
5. Clinical Procedures Glencoe/Mc Graw-Hill. 1999. New York, U.S.A, Ed. Barbara Prickett-Ramutkowski, et al.

7.12.2. PAEDIATRICS AND CHILD HEALTH- MD 4 & MD5

Requirements:

1. **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 required to have:

2. **Calls:** students are required to have timetable indicating days of being on call during the rotation. Calls are required to end at 10pm.
3. They are also required to undertake outpatient duties.
4. Participate in vaccination exercise.
5. Participate in clinical presentation exercise. These are later graded as part of continuous assessment.
6. Attend lectures and bed side teaching sessions.
7. Sit for the end of rotation examinations, written/practical.

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.

Clinical Skills:

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

Nursing Skills:

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

Assessment and Evaluation:

- Formal CAT and ESE
- The students will have a mid semester CAT and ERE in paediatrics and child health, which consists of written exam and clinical examination. No student shall pass the examination unless she/he has passed the clinical part of the examination.

The overall CA total (item 6 and 7) of 200% will contribute 40% of the final grade in the final University exam.

- A. Overall total continuous assessment throughout the rotation, including everything i.e. active ward work participation, case presentation, case report, mini survey, tests, etc. will form 40% of your final qualifying grade.
- B. Final qualifying University examination will form 60% of the final grade.
- C. 40% +60% =100%.

7.12.3 OBSTETRICS AND GYNAECOLOGY - MD 5

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 would be a comprehensive revision test during week three of the rotation. Also there will be a mid rotation test. End of Rotation Examination (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 semester 5 and 6.
- One week orientation to the Cancer Institute.
- Students-led Seminar presentations on important topics that can best be 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. This accounts for 20% of the continuous assessment.

- The two Tests accounts for 30% of the continuous assessment.
- Clinical/practical exposure in various aspects of the specialty being the most important component of the rotation. This aspect is elaborated further in the Coursework-Procedure Assessment book
- Coursework-Procedure Assessment book 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.

Cases presented should be noted, evaluated and signed by the Lecturer soon after each case presentation.

This Coursework Procedure Assessment booklet, constitutes the basis for assessment of the student, and accounts for 50% of Continuous assessment, for the 5th year rotation in Obstetrics and Gynaecology. The booklet should be handed to the Department **one week** before the end of rotation examination. No student will be allowed to sit for the end of rotation examination before submitting his/her booklet.

Student Advisors: Each student will be assigned to one of the lecturers as his /her academic advisor.

Overall Format for 5th Year Case Record Booklet

Students must strictly follow instructions as outlined below

Remember, the number of cases given is the minimum requirement. You 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.

Gynaecology Cases

- i) Gynaecology OPD clinic:** any 5 cases, **(ib) Cold Cases (Admitted)**, 3 cases: any of the following: Uterine Fibroids, Carcinoma of Cervix, Menstrual disorders, Infertility Ovarian mass.

- ii) Emergency cases:** any three of the following: Ectopic pregnancy, Incomplete Abortion, Septic Abortion, Perforated uterus, Acute PID, Pelvic abscess, Unsafe Abortion.

- iii) Operative procedures:**
 - a) Two Major: any of the following: Abdominal Hysterectomy, Myomectomy, Ovarian mass laparotomy, Tubal Surgery, Vaginal Operations.

 - b) Two Minor: any of the following: Laparoscopy, EUA, D&C, BTL (Minilap), Cervical cerclage, MVA.

Obstetric Cases

- ia) Antenatal Clinic:** any ten (10) cases, **(ib) 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.

- ia) Normal deliveries:** personally conducted with certified Partographs 10 cases.

- ii) Episiotomies/small tears:** repaired under supervision: 10 cases.

- iii) Abnormal Partographs:** 2 cases.

- iv) Intrapartum Complications:** 2 cases, any of the following:
Fetal Distress
Cord Prolapse, Retained second twin, Intrapartum Haemorrhage, Eclampsia.

- v) Postpartum Complications:** 2 cases, any of the following:
Primary PPH (Uterine atony, Retained placenta), Uterine Inversion, Puerperal Complications like Anaemia, Sepsis, Psychosis, Convulsions.

- vi) Operative procedures:** assisted 5 cases, any of the following: Caesarean section (mandatory two (2) cases), Tuboligation, Vacuum delivery, Cervical Cerclage.

7.12.4 SURGERY

Students must have acquired general medical practice equipment like: examining torch, to test the light effect on response of the eye pupil's, patella hammer, stethoscope, pocket BP machine, and a sensation pin. Students should know the patient's illness information and record such information in patients case note file. They are also required to follow up laboratory investigation results. Students should be able to make a probable diagnosis by the end of the clerkship of the patient, hence present the disease condition at hand to the supervising surgeon, as well as presenting the final diagnosis of the patient, and suggest the type of surgical treatment for the patient under examination. This is termed as presentation of the patient.

There shall also be discussion in the presence of other students. This is termed as bedside teaching. The hospital wards are the students' hunting zones. There is no time limit for students' stay in the wards.

Surgical practice follows under three categories:

1. Outpatient (Clinics) attending to patients.
2. Patient care in the ward:
 - Preparative period before operation.
 - Post operative period after operation.
3. Operative care in the theatre.

Additional areas of practice are at the X-ray session demonstrations; and attending general seminars of surgical interest. There shall be select- lectures, usually in the AFTERNOONS, depending on available time.

Evaluation: evaluation of the practice will be valued as you put your theoretical taught methods of examining a patient ending with an acceptable most probable diagnosis. The grading will be reflected by marks scored on your clerkship presented case notes of the patient. In small hospitals patients with surgical conditions are few. You are however expected to have attended at least eight patients of each surgical disease listed at the end of your record book.

The booklet offered to the student is a guideline to ease their work in the surgical practice in the hospital wards. It is the introduction to operative surgery: it is by no means the end of practice in surgery ahead.

Out- Patient Clinic

Junior Clerkship SOPD Cases	15
Senior Clerkship 8 SOPD Cases	20
Emergency Casualty Admissions	
Junior Clerkship	20
Senior Clerkship	
Major Operation	
(A) Cases (Patients) Examined And Their Diagnoses	
Junior Clerkship Cases	20
Major Operation	
(B) Surgical Names Of Operations Actually Attended By Student	
Junior Clerkship Cases	12
Senior Clerkship	8
Minor Operations Junior Clerkshi	15
Minor Operations Senior Clerkship	11

Key:

Grades:

- A:** Excellent 5 Points.
- B:** Very Good 4 Points.
- C:** Good 3 Points.
- D:** Fair 2 Points.

- E:** Poor 1 Point.

OTHER COMMENTS	JUNIOR CLERKSHIP	SENIOR CLEARSHIP
1. Attendance/Punctuality		
2. Initiative/Interest		
3. Discipline/Cooperation		
4. Attitude to patients		
5. Capacity for Extra work		

Key:

- Junior Clerkship X/5
- Senior Clerkship X/25

21 Clinical sessions in General surgery

SN	Items
1	Burns in adults.
2	Goitre.
3	Breast Lump.
4	Dysphagia/Carcinoma of the oesophagus.
5	Peptic ulcer disease.
6	Carcinoma of the stomach.
7	Abdominal mass.

8	Inguino-scrotal swelling.
9	Obstructive jaundice.
10	Colorectal carcinoma.
11	Empyema.
12	Benign Prostatic hypertrophy/carcinoma of prostate.
13	Carcinoma of the urinary bladder.
14	Renal mass.
15	Urethral stricture.
16	Skin ulcers/tumours/Pyomyositis/abscess.
17	Gastrointestinal bleeding.
18	Acute abdomen/Appendicitis/Appendicular mass.
19	Ano-rectal conditions.
20	Gangrene/ischaemia.
21	Abdominal trauma.

Clinical sessions in Paediatric Surgery.

- Paediatric trauma and burns in children.
- Congenital anomalies, septic conditions and tumours in children.

Guidelines to Students Assessment and Grading**Case Presentation (Style & Content)**

- i. Is the history reasonably precise, problem oriented, and clearly presented?
- ii. Is the examination meticulous and can the student discuss and/or demonstrate the findings?
- iii. Is the student able to suggest a reasonable diagnosis, differential diagnosis and relevant investigations?
- iv. Can the student discuss a satisfactory plan of management and discuss the prognosis?

- v. Has the student shown ability beyond what is expected of him/her?

Operations/Procedures

- i. Is the student familiar with the patient being operated on? And present a clinical summary and preoperative work-up? Lactoratory (inicroseopic, biochemical) values, radiology ECG etc.
- ii. Does the student have sufficient knowledge of surgical anatomy and the operative procedure?
- iii. Is the student conversant with the instruments, materials, and sutures being used?
- iv. Is he/she able to discuss the postoperative management and suggest possible postoperative complications of the procedure?
- v. Has the student shown extra-ability of what is expected of him/her?

Grades: Grade each case assessed separately on (1) – (5) above

- A: = All the 5 criteria met.
- B: = Only one out of the 5 criteria missed.
- C: = Only two of the five criteria missed.
- D: = Three are missed.
- E: = Satisfactory on only one or none.

7.12.5 CLINICAL PSYCHIATRY

Conduct of MD4 –Rotations 8 weeks each

Subject 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, will be stressed along with mental health organization at national levels.

Subject 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 intervention measures in various psychiatric emergencies.
- iv. Discuss different intervention skills in the various types of psychoses including resuscitation methods and the psychotherapy, including use of drugs and other measures.
- v. Describe the rehabilitation measures in various psychiatric illnesses.

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

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 of:
	3 2	Final examination: i. Written. ii. Clinical practical.

Methods of assessment: Weighting of test + 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.
 - CATS-2-will contributes 50%.
 - 3 Case presentations will contribute 10%.
 - Clerkship 12 cases will contribute 40%.
 - ERE 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%

7.12.6 COMMUNITY MEDICINE

MD5 Rotation, Course Programme 7 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.

A. Course Objectives/Expected Outcomes

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

1. Explain what constitutes primary health care.
2. Demonstrate good knowledge on what constitutes sound environmental sanitation.
3. Describe food habits of communities in broad food patterns; he/she should further understand what forms food taboos for certain genders.
4. Prepare case study reports on nutrition problems of the community and use the same to prepare appropriate health educational programmes.
5. Demonstrate knowledge of procedure, principles, objectives, evaluation of health learning materials for health education in the community.
6. Ability to diagnose, present, and manage the various occupational health hazards.
7. Take types of health resources available to the community and how to acquire, care, utilize, and evaluate them appropriately.

WEEK 1

Session	Activities
Lecture	Introduction to the rotation.
	Health indicators for Tanzania.
	Development of a Research Project: An overview.
Practical	Selection of individual Research Topic.
Lecture	Epidemiologic disease measurement. <ul style="list-style-type: none"> • Disease frequency • Descriptive and Analytical Epidemiology
	Administration of Health Facilities <ul style="list-style-type: none"> • Dispensary, Health Care, Hospital and Organisation of Services.
	Presentation of Research Topic and Problem Statement
Seminar	Presentation of Research Topic and Problem Statement.
Lecture	Concepts and principles of administration (material, stores and Financial Management at District, Regional and National Levels.
	Human Resource Management <ul style="list-style-type: none"> • Management of Premises and Equipment.
Practical	Development of Research Objectives (fully) and Methodology.
Lecture	Research Objectives, Study Designs in Health Research(Revision)-Methodology
Seminar	Development of Research Proposal-Methodology.
Lecture	Development of Research Instruments: Questionnaires, Check lists, and Interview schedules.

WEEK 2

- Data collection techniques.
- Writing the Work Plan and Budget.
- Development of Research Proposal: Presentations
- Communicable Diseases: Control, Principles and Methods.
- Control of Diseases: TB, Malaria, HIV/AIDS, STI's
- Non-Communicable Diseases (NCD) control: Diabetes, Cancers, Chronic Obstructive Pulmonary Diseases etc.
- Guidance to data management /Analysis.
- Pre-Visit to DMO's and Health facilities (Academic staff).
- Occupational and Environmental Health: Overview of Hazards, Diseases plus Basic Occupational Health Services (BOHS).
- Presentation of Research Proposals.
- **Assessment of Elective period reports (CAT 1)**
- Visit to the textile or other factory.
- Finalising Research Proposal.

WEEK 3

Session	Activities
Practical	Student's field work to DSM Districts.
	Community Nutritional and Food Problems.
Self Study	Reproductive and Child Health
Practical (One week)	DMO's Office visit (Ilala, Temeke Districts) Dispensary Visit

WEEK 4

Session	Activities
Practical	DMO's Office visit (Kinondoni, Ilala, Temeke Districts)
	Dispensary Visit.

WEEK 5

Session	Activities
Practical	Practical Data Collection with supervision

WEEK 6

Session	Activities
Practical	Data Collection.
	Data Handling and Analysis.

WEEK 7

Session	Activities
Lecture	Report Writing
	Handing in Research Reports for students

B. Mode of Assessment:

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

(1):

- i) Elective field research report done during 4th year.
- ii) Rotation research report.
- iii) End of the rotation continuous assessment test.

Category A assessment will contribute 40% of the qualifying examination.

(2): There shall be a qualifying examination which will account 60%.

C. 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.

D. Procedures for Incomplete or Failed Rotations:

They are the same as the general examination guidelines.

Literature/References

CAT	END OF ROTATION EXAM (ERE)		FINAL GRADE		
	Written	Practical*	CAT	ERE	FG
2 tests	40%	60%	30%	70%	100%

7.13 GUIDELINES FOR ELECTIVE PERIOD OF 4TH YEAR HKMU STUDENTS

1. The elective period will be undertaken at the end of 4th Year, during the long vacation, for a duration of 4 weeks (August / September).
2. 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 4th Year, MD Coordinator.
3. 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.
4. Students are allowed to do their elective training in any district, regional, referral or teaching hospital in Tanzania or any approved hospital abroad.

5. Students shall choose themselves their area of interest, and consult their lecturers for advice and approval.
6. Students themselves should apply for posts to any recognized hospitals abroad, District Medical Officers (DMO's), Regional Medical officers (RMO's) or Directors concerned. The University shall provide students with covering letters to introduce them to respective institutions.
7. Students, who wish to do their elective period abroad, have to make their own arrangements to obtain passports, visas etc. 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.
8. Students shall be responsible for their own financial needs during the whole elective period.
9. Students are required to submit to the relevant department (refer item 2 above) an elective period report before proceeding to the next semester of the following academic year.
10. 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 4th Year Convener for record keeping. The 4th Year Convener also has a duty to make sure that all the MD4

students have completed their elective period, and that the submitted report is graded.

Evaluation Form for Elective period:

No.	Name	Topic	Dept.	Super- visor	Area of Study	Signature
01						
02						

7.14. PROFILE OF DEPARTMENTS

ACADEMIC CREDENTIALS OF TEACHING STAFF- FACULTY OF MEDICINE

Title	Name	Qualifications
Department of Obstetrics & Gynaecology		
Senior Lecturer and Chairperson	Dr. Monica Chiduo	MMed, MD (Camaguey)
Lecturer	Dr. Brig. Gen. Yohana Balele	MMed,(Royal College), LLB, BA (OUT)
Lecturer	Dr Clementina Kairuki-Nfuka	MMed (HKMU), MD (Camaguey)
Assistant Lecturer	Dr. Isaac Makanda ¹	MD (HKMU)
Senior Lecturer (part time)	Dr. Emmanuel Rwamushaija	MMed (UDSM), MD (UDSM)
Lecturer (part time)	Dr. Isaac Rugemalila	MMed (MUHAS) MBChB (MUK)
Department of Surgery		
Senior Lecturer and Chairperson	Dr. Jerome Mkiramweni	MMed, MD (UDSM),
Lecturer	Dr. Ameir Binzoo	MMed, MD (HKMU)
Lecturer	Dr. Hussein Msuma	MMed , MD (HKMU)
Lecturer	Dr. Frank Mpelumbe	MSc, MD (HIMS-Villa Clara)
Lecturer	Dr. Muganyizi Kairuki	FCS (SA),MD(SZEGED)

Title	Name	Qualifications
Lecturer	Dr. Edwin Lugazia	MMed, MD (MUHAS)
Lecturer	Dr. Mustapha Yusufali	MMed, MD MUHAS)
Senior Lecturer (part time)	Dr. Michael Mwandri	MMed , MD (MUHAS)
Senior Lecturer (part time)	Dr. Kariamel Wandri	MMed , MD (MUHAS)
Lecturer (part time)	Dr. Kenyunko Karama	MMed, MD (HKMU)
Department of Paediatrics and Child Health		
Senior Lecturer and Chairperson	Dr. Felician Rutachunzibwa	MMed, MD (UDSM)
Professor	Prof. Esther Mwaikambo	MMed (UDSM), MD (Moscow)
Lecturer	Dr. Florence Salvatory	MMed (HKMU), MD (MUHAS)
Lecturer (part time)	Dr. Delila Mwindadi	MMed, MD (MUHAS)
Lecturer (part time)	Dr. Pius Muzzazzi	MMed (MUK), MD (MUHAS)
Department of Internal Medicine		
Senior Lecturer	Dr. William Kovacs	MMed (VIRG), MD (CHIC)
Assistant Lecturer	Dr. Warles Lwabukuna	MD (HKMU)

Title	Name	Qualifications
Lecturer (Part time)	Dr. Raymond Mwenesano	MMed (MUHAS), MD (MUK)
Lecturer (Part time)	Dr. Mahmoud Muhiddin	MMed (MUHAS), MD (HKMU)
Department of Radiology		
Lecturer (Part-time)	Dr. Flora Lwakatare	MMed in Radiology (MUK), MD (UDSM)
Department of Anatomy		
Assistant Lecturer and Ag. Chairperson	Mr. George Lufukuja	MSc (IMTU), BSc (UDSM)
Senior Lecturer (Part time)	Dr. Venant Mboneko	MSc (Berlin), MD (UDSM)
Assistant Lecturer (Part time)	Ms. Pamela Lugwisha	MSc (MUHAS)
Department of Physiology		
Lecturer & Chairperson	Dr. Robert Mbelwa	MSc (MUK) MD (UDSM)
Senior Lecturer (Part time)	Dr. Benjamin L. Mtinangi	PhD, MSc (Leeds), MD (UDSM)
Department of Biochemistry & Molecular Biology		
Lecturer and Chairperson	Dr. Boniphace Sylvester ²	MVM, BVM (SUA)
Associate Professor	Prof. Sylvester L.B. Kajuna	MSc, DPharm, MPS (Budapest)
Lecturer	Dr. Ali Tarab Ali	PhD, MSc (USSR)

