

University Prospectus

2023/2024



**HUBERT KAIRUKI
MEMORIAL UNIVERSITY
(HKMU)**

VISIT

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Dar es Salaam
Tanzania



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2023/2024 IMPORTANT DATES

5th Convocation Ceremony
01 December 2023

20th Graduation Ceremony
02 December 2023

Prof. Kairuki Memorial Day
06 February 2024

HKMU 7th Scientific Conference
06-07 June 2024

For the complete university
almanac, please visit our website
at www.hkmu.ac.tz



"HKMU For a Brighter Future"

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ACRONYMS & ABBREVIATIONS

ADNE	Advanced Diploma in Nursing Education
ADSW	Advanced Diploma in Social Work
AGOTA	Association of Gynaecologists and Obstetricians of Tanzania
AKU	Agha Khan University
BMSc	Bachelor of Medical Sciences
BScN	Bachelor of Science in Nursing
BSW	Bachelor of Social Work
BTCsw	Basic Technician Certificate in Social Work
BVM	Bachelor of Veterinary Medicine
CAS	Central Admission System
CHN	Community Health Nursing
COSTECH	Commission for Science and Technology
CSEE	Certificate of Secondary Education Examination
CSU	Central South University People's Republic of China
CUHAS	Catholic University of Health and Allied Sciences
DDS	Doctor of Dental Surgery
DHPED	Diploma in Health Personnel Education
DMO	District Medical Officer
DSU	Dixie State University
DTC	Diploma in Therapeutic Counselling
ENT	Ears, Nose and Throat
ESE	End of Semester Examination

ACRONYMS & ABBREVIATIONS

FQE	Final Qualifying Examination
FUCHS (T)	Forum of Universities and Colleges of Health Sciences in Tanzania
GPA	Grade Point Average
GTZ	German Development Cooperation
HE&HN	Home Economics & Human Nutrition
HKMU	Hubert Kairuki Memorial University
HUST	Huazhong University of Science and Technology People's Republic of China
IAU	International Association of Universities
ICT	Information Communication Technology
IRE	Intra-Rotation Examination
ISW	Institute of Social Work
IUCEA	Inter-University Council of East Africa
KCMC	Kilimanjaro Christian Medical Centre
KCMUCo	Kilimanjaro Christian Medical University College
KHEN	Kairuki Health and Education Network
KIT	Royal Tropical Institute
MA	Master of Arts
MAT	Medical Association of Tanzania
MCH	Maternal and Child Health
MD	Doctor of Medicine
MDent	Master of Dentistry
MMed	Master of Medicine

ACRONYMS & ABBREVIATIONS

MMH	Mission Mikocheni Hospital
MMS	Master of Medical Science
MOI	Muhimbili Orthopaedic Institute
MPH	Master of Public Health
MPhil	Master of Philosophy
MPS	Member of Pharmaceutical Society
MSc	Master of Science
MScPH	Master of Science in Public Health
MScPN	Master of Science in Paediatric Nursing
MSN	Mikocheni School of Nursing
MSW	Master of Social Work
MUCHS	Muhimbili University College of Health Sciences
MVM	Master of Veterinary Medicine
NACP	National AIDS Control Program
NACTE	National Council for Technical Education
NDC	National Development Corporation
NHIF	National Health Insurance Fund
NMCP	National Malaria Control Program
NTLCP	National Tuberculosis and Leprosy Control Program
OBGY	Obstetrics and Gynaecology
ODSW	Ordinary Diploma in Social Work
OSIM	Online Student Information Management

ACRONYMS & ABBREVIATIONS

PhD	Doctor of Philosophy
RN	Registered Nurse
SARS	Severe Acute Respiratory Syndrome
SCUT	South China University of Technology
SJUT	St. John's University of Tanzania
SRN	State Registered Midwife
TAPU	Tanzania Association of Private Universities
TASWO	Tanzania Association of Social Workers
TCSW	Technician Certificate in Social Work
TCU	Tanzania Commission for Universities
TEA	Tanzania Education Authority
TESWEP	Tanzania Emerging Social Work Education Programme
TTC	Teachers Training College
TZS	Tanzanian Shillings
UDOM	University of Dodoma
UDSM	University of Dar es Salaam
UEA	University of East Africa
UKZN	University of KwaZulu-Natal
USA	United States of America
USD	United States Dollar

VICE CHANCELLOR'S FOREWORD



Welcome to the academic year 2023/2024. Whether you are a new or returning student or staff, it's a privilege to have you join our community.

Established in 1997, Hubert Kairuki Memorial University (HKMU) holds the distinction of being Tanzania's first private university. As we mark our 26th year, we reflect on our recent past — particularly the last two years, which tested our resilience amidst the unprecedented challenges of the COVID-19 pandemic.

I commend our dedicated staff for their unwavering commitment to our students and applaud our students for their fortitude and adaptability during these trying times.

Our vision for HKMU is clear: to become a model university in Tanzania, and in Africa; one that provides highest quality education, conducts cutting-edge research, and provides excellent services to society. This ambition is anchored in our core values of professionalism, excellence, adaptability, competitiveness, and fostering partnerships.

To address emerging challenges and societal needs, HKMU has enhanced internet connectivity to support blended learning; updated curricula for relevance, quality, and competitiveness; introduced new academic programmes and recruited exceptional talent; sponsored staff development and bolstered research efforts with support from prestigious partners like the Bill & Melinda Gates Foundation and UNHCR.

Towards the end of 2023, we will proudly unveil our Five Year Rolling Strategic Plan 2023/2028, articulating the pivotal steps to realize HKMU's overarching strategic ambitions.

Recognizing the evolving challenges — from the climate crisis to rapid technological advances, geopolitical shifts, and the changing landscape of higher education — this plan embodies our proactive approach to shaping the future.

In recognition of the growing demand for higher education and shortage of human capital for the health sector in our country, HKMU is constructing a new campus at Boko in Dar es Salaam (*pictured on the right*).

Underway with its first phase, this state-of-the-art campus will host schools of Medicine, Pharmacy, Public Health, Medical Laboratory Sciences, Nursing, and Social Sciences, as well as advanced laboratories, lecture halls, conference facilities, and recreational areas. This expansion heralds an era of growth, innovation, and renewed promise for HKMU.

In conclusion, as we march into the future, I remain hopeful and excited about the boundless possibilities that lie ahead for our students, staff, and extended community. I cherish the opportunity to collaborate with each one of you as we continue our journey towards realizing HKMU's grand vision.



Professor Yohana J.S. Mashalla
Vice Chancellor



WELCOME MESSAGE

I extend a heartfelt welcome to all new and continuing students. It's truly heartening to see an exceptional cohort of over 1,400 students choosing HKMU as the next step in their academic journey.

When one speaks of quality education, the immediate association might be with job-ready skills. While that remains central, at HKMU, our definition of quality encompasses much more. Our mission is to nurture students to not only achieve academic and intellectual heights but also to cultivate a deep-rooted code of service to humanity.

At the heart of our pedagogical approach is the learner-centred model. Our qualified faculty are not just instructors; they are facilitators, encouraging active participation and critical thinking.

We understand that the pursuit of higher education is not without its challenges. But rest assured, at every step, HKMU is committed to providing a supportive learning environment be it academic guidance, mentorship, or support for wellbeing. I invite you to embrace, enjoy, and make the most of your time here at HKMU.



Prof. Moshi K. Ntabaye

Deputy Vice Chancellor for Academic Affairs





First Private University accredited in Tanzania

Established in 1997

First Private University to be led by a female Vice Chancellor

Prof. Esther Mwaikambo, former Vice Chancellor

First University Teaching Hospital with High Intensity Focused Ultrasound in Tanzania

Kairuki Hospital

HISTORY OF FIRSTS



"HKMU For a Brighter Future"

ABOUT HKMU

Hubert Kairuki Memorial University (HKMU), founded in 1997, has undergone evolutions both in name and leadership that resonate deeply with its history. Originally established as the Mikocheni International University of Health Sciences (MIUHS), it was later rebranded as Mikocheni International University (MIU). The university was renamed HKMU in honour of its founder, the late Prof. Hubert C.M. Kairuki, following his untimely passing in February 1999.

The late Prof. Kairuki was not only the visionary founder but also served as the University's inaugural Vice Chancellor. He was succeeded by an esteemed line of leaders: Prof. Esther Mwaikambo, followed by Prof. Keto Mshigeni and Prof. Charles Mgone, leading to our present Vice Chancellor, Prof. Yohana Mashalla.

Following enactment of the new Universities Act in 2005, HKMU was granted the Charter by the President of the United Republic of Tanzania in 2010 and is accredited by the Tanzanian Commission for Universities (TCU), with its most recent re-accreditation being in 2021.

HKMU is incorporated in the not-for-profit Kairuki Health and Education Network (KHEN).

This larger network also encompasses Kairuki Hospital (formerly known as Mission Mikocheni Hospital) with its satellite clinics including a state-of-the art fertility clinic (Kairuki Hospital Green IVF), Kairuki School of Nursing (KSN), and Kairuki Pharmaceuticals Industries Limited (KPIL).



"HKMU For a Brighter Future"

ABOUT HKMU

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

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

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

Professionalism: We strive to adhere to highest professional ethics and standards; and impart these elements to students.

Excellence: We are committed to excellence. We shall continue to recruit the most promising students, faculty, and staff; and provide them with resources to excel.

Adaptability: We are committed to embrace the latest scientific and technological advancements and adapt them to suit the local situations.

Competitiveness: We shall cultivate the culture of competitiveness, responsiveness, and integrity.

Partnerships: Since the University is young and dynamic; we shall seek to learn from all available best practices and grow stronger together with our peers. The University has a strong resolve towards interdisciplinary activities, colloquia, and research, aiming at forging new alliances for innovativeness in emerging new sciences. It also seeks to provide an interface where students, administrative and academic staff work together for a common shared vision and goals.



"HKMU For a Brighter Future"

ABOUT HKMU

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

Initially, HKMU offered programmes in Medicine and Nursing only but is now expanding into other programmes and disciplines of science and the humanities. The recently established programmes include **Certificate, Diploma and Degree programmes in Social Work and Master of Science in Public Health.**

One standout initiative is the **Research and Development in Edible and Medicinal Mushrooms**, recognizing Tanzania's rich mushroom biodiversity. With a global trend of mushrooms being recognized for their exceptional nutritional, antioxidant, and health-enhancing properties, this initiative places HKMU at the forefront of this expanding research domain.

Over the years, HKMU's commitment to quality and programmatic excellence has cemented its stature as a leader among private universities in the East African region.

A testament to its reputation is the diverse student body representing over 15 nationalities and the attraction of external funding and technical support for collaborative research from renowned international institutions in countries such as the USA, UK, Canada, Australia, China, and esteemed organizations like the Ford Foundation and the Global Fund.

Key research undertakings span areas like malaria, human genome studies, non-communicable diseases, neglected tropical diseases, and human nutrition.

OBJECTS AND FUNCTIONS OF THE UNIVERSITY

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

- To provide an academic centre of excellence for the advancement of learning, knowledge, innovation and creativity in the training of professionals in health and related fields
- To diffuse and extend health and allied sciences and information and communication technology
- To provide more opportunities for training of doctors, nurses and other professionals in order to bridge the gap in the demand and supply of trained personnel in the health and related fields
- To provide any discipline of higher education, research, consultancy services; establishment of centres and places of learning education (including continuing education), professional or vocational training and research; and, so far as is consistent with these objects;
- To nurture a balanced intellectual, aesthetic, social, cultural and moral growth of the students of the University.

ROLLING STRATEGIC PLAN

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

- **Governance:** Aimed at elevating the university's performance by focusing on robust compliance measures and continuous growth strategies to optimize governance processes.
- **Human Resources Management and Development:** Commitment to foster a conducive work environment, anchored in open communication, regular feedback, opportunities for professional advancement, recognition of excellence, and maintaining a balanced work-life harmony.
- **Inclusive Teaching and Learning:** Prioritizing academic excellence by integrating innovative teaching methodologies, fostering active student engagement, and ensuring consistent adherence to the highest quality assurance standards.
- **Infrastructure and Boko Campus Development:** A commitment to expand and upgrade our physical facilities, ensuring they reflect the university's growth, embody modernity, and facilitate a conducive learning environment.
- **Research, Consultancy, and Innovation:** Focused on nurturing a culture of cutting-edge research, and pioneering innovative solutions that align with global and local challenges.
- **Finance, Planning, Procurements, and Auditing:** With an emphasis on optimizing financial processes, our strategy ensures meticulous financial management, transparent procurement, and rigorous auditing. This aids in efficient resource allocation and risk minimization.

UNIVERSITY GOVERNANCE

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

The first Chancellor of HKMU was the late H.E. Dr. Ali Omar Juma, who, at that time, was the Vice President of the United Republic of Tanzania. Following his passing in 2001, Hon. Dr. Salim Ahmed Salim became the second Chancellor of the University. The current Chancellor, serving the University with distinction, is Hon. Anne Semamba Makinda.

University's Organs of Governance

These include the Kairuki Health and Education Network Board of Directors, the University Council, the Senate, the Faculty Boards and Departments. The University is governed in accordance with the Charter, as per provisions in the Universities Act of 2005.

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

The University Council's leadership journey began with Prof. Fredrick Kaijage as its first Chairman, holding the position until May 2013. Today, Amb. John Ulanga serves as the current Chairman.