Title	Name	Qualifications
Assistant Lecturer	Mr. Fulgence Mpenda ³	MSc (NM-AIST), BSc (UDSM)
Department of Community Medicine		
Senior Lecturer and Chairperson	Dr. Titus K. Kabalimu	MMed (UDSM), MD (Lvov)
Professor	Prof. Theonest Mutabingwa	PhD (Amsterdam), MSc (London), MD (UDSM)
Associate Professor	Prof. Godwin D. Ndossi	PhD (Cornell), MSc, BSc (UDSM)
Assistant Lecturer	Dr. Robert Muindi	MPH (Curtain), MD (Vitebsk)
Lecturer (part time)	Dr. Benjamin Kamala	MPH (Makerere) MD (HKMU)
Lecturer	Mr. Amiri Mmaka ⁴	MPH (UDSM), BScN (UDSM).
Lecturer (part time)	Dr. Brenda Simba	MScPH, MD (HKMU)
Department of Microbiology & Parasitology		
Lecturer and Chairperson	Ms. Rehesina Senkoro	MSc (SUA), BSc (UDSM)
Assistant Lecturer	Mrs. Anastasia Rogers	MSc (MUHAS), BSc (UDSM)
Assistant Lecturer	Mr. Deogratius Gabriel	MSc (KCMC), BSc (OUT)

Title	Name	Qualifications
Department of Pathology		
Assistant Lecturer and Ag. Chairperson	Dr. Salvatory Mlaga	MD (HKMU)
Lecturer (Part-time)	Dr. Edward Mgaya	MMed, MSc, MD (UDSM)
Senior Lecturer (Part-time)	Dr. Henry Mwakyoma	MMed (UDSM), MD (UDSM)
Department of Behavioural Sciences and Ethics		
Lecturer and Chairperson	Fr. Masalakulangwa Mabula	MA (Bristol), MAR (Texas)
Lecturer	Dr. Alphage Liwa	MMed (Nairobi), MD (UDSM)
Lecturer	Mr. Isaac Lema	MSc (MUHAS) BA (Tumaini)
Department of Pharmacology & Therapeutics		
Senior Lecturer (Part-time)	Dr. Gerald H. Rimoy	PhD (Nottingham), MD (UDSM)
Assistant Lecturer (Part-time)	Ms. Jeanette Tenga	BPharm (UDSM)
Lecturer (Part Time)	Mr. Amani Phillip	MSc. (Curtin), BSc. (UDSM)
Department of Development Studies		
Associate Professor and Chairperson	Prof. Benald Kasimila	PhD (Bamberg), MA, BA (UDSM)

Title	Name	Qualifications
Assistant Lecturer (Part-time)	Yona Matekere	MA-Dev. Studies, BA (UDSM)
Department of Psychiatry		
Lecturer and Chairperson	Dr. Alphage Liwa	MMed (Nairobi), MD (UDSM)
Lecturer (Part-time)	Dr. Kissah Mwambene	MMed, MD (MUHAS)
Assistant Lecturer (Part time)	Dr. Zahra Morawej	MD (HKMU)
Department of Communication Skills		
Lecturer and Chairperson	Amos Madalla	MSc (Leningrad), Education Specialist (Utah)
Assistant Lecturer	Moses Kaiza	MA (UDSM), BA (MUK)
Tutorial Assistant	Mr. Joseph Bishemo	BA (UDSM)

¹On staff development, Master of Medicine (OBGY) HKMU.

²On staff development, PhD in Reproductive Health-Malaria in Pregnancy (MUHAS)

³On staff development, PhD in Health and Biomedical Sciences (NM-AIST)

⁴On staff development - PhD in Environmental Health (Occupational Lung Diseases) University of Stellenbosch-Republic of South Africa.

8. FACULTY OF NURSING

The Faculty of Nursing offers two academic programmes, which are Bachelor of Science in Nursing (In-Service programme), a 3 years programme, and the Bachelor of Science in Nursing (Pre-Service programme) 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 3 departments, which are headed by Chairpersons.

HKMU graduate nurses are easily recruited by health centres/hospitals in and outside the country, and are recognized for their professional expertise. They are also highly successful in gaining admission to advanced educational programmes.

8.1 ACADEMIC PROGRAMMES OFFERED BY THE FACULTY OF NURSING:

8.1.1 BACHELOR OF SCIENCE IN NURSING (BScN) PRE-SERVICE PROGRAMME

Entry requirements:

1. Applicants must have completed form VI or its equivalent (with not less than a total of 4 points), with at least two principal passes at D in Biology and Chemistry, and at least an E pass or S in Physics or Zoology or Geograpgy or Nutrition.

Duration of the programme: 4 years, plus one year of internship.

8.1.2. BACHELOR OF SCIENCE IN NURSING (BScN) IN-SERVICE PROGRAMME:

Entry Requirements:

2. Applicants must have completed a Diploma in Nursing with second class OR B average pass, PLUS D passes or higher in 5 subjects at O level: the subject must include the following science subjects: Biology, Chemistry, Physics, PLUS at least two years working experience.

Duration of the programme: 3 years.

8.2 APPLICATION PROCEDURES:

8.2.1 Direct Entry applicants:

Applicants applying through the direct entry scheme after having completed A level are required to apply through the Tanzania Commission for Universities (TCU) Central Admission System. For further information about the Central Admission System (CAS), please visit the TCU website www.tcu.go.tz or HKMU Website www.hkmu.ac.tz

8.2.2 Equivalent Applicants:

Applicants who are holder of Diploma in Nursing will apply directly to NACTE.

8.2.3. Application Deadline:

Application forms for the BScN programmes can be downloaded from the University website <http://www.hkmu.ac.tz> or by paying

a visit to the Admissions Office at HKMU. Forms duly filled must reach the Admissions Office before 31st May of every year. New students will be admitted in October of every year.

8.3 FEE STRUCTURE

8.3.1 FEES PAYABLE TO THE UNIVERSITY

The following tables show the current fee structures at the time of going to press. However, these are subject to change.

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.

- Tanzanians: apply to Tanzanians only.
- International Students: fees for students from other countries.

BACHELOR OF SCIENCE IN NURSING-PRE SERVICE PROGRAMME

A.MONEY PAYABLE TO THE UNIVERSITY-LOCAL STUDENTS (2015/16 - 2016-17)

BScN - FEES (TZS)	For Local students			
	BScN 1	BScN 2	BScN 3	BScN 4
Fee description				
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
Caution Money (Non-Refundable)	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
Fee description				
Student Union	35,000	35,000	35,000	35,000
Medical Aid	55,000	55,000	55,000	55,000
TCU Quality assurance	20,000	20,000	20,000	20,000
Graduation				100,000
Uniforms	100,000	-	-	-
TOTAL	210,000	110,000	110,000	210,000

C. ACCOMMODATION FEE

Hostel:	TZS.
Double	850,000
Tripple	600,000
Hostel Caution fee (Non refundable)	40,000

D. PAYABLE TO STUDENT

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

Living Expenses

Description	Local (TZS)
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

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

**E. SPECIAL FACULTY REQUIREMENTS
FIRST YEAR****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
Apron (2)	65,000
Tape measure(Metric)	5,000
Clinical Thermometer (digital)	10,000
Clinical Thermometer (manual)	5,000
Total	1,355,000

THRID 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
Total	875,000

FOURTH YEAR

Apron (2)	65,000
Total	65,000

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

BScN3	TZS.
Per Year (2 semesters)	200,000

BACHELOR OF SCIENCE IN NURSING-PRE SERVICE PROGRAMME FOREIGN STUDENTS

A. BScN Pre- Service PROGRAMME

MONEY PAYABLE TO THE UNIVERSITY (2015/16 - 2016-17)

BScN - FEES (USD)	Foreign students			
	YEAR 1	YEAR 2	YEAR 3	YEAR 4
Registration	70.00	70.00	70.00	70.00
Tuition fee	4,520	4,520	4,740	5,769
Examination	179	179	179	170
Book bank borrowing	127	127	127	121
Development fee	30	30	30	30
Caution Money(Non-refundable)	136	-		
TOTAL	5,062	4,926	5,146	6,160

B. OTHER FEES

BScN - FEES (USD)	Foreign students			
	YEAR 1	YEAR 2	YEAR 3	YEAR 4
Student Union	30	30	30	30
Medical Aid	55	55	55	55
TCU Quality assurance	20	20	20	20
Graduation				60
Uniforms	84	-	-	-
TOTAL	189	105	105	165

C. ACCOMMODATION FEE

Hostel:	(USD)
Double	850.00
Tripple	600.00
Hostel Caution Fee (Non refundable)	30.00

D. PAYABLE TO STUDENT

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

Living Expenses

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

Field work and Research

Research (Year2)	880.00
Field work (Year3)	850.00
Whistle	2.00

E.SPECIAL FACULTY REQUIREMENTS

FIRST YEAR

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

SECOND YEAR

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

THIRD YEAR

Item description	(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
Total	875.00

FOURTH YEAR

Item description	(USD)
Apron (2)	65.00
Total	65.00

F. ADDITIONAL FEE FOR FOREIGN STUDENTS

Medical Registration	150
Resident Permit	250
Settling Allowance	300
TOTAL	700

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

BScN3	USD
Per Year (2 semesters)	200.00

NOTE: the fees indicated above are subject to change without prior notes.

All Payments should be made through the following Bank Accounts:

NAME OF A/C: HUBERT KAIRUKI MEMORIAL UNIVERSITY

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

BACHELOR OF SCIENCE IN NURSING-IN SERVICE PROGRAMME LOCAL STUDENTS

A BScN- In Service Programme (2015/16 - 2016/17)

BScN - FEES	Tanzanian Shillings For Local students		
	BScN 1	BScN 2	BScN 3
Registration	50,000	50,000	50,000
Tuition fee	4,520,000	4,520,000	4,960,000
Examination	100,000	100,000	100,000
Book bank borrowing	100,000	100,000	100,000
Development fee	50,000	50,000	50,000
Caution Money (Non-refundable)	100,000	-	-
TOTAL	4,920,000	4,820,000	5,260,000

B OTHER FEES

BScN- In Service Programme

BScN - FEES	Tanzanian Shillings For Local students		
	BScN 1	BScN 2	BScN 3
Student Union	35,000	35,000	35,000
Medical Aid	55,000	55,000	55,000
Uniforms	100,000	-	-
Graduation			100,000
TCU Quality assurance	20,000	20,000	20,000
TOTAL	210,000	110,000	210,000

C ACCOMODATION

Item description	TZS
Double	850,000.00
Tripple	600,000.00
Hostel Caution fee(non refundable)	40,000.00

D. PAYABLE TO STUDENT

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

Living Expenses

Item description	TZS
Food per semester	1,600,000.00
Book purchase per set	1,000,000.00
Pocket money per semester	700,000.00
Stationery per semester	400,000.00

Field work and Research

Item description	TZS
Research (Year2)	800,000.00
Field work (Year3)	850,500.00
Whistle	2,000.00

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
Apron (2)	65,000
Tape measure(Metric)	5,000
Clinical Thermometer (digital)	10,000
Clinical Thermometer (manual)	5,000
Theatre Clothing (gown/ shirt&Trousers)	70,000
Theatre Boots /Shoes	70,000
Total.	1,495,000

Thrid Year

Item description	Cost (TZS)
Delivery Kit	550,000
Foetal scope	30,000
Clinical Lab Coats	80,000
Apron (2)	65,000
Total	725,000

F Transport from HKMU to various Hospitals for Clinical rotations and back to HKMU

BScN3	TZS.
Per Year (2 semesters)	200,000

NOTE: the fees indicated above are subject to change without prior notes.

All Payments should be made through the following Bank Accounts:

NAME OF A/C: HUBERT KAIRUKI MEMORIAL UNIVERSITY

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

BACHELOR OF SCIENCE IN NURSING-IN SERVICE PROGRAMME FOREIGN STUDENTS

FEES STRUCTURE

A BScN In Service Programme Foreign Students

BScN - FEES (USD)	Foreign students		
Fee description	YEAR 1	YEAR 2	YEAR 3
Registration	70.00	70.00	70.00
Tuition fee	4,520.00	4,520.00	6,007.00
Examination	179.00	179.00	179.00
Book bank borrowing	127.00	127.00	127.00
Field work	-	-	
Development fee	30.00	30.00	30.00
Caution Money (Non refundable)	136		
TOTAL	5,062.00	4,926.00	6,413.00

B OTHER FEES

BScN - FEES (USD)	Foreign students		
Fee description	YEAR 1	YEAR 2	YEAR 3
Student Union	30.00	30.00	30.00
Medical Aid	55.00	55.00	55.00
Uniforms	84.00	-	-
Graduation			60.00
TCU Quality assurance	20	20	20.00
TOTAL	189.00	105.00	165.00

C ACCOMODATION FEE

Hostel:	(USD)
Double	850.00
Tripple Occupancy	600.00
Hostel caution fee (non refundable)	30.00

D PAYABLE TO STUDENT

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

Living Expenses

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

Field work and Research

Research (Year2)	880.00
Field work & Research (Year3)	850.00
Whistle	2.00

SPECIAL FACULTY REQUIREMENTS

FIRST YEAR

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

SECOND YEAR

Item description	(USD)
Stethoscope	295.00
BP Machine	180.00
Pair of Scissors (Nurse's)	20.00
Neurological Examination set	500.00

Otoscope/Ophthalmoscope	275.00
Apron (2)	65.00
Tape measure(Metric)	5.00
Clinical Thermometer (digital)	10.00
Clinical Thermometer (manual)	5.00
Theatre Clothing (gown/ shirt&Trousers)	70.00
Theatre Boots /Shoes	70.00
Total.	1,495.00

THIRD YEAR

Item description	(USD)
Delivery Kit	550.00
Foetal scope	30.00
Clinical Lab Coats	80.00
Apron (2)	65.00
Total	725.00

Additional fee for foreign students

Items	USD
Medical Registration	150
Resident Permit	250
Settling Allowance	300
TOTAL	700

Transport from HKMU to various Hospitals for Clinical rotations and back to HKMU

BScN3	(USD)
Per Year (2 semesters)	180.00

NOTE: the fees indicated above are subject to change without prior notes.

All Payments should be made through the following Bank Accounts:

NAME OF A/C: HUBERT KAIRUKI MEMORIAL UNIVERSITY

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

ACCOUNT NO: **02041110006** (TZS) **For Hostel fee**

BANK NAME: BOA BANK TANZANIA LTD

NDC DEVELOPMENT HOUSE

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DAR ES SALAAM

TANZANIA

SWIFT CODE: EUAFTZTZ

8.6 COURSE CODING, HOURS PER WEEK AND PER SEMESTER BACHELOR OF SCIENCE IN NURSING – IN SERVICE PROGRAMME

ODD SEMESTER: 1 (October - March)

S/N	CODE	SUBJECT	TOTAL HOURS PER WEEK			TOTAL HOURS PER SEMESTER			EXAMINATION
			Theory	Practice	Total	Theory	Practice	Total	
1	ANT100	Anatomy / Histology/ Embryology	4	6	10	72	108	180	ESE*
2	BCH100	Biochemistry/ Molecular Biology	6	3	9	108	54	162	ESE*
3	BSC100	Behavioural Sciences	1	1	2	18	18	36	FINAL*
4	CS100	Communication Skills	1	2	3	18	36	54	ESE*
5	DS100	Development Studies	1	1	2	18	18	36	ESE*
6	PHY100	Physiology	6	3	9	108	54	162	ESE*
TOTAL			19	16	35		288		

EVEN SEMESTER: 2 (MARCH – AUGUST)

S/N	CODE	SUBJECT	TOTAL HOURS PER WEEK			TOTAL HOURS PER SEMESTER			EXAMINATION
			Theory	Practice	Total	Theory	Practice	Total	
1	ANT200	Anatomy / Histology/ Embryology	5	4	9	90	72	162	FINAL*
2	BCH200	Biochemistry/ Molecular Biology	5	4	9	90	72	162	FINAL*
3	CS200	Communication Skills	2	2	4	36	36	72	FINAL*
4	DS200	Development Studies	1	1	2	18	18	36	FINAL*
5	PHY200	Physiology	6	3	9	108	54	162	FINAL*
TOTAL			19	14	33	342	252	594	

**Taught together with MD1*

ODD SEMESTER: 3 (OCTOBER - MARCH)

S/N	CODE	SUBJECT	TOTAL HOURS PER WEEK			TOTAL HOURS PER SEMESTER			EXAMINATION
			Theory	Practice	Total	Theory	Practice	Total	
1	BSC200	Biostatistics	1	1	2	18	18	36	ESE**
2	ACS200	Advanced Concepts and Skills	3	4	7	54	72	126	FINAL
3	EPT200	Educational Psychology & T/Learning	4	2	6	72	36	108	FINAL****
4	MIC200	Microbiology/ Immunology	2	3	5	36	54	90	FINAL**
5	PH200	Philosophy	4	0	4	72	0	72	FINAL*****
6	PHG200	Pharmacology	7	0	7	126	0	126	FINAL***
7	WTC200	Wholistic Therapeutic Counseling	2	2	4	36	36	72	FINAL**
			23	13	35	414	216	630	

EVEN SEMESTER: 4 (MARCH – AUGUST)

S/N	CODE	SUBJECT	TOTAL HOURS PER WEEK			TOTAL HOURS PER SEMESTER			EXAMINATION
			Theory	Practice	Total	Theory	Practice	Total	
1	HSR200	Health Systems Research	4	2	6	72	36	108	ESE
2	MHP200	Mental Health /Psychiatric Nursing	4	0	4	72	0	72	ESE***
3	MN200	Medical Nursing	4	2	6	72	36	108	FINAL
4	NT200	Nutrition	4	1	5	72	18	90	FINAL***
5	PAR400	Parasitology & Entomology	3	3	6	54	54	108	FINAL**
6	PN200	Paediatric Nursing	3	3	6	54	54	108	FINAL****
7	BS200	Biostatistics	1	1	2	18	18	36	FINAL**
TOTAL			21	11	36	414	216	630	

*** Taught together with MD2*

**** Taught together with BScN II (Pre-service)*

***** Taught together with BScN III (Pre-service)*

****** Taught together with BScN IV (Pre-service)*

ODD SEMESTER: 5 (OCTOBER - MARCH)