PRINCIPAL OFFICERS

Chancellor - Hon. Anne Sembamba Makinda

Former Speaker of the Parliament of the United Republic of Tanzania

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PRINCIPAL OFFICERS

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Senior Planning Officer - Mr. Nyaindi S. Nyaindi

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FACULTIES

The University is composed of two primary faculties: the Faculty of Medicine and the Faculty of Nursing, each with their own Dean. There's also an Institute of Postgraduate Studies and Research overseen by a Director, as well as a Department of Social Work with a designated Chairperson.

The Faculty of Medicine comprises the following academic departments: Anatomy, Physiology, Biochemistry & Molecular Biology, Behavioural Sciences & Ethics, Microbiology & Parasitology, Pharmacology & Therapeutics, Pathology, Obstetrics & Gynaecology, Surgery, Paediatrics & Child Health, Internal Medicine, Psychiatry, and Community Medicine.

Similarly, the Faculty of Nursing is divided into the following academic departments: Fundamentals of Nursing & Basic Sciences, Reproductive & Child Health Nursing, Community Health Nursing, Mental Health & Psychiatric Nursing, and Medical & Surgical Nursing.

Staffing

At present, the University has 83 academic staff members and 42 administrative and technical staff members, resulting in a staff-to-student ratio of 1:17. The University has a well-rounded staffing structure, encompassing academic, administrative, and technical personnel.

This allows the University to provide a supportive and resourceful environment for students, where they can receive academic guidance, administrative support, and technical assistance. The academic staff members come from diverse backgrounds, with a wide range of specializations and expertise in their respective fields.

UNIVERSITY CALENDAR

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

Academic Sessions

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

Doctor of Medicine (MD)

Semesters 1,3,5,7 and 9
Semesters 2,4,6,8 and 10

November-April
May-October

Bachelor of Social Work (BSW)

Semesters 1,3 and 5
Semesters 2,4,6,8 and 10

November-March
April-October

BSc in Nursing (BScN)

Semesters 1,3,5 and 7
Semesters 2,4,6 and 8

November-April
May-October

For more information on the university's annual events, please visit our website and download the official almanac.

APPLICATION & REGISTRATION PROCEDURES

Mode of application for all programmes offered by HKMU

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

Scholarship award

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

Admissions Committee

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

APPLICATION & REGISTRATION PROCEDURES

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

The University reserves the right to discontinue a candidate who was formally offered a place and who accepted the offer of admission but was subsequently found not to satisfy the admission requirements.

Transfer Students

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

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

Duration of Programmes

- Doctor of Medicine (MD) will last for a minimum of 10 semesters of 23 weeks each and a maximum of 14 semesters.

APPLICATION & REGISTRATION PROCEDURES

- Bachelor of Science in Nursing (BScN) will last for a minimum of 8 semesters of 23 weeks each, and a maximum of 12 semesters.
- Bachelor of Social Work (BSW) will last for a minimum of 6 semesters of 17 weeks and a maximum of 8 semesters.
- Master of Medicine (MMed) programme will last for a minimum of 3 calendar years and a maximum of 6 calendar years, with 4 weeks' vacation per year.
- Master of Science in Public Health (MScPH) will last for a minimum of 18 months and a maximum of 2 calendar years, with 4-weeks' vacation per year.

Diploma in Social Work:

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

Visiting Students

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

APPLICATION & REGISTRATION PROCEDURES

Occasional Students (Electives)

Non-members of the University who wish to carry out elective period attachments at HKMU may be admitted to a 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.

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 expected learning outcomes of the proposed electives

Once applications are accepted, students should process visas from their own country, and arrange for a medical insurance cover.

On arrival, they will be required to pay an elective fee of USD 400 for the four weeks of study duration.

APPLICATION & REGISTRATION PROCEDURES

International Students

An international student at HKMU is the one who is not a Tanzanian. HKMU attaches great importance to the exchange of cross-cultural experiences that is made possible by the presence of international students. International students may pursue courses towards the award of HKMU degrees or as visiting students, a process already described; or may also undertake study for degrees of their own home Universities. In any case, international students are admitted if only they possess qualifications that are required of the Tanzanian students. They must also show evidence that they can follow instructions in English.

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 USD 250

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

APPLICATION & REGISTRATION PROCEDURES

Orientation Programme

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

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.

Course Credits

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

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

Working out of Credits at HKMU

After conducting a detailed study of various universities in Africa, Europe and America, HKMU noted that on the average, a full-time student for a BA or a BSc Degree needs to earn a maximum of 21 credits per semester of 15-16 weeks (i.e. a maximum of 42 credits per academic year of 30-32 weeks). Based on the above assumption, and in consideration that our academic year has 46 weeks of which 36 are allocated to active teaching, a HKMU student is expected to earn 48 credits. This means a maximum of 24 credits per semester. A minimum of 21 credits per semester for BSc. Nursing or MD is considered by faculties to be satisfactory.

APPLICATION & REGISTRATION PROCEDURES

Programme of Study

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

Working Week

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

Registration

- i. For a student to obtain credit in any course s/he must be admitted into the relevant faculty or department and must be properly registered for that programme during the official registration period at the beginning of each semester.
- ii. A student who fails to register at the beginning of the semester, in the time designated for registration, shall forfeit the right to register for that semester.
- iii. Students can only be registered after paying the required fees.
- iv. The deadline for registration of first year students will be 2 weeks from the first day of the orientation week. For continuing students, it will be 1700hrs Friday of the second week from the date of beginning of the semester session.

APPLICATION & REGISTRATION PROCEDURES

Registration Requirements for New Students

Documentary Evidence of Qualifications

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

Proof of identity

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

Evidence of payment of fees

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

Medical Examination Report

Duly filled financial guarantee form

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

APPLICATION & REGISTRATION PROCEDURES

Policy on interest applicable to tuition fees defaulters

1. Tuition Fees and other financial obligations are the sole responsibility of the student and/or the sponsor or guardian.
2. All Tuition Fees and other financial obligations payable to the University are paid in full at the beginning of each academic year.
3. All payments must be made by using CONTROL NUMBERS.
4. Failure of payment of Fees will attract a penalty of 2.5 percent of the unpaid amount.
5. Payments of these fees by instalments will be subject to approval by the University's Management and where the Management has approved payments in instalments, the following procedure will define interest applicable to tuition fees defaulters:
6. For those programmes / courses organized in semesters, applicable fees will be paid in two instalments, one at the beginning of each semester.
7. For those programmes / courses which are not semesterized but are organized in Parts, applicable fees will be paid in two instalments, one at the beginning of each part.
8. The portion / amount of total fees to be paid at each semester / part will be determined by the Finance and Accounts Office under the guidance of the University's management.
9. Failure of payment of the fees under instalments will attract a penalty of 2.5 percent of the unpaid amount by the end of week two after the instalment became due.
10. Any unsettled student's balance will be charged an interest of 2.5 percent per annum.
11. No student will be allowed to carry forward part of the fee into the following academic year.
12. Fees may be revised from time to time without prior notice. New fee structures will apply for new intake as well as for continuing students.
13. Fees paid will not be refunded after the first four weeks of the academic year.
14. Any excess/extra fees paid will be carried forward to the next year.
15. Any refund, if necessary, will attract a processing fee of TZS 50,000 or 25 percent if the amount to be refunded is less than TZS 50,000.