S/N	CODE	SUBJECT	TOTAL HOURS PER WEEK			TOTAL HOURS PER SEMESTER			EXAMINATION
			Theory	Practice	Total	Theory	Practice	Total	
1	CHN300	Community Health Nursing	7	0	7	126	0	126	ESE*****
2	HSR300	Health Systems Research	0	5	5	0	90	90	FINAL
3	LM300	Leadership & Management	6	0	6	108	0	108	ESE
4	RCH300	Maternal & Child Health	4	1	5	72	18	90	FINAL
5	MHP300	Mental Health Nursing/ Psychiatric	2	8	10	36	144	180	FINAL***
6	SN300	Surgical Nursing	2	0	2	36	0	36	ESE
			33	2	35	378	252	630	

EVEN SEMESTER: 6 (MARCH – AUGUST)

S/N	CODE	SUBJECT	TOTAL HOURS PER WEEK			TOTAL HOURS PER SEMESTER			EXAMINATION
			Theory	Practice	Total	Theory	Practice	Total	
1	CHN301	Community Health Nursing	1	12	13	18	216	234	FINAL****
2	EPS300	Entrepreneurship in Nursing	5.6	1	6.6	100.8	18	118.8	FINAL****
3	LM301	Leadership & Management	3	2	5	54	36	90	FINAL
4	SN301	Surgical Nursing	4	2	6	72	36	98	FINAL
5	TIN300	Trends and Issues in Nursing and Health Care Systems	4.4	0	4.4	79.2	0	72	FINAL****
TOTAL			17.6	17	35	324	306	630	

***Taught together with BScN II (Pre-service)

**** Taught together with BScN III (Pre-service)

***** Taught together with BScN IV (Pre-service)

8.7 COURSE CODING, HOURS PER WEEK AND PER SEMESTER BACHELOR OF SCIENCE IN NURSING –PRE SERVICE PROGRAMME

ODD SEMESTER: 1 (OCTOBER - MARCH)

S/N	CODE	SUBJECT	TOTAL HOURS PER WEEK			TOTAL HOURS PER SEMESTER			EXAMINATION
			Theory	Practice	Total	Theory	Practice	Total	
1	ANT100	Anatomy / Histology/ Embryology	4	6	10	72	108	180	ESE*
2	BCH100	Biochemistry/ Molecular Biology	6	3	9	108	54	163	ESE*
3	BS100	Biostatistics	1	1	2	18	18	36	ESE*
4	CS100	Communication Skills	1	2	3	18	36	54	ESE*
5	DS100	Development Studies	1	1	2	18	18	36	ESE*
6	PHY100	Physiology	6	3	9	108	54	162	ESE*
TOTAL			19	16	35	342	288	630	

EVEN SEMESTER: 2 (MARCH – AUGUST)

S/N	CODE	SUBJECT	TOTAL HOURS PER WEEK			TOTAL HOURS PER SEMESTER			EXAMINATION
			Theory	Practice	Total	Theory	Practice	Total	
1	ANT200	Anatomy / Histology/ Embryology	5	4	9	90	72	162	FINAL*
2	BCH200	Biochemistry/ Molecular Biology	5	4	9	90	72	162	FINAL*
3	BS200	Biostatistics	1	1	2	18	18	36	FINAL*
4	CS200	Communication Skills	2	2	4	36	36	72	FINAL*
5	DS200	Development Studies	1	1	2	18	18	36	FINAL*
6	PHY200	Physiology	6	3	9	108	54	162	FINAL*
TOTAL			20	15	35	360	270	630	

**Taught together with MD1*

ODD SEMESTER: 3 (OCTOBER - MARCH)

S/N	CODE	SUBJECT	TOTAL HOURS PER WEEK			TOTAL HOURS PER SEMESTER			EXAMINATION
			Theory	Practice	Total	Theory	Practice	Total	
1	3BS100	Biostatistics	3	2	5	54	36	90	FINAL**
2	PHC200	Pharmacology 1	7	0	7	126	0	126	FINAL***
3	MIC200	Microbiology/ Immunology	2	3	5	36	54	90	FINAL**
4	WTC200	Wholistic Therapeutic Counseling	2	2	4	36	36	72	FINAL**
5	PNU200	Principles of Nursing I	3	5	8	54	90	144	ESE
6	ELN200	Ethics and Legal Issues in Nursing	6	0	6	108	0	108	FINAL
TOTAL			23	12	35	414	216	630	

EVEN SEMESTER: 4 (MARCH - AUGUST)

S/N	CODE	SUBJECT	TOTAL HOURS PER WEEK			TOTAL HOURS PER SEMESTER			EXAMINATION
			Theory	Practice	Total	Theory	Practice	Total	
1	PAR 400	Parasitology / Entomology	3	3	6	54	54	108	FINAL **
2	NT200	Nutrition	4	1	5	72	18	90	FINAL ***
3	PHC201	Pharmacology 1I	3	1	4	54	18	54	FINAL ***
4	MN200	Medical Nursing I	4	2	6	72	36	108	ESE
5	PNU200	Principles of Nursing II	3	4	7	54	72	126	FINAL
6	MHP200	Mental Health Nursing/ Psychiatric Nursing I	4	3	7	72	54	126	ESE***
TOTAL			22	13	35	378	252	630	

*** Taught together with MD2*

****Taught together with BScN II (In-service)*

ODD SEMESTER: 5 (OCTOBER– MARCH)

S/N	CODE	SUBJECT	TOTAL HOURS PER WEEK			TOTAL HOURS PER SEMESTER			EXAMINATION
			Theory	Practice	Total	Theory	Practice	Total	
1	HGD300	Human Growth and Development	2	1	3	36	18	54	FINAL
2	MHP300	Mental Health Nursing/ Psychiatric Nursing II (4 weeks field)	2	8	10	36	144	180	FINAL ***
3	EPD300	Epidemiology	2	1	3	36	18	54	FINAL
4	MN300	Medical Nursing II	2	6	8	36	108	144	FINAL
5	SN300	Surgical Nursing I	4	2	6	72	36	108	FINAL
6	EPT200	Educational Psychology & T/Learning	3	2	5	54	36	94	FINAL ***
TOTAL			15	20	35	270	360	630	

EVEN SEMESTER: 6 (MARCH - AUGUST)

S/N	CODE	SUBJECT	TOTAL HOURS PER WEEK			TOTAL HOURS PER SEMESTER			EXAMINATION
			Theory	Practice	Total	Theory	Practice	Total	
1	OBG301	Obstetrics & Gynaecology in Nursing III	4	3	9	72	90	162	ESE
2	PN300	Paediatric Nursing	3	5	8	54	90	108	FINAL***
3	NUR300	Nursing Research I	7	0	7	126	0	126	ESE***
4	SN301	Surgical Nursing II	4	4	8	71	72	144	FINAL
5	NUI300	Nursing Informatics	2	1	5	72	18	90	FINAL
TOTAL			20	15	35	360	370	630	

*** Taught together with MD2*

****Taught together with BScN II (In-service)*

ODD SEMESTER: 7 (MARCH - AUGUST)

S/N	CODE	SUBJECT	TOTAL HOURS PER WEEK			TOTAL HOURS PER SEMESTER			EXAMINATION
			Theory	Practice	Total	Theory	Practice	Total	
1	OBG302	Obstetrics & Gynaecology in Nursing III	4	5	9	72	90	162	FINAL
2	NUR400	Nursing Research II	4	3	7	72	54	126	FINAL
3	CHN400	Community Health Nursing I	7	0	7	126	0	126	ESE****
4	NLM400	Nursing Leadership & Management I	6	2	8	108	36	144	ESE
5	PH400	Philosophy	4	0	4	72	0	72	FINAL***
TOTAL			25	10	35	306	180	630	

EVEN SEMESTER: 8 (MARCH - AUGUST)

S/N	CODE	SUBJECT	TOTAL HOURS PER WEEK			TOTAL HOURS PER SEMESTER			EXAMINATION
			Theory	Practice	Total	Theory	Practice	Total	
1	OBGY302	Obstetrics & Gynaecology III	3	3	6	54	54	108	FINAL
2	EPS300	Entrepreneurship in Nursing	6	1	7	108	18	126	FINAL****
3	CHN401	Community Health Nursing II (6 weeks field)	1	12	13	18	216	234	FINAL****
4	NLM301	Nursing Leadership & Management II	3	2	5	54	36	90	FINAL
6	TIN300	Trends and Issues in Nursing and Health Care Systems	4	0	4	72	0	72	FINAL****
TOTAL			17	18	35	306	468	630	

***Taught together with BScN II (In-service)

**** Taught together with BScN III (In-service)

8.7 PROFILE OF DEPARTMENTS

8.7.1 ACADEMIC CREDENTIALS OF TEACHING STAFF- FACULTY OF NURSING

Title	Name	Qualifications
Department of Fundamentals of Nursing and Basic Sciences		
Lecturer and Chairperson	Ms. Elizabeth Mika	MSc in Maternal Health Care (Boston), D.PHEd (CEDHA), BScN, (HKMU), RN/SRM (Muhimbili).
Assistant Lecturer	Ms. Minael N. Omari	MCHN, Honours in Nursing Education (UKZN), BScN, (HKMU), RN/RM (Muhimbili), Cert.WTC (HKMU).
Senior Lecturer (Part-time)	Dr. Eginald P.A.N. Mihanjo	PhD, MA in History, BA (Hon) Educ. (UDSM), Dip. Educ. (DTC)
Lecturer (Part-time)	Dr. Alfred C.T. Kangolle	MPH in Epidemiology (Cape Town), MD (UDSM)
Senior Lecturer (Part-time)	Dr. Gerald H. Rimoy	PhD (), RF (UK), MD (UDSM)
Department of Maternal Child Health Nursing		
Assistant Lecturer and Chairperson	Ms.Elizabeth Kijugu	MPH (KIT), BScN (HKMU), RN/RM (KCMC)
Assistant Lecturer	Ms. Adella Sariah	MSc in Nursing(Mental Health), BScN (MUHAS)
Tutorial Assistant	Ms. Avelina Semiono	BScN (AKU)
Lecturer	Mr.January Kalungula	MMS(Sweden), BScN(Dublin)
Department of Community Health Nursing		
Lecturer and Chairperson	Mr. Amiri Mmaka ²	MPH (UDSM), BScN (UDSM).

Title	Name	Qualifications
Associate Professor	Prof. Pauline P. Mella	MSc in Nursing-MCH (North Western Shreveport), BScN., (St. Louis), DAN (Nairobi), RN (Nijmegen)
Assistant Lecturer	Ms. Joyce Protas	MSc TDC (Epidemiology and Biostatistics), BScN (MUHAS)
Tutorial Assistant	Ms. Tausi Haruna ¹	BScN (MUHAS)
Tutorial Assistant	Mr. Edson Sungwa	BScN (HKMU)

On staff development - PhD in Environmental Health (Occupational Lung Diseases) University of Stellenbosch-Republic of South Africa.

9. INSTITUTE OF POSTGRADUATE STUDIES AND RESEARCH

Hubert Kairuki Memorial University, through the Institute of Postgraduate Studies and Research, has as its principal goal, provision of high quality postgraduate training and carrying out relevant research, and offering excellent professional services to meet the changing needs of our society. Bearing this in mind, the postgraduate 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 review closely correspond to public demand.

The purpose and aim of Postgraduate training at HKMU, therefore, is to offer higher and specialized medical education and learning experiences, in order to produce more 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. Already HKMU is collaborating with Yale University School of Medicine, Hiram University College, and Harvard School of Medicine. There are Research Laboratories for Basic Sciences and Human Molecular Genetics. An Ethical Review Committee is in place. The institute coordinates postgraduate training and HKMU research activities.

9.1 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 through Ilala and Kinondoni Municipalities by using Amana and Mwananyamala Hospitals as extramural practical stations. These collaborations have proved to be of mutual benefit to all parties. HKMU staff and students interact with communities during fieldwork in Temeke Municipality. The University staff, students and staff of the Teaching Hospital, provides health services to the communities around the University. HKMU staff participates in the Teaching Hospital Programme to educate the public through the media.

Hubert Kairuki Memorial University has in place an Institute of Postgraduate Studies and Research that enables students to undertake advanced studies at postgraduate level, while its director co-ordinates research as well and ensures that this also forms part of mandatory activities among postgraduate students.

9.2 PROGRAMMES OFFERED:

- 1. MASTER OF MEDICINE (MMED).**
- 2. MASTER OF SCIENCE IN PUBLIC HEALTH (MSCPH).**
- 3. MASTER OF SOCIAL WORK (MSW).**

9.3 MASTER OF MEDICINE:

The University offers specialist programmes leading to the award of:

1. MMed Obstetrics and Gynaecology.
2. MMed General Surgery.
3. MMed Internal Medicine.
4. MMed Paediatrics and Child Health.

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

- i. Understand, practice, and offer high quality specialized medical care to his/her patients, based on current knowledge in basic and applied sciences.
- ii. Analyze 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.

9.3.2 Conditions for Eligibility of Admission into Postgraduate Courses

1. 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.

2. Candidates to be considered for selection must provide updated curriculum vitae and their undergraduate transcripts.
3. 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 since internship.
4. 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.
5. There will be no minimum or maximum age limit for admission to the University for Postgraduate Courses. The general requirements for entry to Postgraduate courses will apply.
6. **Transfer of students:** Direct entry to Part II will be possible if a course of approved content has been taken in an approved and acceptable institution with relevant transferable credits. But in this case careful scrutiny will have to be made, including a confidential report by the institution, where the candidate is transferring from. Discontinuation on disciplinary grounds, failure of Part I examination, or less gifted students will not be accepted at HKMU.

9.3.3 APPLICATION PROCEDURES:

Interested applicants for courses mentioned above should apply for Application Forms, with a non-refundable fee of TZS 30,000/= (for Tanzanians) or USD 30.00 (for international students) by Telegraphic Transfer, Postal Money Order, Cheque or Cash payable to the Bursar and sent to:

The Director of Postgraduate Studies and Research Institute
Hubert Kairuki Memorial University

322 Kairuki Road

P. O. Box 65300

Dar es Salaam

Tel. 255-22-2700021/4

Fax: 255-22-2775591

E-mails: kabalimutk@gmail.com or

admissions@hkmu.ac.tz

Applications must reach the University not later than 31st July of every year. New students will be admitted in September/October 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 and Social Welfare.

9.3.4 FEE STRUCTURE:

The tables below show the new fee structure for postgraduate training at the HKMU, which is subject to change without prior notice.

DIRECT UNIVERSITY COSTS (PAYABLE TO THE UNIVERSITY BY THE STUDENT):

The following tables show the current fee structures at the time of going to press. However, these are subject to change at any time.

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.

- Tanzanians: apply to Tanzanians only.
- International Students: for students from other

MASTER OF MEDICINE (MMED)

A. MMED FEES - (TZS). Local Students

MONEY PAYABLE TO THE UNIVERSITY

Fee description	YEAR 1	YEAR 2	YEAR 3
Registration	50,000	-	-
Tuition	9,800,000	9,800,000	9,800,000
Dissertation supervision		200,000.00	200,000
Examination	602,000	-	602,000
Clinical rotations & Research	-	3,250,000	3,250,000
Development fee	50,000	50,000	50,000
Caution fee	100,000	-	-
TOTAL	10,602,000	13,300,000	13,902,000

B MMED FEES - (TZS). Local Students (OTHER FEES)

Fee description	YEAR 1	YEAR 2	YEAR 3
Student Union	35,000	35,000	35,000
Medical Aid	55,000	55,000	55,000
Uniforms	100,000	-	-
Graduation			120,000
TCU Quality assurance	20,000	20,000	20,000
TOTAL	210,000	110,000	230,000

C ACCOMODATION FEE

Hostel:	AMOUNT (TZS)
Double	850,000
Tripple	600,000
Hostel caution fee (Non refundable)	40,000

D PAYABLE TO STUDENT

Below are indicative amounts (in TZS) that would be needed by students to cover

their living costs while studying at HKMU.

Item Description	YEAR 1	YEAR 2	YEAR 3
Dissertation writing			1,500,000
Dissertation Production			350,000
Food	2,000,000	2,000,000	2,000,000
Pocket Money	2,700,000	2,700,000	2,700,000
Book purchase & stationery.	861,000	861,000	861,000

All Payments should be made through the following Bank Accounts:

NAME OF A/C: HUBERT KAIRUKI MEMORIAL UNIVERSITY

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

MASTER OF MEDICINE (MMED) FEE FOR FOREIGN STUDENTS

A. MMED FEES - (USD).

Item Description	YEAR 1	YEAR 2	YEAR 3
Registration	70	-	-
Tuition	8,020	8,020	8,020
Examination	420		420
Dissertation supervision		200	200
Clinical rotations	-	2,500	2,500
Development fee	30	30	30
Caution fee (Non refundable)	136	-	-
TOTAL	8,676	10,750	11,170

OTHER FEES

MMED FEES - (USD).

B. INTERNATIONAL STUDENTS

Item Description	YEAR 1	YEAR 2	YEAR 3
Student Union	30	30	30
Medical Aid	55	55	55
Graduation			70
Uniforms	84	-	-
TCU Quality assurance	20	20	20
TOTAL	189	105	175

C. ACCOMODATION FEE

Hostel:	USD
Double	850
Tripple	600
Hostel Caution Fee (Non refundable)	30

D. PAYABLE TO STUDENT

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

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

E. Additional fee for foreign students

	USD
Medical Registration	150
Resident Permit	250
Settling Allowance	300
TOTAL	700

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

Foreign students will normally need to pay an extra USD 250 every two years for Residence Permit. Payments should be made in Banker's Draft, Telegraphic Transfer, Postal Money Order, or Cheque made payable to:

Hubert Kairuki Memorial University
 Account No: 0200721004 for TZS and
 0200721012 for US\$
 Bank of Africa (Tanzania) Ltd
 NDC Development House
 Kivukoni/Ohio Street
 P.O. Box 3054, Dar es Salaam, Tanzania
 SWIFT: EUAFTZTZ

9.3.5 THE POSTGRADUATE PROGRAMME IS MADE UP OF TWO PARTS (PART I AND II), DISTRIBUTED OVER SIX (6) SEMESTERS, AND TAKING 3 YEARS AS FOLLOWS:

Year 1 (Part I) Semester 1 and 2

Year	Code	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	Pathology	72	Pathology	72
	BCH 600	Biochemistry	72	Biochemistry	72	Biochemistry	72	Biochemistry	72
	MIC 600	Microbiology	70	Microbiology	72	Microbiology	72	Microbiology	72
	PAR 600	Parasitology/ Immunology	44	Parasitology/ Immunology	44	-	-	Parasitology/ Immunology	44
	PHC 600	Pharmacology	72	Pharmacology	72	-	-	Pharmacology	72
	PH 600	-	-	Psychology	10	-	-	-	-
	ANT 600	-	-	-	-	Anatomy	180	Anatomy	180
	BS 600	Biostatistics/ Epidemiology Research Methodology	36	Biostatistics/ Epidemiology Research Methodology	36	Biostatistics/ Epidemiology Research Methodology	36	Biostatistics/ Research Methodology	36
	EP 600	-	-	-	-	-	-	Epidemiology/ ICT	36
HAM 600	-	-	-	-	-	-	Hosp Admin and Finance Management	10	

Each discipline will at least have four (4) examinable basic science subjects 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).

Year 2 to Year 3 (Part II) Semester 3 to 6

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

<p>Three</p>	<ul style="list-style-type: none"> • Dissertation. • Clinical subspecialties e.g. pulmonary medicine; renal medicine; cardiology. • Psychiatry – 4 weeks. • Geriatric Medicine – 4 weeks • Research for publication in the year • Journal club • Case presentations • Seminars 	<ul style="list-style-type: none"> • Dissertation: data collection and writing. • Clinical rotations – two rotations in the year. • Journal club; case presentations; seminars. • Clinical rotations – two in the year. • Dissertation – final write-up. • Journal club; case; Ob/Gy (4 wks); Internal Medicine (4 wks); Paediatric Psychiatry (2 wks); ENT (2 wks) presentation. • Seminars. 	<ul style="list-style-type: none"> • Dissertation writing. • Clinical surgery. • Specialities clinical rotations. • 1. OBGY – 4 weeks. • 2. Paediatrics – 8 weeks. • 3. Ortho/Trauma – 6 months. • 4. ENT – 6 weeks. 	<ul style="list-style-type: none"> • Dissertation. • Hospital/clinical activities. • Journal clubs. • Seminars, case presentations. • Dissertation • Hospital/Clinical activities • Journal clubs • Seminars; case presentation • Mock examination • Final qualifying examination
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9.3.6 MANAGEMENT OF THE PROGRAMME

The programme is conducted at the Hubert Kairuki Memorial University premises and covers 6 semesters, running for a period of 3 years. It is **not** semesterized, and it is a full time course.

Course Write-ups and Organization

Course Code: The coding of the basic science courses emanates from the respective departments offering these courses. For example: Courses offered by the Department of Biochemistry are coded BCH 600, and courses offered in the first year first semester are labeled BCH 601.

Each course subject has a course description that summarizes goals, objectives, content and mode of assessment, followed by 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.

9.3.7 REGULATIONS COMMON TO ALL DISCIPLINES

1. 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.

2. A Postgraduate Diploma in Obstetrics and Gynaecology and Paediatrics & Child Health may be awarded upon successful completion of the Part I training of the MMed programme in these disciplines.
3. The following shall be eligible to enroll for the degree:
 - a) Any holder of a good Doctor of Medicine (MD) degree of this University who complies with the regulations set out hereunder.
 - b) Any good medical graduate of a recognized University who has been admitted to the status of Doctor of Medicine and who complies with the regulations set out hereunder.
 - c) A candidate for the degree may register for the appropriate course not less than two years after the award of the MD degree or its equivalent. One of these two years must be an approved internship and one year in an approved hospital.
 - d) An applicant seeking admission may be exempted by the Senate from the Part One examination if the Senate is satisfied that the applicant has passed an examination of equivalent standard.

9.3.8 DURATION OF THE COURSES

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 given as minimum period it normally takes a student to complete a given course and graduate.

- a) The specialist courses in each discipline shall take a minimum of three calendar years and a maximum of four calendar years. A candidate shall only be allowed to postpone his/her studies on not more than two occasions during the course, for durations of not more than one year in each instance, provided a valid and genuinely acceptable reason is given and approved by the Senate.
- b) Postgraduate Diploma in Obstetrics and Gynaecology and Paediatrics and Child Health: These two courses run for a minimum of 1 calendar year and a maximum of two calendar years.

9.3.10 COURSE CONTENT

The course content will be in two parts:

1. A basic science course tailored to each discipline.

There are 10 approved biomedical science core courses for the specialist disciplines, plus 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. ICT.
- xii. 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 subjects. Each clinical discipline shall choose an appropriate number of approved biomedical science core courses that they consider important, which 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.

2. A theoretical and clinical portion of the discipline.

Part of this (2-4months) 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 the HKMU provided that in each case the Senate's approval is sought and the Faculty is satisfied that such an arrangement will fulfill all the regulations and requirements for this degree. The Senate's approval will not be needed where it is specified in the regulations or curriculum that part of any course shall be taken at an approved institution outside the HKMU.

9.3.11 EXAMINATIONS

There shall be two University Examinations for the MMed Degree:

Part I of the MMed examination shall be held at the end of the first year of the course and shall consist of examination in the appropriate biomedical science core subjects per discipline as well as an examination in the discipline of one's clinical specialty. Each biomedical science core subject will carry its own weight of 100%. The average of the total of the core subjects is what will constitute 60% of the final grade of the Part I examination while the average score in the clinical specialty contributes 40%.

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.

9.3.12 EXAMINATION RULES AND REGULATIONS:

There shall be two parts of the examination to be passed:

9.3.13 PART I EXAMINATION:

This will consist of:

- i) Basic science; tailored to each one of the disciplines, contributing 60% of the final grade.

- ii) The relevant theoretical and clinical examination, contributing 40% of the final grade. The candidate must pass both parts in order to proceed to the

second year of the MMed programme. The pass mark will be 50% for each section of the examination.

9.3.14 Regulations for Part I of the MMed. Examination

1. 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.
2. Part I of the MMed examination shall include appropriate biomedical science core courses for each discipline and a clinical examination in the discipline of one's specialty.
3. The two parts shall have equal weighting in the final evaluation of the examination.
4. A candidate must pass all basic sciences examinations in Part I before he/she is allowed to proceed with Part II training.
5. 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.
6. A failed student shall supplement once during the long vacation; if s/he fails a supplementary examination in

any basic science subject, he/she will be asked to withdraw from the course.

7. If a student fails in more than three basic science subjects at the first sitting, s/he will be discontinued.
8. Part I examination in the discipline of one's clinical specialty shall consist of a clinical/practical, oral, and written examination.
9. Candidates will have to pass all the three parts of the clinical examination, with a score of at least 50% in each of the parts; while the clinical/practical part will contribute 70%, written (20%) and oral (10%) of the total aggregate.
10. If a student fails his/her clinical examination, this will be tantamount to failing the entire examination irrespective of the score in the written part of the examination or continuous assessment.
11. If a student fails his Part I clinical examination at the first sitting, s/he will be given a chance to repeat for one year. If s/he fails after repeating for one year, he/she will be discontinued.

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

9.3.15 PART II EXAMINATION:

This will comprise of 4 components, every one of which will have to be passed and will carry its own weight of 100%. The pass mark will be 50% for each component. The contribution of each component to the final grade will be:

S/N	Item	Percentage (%)
1	Dissertation- appropriate for the discipline	30%
2	A written examination (2-3 papers)	20%
3	Clinical examination (1-2 papers)	40%
4	Oral Examination	10%
	Total	100

60% of the above total will contribute to the final aggregate of the Part II examination, while Continuous Assessment will contribute 40%.

9.3.16 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 four (4) 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	30%
2	A written examination (2-3 papers)	20%
3	Clinical examination (1-2 papers)	40%
4	Oral Examination	10%
	Total	100

- Contribution of each part of the examination (i.e. the four components above and the continuous assessment) to the final aggregate of the whole examination shall be as follows: **60%** of the total of the four 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). The 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. 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.

9.3.17 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 DVCAC, the Dean of the Faculty, and the subject teachers concerned. External examiners shall be appointed from reputable Universities within or outside Tanzania.

9.3.18 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.

9.3.19. Discontinuation from the MMed course:

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 resident is unsuitable to continue with the course. This recommendation will be considered by the Higher Degrees Committee and recommended to the Senate for subsequent approval.
- (iv) Mistreats patients
- (v) 21 days absence from classes

9.3.20 Dissertation

- i) A candidate shall be required to submit in partial fulfillment of the MMed degree requirements a research dissertation of not less than 20,000 words and not more than 30,000 words in accordance with specific regulations as stated hereunder.
- ii) This will consist of a single research topic as has been determined by each department or discipline and approved by the Director of Postgraduate Studies and Research.

- iii). The candidate shall be responsible for carrying out the research and presenting the dissertation.
- iv). 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.
- v). 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.
- vi). For one to qualify for the award of an MMed degree, s/he must pass the Part II final examination and produce an error free dissertation.
- vii). 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.
- viii). *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 means 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.”

- ix) All dissertations shall be assessed first based on the written document, followed by *viva voce* assessment (oral defense).

- x) Examiners shall be:
 - (i) 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

 - (ii) 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.

- xi) First the written document will be assessed by the EE and the department concerned through the supervisor. There after a *viva voce*/oral defense assessment will in all cases be organized. 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.

- xii) Details of the assessment procedure and grading of the dissertation:
- (i) 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.
 - (ii) The EE will be required to summarize his/her report about the dissertation using the following assessment scheme:

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

9.3.21 Viva Voce Assessment (Oral Defence):

- i) The panel for the oral defense 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 power point 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 center on the candidate's dissertation research area.
- iii) The purpose of the oral defense is to ascertain whether the dissertation presented is the original work of the candidate, and that the candidate has grasped fully the broader subject area on which the study is based and to recommend whether the candidate should be passed or failed, based on the grading criteria below:

SN	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 defense 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.

9.3.22 Grading of the dissertation:

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

Grade	Marks Range	Remarks
A	80 – 100%	Excellent
B+	70 – 79%	Very Good
B	60 – 69%	Good
C	50 – 59%	Pass
D	40 – 49%	Condonable Failure
E	0 – 39%	Failure

9.3.23 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

9.4 MASTER OF SCIENCE IN PUBLIC HEALTH (MScPH)

9.4.1 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 mostly public health managers at district and regional levels as well as global health experts. Also, they serve governments 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 and Rift Valley Fever. People's movements and interactions have changed the life style 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 life style 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-Saharan 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, and fine-tuning existing tools and develop 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, and badly 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, produce a burden of disease that may be equivalent to up to 50% of SSA's malaria disease burden and more than double that caused by tuberculosis (Hotez and Kamth, 2009).

NTDs include soil transmitted helminthes (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 antimicrobes, as the old ones are either non-efficacious or too toxic; for some diseases there has been no new drugs developed

over half a century, and for all of them no vaccine has ever been developed. Since NTDs affect populations in extreme poverty and not infrequently in very 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 and public health experts should play a leading role.

Pregnant women and children under five years of age in SSA harbour a greater burden of disease morbidity and mortality than any other group¹. Provision of effective prevention and treatment will lead to control of prevailing diseases through adequate multi-sectoral collaboration under the advice of public health experts. This will reduce maternal and child mortality, which is the objective of Millennium Developmental Goals 4 and 5.

There are several Tanzania 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. The proposed course at HKMU will, in addition to conventional

1

topics covered by similar courses in other institutions, have a stronger component of approaches to research as a backbone of science, 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), it 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.

9.4.2 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 to 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:

1. Prepare students in the design, implementation, and translation of public health interventional results into practice and health policy.
2. Train students in social, cultural, environmental and the economical interactions and the use of multi-sectoral collaboration in addressing health problems.
3. Prepare students for position of managers with responsibility in public health practice, research, and training at local, national, regional, and international levels.
4. Train students in efficient and effective resources management.
5. Train students in effective communication including advocacy, lobbying and negotiation for funds and for improvement of the health of communities.

9.4.3 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 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 to facilitate disease prevention and control. Graduates of this degree will be able to:

1. Prepare fundable research proposals for public health interventions.
2. Conduct research and critically analyze the findings for possible policy advice.
3. Provide strategic, operational and technical support/ advice in public health matters to communities, public and private national and international organizations.
4. Be able to use health research findings to influence health policy.
5. Promote team work and leadership in addressing public health problems.
6. Undertake needs assessment, plan effectively, monitor and evaluate programmes.
7. Solicit funds, mobilize and allocate resources rationally, equitably, and effectively.
8. Communicate effectively including advocacy, lobbying and negotiations for improvement of the health of communities.
9. Teach adult learners and give health education to communities.

9.4.4 ENTRY REQUIREMENTS

1. 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.

2. Graduates of recognized University with at least lower second class in health related fields of study such as but not limited to health statistics, health economics, epidemiology, demography, biology, nutrition, food science and health information sciences.

Working experience with communities in health related fields at a district or higher level would be advantageous. Prior postgraduate training is not necessary but may be of added value.

9.4.5 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 September 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 on-line courses to tap in puts from international experts.

9.4.5 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.

9.4.5.1 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:

1. Application of Public Health Tools and Concepts;
2. Research Methodologies;
3. Management and Control of Communicable diseases;
4. Management and Control of Non-communicable diseases]
5. 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), 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. As the world becomes a small village through fast and increased international travels, additional

to improved international exposure through electronic information technologies, prospective public health experts should be conversant with health issues at international level so that they are well equipped to advice and/or manage them when need arises. Issues to be addressed include but not limited to:

- 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 outside Tanzania already running a similar course and have gained some experience.

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, analysed and a written report (Dissertation) presented within the next 10 weeks **[63-72 week]**. Students should be aware that despite this 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 time 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.

9.4.5.2 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 member of staff 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/subjects.

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 study topic identification for the research project, designing 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.

5.2.6 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 for field visits, reports written and presented in groups.

9.4.6 EMPLOYMENT PROSPECTS.

Public health experts graduating with MScPH at HKMU may be suitably employed in various health-related disciplines of work 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.

9.4.7 EXAMINATION REGULATIONS.

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

9.4.7.1 METHODS OF ASSESSMENT

Since MScPH is modularized, the following will apply.

Intra Modular Tests (CATs) from Module PH601-12	60%
End of Module Examination (EME)	40%
Dissertation	50%
Viva Voce	50%

9.4.7.2 End of Module Assessment

At the end of each module there will be an end of module examination. The end of module examination will contribute 40% of modular examination; the other 60% will be contributed by the intra module continuous assessment tests. Each Modular examination 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.

9.4.7.3 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 firstly based

on the written document 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, an appointed internal examiner who will be HKMU academic member of staff teaching the programme.

9.4.7.4 DISSERTATION DOCUMENT ASSESSMENT SCHEME.

(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.

9.4.7.5 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 and to recommend the candidate to be passed or failed, according to the following grading criteria:

(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.

9.4.7.6 GRADING OF THE DISSERTATION.

Dissertations will be graded as follows:

A	80-100%	Excellent
B+	70-79	Very Good
B	60-69%	Good
C	50-59%	Pass
D	40-49%	Condonable failure
E	0-39%	Failure

9.4.8 Awarding the academic degree.

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

- Passing all intramodular continuous assessment (CATs) and end of module examinations (EME).
- Presenting an error free dissertation (thesis) at the end of Part II.

9.4.9 Students de-registration/disposal

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

9.4.10 Course and Module coding

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

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.

Part II on Design, execution of the research project, reporting findings (Dissertation/Thesis) is coded as PH699.

9.4.11 COURSES AND MODULES OF MSCPH

Table 1: Summary of courses, modules and time allocation

Course/ module code	Module/ course name	Theory		Practical/seminar/ tutorial		Total credits	Weeks
		Contact hrs	Credit	Contact hrs	Credit		
Course 1	Application of Public Health Tools and Concepts						
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						
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)						
PH607	Prevention and control of CD.	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)						
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						
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						
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

MASTER OF SCIENCE IN PUBLIC HEALTH MONEY PAYABLE TO UNIVERSITY FOR BOTH LOCAL AND FOREIGN STUDENTS AS INDICATED

A. MScPH Programme Fees

Particulars	Local Students	Foreign Students
	Amount(TZWS)	Amount(USD)
Registration	70,000	70
Tuition fees	6,820,000	6,820
Dissertation supervision	570,000	570
Development fee	50,000	30
Field Costs	800,000	600
Examination fee	400,000	400
Caution fee (Non refundable)	70,000	70
TOTAL	8,780,000	8,560

B OTHER FEES MScPH Programme Fees -

Particulars	Local Students	Foreign Students
	Amount(TZS)	Amount(USD)
Student Union	35,000	30
Medical Aid	55,000	55
Graduation	100,000	70
TCU Quality assurance	20,000	20

C ACCOMODATION FEE	Local Students	Foreign Students
Hostel:	TZS	USD
Double	850,000	850
Tripple	600,000.	600
Hostel Caution fee (non refundable)	40,000	30

D MONEY PAYABLE TO STUDENTS

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

	TZS	USD
Book allowance	204,800	128
Disertation writing	1,500,000	1,200
Disertation Production	350,000	350
Field work cost	800,000	600
Stationery.	200,000	200
Stipend	2,500,000	2,500
TOTAL	5,554,800	4,978

E Additional fee for foreign students

	USD
Medical Registration	150
Resident Permit	250
Settling Allowance	300
TOTAL	700

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

Foreign 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:

NAME OF A/C: HUBERT KAIRUKI MEMORIAL UNIVERSITY

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

9.5 MASTER OF SOCIAL WORK (MSW)

9.5.1 INTRODUCTION:

Tanzania, like any other developing country, has been continually experiencing various changes, economically, politically and socially. These changes, translated through varied patterns of ownership of resources, coupled with urbanization and urbanism, have resulted into mass impoverishment, whereby a large segment of people fail to make ends meet. The situation, becoming more complex than ever, calls for social workers with advanced knowledge and skills on how to work with people, to address the problems at hand.

More so, changes in life pattern, alongside increased poverty, have lead to increased emerging and re-emerging health related issues such as HIV&AIDS, substance abuse, personal health, alcohol and tobacco abuse, chronic and infectious, communicable diseases, as well as environmental health than ever. These emerging and re-emerging problems have created concern in the public on the need to have highly trained social workers, to guide and provide technical services to clients so as to enable them to function optimally within the ever changing and dynamic environment in their respective communities.

Further, the MSW Degree programme being proposed is intended to equip learners with proper skills in social work with the focus on but not limited to health issues, which will enable them to provide social services of high quality.

Besides, the current situation in Tanzania indicates that there are no adequate and skilled social workers. The output from the Institute of Social Work (ISW) and a few

other colleges is inadequate to cater for the current needs in the country. Therefore, Tanzania is expected to benefit from the programme in terms of increased number of social workers. A flexible admission system will be adopted to enable students to enroll into the programme and study while working. Ultimately, the MSW programme is expected to contribute to reducing the shortage of professionally trained social workers in Tanzania.