APPLICATION & REGISTRATION PROCEDURES

Interruption of Study Programmes

- i. A student is advised to pursue his/her study programme and finish within the stipulated minimum and maximum periods.
- ii. A student may postpone his/her study programme for not more than two consecutive semesters. Postponed semesters will count towards the student's registration period for the respective programme.
- iii. A student may also opt to freeze his/her study programme. The maximum period for such freezing shall be four semesters. Freezing of studies will not count towards the student's registration period for the respective programme.
- iv. A student who wishes to interrupt (postpone or freeze) his/her programme must write to the Chairperson of his/her Department (in the case of Social Work), Dean of his/her Faculty or Director of the Institute of Postgraduate studies and Research (in the case of postgraduate students) through the office of the Dean of Students. The Chairperson, Dean or Director will then seek approval from the Senate. Further, permission to resume studies after postponement or freezing must be sought in writing and approved through the same channels.
- v. Students requesting to postpone or freeze study programmes must produce satisfactory evidence for the circumstances necessitating interruption of studies. Each request will be considered on its own merit.
- vi. No student will be allowed to resume studies after the completion of the registration period for the respective semester.

APPLICATION & REGISTRATION PROCEDURES

- vii. In any case, the maximum period allowable for the completion of a programme should not be exceeded. Special permission, in writing, may be granted to exceed the maximum, if given by the Senate.
- viii. A unilateral decision by a student to interrupt programmes will be taken as self-discontinuation. A student who breaks his/her studies for more than 2 semesters, unless otherwise approved by Senate, shall be deemed to have lost any accumulated credits hence self-discontinuation. That notwithstanding, such a student may be allowed to re-apply for admission into the University, if sufficient reasons are presented.

Changing Programmes

- i. No student will be allowed to change the programme in which one has been originally admitted.
- ii. 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.

Inability to Complete Study Programme within the Maximum Period

- i. 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.
- ii. 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 the other University is willing to admit that student.

CONDUCT OF EXAMINATIONS

- iii. The final university examination is conducted by a board of examiners consisting of one or more external examiners appointed by Senate or its Chairperson from outside the university; together with the academic staff who taught the course under examination.
- iv. Examiners for supplementary examinations may all be appointed from within the University.
- v. 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.
- vi. During the training period, student advisors are appointed to guide individual students, mentoring them, and helping them to solve problems.

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.

CONDUCT IN CLINICAL AREAS

- v. They must be team spirited.
- vi. They must strive to ensure further advancement of the University and teaching hospital survival in line with the vision of the Founder of the University.
- vii. They must make sure that HKMU has a conducive working and learning environment.
- viii. They must respect one another, support, and learn from one another.
- ix. They must observe that HKMU is not a place for political manipulation or undermining anybody, or any activity which may destabilise or bring down the good reputation of the University.
- x. Every staff member or student has a chance to air constructive criticism, views, advice during the regular official meetings.
- xi. Every staff member or student must know and observe the University's standing orders [staff regulations], code of conduct, agreed upon, and which may be revised from time to time, to ensure protection of the integrity of the University and all its members; being students or staff.
- xii. Any staff member or student doing the opposite of the above, is an opponent of the University, and should leave the institution voluntarily or involuntarily.

OTHER RULES FOR HKMU STUDENTS

- i. Rules and regulations affecting the students may be revised from time to time by the Council or Senate in accordance with provisions in the University Charter. In addition to these regulations, each faculty, department, institute, school, library, the Kairuki Hospital or any other unit of the University, may issue its own rules governing the conduct of the students within its premises. However, such rules shall not be inconsistent with the general regulations made by the Senate or Council. Revisions of regulations must be tabled before the Senate or Council.
- ii. These general regulations shall apply to all students.
- iii. Copies of all regulations shall be deposited with the Deputy Vice Chancellor for Academic Affairs, Dean of Students, Faculty Deans, and Chairpersons of Departments and brought to the attention of all students.
- iv. Ignorance of Regulations or any public notice shall not be accepted as an excuse for any breach of discipline. Every student on enrolment shall be required to obtain a copy of such university regulations as related to his condition and/or the time being in force.
- v. Students shall conduct themselves in a quiet and orderly manner and shall pursue their studies with all diligence. They must observe statutes and shall conform to all such regulations and orders as may be made for the good governance of the University.
- vi. The operation of these regulations is without prejudice to the application of the general Laws of the Land, which applies to all persons in the University.

BEST STUDENT AWARDS

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

Academic Prizes

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

- i. Eighteen awards for the overall best student in each study year (MD1-5, BScN 1-4, BSW1-3 Diploma 1-2 and Certificate). To qualify for overall best student award a student must have scores at grade "B" or higher in all courses. He/she must also be the best student in discipline and behaviour at University level.

BEST STUDENT AWARDS

- ii. Prof. Hubert Kairuki Prize for the best final year student in Obstetrics and Gynaecology
- iii. Prof. Esther Mwaikambo Prize for the best final year student in Paediatrics and Child Health
- iv. Internal Medicine Prize for the best final year student in Internal Medicine
- v. Surgery Prize for the best final year student in Surgery
- vi. Community Medicine Prize for the best final year student in Community Medicine
- vii. Psychiatry Prize for the best final year student in Psychiatry
- viii. Valedictorian Award: Valedictorian Award is an academic award offered by HKMU to a particular student who has obtained best student year award for all the academic years of study at HKMU. In case of MD students: The one, who would obtain best student year award consecutively from MD1 to MD5, shall be considered for Valedictorian Award. Likewise, for other degree programmes.

The title is generally awarded based upon various criteria such as an overall academic record of grades and credits (or overall GPA), a student's grade point average, the academic weight of classes, the level of rigor within a student's academic program of studies, the level of participation in and dedication to extracurricular activities. Such performance is recognized and encouraged so that other students may also follow in that direction of excellence.

TEACHING & RESEARCH FACILITIES



The University offers a wide range of facilities to support the needs of both students and staff in teaching, learning, and research. These include a **skills laboratory** for simulation-based learning and online learning management systems such as **Moodle** and **Google Classroom**.

TEACHING HOSPITALS

Kairuki Hospital

Kairuki Hospital, the primary teaching hospital affiliated with HKMU, is a top-rated facility recognized for its cutting-edge diagnostic and treatment technologies. The hospital boasts the first-ever High-Intensity Focused Ultrasound in Tanzania, a dedicated priority wing to cater to patients' needs, and a newly established fertility clinic. Other highlights include a dialysis unit, physiotherapy unit, and laparoscopy-equipped operating theaters. The hospital's comprehensive in and out-patient services are complemented by a satellite polyclinic.

Other Teaching Hospitals

For more comprehensive and immersive learning, our students also benefit from a wide exposure to real-world practice in different regions of the country. This is made possible through partnerships that HKMU has established with a broad network of medical institutions. These include Amana, Mwananyamala, and Temeke Regional Referral Hospitals; Magomeni RCH; Sinza District Hospital; Muhimbili National Hospital (MNH); Muhimbili Orthopaedic Institute (MOI); Comprehensive Community Based Rehabilitation in Tanzania (CCBRT); Ocean Road Cancer Institute (ORCI); Lugalo General Military Hospital in Dar es Salaam; Kilimanjaro Christian Medical Centre (KCMC); Tumbi Designated Regional Referral Hospital in Kibaha; and Mirembe National Mental Health Hospital in Dodoma.

UNIVERSITY LIBRARY

The HKMU Library is a fully operational academic department with a team of highly skilled staff. The Library is divided into three main sections: the Main Library, the Book Bank, and the ICT Laboratories. It serves as a place for self-education and self-tutoring, encouraging students to be inquisitive, take initiative, and dedicate themselves to promoting their education.

As an integral part of academic life at the university, the HKMU Library provides a diverse range of both print and digital resources to meet the ever-evolving needs of its users. With its Online Access Public Catalogue [OPAC], users can easily identify, find, and locate the materials they need.

Main Library

The HKMU main library is home to a vast collection of reference materials, textbooks, and periodical volumes that are relevant to students' needs. Additionally, the library provides access to an extensive supply of electronic resources, which have become an essential tool for students and other users to access for their studies and learning. These resources are easily searchable on the internet through a variety of free and subscribed databases and programmes that complement printed information. The HKMU library is licensed through COTUL cooperation to access and use various Databases and Programmes selected annually. Additionally, access and use of variety of e-resources on Medical and allied Sciences is available through registration for WHO databases and Programmes such as; HINARI AGORA, ARDI and OARE. Similarly, Open Access [OA] information is also organized and utilized effectively and sufficiently to improve and modernize the library services.

UNIVERSITY LIBRARY

In this direction an Institutional Repository, [IR] is set up as an e-resources archive for collecting, organizing, preserving, and disseminating digital copies of the intellectual research outputs. The objective of setting up IR is to provide OA to research outputs through self-archiving unpublished literature such as theses, working papers and reports. The IR functions include showcasing institution's scholarly publications and a set of services, which the University ought to offer to its community.

Book Bank

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

ICT/Computer Laboratory

The University has a computer laboratory that is well equipped with full-time Internet access, dedicated to ICT literacy. This facility offers state-of-the-art technology for students to access and use web-based information, literature, and email services through its networked computers. To ensure smooth operations, the laboratory is staffed with skilled professionals who provide day-to-day maintenance support.

QUALITY ASSURANCE

Committed to meeting the standards established by both the Tanzania Commission for Universities (TCU) and the Inter-University Council for East Africa (IUCEA), HKMU's Quality Assurance Unit is composed of members from administrative and academic departments. The unit plays a crucial role in maintaining academic excellence, with responsibilities that include:

- **Curricula Development & Revision:** Ensuring that the curriculum is up-to-date, relevant, and consistent with both local and international educational standards, the unit recently supported the revision of the Doctor of Medicine (MD) curriculum. The BSc Nursing, Master of Medicine, MSc Public Health, and Master of Social Work curricula are also currently undergoing revisions.
- **Compliance & Satisfaction Assessments:** To ensure that HKMU adheres to best practices and continually strives for improvement, both internal and external assessments are conducted.
- **Course and Faculty Evaluations:** By facilitating student-led evaluations, the unit promotes an environment that is responsive to feedback on course content and teaching quality.

HKMU's dedication to quality education extends beyond its campus. The university is an active member of several reputable organizations devoted to promoting a robust quality assurance system, including the Tanzania Universities Quality Assurance Forum (TUQAF), Southern African Regional Universities Association (SARUA), and Association of African Universities (AAU).



STUDENTS WELFARE



Dean of Students

The Office of the Dean of Students is responsible for taking care of all forms of students' welfare matters ranging from social, mental, emotional, physical, and spiritual for the purpose of maintaining conducive learning environment that will enable students realize their goals.

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

*In this photo: Mr. Abraham Mwalugeni, Dean of Students
Master of Social Work, Class of 2018*

Hubert Kairuki Memorial University Students' Association

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

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

- Participating in the national and regional annual East Africa Universities games.
- Preparing Continuing Medical Education.
- Scientific Conferences.
- Student involvement in health delivery activities (Community Outreach).

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

The students' government comprise of the President, Vice President, Prime Minister, Ministers, and other officials. The Representative Council comprise of the Speaker, Deputy Speaker, Clerk, and members of the Parliament.

General elections are normally held (between May and June) every year where students elect their leaders who eventually form students' government and the representative council/parliament.



HKMUSA Leadership 2023/2024. From the left: Oswin Mbugu (President), Elizabeth Kawiche (Speaker) and Sonia Sokoine (Vice President)



In this photo: HKMU Students participating in inter-university academic competitions

Student Clubs & Extracurricular Activities

At HKMU, we believe in the holistic development of our students and support a diverse array of student professional associations and clubs, including:

- Tanzania Medical Students Association (TAMSA HKMU Branch)
- Tanzania National Nurses Association (TANNA HKMU Branch)
- Rotaract Club Kairuki Chapter
- Red Cross HKMU Branch
- Social Work Club
- Charge Club
- Youth of United Nations (YUNA)
- Digital Club
- Environmental Club
- HIV/AIDS Club

In addition to these clubs, our students are actively involved in extracurricular activities, representing HKMU with pride in sports, cultural events, inter-university competitions, and the East Africa Universities games. We have a range of sports teams that compete in various inter-university competitions. Our students have brought home numerous awards and accolades in sports like football, basketball, volleyball, and athletics. The University is also affiliated to local and international sports organizations such as Tanzania Universities Sports Association (TUSA), East Africa Universities Sports Federation (EAUSF), through TUSA the University is affiliated with Federation of African University Sports (FASU) and the Federation of International University Sports (FISU).

VARIOUS SOCIAL AND PROFESSIONAL EXTRACURRICULAR ACTIVITIES AT HKMU



Psychosocial Wellness Centre: Promoting Holistic Wellbeing

The Psychosocial Wellness Centre at HKMU was established to address the wellbeing of both students and staff at KHEN. Its primary goal is to provide advisory and counselling services, as well as crisis intervention, to support individuals grappling with psychological trauma, psychosocial crisis, and stress. Additionally, the Centre seeks to foster mentorship relationships between students and staff.

The Social Work Department coordinates the Centre in partnership with the Office of the Dean of Students, the Departments of Behavioural Science and Ethics, Psychiatry, and Mental Health Nursing.