Indeed, the existing pool of social workers in the field lacks adequate skills to provide leadership and supervisory outreach services and solve advanced social issues, which are ever becoming complicated day by day. This programme is designed to address this challenge which has not been adequately addressed by existing institutions. HKMU's Master of Social Work (MSW) programme is expected to train highly qualified professional social workers, who in turn will serve as leading technical staff in the communities, as practitioners, researchers and as trainers in training institutions.

Moreover, between September and October, 2012, HKMU circulated a letter and email to Tanzania Social Work Association (TASWA), Tanzania Emerging Social Work Education Programme (TESWEP) network, and the Association of Institute of Social Work Alumni, introducing our MSW programme and requesting them to submit their "Letter of Expression of Interest" to the programme coordinator. Up to the end of October 2012, we had received 102 letters of interest compared to 100 we were expecting. Generally, this shows that the potential demand for MSW programme is about three quarter, which is good

for a start. Moreover, the programme has a high potential to capture and attract potential candidates not only from Social Work alone but also from other social sciences and/or health sciences.

The vision of MSW Programme

The vision of the MSW is to produce competent Social Workers excelling in advanced practice in social work education, policy, research, and health services as well as wellness in East Africa.

Mission of the MSW Programme

To promote the profession of social work by providing graduate education to students so as to enable them become leaders for social change, research and service provision to the public

9.5.2 AIMS AND OBJECTIVES OF THE MSW PROGRAMME.

General Objectives (Competencies).

The MSW programme intends to enable students, upon completion of the course, to acquire the following universally/internationally agreed competencies:

- Identify as professional social workers and conduct themselves accordingly.
- Apply the ethical values and principles of social work as a guide for professional judgments.
- Apply critical thinking to inform and communicate professional judgments.
- Engage and encourage diversity in practice.
- Advance human rights and socio-economic justice.

- Engage in research informed practice and practice informed research.
- Apply knowledge of human behavior and social environment to the pursuit of human rights and social justice.
- Engage in policy practice to advance socio-economic well-being and deliver effective social welfare services.
- Conduct generalist practice in individual, family, group, organization, community and all societal settings.

Learning Outcomes (specific objectives/practice behavior)

The MSW Program will enable students to:

a) Identify themselves as professional social workers and conduct themselves accordingly.

Learning outcomes

- (i) Demonstrate trustworthiness in relationships and in the utilization of resources.
- (ii) Demonstrate professional leadership skills for improving social work practice.
- (iii) Practice professionalism within the context of existing social policies to improve clients' services.
- (iv) Differentiate personal-self from professional-self for improving professionalism.
- (v) Engage community networks for clients' support and empowerment.

b) Apply the ethical principles of social work as a guide for professional judgments.

Learning outcomes

- (i) Address ethical dilemmas that emerge within social work practice to improve intervention.
- (ii) Engage all population groups by using work values and ethics to implement services.
- (iii) Conduct research based on professional ethical standards for enhancing professionalism.

c) Apply critical thinking to inform and communicate professional judgments.

Learning outcomes

- (i) Use critical thinking to inform, develop and guide evidence-based practice and policies for making rational and professional decisions.
- (ii) Demonstrate professional communication skill across intervention strategies.
- (iii) Maintain educational and professional standards for practice within the African context.

d) Engage and encourage diversity in practice.

Learning outcomes

- (i) Affirm gender, ethnic, tribal and regional, disability, age, migration and religious diversity for effective practice.
- (ii) Advocate for marginalized populations to improve access to social services.

e) Advance human rights and socio-economic justice.

Learning outcomes

- (i) Advocate for marginalized populations to improve access to social services.
- (ii) Engage all population groups by using work values and ethics to implement services.
- (iii) Facilitate equitable socio-economic development for improving the well-being of families and communities.
- (iv) Empower communities to form civil societies.

f) Engage in research informed practice and practice informed research.

Learning outcome

- (i) Conduct evidence-based practice research for improving services.
- (ii) Engage community members in action-oriented research for problem-solving.
- (iii) Apply technology to facilitate evidence-based practice.
- (iv) Disseminate best practices information for social work in the African context.

g) Apply knowledge of human behavior and social environment to the pursuit of human rights and social justice.

Learning outcomes

- (i) Utilize the inter-relatedness of individual, families and group dynamics to analyze complex life environments.
- (ii) Utilize the person-in-environment perspectives to analyze the nature of social issues facing

organizations and communities.

- (iii) Utilize understanding of complex interaction among humans and between humans and their environment, to work for human rights and justice for all.

h) Engage in policy practice to advance socio-economic well-being and deliver effective social welfare services.

Learning outcomes

- (i) Identify public and private sector policies for promoting community well-being.
- (ii) Engage in analysis to improve policy formulation and implementation.
- (iii) Advocate for progressive social policies that improve lives of disadvantaged populations.
- (iv) Engage public and private institutions to address emerging social issues and problems.
- (v) Promote professionalism for social workforce among key stakeholders.

i) Conduct advanced practice in individual, family, group, organization, community and societal and hospital settings.

Learning outcomes

- (i) Develop and personalize practice approaches to ensure appropriate interventions in the African context.
- (ii) Engage key stakeholders in the generalist practice process for effective intervention.
- (iii) Apply the generalist practice wheel (engaging, assessment, planning, implementing,

- supervising and monitoring/evaluation, termination cases) to improve social work practice.
- (iv) Conduct assessments across diverse groups to improve interventions.
 - (v) Practice case management and group work to ensure the social wellness of individual families.
 - (vi) Manage agencies and projects while building human and organizational resources.
 - (vii) Mobilize communities for social change.
 - (viii) Evaluate interventions for effectiveness of social service delivery.
 - (ix) Facilitate termination and discharge strategies for ensuring sustainability of services.

9.5.3 RELEVANCE OF THE PROGRAMME.

The MSW intends to produce quality graduates at postgraduate level in social work who will contribute to the vision of HKMU whose mission is to educate liberally and broadly qualified men and women to advance frontiers of knowledge through teaching, policy, research, and provide consultancy and advisory services to the public. In this regard, HKMU will be among the higher learning institutions in Tanzania whose MSW programme will contribute substantially to increasing the number of highly trained social workers and, therefore, enhance the quality of social work profession in the country.

9.5.4 NATURE OF THE PROGRAMME

Distinguishing Features of the Programme

Social work profession is always unique due to its nature of service provision, principles and values. It equips students with skills in helping clients as its primary concern. In this regard, provision of services, is of primary importance.

The MSW programme is designed to respond to existing and emerging social work issues, thus making it the first of its own kind in Tanzania, focusing on but not limited to social aspects of health (advanced clinical social work) alone but also to general social work issues for improved wellbeing.

Some salient features of the MSW programme are evident in its content, which include but not limited to HIV&AIDS, substance abuse, GBV, FGM, malnutrition, diseases and other ailments which occur in our daily life. Since the MSW programme seeks to address issues of people's health among others, students will be trained on how to handle complex and unpredictable emerging social issues. In so doing, the programme will have achieved one of its unique objectives of addressing complex clinical issues, since social work profession focuses in bringing about positive societal change and improved wellbeing of the entire population.

Additionally, the MSW programme will focus on marginalized and vulnerable groups in the population. This is due to the fact that the programme is embedded with a quest for social justice and human rights in its pursuit for equal and equitable social services for disadvantaged groups in the society. As a result, the MSW programme expects to produce transformed social work leaders and advanced

practitioners who are expected to initiate positive changes in their various social spheres of influence in the society.

9.5.5 Employment Prospects

Graduates of the Masters in Social Work are likely to get access into more rewarding jobs and in many different fields depending on their interest. Employment options that are commonly available to MSW graduates are but not limited to:

- **Supervising counsellor and a mentor:** As graduates tend to develop advanced skills to serve as a supervising counsellor and/or mentors of people who are currently suffering in a number psycho-social ailments in their lives. Indeed, student will be studying various problems along with other crisis in today's society. A Master's Degree in the field of social work can help the student further prepare for what is to come.
- **Organizing response to people in need:** There are multiple groups of people that are in desperate need of help in order to solve their problems. Getting a master in social work will give the students skills needed, to organize resources- people (social workers) and material to properly work with the social workers who deal with these individual groups in order to ensure that they are appropriately helped. Such problems include substance use/abuse, HIV and AIDS, malnutrition, diseases and failures to access health facilities.

- **Helping to improve people's lives:** Many people not only are in need of help, but also their overall living condition needs improvement. They have a wide range of problems that are currently affecting their ability to function healthily. Some graduates will be dealing with people coming from crime-ridden parts and those in deep poverty. They might also be dealing with people who are suffering from illiteracy problems. Others might be suffering from substance abuse, alcohol abuse, and chronic diseases. Moreover, they will be dealing with the homelessness, racial inequalities, and potentially hundreds of individual illnesses affecting a given area and/or society as a whole. These range from individual, group, communities, organizations, and the society at large.
- Indeed, at this level, the focus will be at policy formulation and analysis, research, training, and conducting supervisory work in the field.

9.5.6 PROGRAMME ORGANIZATION AND MANAGEMENT.

The name of the programme is Master of Social Work, whose short name is MSW. It will be offered as a postgraduate programme under the Institute of Postgraduate Studies and Research.

The Master of Social Work (MSW) programme is organized in 17 Modules, which are expected to be taught in 55 weeks or 13 months including 8 weeks or 2 months of Block Field Work Practicum and 12 weeks or 3 months of Dissertation.

Practically, the MSW programme will run for a minimum of 12 months or two semesters and a maximum of 18 months or three semesters (for those who have no foundation in social work).

Course Coding

The coding of the courses at HKMU emanates from the respective disciplines offering these courses. Courses offered through the MSW will be coded MSW 600.

'MSW' will stand for Masters in Social Work, then depending on the semester in which a Module is being taught. For example, it will read as follows:

- MSW 601 – The Human Behavior and the Social Environment.
- 6 = Year in which the course is being offered,
- 0 = Module number, which is arranged logically from 0.
- 1 = Semester number, from semester 1 – 3.

9.5.6.1 MSW Course Coding, Contact Hours, and Credits.

The programme will be run in four semesters. The first two semesters will be for the foundation stage whereas the other two semesters will be for the concentration. The thesis will be done in the fourth semester.

Table 1: MSW Course Coding, Contact Hours, and Credits

S/N	COURSE CODE	COURSE TITLE	CONTACT HRS	In a Week, from Monday - Saturday, at 5 hrs a day [from 16:00 hrs to 20:00 hrs]	NO. OF WEEKS	CREDITS	No. of Cumulative Months for the MSW Programme
	FOUNDATION						
	SEMESTER 1						
1	MSW 601	The Human Behavior and The Social Environment	60	30	2	2	1
2	MSW 611	Social Work Practice with Individuals, Groups, and Families	60	30	2	2	
3	MSW 621	Social Work Practice with Organizations and Community (Administration, Management and Leadership Skills)	60	30	2	2	2
4	MSW 631	Advanced Social Welfare Policy Development and Analysis	60	30	2	2	

S/N	COURSE CODE	COURSE TITLE	CONTACT HRS	In a Week, from Monday - Saturday, at 5 hrs a day [from 16:00 hrs to 20:00 hrs]	NO. OF WEEKS	CREDITS	No. of Cumulative Months for the MSW Programme
5	MSW 641	Research in Social Work	60	30	2	2	3
6	MSW 652	Social Work Ethics	60	30	2	2	3
7	MSW 662	Advanced Counseling Skills	60	30	2	2	4
8	MSW 672	Advanced Instruction Field	60	30	2	2	
9	MSW 682	Concurrent Field work	240	40	8	6	6
	Sub- total		720	280	24	22	
	CONCENTRATION						
	SEMESTER 11						
10	MSW 693	Social Work in Health Fields/Medical Social Work	60	30	2	2	7
11	MSW 613	Contemporary Health Problems	60	30	2	2	
12	MSW 623	Mental Health/Psychiatry Social Work	60	30	2	2	8
13	MSW 633	Aging and Disability	60	30	2	2	

S/N	COURSE CODE	COURSE TITLE	CONTACT HRS	In a Week, from Monday - Saturday, at 5 hrs a day [from 16:00 hrs to 20:00 hrs]	NO. OF WEEKS	CREDITS	No. of Cumulative Months for the MSW Programme
14	MSM 643	Disaster management	60	30	2	2	8.1
15	MSM 653	Field Seminar	40	40	1	1	8.3
16	MSW 664	Block Field Work Practicum	320	40	8	2	10.4
	SEMESTER I/11				19		
17	MSW 699	Dissertation	480	40	12	3	13.4
		Sub total	1140	270	50.0	16	
		TOTAL	1860	550	74	38	

NB:

- ❖ MSW 682 and MSM 653 will run concurrently with the coursework.
 - ❖ Coursework: 1 Credit = 10 to 15 Notional/Contact hours.
 - ❖ Field Practicum and/or Research: 1 Credit = 30 to 40 Notional hours. Operationalization of the Field Practicum is further explained in the Field Work Manual (copy included in the document), while the running costs will be covered in the general management of the programme.
- The MSW programme, is conducted in two schemes:

- Firstly, **one year (full-time - evening programme)**, for candidates with background studies in Social Work, who will study the programme for two semesters, whereby the first semester shall cover course work and the Field Practicum, and the second semester, research/dissertation.
- Secondly, **eighteen months – 18 (full-time evening programme)**, for candidates with their first degrees in other disciplines other than Social Work. Candidates, whose first degree is not in Social Work, will study the MSW programme for 18 months, whereby a candidate will have to start with the 9 Foundation Modules to Social Work for 24 weeks or 6 months, then 7 Concentration Modules of Social Work for 19 weeks including Field Practicum, followed by research and dissertation submission as the final module, accounting almost for a semester.

The first 9 Modules are comprised of Foundation Modules to Social Work, which will run parallel with the 8 weeks Concurrent Field Work; and all these, are expected to be covered in the first 24 weeks/ 6 months or in the **first semester** of the programme.

The **second semester** or the Concentration Section of the MSW programme shall comprise 7 Modules excluding Dissertation or the 17th Module, which will be covered in the **third semester**.

A taught Module will generally run for two consecutive weeks. Since the MSW is an evening programme, a taught module will run consecutively for two weeks from Monday to Saturday, from 16:00hrs to 21:00hrs thereby making a total

of 5 taught hours a day and 30 hours in a week (i.e. Monday to Saturdays). However, on Saturdays, classes will run from 8:00hr to 13:00hrs than in the evening to allow students to participate in their family or social commitments.

At the end of each taught Module, it will be followed by a written test or a paper, and followed by a one week break. After the break, students will resume classes by sitting for a two-to-three hour examination of the just ended Module before proceeding to the subsequent module.

Generally, the MSW programme will run for 3 semesters, realizing a total number of 1,860 hours, translated into 74 weeks and a total number of 38 credits, whereby 1 credit is equal to 15 contact hours of teaching and 40 hours for the field work and/or research.

1.1.7 Entry Requirements

The admission criteria for the MSW programme will adhere to HKMU admission procedures and TCU regulations. Thus, applicants to the MSW programme will be required to have Bachelor of Social Work (BSW) or Advanced Diploma in Social Work (ADSW) from recognized Universities/Colleges, with an upper second class score or above.

Those whose first degree is not in social work will have to study two more semesters to allow them to cover Foundation Modules of the MSW programme. This means, they will study the MSW programme for 3 semesters or 18 months unlike those with background to social work, who will study the programme for 12 months or one year.

In exceptional cases, applicants with Lower Second Class Degree in Social Work may be considered for admission of the MSW programme, upon submission of a three year working experience in social care settings.

9.5.8 Facilities and Services.

HKMU has well equipped lecture hall facilities of varying sitting capacities, between 80 and 120 students. Since this is an evening programme, we expect most of these lecture halls to be free during the evening hours. We also have a library with a variety of key textbooks for the MSW programme, alongside the Tanzania Social Work Learning Hub, (KIOTA CHA USTAWI, www.kiota.or.tz). Additionally, HKMU has a computer laboratory, which currently is being expanded with the support from Global Fund and the Ministry of Health and Social Welfare.

9.5.9 Teaching Methods.

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

- i. Lectures,
- ii. Tutorials and seminars,
- iii. Group discussions and presentations.
- iv. Practical work (problem and competence based participatory teaching),
- v. Field visits/placement,
- vi. Self-learning.

All these will be carried out through a learner centred notion, where participation of learners will be crucial in the

entire learning process, i.e. from the commencement of the programme to the ending stage.

Lectures

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

- 9 Lecture-discussion, where a member of staff presents the subject matter to the students in a lecture, lasting between 1-2 hours (including questions and answers).
- 10 Visiting lecturer, where eminent guest lecturer or invited speakers present their expertise and/or experience on the topic/subject.

Tutorials and Seminars

1. Lecturers will introduce the subject and students will be the main contributors/discussants, so as to ensure maximum participation of students.
2. Discussions based on scientific social work papers will be presented either by lecturers, visiting/ guest lecturers or by students themselves.

Role plays.

1. Students will present social work problem cases and work out solution(s) on their own. Solutions will be presented and discussed after the students' role plays with guidance from the lecturers.

Group Discussions

1. Group discussions have to be used intensively in order to internalise class room teaching/learning.

2. In the process of identifying study topic, study design, and presentation of the results for the dissertation, each student will have to present a study project to his/her peer group, followed by discussions and inputs from the group. Each group will be facilitated by supervisor(s), who will commonly be experts in that particular field/area of study. The group may decide to visit the site of study for hands-on experience.

Field Work/Placements

Field work is part of the social work profession course that prepares a student to be, in this regard, an advanced social work practitioner by integrating knowledge, skills and ethics obtained during the period of study with hands-on experience on the field. In this regard, students will do their field work/placements in health care institutions, judiciary, and Government Ministries, orphanage and centers for the elderly people, etc; where they will be supervised by experienced social workers. A fieldwork checklist and/or field manual will be used to guide students in their field work placements. Report will be written, discussed in groups, and rated/marked accordingly by the group discussants.

Field Work Duration

MSW students are expected to have a minimum of 320 hours or 8 weeks of field placement exposure, during their programme of study. At the end of their placement, they will write reports, which will be discussed in groups under the facilitation of the social work expert and marked accordingly and as guided by the Fieldwork Manual.

9.5.10 Examination Regulations

The general Postgraduate examination regulations of HKMU will apply to the MSW programme. The regulations will also seek to ensure that social work professional competences are achieved.

9.5.11 Assessment Methods

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

PART I:	COURSEWORK	Percentage (%)
1	Continuous assessment Tests/Papers (Course work) from Module 1 – 10 (i.e.MSW601 – MSW693).	40%
2	End of Module Examination.	60%
PART II	DISSERTATION	
1	Dissertation	75%
2	Viva Voce/ Oral defence of the Dissertation.	25%

Continuous assessment

There will be continuous assessment tests and/or assignments administered to students at the end of each Module, accounting for 40% of the end of Module Examination, which accounts for 60%. Each End of Module Test must be passed at 50% or higher before sitting for the End of Module Examination.

End of Module Assessment

At the end of each MSW Module, there will be an examination;

the examination will constitute 60% of the total marks of the module.

9.5.12 Grading system

The grading criteria will be as follows:

A	70 -100%	Excellent
B+	60 – 69%	Very Good
B	50 – 59%	Pass
C	40 – 49%	Condonable failure
D	0 – 39%	Failure

The dissertation will be examined at the end of Part II (i.e. Concentration or fourth semester) of the MSW programme. Every student must present an acceptable dissertation as a basic requirement for the award of the Master of Social Work Degree. The dissertation document will contribute 75% of Part II examination and viva voce another 25%. A candidate, whose dissertation is considered unsatisfactory, will be required to resubmit the dissertation for examination within one (1) month in the case of minor corrections, and 2 months if there are major corrections. All dissertations will be assessed firstly based on its written content, followed by viva voce assessment (oral defence).

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

Assessment Scheme for the Dissertation Document

Content of the Dissertation will account for 75% and the

oral defense 25% as shown below:

	PART A	
(a)	Problem formulation	10%
(b)	Methodology	20%
(c)	Literature review	20%
(d)	Data analysis presentation and interpretation	20%
(e)	Format and overall organization	5%
	Sub total	75%
	PART B	
(a)	Description of the study	10%
(b)	Response to questions	15%
	Sub total	25%
	Total	100%

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

Viva voce/Oral defence Assessment.

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 of study; and to recommend whether the candidate should be passed or failed, given the grading criteria below. During the viva voce, each member of the examining team determines the candidate's grade individually; and thereafter, respective grades will be converted into one common grade.

Grading of the Dissertation

Dissertations will be graded as follows:

A	70 -100%	Excellent
B+	60 – 69%	Very Good
B	50 – 59%	Pass
C	40 – 49%	Condonable failure
D	0 – 39%	Failure

9.5.13 Awarding of the MSW Academic Degree

Students graduating from the programme will be awarded a **Master of Social Work Degree** of the Hubert Kairuki Memorial University.

A student will be awarded a Master of Social Work (MSW) degree, on attaining a minimum of 38 credits and fulfilling the following:

- Passing all **Continuous Assessment Tests** and **End of Module Examinations**.
- Presenting an error free dissertation at the end of the programme.

9.5.14 Students Deregistration/Discontinuation.

A student could be discontinued if he/she:

- (i) Fails to pass his/her examinations and as per HKMU regulations.
- (ii) Cheats in an examination.
- (iii) If at any stage in the course, a department recommends that a particular student is unsuitable to continue with the course. This recommendation will be considered by the Higher Degrees Committee and recommended to the Senate for subsequent

approval.

- (iv) Failure to complete course requirements within the maximum allowed period.

FEES STRUCTURE - MASTER OF SOCIAL WORK

A MONEY PAYABLE TO THE UNIVERSITY FOR BOTH LOCAL AND FOREIGN STUDENTS

MSW Programme Fees

	12 Months	18 Months	12 Months	18 Months
Particulars	Amount (TZS)	Amount (TZS)	Amount (USD)	Amount (USD)
Registration	70,000	70,000	70	70
Tuition fees	3,820,000	5,720,000	3,820	5,720
Dissertation supervision	570,000	570,000	570	570
Field Practicum Costs	300,000	300,000	300	30030
Development fee	50,000	50,000	30	450
Examination	480,000	720,000	300	
Caution fee (Non refundable)	70,000	70,000	70	70
TOTAL	5,360,000	7,500,000	5,160	7,210

B OTHER FEES

	12 Months	18 Months	12 Months	18 Months
Particulars	Amount (TZS)	Amount (TZS)	Amount (USD)	Amount (USD)
Student Union	35,000	35,000	30	30
Medical Aid	70,000	70,000	70	70
Graduation	100,000	100,000	70	70
TCU Quality assurance	20,000	20,000	20	20
TOTAL	225,000	225,000	190	190

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

Description	TZS	USD
Book allowance	204,800	128.00
Stationery.	200,000	200.00
Disertation writing	1,500,000	1,200
Disertation Production	350,000	350
Stipend	2,500,000	2,500.
Total payable to student	4,754,800	4,378

D ACCOMODATION FEE

Hostel:	TZS	USD
Double	850,000	850
Tripple	600,000	600
Hostel caution fee(non refundable)	40,000	30

E	Additional fee for foreign students		USD
	Medical Registration		150
Resident Permit		250	
Settling Allowance		300	
TOTAL		700	

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

All Payments should be made through the following Bank Accounts:

NAME OF A/C: HUBERT KAIRUKI MEMORIAL UNIVERSITY

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

INSTITUTE OF POSTGRADUATE STUDIES AND RESEARCH

ACADEMIC CREDENTIALS OF TEACHING STAFF

Title	Name	Qualifications
DEPARTMENT OF SOCIAL WORK-MSW		
Senior Lecturer and Chairperson	Dr. Theresa Kaijage	PhD, MPH (Pittsburg), MSW (Washington), BA (UDSM)
Assistant Lecturer	Mr. Daudi Chanila	MSW(OUT), MPA (MU), PGD in Law, ADISW (ISW)
Assistant Lecturer	Ms. Rita Minga	MSc.DPPS (Bradford), BSW (ISW),
Assistant Lecturer	Ms. Hannah Peter	MSW (OUT) BAE (UDOM)
Associate Professor (Part Time)	Prof. Hosea Rwegoshora	PhD (Johannes Keplker), MPA (UDSM), BA (UDSM)
Lecturer (Part Time)	Dr. Zannah Mabeyo	PhD (Alpen-Andria), MPA (MU), ADV.Dip (ISW)
DEPARTMENT OF COMMUNITY MEDICINE-MScPH		
Senior Lecturer and Chairperson	Dr. Titus K. Kabalimu	MMed (UDSM), MD (Lvov)
Professor	Prof. Theonest Mutabingwa	PhD (Amsterdam), MSc (London), MD (UDSM)
Assistant Lecturer	Dr. Robert Muindi	MPH (Curtian), MD (Vitebsk)

Title	Name	Qualifications
MMED		
DEPARTMENT OF PAEDIATRICS AND CHILD HEALTH		
Senior Lecturer and Chairperson	Dr. Felician Rutachunzibwa	MMed, MD (UDSM)
Professor	Prof. Esther Mwaikambo	MMed (UDSM), MD (Moscow)
Lecturer	Dr. Florence Salvatory	MMed (HKMU), MD (MUHAS)
DEPARTMENT OF SURGERY		
Senior Lecturer and Chairperson	Dr. Jerome Mkiramweni	MMed, MD (UDSM),
Lecturer	Dr. Ameir Binzoo	MMed (HKMU), MD (HKMU)
Lecturer	Dr. Hussein Msuma	MMed (HKMU), MD (HKMU)
Lecturer (Part Time)	Dr. Kenyunko Karama	MMed (MUHAS), MD (HKMU)
Lecturer (Part Time)	Dr. Edwin Lugazia	MMed (MUHAS), MD (MUHAS)
DEPARTMENT OF OBGY		
Senior Lecturer and Chairperson	Dr. Monica Chiduo	MMed, MD (Camaguey)
Lecturer	Dr. Brig. Gen. Yohana Balele	MMed,(Royal College), LLB, BA (OUT)

10. NATIONAL, REGIONAL, AND INTERNATIONAL COLLABORATION

Hubert Kairuki Memorial University has continued to establish and strengthen linkages and collaborative activities with various institutions within and outside Tanzania since its establishment in 1997. The university acknowledges the importance of such linkages for institutional development and capacity building in the form of training, collaborative research, and exchange of experts; including sharing of experience among staff and students.

Nationally, HKMU remains well connected. The Permanent Secretaries of the Government Ministries responsible for Education and Health are members of the University Council, while the same ministries are represented on the University Senate. The University also maintains links with other relevant bodies such as the Tanzania Commission for Universities (TCU), the Tanzania Commission for Science and Technology (COSTECH), the Tanzania Academy of Sciences, Tanzania Education Authority (TEA), and the National Council for Technical Education (NACTE) as well as with other universities in the country.

HKMU has a close working relationship with the Dar es Salaam municipalities and villages, where academic staff and students carry out their practicals and fieldwork. It also collaborates with other hospitals including the Muhimbili Orthopaedic Institute (MOI), Muhimbili National Hospital (MNH), Amana Hospital, the Ocean Road Cancer Institute (ORCI), Mwananyamala Hospital in Dar es Salaam, and Mirembe Hospital in Dodoma to facilitate exposing our

students in the art of medical practice. Internationally, HKMU is a member of the Inter University Council of East Africa (IUCEA), where it has good links with all universities which are members of the Council. HKMU also collaborates in matters of research and training with other external institutions of higher learning such as the Yale University School of Medicine, University of Utah School of Medicine, Harvard School of Medicine, Connecticut University and Hiram University College, all in the United State of America.

HKMU continues to be a member of the Tanzania Association of Private Universities (TAPU), and the Forum of Universities and Colleges of Health Sciences in Tanzania (FUCHS-T) of which HKMU was a founding member and the first chair. HKMU is also a member of the International Association of Universities (IAU), the Association of African Universities, and the Association of Commonwealth Universities. The University has also been receiving short term visiting Professors and Scholars from countries such as the U.S.A, Switzerland, Cuba, etc., as well as short term elective students from various Universities in the Netherlands, Germany, England, and USA, just to mention a few; while it maintains several collaborative research programmes with a number of key stakeholders as principal funders, such as the Wellcome Trust in the United Kingdom, the Commission for Science and Technology (COSTECH) in Tanzania, the Academy of Sciences for the Developing World(TWAS), and the World Health Organization (WHO) as it tirelessly strives to contribute to national socio-economic development through its tripartite mission of teaching, research, and public service.

HKMU also has links with the National Health Laboratory Services (NHLS) of the University of Witwatersrand, South Africa; the McGill University in Canada, and the British Royal Society through the Tanzania Academy of Sciences. Commensurate to its future developmental plans of establishing a Human Nutrition Institute, the HKMU will also be collaborating with various national and international stakeholders in this endeavour.

11. THE SECOND FIVE YEAR STRATEGIC PLAN: 2013-2017

For the next 5 years, HKMU's Strategic Direction shall focus on five key areas:

Key Areas of Focus:

1. Teaching and Learning.
2. Research and Knowledge Dissemination.
3. Strategic Delivery of Services and Consulting.
4. Cooperation, Partnership, and Strategic Alliances.
5. Organizational Development and Sustainability.

AREA OF FOCUS 1: TEACHING AND LEARNING:

- Our main target is to increase the number of students by 300 in 2014/15. We plan to attract the best students and offer them best quality training in the market. We plan to sustain our reputation as an internationally recognized and widely admired institution with the highest mix of international students (15% from over 15 countries). We shall continue to attract and retain the best trainers and researchers: scholars who are motivated to use their intellectual rigour to deliver the best, in multidisciplinary approaches. And we shall develop strategies that will help us to ensure that our graduates leave the university as critical thinkers, and as effective communicators.

- We shall continue with efforts towards matching our high quality teaching with visionary and dynamic research. We are currently investing towards attracting and developing scholars of international standing: and scholars who have strong commitment towards working with us to promote excellence in teaching, and in research.
- HKMU's degree holders are reported to be competitive, confident, and with practical skills, and in high demand. We have strategies to work closely with prospective employers of our graduates, in an effort to ensure that we equip our students with critical skills that will make them even more competitive in the job market. And, through our co-curricular activities, we shall provide the students with opportunities that will cultivate transferable skills, strong work ethics, and employability.

AREA OF FOCUS 2: ENHANCED RESEARCH AND PUBLICATION CAPACITY:

- Research is an integral part of HKMU's mission, since research and publication is what distinguishes universities from other institutions. HKMU aims at generating highest quality research outputs: and outputs that are internationally respected and acknowledged. But the thrust of our research, first and foremost, will be towards responding to the key challenges afflicting society, in Tanzania, in Africa, and in the world at large.

- HKMU's researchers and scholars must be able to compete at the global level, in an effort to further promote the institution's international visibility. We shall strive to make HKMU a research-driven university. This will not only be in terms of research and publications outputs, but also in the application of the research results towards addressing national and international health and socioeconomic challenges. We shall enter into strategic alliances with select world-class knowledge producers, in order to remain at the cutting edge of research.
- The Global Fund infrastructural development support referred to earlier has enabled HKMU to construct self-contained flats for providing residential accommodation for short-term visiting scholars and researchers, with whom we shall establish research partnerships.
- Our main target is to win at least one new research grant in 2014/15, since research and publication is an integral part of HKMU's mission. We shall strive to improve our research quality and governance, and to cultivate strong work ethics.
- We shall continue to recruit scholars of the highest standing, and to provide opportunities for advanced training for those already at the University. We shall motivate and inspire all our staff to maximise their creativity, enabling them to ascend to new academic heights. And, recognising our mission to catalyze positive change in society through research, we

shall ensure that we work closely with potential beneficiaries throughout our research planning, right from the development of research ideas and agenda, to the dissemination of the research results, as well as implementation of research-based solutions.

- We shall strive to maintain highest standards of research governance, of accountability, of responsibility, and scholarly ethics.

AREA OF FOCUS 3: STRATEGIC DELIVERY OF SERVICES AND CONSULTING:

- Universities are active partners of the philosophy that higher education institutions make significant contributions to society through activities of individual staff members, and also of their students. Students and lecturers are increasingly doing well in the media, in politics, in the arts, etc., through advising government bodies, and through catalyzing socio-economic and technological development activities in society. University consultancy bureau are also making significant contributions in society.
- Consultancy is now recognized as a third role of University institutions, along with teaching and research. HKMU sees consultancy as an important responsibility to society. Being recipients of government grants, either directly, or indirectly through receiving fees paid by students (who receive study loans from Government), universities have an obligations to also provide advisory/ consultancy

services to Government, and to society at large. HKMU sees consultancy services as activities with good potential for income generation, if well organized.

- Akin to the above are medical services provided to society by MMHEN through the Kairuki Hospital (KH), the teaching hospital of the University. Together with their students, HKMU staff could creatively position themselves to join forces with KH, and contribute to offering high quality services in hospitals, both during the student training- and the internship periods. HKMU will work out the best optimal mixes in this respect, in terms of costs and benefits.
- Our vision is to see HKMU Consultancy and Services Bureau established during 2013/2014, and to generate income from the consultancy fees, amounting up to 1% of HKMU's Budget, initially. The bureau will strategize and coordinate income generation from weekend schools, correspondence studies, evening classes, etc.

AREA OF FOCUS 4: COOPERATION, PARTNERSHIPS AND STRATEGIC ALLIANCES:

- Right from its inception, HKMU has been seen as a university with a regional and international outlook. We shall explore further opportunities for partnerships, working on major projects which will benefit both ourselves and the wider region. We shall strengthen our connections with the local community, not only through access to their facilities, but also through

cultural outreach, exhibitions and events.

- We shall further advance our public engagements, and exploit partnerships with other education providers in the East African region, to provide flexible pathways for further partnerships in higher education, and to promote equality of educational opportunities to all.
- HKMU will continue to promote partnerships in our various activities, and to strongly engage our national, regional, and international partners, as well as our stakeholders and alumni, towards establishing a robust Centre for Regional and International Collaboration in selected themes.
- We shall strive to develop new and to advance existing research and teaching partnerships, at national, regional, and international level: to further engage people across the globe with our cultural, science and public engagement programmes; to support our staff and students towards contributing to these programmes; to engage our alumni across the world, encouraging them to further promote our good reputation; and to look for new ways to share space, facilities, services and expertise with other institutions and organisations.

**AREA OF FOCUS 5: ORGANIZATIONAL
DEVELOPMENT & FINANCIAL SUSTAINABILITY:**

- The cost of running university institutions continues to increase day by day. Without sustainable plans to cater for the same, one jeopardizes their existence. The major source of funding for most private universities in Tanzania is students' fees. In order to survive, the universities must charge reasonable fees. This has, to some extent, become difficult and unaffordable to many low-income Tanzanians. In recent years, the government has decided to extend government sponsorship (e.g., through loans and grants) to all students joining both private and public universities, following laid down procedures. This development has reduced the hassle private universities used to face before, in collecting due fees from students. It has also increased the level of sustainability of the universities. Additionally, it has created an opportunity for universities to design and to establish attractive novel courses that help to increase enrolments per intake, and to reduce unit costs.
- Increasing finance capability is not an option at HKMU. It is a must. A must, since we have to survive stiff competitions in higher learning. Effective financial management involves both generating a surplus, as well as using the available resources more prudently.
- To supplement the income from student fees, we shall creatively generate additional income from the Students' hostel facility, now that re-payments for

the TEA loan referred to earlier are almost complete). We shall advertise the facility as a Conference venue when students are on vacation; we shall rent out the self-contained Guest rooms in the hostel to international visiting lecturers and researchers. To improve efficiency and to reduce our time involvement in these non-core undertakings, we will employ the most feasible models, including partnerships, lease-outs, etc.

- More finances could be freed for development and improved learning if we improve basic finance practices, such as budgeting, forecasting, and reporting.
- Value for money will be improved by strategic management in the procurement of goods and services, which takes up to 60% of the university expenditures. Producing rigorous business plans, working to develop ways of measuring results, and catalyzing value for money practices in all university undertakings, designing fraud-proofing into our financial management systems, and designing impact evaluations, are some of the planned approaches that will help HKMU to do more with less.
- Within the first few years of the plan, we shall make efforts to introduce an improved set of core financial information reports, both at Council level, and for the wider community, and to incorporate key performance indicators. We shall have an established finance cadre, training policies, and professional support and

guidance, for all those in the Finance Department and related offices.

- We plan to put in place, a strong financial control system that will minimise HKMU's exposure to fraud and other key risks, and a robust lesson-learning and knowledge-sharing mechanism that will ensure a consistent approach to risk management across various university business lines. We shall also monitor effective quantification of financial loss. We shall design and recommend an efficient, fit for purpose, finance operating model. Our staff members, whose roles involve managing the university's finances, will be trained on know to identify what is expected of them in their respective offices.