Student Advisors

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

At HKMU each student will be assigned to an advisor. This advisor is assigned to the student on their first year at the University and will remain so for the whole period a student is enrolled in a programme. It will be the responsibility of both the advisor and the students to maintain frequent communication and a friendly environment where students will be able to share their concerns.

To facilitate this, the Psychosocial Wellness Centre will evaluate advisor/student fulfilment of roles and responsibility assigned to both at the end of each academic year. Thereafter, submitting the report to the DVCAC.



Roles & Responsibilities of Student Advisors

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

Roles & Responsibilities of the Student

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

Year Coordinators

To ensure efficient management of students' academic affairs, each year of study is assigned an individual with the responsibility of coordinating and facilitating academic activities. Here are the dedicated coordinators assigned to each faculty/programme at HKMU.

Faculty of Medicine

Name	Study Year (MD)	Phone
Mr. Walter Msangi	MDI	+255755950492
Ms. Ashura Mayanda	MDII	+255657940113
Mr. Gabinus Fimbo	MDIII	+255713764595
Dr. Alice Gwambegu	MDIV	+255734445213
Dr. Isaac Makanda	MDV	+255788415584

Faculty of Nursing

Name	Study Year (BScN)	Phone
Ms. Nyawawa Wawa	BScNI	+255717874811
Mr. Mathew Ndomondo	BScNII	+255752046333
Mr. Edson Sungwa	BScNIII	+255788005877
Ms. Minael Nathanael	BScNIV	+255756348313

Department of Social Work

Name	Programme	Phone
Ms. Pamela Mashala	BSW	+255753696282
Ms. Ester Katende	DSW	+255765403333

Roles & Responsibilities of Year Coordinators

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

Student Accommodation

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

In-Campus Accommodation

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

Students with Special Needs: These are students who have been identified to have serious medical condition and so need special attention, and those with physical disabilities/health challenges, which may qualify them for accommodation, will be given individual consideration before others, only after receiving student medical reports.

International Students: International students will be offered University accommodation for the duration of their programme provided that they remain fully registered as university students.

First Year Students: First year students both Undergraduates and Postgraduates students enrolled by HKMU/KSN are eligible for accommodation, upon payment of tuition and hostel fees, so as to enable them to adapt easily the City and the university life, because in most cases many new students come from the up country.

Finalist students: Finalist students both Undergraduate and Postgraduate enrolled by HKMU/KSN will be eligible for accommodation, depending on the availability of hostel rooms.

HKMUSA Leaders: HKMUSA ex-com members, upon payment of tuition and hostel fees. Hostel residents shall be required to sign a tenant contract at the beginning of the academic year.

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

Off-Campus Accommodation

Students who fail to secure in-campus accommodation are advised to seek alternative accommodation in nearby private hostels and private rental homes. However, the lease agreement shall remain between the student and the owner of accommodation facility. Dean of Students' office and the Students Association (HKMUSA) will assist in providing a list of available off campus accommodation facilities for students who find it difficult to locate the same. Currently, the available off campus hostels are: MRC hostel, Rejoice 1 and 2 hostels, Bibi Esther hostel, Smart hostel, SATF hostel, Heritage hostel and Kalinga hostel.

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

Cafeteria Services

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

Religious Activities

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

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

Higher Education Students' Loans Board (HESLB)

The Higher Education Students' Loans Board (HESLB) provides loans for students Tanzanian students who meet the Board's criteria. The primary aim of HESLB is to support disadvantaged students who have been accepted into accredited higher education institutions but lack the necessary resources to finance their studies. Many students at HKMU have benefited from HESLB.

To help students with the loan application process and to ensure timely disbursement of funds, the university has a Loan Officer. Additionally, the Students' Government has a dedicated Ministry for student loans. For further details, please visit the HESLB website at www.heslb.go.tz.

Banking Services

There are several banking services available near the university, including CRDB, National Microfinance Bank (NMB), Bank of Africa (BOA), NBC, and more. For the convenience of students, some ATMs from NMB and CRDB banks are located within the university campus. We advise students without bank accounts to open one as soon as possible for their financial transactions and to keep their money safe. To open an account, students should obtain a special form from the Dean of Students office along with an introduction letter to the relevant bank.

Student Dress Code

At HKMU, we believe that a dress code plays a significant role in creating a positive image for both our students and the university. By setting guidelines for student attire, we promote a sense of discipline, responsibility, and readiness for the professional world. Additionally, the dress code serves to maintain moral standards and encourage a respectful atmosphere on campus. We expect all students to abide by the dress code while on campus to avoid any disruptions such as inability to attend classes or use university facilities.

The following must be adhered to by all students at HKMU:

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

The following attire are strictly prohibited for females:

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

The following attire are strictly prohibited for males:

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

Note

- A student who violates the dress code will have an opportunity of correcting the mistake by changing the attire. A student who violates the dress code frequently will be eligible for disciplinary measures as stipulated in the Student By-Laws.
- A student who has a question about the appropriateness of dressing should discuss the specific issue with the Office of Dean of Students before wearing the item. The University Management, classroom instructors/lecturers and other staff have the responsibility to oversee and address guidelines violators and/or deny services to students dressed in any of the prohibited attire.

Students' Health Services

All students, new and continuing, are required to enroll in the National Health Insurance Fund (NHIF) scheme during the registration period. By registering, students gain access to both inpatient and outpatient services as outlined in NHIF guidelines, and can receive medical care from any accredited facility across the country. Although students are advised to seek medical attention at Kairuki Hospital, they have the freedom to choose any NHIF-accredited hospital.

To register, students must use the Online Student Information Management (OSIM) System. After registration, undergraduate students will receive a control number that enables them to pay the NHIF fee of TZS 50,400 per annum, renewable annually. For postgraduate students, the Dean of Students will offer guidance, as NHIF has prepared a special premium package for them.

Students aged 18 and above who possess an NHIF card from their parents are no longer required to be under their parents' NHIF scheme. Instead, they must enroll in the NHIF scheme, using the students' window available to all university students. Employees can use their NHIF card, provided they register it with the Office of the Dean of Students. Registration is mandatory, and students who do not enroll will not be allowed to attend lectures, rotations, or fieldwork.

If a student loses their NHIF membership card, they must report to Kinondoni NHIF offices in person with a Police loss report. They will be required to refill another NHIF form, and the cost of obtaining a new card is TZS 20,000 for the first time. If the second card is lost, the student will need to pay TZS 50,000. All payments shall be made into a bank or as directed by NHIF. Please note that these fees are subject to change based on NHIF policy and regulations.

ALUMNI ASSOCIATION

In this photo:

*Left - Ms. Esther Katende
Master of Social Work, Class of 2016;*

*Centre - Ms. Minael Nathanael
BSc Nursing, Class of 2004*

*Right - Dr. Warles Lwabukuna,
MMed Internal Medicine, Class of 2019;
Doctor of Medicine, Class of 2014*



At HKMU, our commitment to nurturing talent and fostering a sense of community doesn't end with graduation. The HKMU Alumni Association serves as a dynamic network that fosters lifelong connections, supports professional development, and celebrates the remarkable achievements of our graduates.

As an HKMU alumnus, you'll have access to a wide range of benefits and resources through the Alumni Association. These include networking events, career development workshops, and access to job postings and other professional opportunities. You'll also have the chance to give back to your alma mater by volunteering your time, expertise, or financial support to help future generations of students succeed.

Diverse Achievements

Our alumni have made significant contributions to numerous sectors, including healthcare, education, business, and social advocacy. Several alumni have risen to prominence as healthcare professionals, educators, researchers, entrepreneurs and advocates for social change, making a lasting impact on society.

Convocation Ceremony

The HKMU Convocation Ceremony, which takes place just before graduation, celebrates the hard work and dedication of our graduates. It's a perfect opportunity for alumni to reunite with their peers, lecturers, and the university community. Distinguished alumni are often invited to deliver keynote speeches, inspiring the next generation to strive for excellence.

The Convocation Ceremony goes beyond recognizing academic achievements; it also acknowledges the significant contributions our alumni have made in their respective fields. It serves as a reminder that our graduates are a force for good, making positive impacts in their communities and beyond. This event underscores the importance of education and the value of continuous learning. We take immense pride in the achievements of our alumni and eagerly anticipate their future successes.

FIND OUT MORE

*Email us at
alumni@hkmu.ac.tz*



UNDERGRADUATE PROGRAMMES



DEPARTMENT OF SOCIAL WORK

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

Diploma in Social Work: NTA Level 4

Entry Requirements: Certificate of Secondary Education with minimum of FOUR PASSES excluding religious subjects or National Vocational Award (NVA) level 3 (with at least 3 passes of Certificate of secondary education (CSE).

Programme Duration: 3 years

Diploma in Social Work: NTA Level 5

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

Programme Duration: 2 years

DEPARTMENT OF SOCIAL WORK

Bachelor of Social Work (BSW)

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

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

Programme Duration: 3 years

DEPARTMENT OF SOCIAL WORK

FEE STRUCTURE: DIPLOMA IN SOCIAL WORK FOR LOCAL (INCL. EAC) STUDENTS

(A)	AMOUNT PAYABLE TO THE UNIVERSITY	NTA LEVEL 4 (TZS)	NTA LEVEL 5 (TZS)	NTA LEVEL 6 (TZS)
1.	Registration	50,000	50,000	50,000
2.	Tuition fee	700,000	800,000	800,000
3.	Examinations	63,000	63,000	63,000
4.	Development Fee	50,000	50,000	50,000
5.	Book-bank borrowing	100,000	100,000	100,000
6.	Facility Maintenance fee	50,000	50,000	50,000
7.	Field supervision	200,000	200,000	200,000
8.	Graduation fee	80,000	80,000	80,000
	TOTAL	1,293,000	1,393,000	1,393,000
(B)	OTHER FEES	NTA LEVEL 4 (TZS)	NTA LEVEL 5 (TZS)	NTA LEVEL 6 (TZS)
1.	NACTE Quality Assurance	15,000	15,000	15,000
2.	Student Union	35,000	35,000	35,000
	TOTAL	50,000	50,000	50,000
(C)	AMOUNT PAYABLE TO THE STUDENT	NTA LEVEL 4 (TZS)	NTA LEVEL 5 (TZS)	NTA LEVEL 6 (TZS)
1.	NHIF (compulsory)	50,400	50,400	50,400
2.	Accommodation	400,000	400,000	400,000
3.	Field Allowance	600,000	600,000	600,000
4.	Meals per semester	1,600,000	1,600,000	1,600,000
5.	Book purchase	800,000	800,000	800,000
6.	Stationery	400,000	400,000	400,000
7.	Pocket money	700,000	700,000	700,000

DEPARTMENT OF SOCIAL WORK

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

(A)	AMOUNT PAYABLE TO THE UNIVERSITY	YEAR 1 (TZS)	YEAR 2 (TZS)	YEAR 3 (TZS)
1	Registration & Identity Card	50,000		
2	Tuition Fee	1,400,000	1,400,000	1,500,000
3	Examinations	80,000	80,000	80,000
4	Development Fee	50,000	50,000	50,000
5	Book-bank borrowing	100,000	100,000	100,000
6	Facility Maintenance Fee	100,000	-	-
7	Field Work practice	-	200,000	-
8	Research	-	-	200,000
9	Graduation Fee	-	-	100,000
	Sub-total	1,780,000	1,830,000	2,030,000
(B)	Other Fees			
1	TCU Quality Assurance	20,000	20,000	20,000
2	Student Union	35,000	35,000	35,000
	Sub-total	55,000	55,000	55,000
	Total Fee	1,840,000	1,885,000	2,085,000
(C)	Payable to Student			
1	Health Insurance - NHIF	50,400	50,400	50,400
2	Field Allowance	400,000	400,000	400,000
3	Accommodation	600,000	600,000	600,000
4	Meals per Semester	1,600,000	1,600,000	1,600,000
5	Book purchase	800,000	800,000	800,000
6	Stationery	400,000	400,000	400,000
7	Pocket Money	700,000	700,000	700,000

DEPARTMENT OF SOCIAL WORK

FEE STRUCTURE: BACHELOR OF SOCIAL WORK PROGRAMME FOR FOR INTERNATIONAL STUDENTS

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

DEPARTMENT OF SOCIAL WORK

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

ACCOUNT NAME: HUBERT KAIRUKI MEMORIAL
UNIVERSITY
ACCOUNT NO: 0150240150101

BANK NAME:
CRDB BANK LTD
AZIKIWE BRANCH
P.O. BOX 72344
DAR ES SALAAM
TANZANIA

SWIFT CODE:
CORUTZTZ

OR

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

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

SWIFT CODE:
EUAFTZTZ

BACHELOR OF SOCIAL WORK

KEY:

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

COURSE CODING, HOURS PER WEEK AND PER SEMESTER

Year 1: Semester 1

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

Year 1: Semester 2

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

BACHELOR OF SOCIAL WORK

KEY:

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

COURSE CODING, HOURS PER WEEK AND PER SEMESTER

Year 2: Semester 3

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

Year 2: Semester 4

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

BACHELOR OF SOCIAL WORK

KEY:

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

COURSE CODING, HOURS PER WEEK AND PER SEMESTER

Year 3: Semester 5

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

Year 3: Semester 6

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

DEPARTMENT OF SOCIAL WORK

NOTE:

** - On Staff Development (PhD)

ACADEMIC CREDENTIALS OF TEACHING STAFF

Dr. Theresa J. Kaijage - Senior Lecturer and Chairperson

PhD in Social Work (University of Pittsburgh), Master of Social Work (Washington University), BA in Education (UDSM)

Mr. Daudi S. Chanila - Assistant Lecturer**

Master of Social Work (OUT), Master of Public Administration (MU), PGD in Law, ADSW (ISW)