Strategies to make sure that these objectives are realized and are well explained in our HKMU 5 years Strategic Plan (2013/14-2017/18), Annual Business Plan (2013/2014), and the Perspective Plan (2013/14-2033/34) documents.

12. ADMINISTRATIVE AND TECHNICAL STAFF OF THE UNIVERSITY

ADMINISTRATIVE STAFF		
Title	Name	Qualifications
Principal Planning Officer	Mr. Fratern K. Kilasara ¹	MA (UDSM), P&DM (Wits, South Africa), BA.Philosophy (Urbaniana, Rome)
Marketing and Public Relations Officer	Mr. Abraham R. Mwalugeni ²	B.A, (UDSM), Cert. in WTC (HKMU)
Examinations Officer	Mr. Gabinus Fimbo ³	MSc (UDOM), BA (UDSM)
Admissions Officer	Ms. Janet Mkale	MSc (Bedfordshare), BA (Sunderland)
Faculty Administrator	Ms. Rahabu Kassimoto	MA (OUT), BA (UDSM)
Assisitant Accountant	Ms. Nuru Kanju ⁴	PGD Financial Management (IFM), BBA (TU)
Supplies Officer	Ms. Elizabeth Anathe	Advanced Diploma in Procurement and Supplies (TIA)
Hostel Manager	Mr. Alex Gabriel	MBA, BBA (OUT)
Administrative Officer(Academic)	Ms. Eness Katuula	BA (UDSM)
Assistant Accountant	Mr. Justice Rwebembara ⁵	PGD Financial Management (IFM)
Title	Name	Qualifications

ADMINISTRATIVE STAFF		
Title	Name	Qualifications
Principal Planning Officer	Mr. Fratern K. Kilasara ¹	MA (UJSM), P&DM (Wits, South Africa), BA.Philosophy (Urbaniana, Rome)
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Examinations Officer	Mr. Gabinus Fimbo ³	MSc (UDOM), BA (UJSM)
Admissions Officer	Ms. Janet Mkale	MSc (Bedfordshare), BA (Sunderland)
Library		
Senior Librarian	Mr. Phildas Munubhi	MIS (India), Adv. Computer Networks Engineering and Management (India) Dip. In Library Science (Makerere)
Assistant Librarian	Mr. RHITE Rayner	BA (OUT), Diploma in Librarianship (Bagamoyo)
Library Assistant	Ms. Rahabu Kairuki	Certificate in Library (DSM), Dip in Record Management (Magogoni)
Library Assistant	Mr. Chrishna Karoma	Certificate in Librarianship, CWD, CPDM, CCP, (DSM)
Laboratories		
Chief Laboratory Technologist	Mr. David Mbelwa	CMLT-CPL (DSM), (MoH), ACSLT, CSIMA, Paddington (UK)
Laboratory Scientist	Mr. Walter Msangi	Adv. Dip in Medical Lab Tech (UJSM) Biochemistry, Adv Pharmacological Tech (Manchester)
Prosector (Anatomy)	Mr. Byarugaba Byabato	BSc (OUT), DP-Anatomy (UJSM)

ADMINISTRATIVE STAFF		
Title	Name	Qualifications
Principal Planning Officer	Mr. Fratern K. Kilasara ¹	MA (UDSM), P&DM (Wits, South Africa), BA.Philosophy (Urbaniana, Rome)
Marketing and Public Relations Officer	Mr. Abraham R. Mwalugeni ²	B.A. (UDSM), Cert. in WTC (HKMU)
Examinations Officer	Mr. Gabinus Fimbo ³	MSc (UDOM), BA (UDSM)
Admissions Officer	Ms. Janet Mkale	MSc (Bedfordshare), BA (Sunderland)
Laboratory Assistant	Ms. Ashura Mayanda	BSc. in Biotechnology, Cert. in Laboratory Assistant (Mvumi-Dodoma)
Laboratory Technician	Mr. Hamis Kabuga	BSc (SUA)
ICT		
System Administrator	Mr. Kaizilege Karoma	BSc (Greenwich) Adv. Diploma, CCNA, Dip in Computer Studies, Cert in Data Management (DSM)
Network Administrator	Mr. George Komba	CCNA, Diploma in Computer Studies, PCTEC (DSM)
Computer Technician	Mr. Emmanuel Manyanda	Diploma in Computer Studies

¹On staff development – MSW (OUT)

²On staff development – MSW (HKMU)

³On staff development – MSW (OUT)

⁴On staff development – MBA (UDSM)

⁵On staff development – MBA (IFM)

ANNEX 1**1. RULES AND REGULATIONS FOR CONDUCTING AND GRADING OF EXAMINATIONS**

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

1.1. 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 End of Rotation Examination (ERE). At the end of each course there shall be a Final Examination for that course (FE). Towards the end of training there shall be Final Qualifying Examinations (FQE). These are apart from the continuous assessment tests, which shall be intra-semester / intra-rotation. A minimum of two to three continuous assessment tests (CAT) is recommended per subject per semester.

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 16.3.3 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 assignments 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 fulfill 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 fulfill.
- 16.1.4. 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.
- 16.1.5. A student who attends less than 90% of the scheduled and conducted sessions in a semester or rotation will be barred from sitting for end of that particular semester subject(s) or end of rotation examination. The denominator for attendance excludes absence for genuine reasons, like sickness, provided a written permission is obtained from relevant authorities, and that 16.1.4 is observed.
- 16.1.6. Students without continuous assessment grades will not be allowed to sit for end of semester or end of clinical rotation examinations i.e. will be barred. For such students section 16.1.7 will apply.
- 16.1.7. A student who is barred from sitting an end of semester or of clinical rotation examination will automatically have to repeat the semester (re-register in the barred subjects)

or the whole rotation) before attempting any examination in that particular subject or rotation. For such a student, at the end of the repeated semester or rotation, sections 16.4.2 and 16.4.4 will apply, if s/he passes, and sections 16.6.2 and 16.6.4 will apply, if s/he fails the end of semester / rotation examination, on the first attempt.

16.1.8. *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, ERE or FQE examinations are set.*

16.2. Registration for examination

16.2.1. Registration for University examination shall require the endorsement of the Registration Form by the Chairperson of Department to the effect that the candidate has pursued satisfactorily the approved courses of study in each subject 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 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 end of rotation 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 subject(s) will be seal-printed at the back of the ENC (refer to 16.1.6).

16.3. Continuous assessment tests, end of semester, end of clinical rotation and final qualifying examinations

- 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 mid- or inter-rotation test(s) and other inter-rotational or previous assignments as specified in the departmental requirements. At the end of a clinical rotation there will be an end of rotation examination [ERE]. All these will be part of the continuous assessment [CAT] for the student in that rotation and will account for 40% of the FQE. Departmental requirements shall show clearly weighting of the components that contribute to the 40%. Students must pass the end of rotation examination to qualify for the final qualifying examination [FQE].
- 16.3.3. The aggregate 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.

- 16.3.4. 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 day the end of semester or final qualifying examinations begin.
- 16.3.5. The Dean shall submit the same to the Deputy VC for Academic Affairs one week before the Examiners' and Faculty Boards meetings.
- 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 including end of rotation examination shall contribute the remaining 40% of course.
- 16.3.7. Failure in the clinical part of the examination [ERE or FQE] shall be tantamount to failure of the entire examination, regardless of the continuous assessment and written paper marks.
- 16.3.8. In all cases of final and final qualifying examinations an external examiner may be invited to oversee the conduct of the examinations.
- 16.3.9. In case of disagreement between the Internal and External Examiners, the decision of the external examiner shall be final.

16.4. Supplementary Examinations

- 16.4.1. A student who fails in any course shall have the option of re-writing the examination in the failed course at a supplementary examination to be held during the long vacation (Mid-September).
- 16.4.2. If he / she passes the supplementary examination s/he shall be awarded a grade not higher than "C".
- 16.4.3. A student who fails in any clinical rotation shall have an opportunity of re-sitting a supplementary examination

in the failed rotation(s) at supplementary examinations to be held during the long vacation. Such a student must undertake a supervised four-week supplementary rotation prior to sitting for the supplementary examination. Supplementary rotations will not involve either continuous assessments or end of rotation examinations. The supplementary examination will be of the same format as the end of rotation examination.

- 16.4.4. If the student passes the supplementary examination, of the failed rotation, s/he shall be awarded a grade not higher than “C”.
- 16.4.5. A student failing in both odd- and even-semester examinations for a subject that is taught over two semesters, shall sit for two separate supplementary examinations, i.e. each semester separately, during the long vacation.

16.5. Re-registration for a course / rotation

- 16.5.1. 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]. Re-registration of this kind is only possible if a student does not attempt a supplementary examination in the failed subject(s). In such cases a student must inform the Dean of the Faculty [Dean] in writing of the decision to utilize this option and get a written response from the Dean before leaving the University for long holidays. A student who absents him/herself from any scheduled supplementary examination without any written approval shall be considered to have failed the examination(s) in question. For such cases 16.6.1 will apply.

- 16.5.2. If the student repeats the course and passes, then he/she shall be awarded the full grade earned on that occasion as any other student sitting for the first time.
- 16.5.3. 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 subject(s) in a semester; **[c]** Appearing for all intra-semester continuous assessment tests relevant to the failed subject(s); and finally **[d]** Sitting for the end of semester examination in the particular subject(s)
- 16.5.4. A student who has re-registered for one or more pre-clinical subject(s) in the 1st, 2nd, 3rd, 4th, 5th or 6th semesters will not be able to proceed to clinical rotations until s/he clears² the re-registered subject(s). *Pre-clinical subjects include: all subjects taught and examined in semesters 1, 2, 3, 4, 5 and 6 of the MD Course.*
- 16.5.5. A student who re-registers for a subject(s) in a semester shall not be allowed to register for any other new subject(s) in a concurrent semester. S/he must concentrate on the re-registered subject(s) ONLY.
- 16.5.6. A student who re-registers for a clinical rotation shall not be allowed to register for any concurrent subject or rotation. S/he must concentrate on the re-registered rotation ONLY.
- 16.5.7. 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 Post Basic BScN 3-year programme, and 12 semesters for the MMED 4-year programme.

16.6. Withdrawal from a course

- 16.6.1. A student who fails the supplementary examination shall repeat the semester in the failed subject(s) (re-register) prior to proceeding to the subsequent semesters. The conduct of subject(s) repeated after failing the first supplementary attempt shall be guided by regulations 16.5.2-16.5.7 for ESE, ERE and FINALS and regulations 16.4.2 and 16.6.2 for the second supplementary attempt.
- 16.6.1.1. However a student who fails supplementary subjects in a semester may opt to proceed to subsequent semesters and re-register for the failed subjects at a later stage, prior to starting clinical rotations(i.e. carry-over the failed subjects). The conduct of subject(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 subjects does not exceed two subjects per semester;
 - b). The carry-over subjects 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.
- 16.6.2. 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.
- 16.6.3. A student who fails the supplementary examination of a clinical rotation shall have to repeat the failed rotation(s).
- 16.6.4. A student who fails an end of rotation examination after a repeated rotation shall still be given another chance to supplement the failed rotation. If, however, s/he fails a supplementary examination yet again s/he shall be asked to withdraw from the University. However due consideration may be given to clinical students to utilize the maximum 14 semesters allowed for the MD programme registration before they are finally dismissed from the university.
- 16.6.5. A student who fails any examination (ESE or ERE) after being barred shall be discontinued from the University. He / she shall not be given an opportunity to attempt any supplementary examination.
- 16.6.6. A student who is barred for 3 or more subjects shall be discontinued immediately from the University without attempting any ESE, ERE or FINAL examinations.
- 16.6.7. A student who fails 50% or more of the attempted pre-clinical subjects 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.
- 16.6.8. 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, sharing information with other students or being found with materials (in soft or hard copy forms) other than those authorized to have in the examination rooms.

16.7. Deferment of examination

16.7.1. On ground 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 Hospital, 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 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.

- 16.7.3. 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).
- 16.7.4. Deferment of supplementary examinations will follow the same procedures as 16.7.1 and 16.7.2.
- 16.7.5. Deferment of Continuous Assessment Tests, Assignments and / or End of 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.
- 16.7.6. A student will be deferred from sitting for his/her Final Qualifying Examination(s) if s/he hasn't cleared his/her outstanding bills.

16.8. Final Qualifying Examinations (FQE)

- 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].

16.9. Processing and discussion of results

- 16.9.1. **At the Departmental meeting level**, results shall be presented on the HK1 Form [a subject based detailed Form showing marks scores out of 100 for each individual student in CATs, ESE, ERE, and / or FE]. Weighted marks and grades for CAT (40%), ESE / ERE / 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 subject best student [refer to 16.18.1] must be indicated on each HK1 Form.

- 16.9.2. **At the Faculty / Institute Board meeting level**, results from the HK1 will be summarized and presented on the HK2 Form [a semester based form showing weighted marks scores and grades for each student as CAT (marks out of 40=40%), ESE/ERE/FE score (marks out of 60=60%) and FG (marks CAT+ESE/ERE/FE=100%) for all subjects in the particular semester]. Copies of all HK1 Forms of relevant semester subjects will be attached as appendixes to the HK2 Form. All legitimate Faculty / Institute Board members are entitled to receive full copies of the results on HK2 and HK1 appendices.
- 16.9.3. **At the Senate meeting level**, results will be presented in a spiral bound booklet on the HK3 Form [a semester based form showing only grades for each student as CAT, FE and FG for all subjects in the particular semester]. Copies of all HK1 and HK2 Forms of all examination results presented to the Senate for approval will be attached as appendixes to the HK3 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 HK2 forms discussed at Departmental and Faculty / Institute Board meetings are tentative subject to approval by the Senate [refer to 16.10.4]. Therefore after the Departmental/Examiners’

Faculty Board meetings all HK1 and HK2 forms distributed for discussion will be collected and retained by the respective meeting secretariat. Chairpersons of Departments will keep copies of the relevant 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 HK2 and 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. Results on a slip indicating the student's performance in the examination shall be made available to the student.
- 16.10.4. 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 Bachelor's Degree or MD 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: -

16.14.3.1. 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

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

16.17. 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 16.16.3 (i), (ii) and (iii) 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 Subject 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.

The Senate Examinations Committee shall be constituted as follows:-

- i. Two nominees of the Vice-Chancellor (one as the Chair and the other to act as Deputy Chair, each to be a member of a different faculty)
- ii. A senior academic staff member from each faculty, nominated by 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 to Senate.

16.17.9 A member of staff who took part in assessing, advising the student in the subject 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 subject and/or professional context but without any reference to the particular case under consideration.

16.17.10 Save as provided for under 16.16.12, 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 *ab initio*.

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 Chairman 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 is no ground for an appeal, the Secretary of the Senate Examinations Committee shall request in writing the recommending Faculty/ Institute Board to submit, to Senate Examinations Committee, its views on the appeal in writing. If the Senate Examinations Committee is of the view that there is/are 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 courses 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 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 of:
- i. A Professor/Senior Lecturer/Lecturer in the subject under appeal from 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) 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 [16.16.3(i)], the new scored mark shall stand even if lower than the mark originally scored.
- 16.17.27 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 **Subject:** _____ and **Code:**

Date of Examination: _____ **Semester:**

Appealing against: *[check all relevant items]*

- (i) Failure.....
- (ii) Discontinuation.....

An appeal is made on the following grounds:-

(i) Procedural irregularity in the conduct of the assessment:
.....

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

(ii) 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/ICY]

Appeal Received by:

Name and Title: _____

Signature: _____

Date: _____

Time: _____

[DD/MM/YYYY] **Appeal Fee Receipt No:**

2. BYLAWS GOVERNING STUDENTS' GENERAL CONDUCT, DISCIPLINARY OFFENCES, DISCIPLINARY PROCEEDINGS, AND PENALTIES

(Made under Article 49 of the HKMU's Constitution)

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 49 of the HKMU Constitution whose object and purpose, *interalia*, 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 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 HKMU Constitution;

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

“**Constitution**” means the Constitution of the Hubert Kairuki Memorial University;

“**Council**” means the Council of the University established under Article 16 of the HKMU Constitution;

“**Competent Authority**” includes the Owner, the Chancellor, the Council and the Committees thereof, the Senate and the Committees thereof, the Vice-Chancellor or officer of the University vested with express or implied legal powers to do or to disallow or to order the doing or disallowance of such act or acts as is or are referred to in any of the respective provisions of these Rules;

“**Dean**” means a dean of a school or faculty of the University appointed under Article 33;

“**Dean of Students**” means the Dean of Students appointed in accordance with the provisions of Article 38;

“**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 51;

“**Faculty**” means a faculty of the University established under Article 24;

“**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 Mission Mikocheni Health and Education Network Company incorporated and registered in Tanzania as a company limited by guarantee and not having share capital under the Companies Ordinance, Cap.212 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 any person admitted to the University as candidate for a degree, diploma, certificate or other award of the University;

“Students’ Disciplinary Authority” means the committee established to determine students’ disciplinary matters under Article 50;

“Senate” means the Senate of the University established by Article 20;

“Students’ Organization” means the organization of students established by Article 46;

“University” or “HKMU” means Hubert Kairuki Memorial University established under Article 5 of the Constitution;

“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 Constitution and the Rules. The operation and application of these Rules is without prejudice to the Constitution 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, medical aid contribution, caution fees,

uniform, fieldwork allowance, residence Permit (applicable to foreign students only).

PART II

RIGHTS AND PRIVILEGES OF STUDENTS

Rule 4

Right and Privileges of Students

- 4** Subject to the provisions of the HKMU Constitution as well as the Constitution and 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 Constitution prohibits discrimination, harassment or prejudicial treatment of a student because of his/her race, color, 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.
 - d) President of the Students' Association.
 - e) Secretary General 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 a 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) Willful 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, or Student' Organization, 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, willful 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 may be physical and/or psychological in nature and may be committed by either sex and shall be deemed to include any repeated and unwanted verbal, physical or gestural sexual advances; or sexually explicit derogatory statements, or sexually discriminatory remarks made by a student of the University which are offensive or may be reasonably interpreted as offensive to a fellow student (victim), involve ,or which cause the student (victim) to feel threatened, humiliated, patronized or harassed or which interfere with the student's smooth and peaceful pursuance of his/her studies; or which undermine one's general feeling of security or creates a threatening or intimidating study environment;
 - (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) Any conduct which constitutes a criminal offence.
- (xxx) 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 Computer and Information Technology (CIT) 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 a semester or one academic year.
 - (ii) The hostel management 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 disabled students, new students 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) 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. 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.
- (vii) 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) No cooking or cooling appliances and no electric devices other than reading lamps, table fan, electric iron, electric razor, electric hair dryer, radio, record player or television set shall be used in student rooms or in any other unauthorized place or space.
- (d) 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.
- (e) 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.
- (f) 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/
- (g) Students shall not be allowed to entertain any visitors of either sex in their rooms beyond 11.00 p.m.

- (h) Students shall not be allowed to live with any unauthorized person or persons in their rooms, including their spouses, children or other relatives.
- (i) 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.

Rule 11

Permission/Notification to leave campus

- (i). 11.** No student shall sleep out of the university during semester time without notifying the relevant authority 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 warden. 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.** Students may communicate with outside institutions and the news media in their private capacity. 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. 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.

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. One staff member elected by each faculty.
5. One student appointed by the students' Organization.
6. The Dean or his associate of the Faculty 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 is made or in respect of whom such information is received, as the case may be, to tender an explanation and may cause further investigations to be made and such further evidence to be obtained and may obtain such advice and assistance as is thought appropriate:

Provided that the Disciplinary Authority may in any case in which a complaint is made or information received, and shall in any case where he asks a student for such explanation as aforesaid, supply the student with copies of the complaint or a summary of the information, as the case may be, and such particulars thereof as will enable the student to make answers thereto.

- (iv) If the Disciplinary Authority is of the opinion that no prima facie case has been made out against the student, he/she shall inform both the student and the complainant of his/her decision not to hold any disciplinary proceedings, in which case, no further proceedings shall lie in respect of that complaint or information.
- (v) Where the Disciplinary Authority is of the opinion that a prima facie case for a disciplinary action is disclosed, disciplinary proceedings shall be held so as to determine the case in dispute.
- (vi) The Disciplinary Authority shall serve upon the student and the complainant a proper notice. Such notice shall specify the charge or charges in respect of which the disciplinary proceedings are to be held, and shall inform the charged student (hereinafter referred to as “the student”) and the complainant of the time and place for holding the disciplinary proceedings.

In this paragraph “a proper notice” in terms of time means notice given within a reasonable time provided that such time shall not be less than seven days from the date of service of the notice on the student to the date of holding the disciplinary proceedings.

- (vii) Either party shall, for the purpose of his/her defense or reply, as the case may be, and upon request in writing for

that purpose to the Disciplinary Authority, be entitled to be supplied by the Disciplinary Authority with a copy of an explanation, answers or other document given or sent to the Disciplinary Authority by or on behalf of the other party.

- (viii) Either the complaint or the student may, at any time prior to the date of holding the disciplinary proceedings, serve upon the other a notice in writing asking him/her to admit in writing any facts or produce any documents which are specified in such notice, material to the complaint or information or defense, as the case may be.
- (ix) The Disciplinary Authority may summon any witness to attend the disciplinary proceedings at the prescribed time on the appointed day.
- (x) The disciplinary proceedings shall be open and shall be held in public, provided that the Disciplinary Authority may, if it thinks fit, at any stage of the disciplinary proceedings, exclude the public generally or any particular person.
- (xi) At the opening of the disciplinary proceedings the charge or charges shall be read, and, if the student concerned is not present, the Disciplinary authority shall satisfy himself/herself that proper notice of the disciplinary proceedings was duly served on the student as prescribed in paragraph (vi) of this sub-Rule.

Rule 20

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), (xxvii), (xxviii) (xxix), 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 ie 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 51 of the HKMU Constitution

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

- (xiii). The appeal should not be argued outside the students' Rules.
- (xiv). The grounds of appeal should relate to points of law under these Rules and not to point of fact.
- (xv). 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.
- (xvi). 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.
- (xvii). The student will be given opportunity to address the panel (oral presentation) regarding the matters in his or her appeal document.
- (xviii). There should be a reply to an appeal.
- (xix). The student's Disciplinary Authority shall have a right to reply to the allegations/grounds in the appeal.
- (xx). The Disciplinary Authority reply shall reach the SDAC before the meeting. When the SDAC sits to decide, they shall be on their own.
- (xxi). 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.
- (xxii). The decision of the SDAC shall be entered as either Appeal dismissed in favour of respondents or Appeal upheld - in favour the appellant.
- (xxiii). The decision of the SDAC authority shall be recorded.

- (xxiv). 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.
- (xxv). 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
MISCELLANEOUS PROVISIONS

Rule 26

Other Related Provisions

- (i). **26.** 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 Constitution shall prevail over these Rules.
- (v). The 2000 Students' Bylaws are hereby Repealed.
- (vi). Notwithstanding the repeal of the 2000 students' Bylaws, nothing done or continuing to be done and no existing proceeding commenced under those Bylaws shall be deemed as void by virtue only of the repeal of the said Bylaws and all other regulations not expressly repealed

shall continue to be in-force and shall have effect as if made under these Rule.

ANNEX 3**3. EXAMINATION INSTRUCTION TO INVIGILATORS AND STUDENTS**

- 1.1. 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.
- 1.2. Invigilators must collect examination papers from the examinations office, 30 minutes before the examination starting time.
- 1.3. Students should report at the Examination Venue 30 minutes before the Examination starting time: i.e. 08:30 hrs for the Afternoon 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.
- 1.4. 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.
 - 1.4.1. Between 08:45-08:59 or 13:45-13:59: When all students are seated at their located positions:
 - 1.4.2. Seals on envelopes containing examination papers will be verified by two students (by signing) and envelopes will be opened.

- 1.4.3. At this time no (late) student will be allowed to enter the examination room, even if they have a genuine reason.
- 1.4.4. Papers will be distributed to seated students by Invigilators.
- 1.4.5. Students will be given 5 minutes to read through the papers and seek any clarifications.
- 1.4.6. 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.
- 1.4.7. Students will not be allowed to write anything during this time.
- 1.5. One minute before the examination start time, students who were not seated by 08:45 or 13:45, (i.e. late / waiting outside), may be allowed into the examination room if the invigilator (s) is (are) convinced that they had genuine reasons.
- 1.6. No student will be admitted into the examination room 15 minutes, after the examination has started.
- 1.7. Examination (writing) must start and end on time (sharp) as indicated by instructions on the examination papers.
- 1.8. Note that UNAUTHORIZED MATERIALS INCLUDING any kind of papers, MOBILE PHONES, and PERSONAL DIGITAL ASSISTANTS (PDA'S) OR ANY OTHER ELECTRONIC GADGETS, should not be brought into the Examination Rooms. CALCULATORS (one entry memory capability) may be carried during Biostatistics or any other indicated Examination.
- 1.9. Students are however allowed to carry with them: Student's Identity Card (ID), Examination Number Card (ENC), Pens,

Pencils, Rulers, and Erasers ONLY. Students will not be allowed to communicate, share or borrow Pens, Pencils, Rulers, and / or Erasers during examinations.

- 1.10. 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.
- 1.11. For students who have been barred to sit for any examination, the relevant subject code (s) will be printed at the back of the ENC. Such students should not attempt to sneak into such an examinations (s).
- 1.12. Once you are within the vicinity of/or inside the Examination Room, Silence Must be maintained.
- 1.13. 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.
- 1.14. When the examination writing time is up:-
 - 1.14.1. All students will be told to stop writing and stay on their seats.
 - 1.14.2. 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.
 - 1.14.3. The invigilators will collect the Examinations papers and Examination Answer Books from students, one starting from the back another in front, there after;
 - 1.14.4. Students will proceed in an orderly manner to the invigilator's table for signing attendance.
- 1.15. 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.

- 1.16. For any matter needing clarification students are advised to kindly make use of the invigilators.
- 1.17. Students are expected to appear NEAT and in a CLEAN UNIFORM.

ANNEX 4

4. STUDENTS MEDICAL TREATMENT:

For All other Students (Except WTC Students)

- a). Medical treatment will be provided under the National Health Insurance Fund(NHIF) scheme.
- b). A student is required to contribute TZS 55,000 per annum (non refundable fee) subject to annual renewal. This amount may change as per NHIF regulations.
- c). A student will be provided with an NHIF treatment card after paying the required amount.
- d). A student will be entitled to both Inpatient and Outpatient services as prescribed by the NHIF guidelines.
- e). After office hours or during holidays sick sheets will be issued by the Hostel Manager.

ANNEX 5

5. PROCEDURES IN THE EVENT OF 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.

5.1. 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.

5.2. Other important contacts

The Dean of Students will immediately inform the following:

- The Chairpersons BOT and Council.

- The Vice Chancellor.
- The Deputy Vice Chancellor Academic Affairs.
- The Deputy Vice Chancellor Finance Planning 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 Hospital, if the deceased is on the MMH Medical Aid Scheme.

5.3. Who does what?

The responsibilities of the contacts listed in Section 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 ie 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 DVCAC will:

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

c) Deputy Vice Chancellor Finance and Planning 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:
 - o members of the deceased student's immediate family.
 - o relevant Embassy or High Commission.
 - o 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 Class 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 Warden will:

- Ensure appropriate communication with the police, in case a student dies at a campus hostel.
- Ensure that an appropriate member of staff is available when required, to provide the deceased student's family with access to the student's room, to collect belongings.
- Halt all accommodation-related correspondence to the student (e.g., sending accommodation fee invoices).

h) The Finance Department will:

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

i) 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.

j) 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.

5.4. 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.

UNIVERSITY ALMANAC

Date	Day	Year / Month / Activity
2015 September		
2	Wed	Joint EB/FB Meetings-[FoM & FoN]-Suppl. Exams
4	Fri	Senate Meeting-Approval of Suppl. Exams Results
8	Tue	Submission of Suppl. Exam Results to HESLB
9	Wed	August Finance Report
11	Fri	Graduation Committee
2015 October		
9	Fri	Staff Appraisal and New Agreement
13	Tue	September Finance Report
14	Wed	NYERERE DAY - Public Holiday
16	Fri	Graduation Committee
19	Mon	Council Meeting
21	Wed	Ethical Review Committee
23	Fri	MMHEN Board of Directors Meeting
2015 November		
1	Su	End of Long Vacation
2	Mon	Orientation Week Begins - New Students
		Registration Continuing Students Begins
		Semester 1,3,5,7,9 Classes Begin - New Academic Year
		Rotations Begin IM G4A, PD G4B, OG G5A, SU G5B

Date	Day	Year / Month / Activity
3	Tue	Higher Degrees Committee
4	Wed	Research & Publications Committee
5	Thu	October Finance Report
		SPC Meeting
		General Assembly1- HKMUSA
6	Fri	Commissioning of Studies-New Students
10	Tue	Africa Universities Day
13	Fri	Graduation Committee-Evaluation
14	Sat	BScN3 Psychiatry Field Work Begins
25	Wed	MMHEN Board of Directors Meeting
27	Fri	CME - Dept. Physiology
28	Sat	13th Graduation Ceremony
30	Mon	Odd-Sem Registration Deadline All Students
2015 December		
1	Tue	Advertise HKMU Programmes
2	Wed	Faculty Board Meetings-FoN
3	Thu	Faculty Board Meeting-FoM
10	Thu	Independence Day 54th Anniversary - Public Holiday
11	Fri	External Audit 2014/2015 Starts
		CME - Dept. Paediatrics and Child Health
12	Sat	HKMUSA Freshers' Party

Date	Day	Year / Month / Activity
		BScN3 Psychiatry Field Work Ends
15	Tue	Senate Meeting
16	Wed	November Finance Report
21	Mon	Mid-Sem 1,3,5 Breather Begins
25	Fri	Christmas Day - Public Holiday
26	Sat	Boxing Day
30	Wed	External Audit 2014/2015 Ends

Date	Day	Year / Month / Activity
2016 January		
1	Fri	New Year - Public Holiday
3	Sun	Mid-Sem 1,3,5 Breather Ends/Semester 1,3,5 Classes Resume
4	Mon	Formal Teaching Begin
5	Tue	Medical University Sports competition
8	Fri	Council Meeting
12	Tue	ZANZIBAR REVOLUTION DAY - Public Holiday
20	Wed	CME - Dept. Internal Medicine
29	Fri	HKMUSA Meeting
2016 February		
5	Fri	Prof. Kairuki's Memorial Day (HKMU Founder's Day)
		January Finance Report

Date	Day	Year / Month / Activity
		Ethical Review Committee
19	Fri	Finance & Planning Committee-Audited Accounts
		Re-Advertise HKMU Programmes
22	Mon	ERE: IM G4A, PD G4B, OG G5A, SU G5B
24	Wed	HKMUSA Meeting
		BScN2 Poster Presentation
26	Fri	End of Formal Classes Sem 1,3,5
		Registration for ESE Exams
		CAT Results Slips to Students
29	Mon	FQE: IM G4A, PD G4B, OG G5A, SU G5B
		Revision Week Begins
2016 March		
1	Tue	Management Meets HKMUSA Parliament
2	Wed	VC Meets University Staff
4	Fri	Revision Week Ends
		February Finance Report
7	Mon	Semester 7 and 9 Breather Begins MD4+MD5
		End of Odd-Semester Exams Begin
		Council Meeting - Audited Accounts
13	Sun	Semester 7 and 9 Breather Ends MD4+MD5
14	Mon	Rotations Continue IM G4B, PD G4A, OG G5B, SU G5A

Date	Day	Year / Month / Activity
		Examiners' Board Meeting-FoM
18	Fri	End of Odd-Semester Exams End
21	Mon	Semester Breather Begins
		MMH Day - 28 th Anniversary
23	Wed	MMHEN Board of Directors Meeting - Audited Accounts
24	Thu	CME - Dept. OBGY
25	Fri	Research & Publications Cmttee
27	Sun	Ester- Public Holiday
28	Mon	Prospectus Review Committee Meeting
		SPC Meeting
		Senate Meeting
		GOOD FRIDAY- Public Holiday
		EASTER MONDAY- Public Holiday
29	Tue	Semester Breather Ends
		Semester 2,4 and 6 Classes Begin

Date	Day	Year / Month / Activity
2016 April		
1	Fri	Examiners Board FoM /FoN
5	Tue	Faculty Board Meeting-FoM
6	Wed	Faculty Board Meeting-FoN
8	Fri	Even-Semester Registration Deadline-All Students

Date	Day	Year / Month / Activity
7	Thu	KARUME DAY - Public Holiday
		Staff Mid-Year Review (AASAPC)
8	Fri	BScN3 CHN Field Begins
15	Fri	March Finance Report
21	Thu	Senate Meeting
22	Fri	HKMU Sports & Cultural Day
26	Tue	UNION DAY - Public Holiday
28	Thu	HKMUSA General Meeting/Assembly2
		CME-Dept. Comm. Medicine
2016 May		
1	Sun	Public Holiday - Workers' Day
5	Thu	Ethical Review Committee
9	Mon	April Finance Report / Nurses' Day
20	Sat	BScN3 Comm. Health Nursing Field Ends
23	Mon	CME-Dept. Comm. Medicine
27	Fri	Formal teaching Ends
30	Mon	Mid-Sem Breather Begins (Sem 2,4,6)
		HKMUSA - Election day
2016 June		
5	Sun	Mid-Sem Breather Ends (Sem. 2,4,6)
6	Mon	Formal teaching begin
8	Wed	SPC Meeting

Date	Day	Year / Month / Activity
9	Thu	May Finance Report
10	Fri	Faculty Board Meeting-FoN
13	Mon	ERE: IM G4B, PD G4A, OG G5B, SU G5A
17	Fri	Faculty Board Meeting-FoM
20	Mon	FQE: IM G4B, PD G4A, OG G5B, SU G5A
21	Tue	HKMUSA -Debate for Elections
24	Fri	Senate Meeting
		Swearing of new President
27	Mon	Comm Med MD5 Rotation Begins
		Psychiatry Rotation MD4 Begins
30	Thu	Handling over to new student government- HKMUSA
		CME-Dept. Behv. Sc. & Ethics
		Graduation Committee
		HKMU Courses Application Deadline
2016 July		
2	Sat	HKMUSA Farewell Party
7	Thu	Public Holiday - Saba Saba
8	Fri	HKMUSA Handing Over
11	Mon	Finance & Planning Committee
18	Mon	June Finance Report
		Graduation Committee

Date	Day	Year / Month / Activity
		Admissions Committee
28	Thu	Council Meeting
29	Fri	MMHEN Board of Directors Meeting
30	Sat	Long Vacation / Elective Period Begins MD4
		Data Collection for BScN, (During Long Vacation)
		Research and Publications Committee

2016 August		
5	Fri	End of Formal Classes Sem 2,4,6
8	Mon	Farmers' Day - Public Holiday
		Revision Week Begins
9	Tue	ERE COM900 / Psychiatry MD4
10	Wed	Eid-el-Fitri - Public Holiday **
		Eid-el-Fitri - Public Holiday **
12	Fri	Revision Week Ends
15	Mon	Even-Semester ESE/FINAL Exams Begins
		FQE Psychiatry MD4 (Clinical)
		July Finance Report
19	Fri	Graduation Committee
22	Mon	FQE Psychiatry MD4 (Written)
		FQE Comm. Medicine MD5
25	Thu	Submission of Exam Results to HESLB
26	Fri	Even-Semester ESE/FINAL Exams Ends

Date	Day	Year / Month / Activity
		Higher Degrees Committee
		HKMU Day 19 th Anniversary
2016 September		
2	Fri	Examiners' Board Meeting-FoM
6	Tue	EB & Faculty Board Meetings-FoN
7	Wed	Faculty Board Meeting-FoM
		August Finance Report
14	Wed	Senate Meeting-Approval of Examination Results
26	Mon	Supplementary Exams Begin
		Graduation Committee
30	Fri	Supplementary Exams End
2016 October		
5	Wed	Joint EB/FB Meetings-[FoM & FoN]-Suppl. Exams
7	Fri	Senate Meeting-Approval of Suppl. Exams Results
		Submission of Suppl. Exam Results to HESLB
		Staff Appraisal and New Agreement
10	Mon	Orientation Week Begins - New Students
		Registration Continuing Students Begin
13	Thu	Commissioning of Studies-New Students
		September Finance Report
14	Fri	NYERERE DAY - Public Holiday
16	Sun	End of Long Vacation

PROSPECTUS | 2015/16 - 2016/17

Date	Day	Year / Month / Activity
17	Mon	Semester 1,3,5,7,9 Classes Begin - New Academic Year
		Rotations Begin IM G4A, PD G4B, OG G5A, SU G5B
		Graduation Committee
26	Wed	CME - Dept. Paediatrics and Child Health
		Ethical Review Committee
		MMHEN Board of Directors Meeting
28	Fri	Odd-Sem Registration Deadline All Students
		Council Meeting
2016 November		
5	Sat	14th Graduation Ceremony