Ms. Rita Minga - Assistant Lecturer

Master of Social Work (HKMU), MSc. Development Policy and Practice for Civil Society (Bradford), Bachelor of Social Work (ISW)

Ms. Esther Katende - Assistant Lecturer

Master of Social Work (HKMU), Postgraduate Diploma in Economic Diplomacy, Centre for Foreign Relation (UDSM), Advanced Diploma in Social Work (ISW)

Ms. Violeth Mamma - Assistant Lecturer

Advanced Diploma in Social Work (ISW), Master of Community Work (Bergen University College)

Ms. Pamela Mashala - Assistant Lecturer

Master of Social Work (ISW), Bachelor of Social Work (ISW)

Ms. Herieth Balagaye - Assistant Lecturer (Part-Time)

Master in Social Work (ISW), Bachelor of Social Work (ISW)

FACULTY OF MEDICINE



FACULTY OF MEDICINE

The Faculty of Medicine offers one academic programme which is Doctor of Medicine (MD). The faculty's approach to teaching is heavily rooted in the community, focusing on health promotion, disease prevention, research, and administration. Our program is designed to provide HKMU-trained doctors with a strong scientific general education, a public health orientation, and a social concern for the communities they will serve. Our training ensures that our graduates are equipped with a broader perspective and capabilities to function at all levels of the healthcare system.

Doctor of Medicine (MD)

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

Equivalent entry requirements:

1. Diploma in Clinical Medicine with an average of "B" or a minimum GPA of 3.0; in addition, an applicant must have a minimum of "D" grade in the following subjects: Mathematics, Chemistry, Biology, Physics and English at O-Level.
2. Bachelor of science degree in health-related programmes from a recognized/accredited university with minimum lower second class.

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

FACULTY OF MEDICINE

NOTE:

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

FEE STRUCTURE: MD PROGRAMME FOR LOCAL (INCL. EAC) STUDENTS

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

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

FACULTY OF MEDICINE

NOTE:

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

FEE STRUCTURE: MD PROGRAMME FOR LOCAL (INCL. EAC) STUDENTS

ACCOMMODATION FEE	
HOSTEL	COST (TZS)
Double	850,000
Triple	600,000
Hostel Security Fee	40,000

Money payable to the student

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

LIVING EXPENSES	COST (TZS)
NHIF (compulsory)	50,400
Food (per semester)	1,600,000
Book purchase (per set)	1,000,000
Pocket money (per semester)	700,000
Stationery (per semester)	400,000
FIELD WORK AND RESEARCH	COST (TZS)
MD 4	1,000,000
MD 5	600,000

FACULTY OF MEDICINE

FEE STRUCTURE: MD PROGRAMME FOR LOCAL (INCL. EAC) STUDENTS

Special Faculty Requirements

First Year

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

Second Year

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

NOTE:

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

FACULTY OF MEDICINE

FEE STRUCTURE: MD PROGRAMME FOR LOCAL (INCL. EAC) STUDENTS

Special Faculty Requirements

Third, Fourth and Fifth Year

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

Transport from HKMU to various hospitals for clinical rotations and back to HKMU

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

NOTE:

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

FACULTY OF MEDICINE

FEE STRUCTURE: MD PROGRAMME FOR INTERNATIONAL STUDENTS

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

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

FACULTY OF MEDICINE

FEE STRUCTURE: MD PROGRAMME FOR INTERNATIONAL STUDENTS

ACCOMMODATION FEE	
HOSTEL	COST (USD)
Double	850.00
Triple	600.00
Hostel Security Fee	30.00

Money payable to the student

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

LIVING EXPENSES	COST (USD)
NHIF (compulsory)	55.00
Food (per semester)	1,950.00
Book purchase (per set)	1,500.00
Pocket money (per semester)	950.00
Stationery (per semester)	450.00
FIELD WORK AND RESEARCH	COST (USD)
MD 4	1,000.00
MD 5	600,000

NOTE:

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

FACULTY OF MEDICINE

FEE STRUCTURE: MD PROGRAMME FOR INTERNATIONAL STUDENTS

Special Faculty Requirements

First Year

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

Second Year

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

NOTE:

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

FACULTY OF MEDICINE

FEE STRUCTURE: MD PROGRAMME FOR INTERNATIONAL STUDENTS

Special Faculty Requirements

Third, Fourth and Fifth Year

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

Transport from HKMU to various hospitals for clinical rotations and back to HKMU

MD4 & MD5	COST (USD)
Per Year (2 semesters)	200.00

NOTE:

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

FACULTY OF MEDICINE

FEE STRUCTURE: MD PROGRAMME FOR INTERNATIONAL STUDENTS

Additional Costs for International Students

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

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

ACCOUNT NAME: HUBERT KAIRUKI MEMORIAL
UNIVERSITY
ACCOUNT NO: 0150240150101

BANK NAME:
CRDB BANK LTD
AZIKIWE BRANCH
P.O. BOX 72344
DAR ES SALAAM
TANZANIA

SWIFT CODE: CORUTZTZ

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

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

OR

FACULTY OF MEDICINE

COURSE CODING, HOURS PER WEEK AND/OR PER SEMESTER-MD PROGRAMME

Year 1: Semester 1

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

FACULTY OF MEDICINE

COURSE CODING, HOURS PER WEEK AND/OR PER SEMESTER-MD PROGRAMME

Year 1: Semester 2

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

FACULTY OF MEDICINE

COURSE CODING, HOURS PER WEEK AND/OR PER SEMESTER-MD PROGRAMME

Year 2: Semester 3

	Course name	Course Code	Core or elective	Lecture (Hrs)	Tutorial/Seminar (Hrs)	Assignment (Hrs)	Independent Study (Hrs)	Practical (Hrs)	Total (Hrs)	Credits
1.	Community Health Practice	CH300	CORE	0	10	0	4	62	76	7.6
2.	Health Systems & Development	HSD300	CORE	60	20	15	17	0	112	11.2
3.	Microbiology & Immunology	MI300	CORE	68	12	6	10	68	164	16.4
4.	Pathology I	PAT300	CORE	54	4	0	1	20	79	7.9
5.	Basic and Clinical Pharmacology	PHC300	CORE	36	20	10	10	44	120	12.0
6.	Professionalism and Ethics in Medical Practice	PR300	CORE	30	5	4	0	20	59	5.9
7.	Therapeutic Counselling	TC300	CORE	22	0	0	0	22	44	4.4
	Total			270	71	35	42	236	654	65.4

FACULTY OF MEDICINE

COURSE CODING, HOURS PER WEEK AND/OR PER SEMESTER-MD PROGRAMME

Year 2: Semester 4

	Course name	Course Code	Core or elective	Lecture (Hrs)	Tutorial/ Seminar (Hrs)	Assignment (Hrs)	Independent Study (Hrs)	Practical (Hrs)	Total (Hrs)	Credits
1.	Epidemiology & Biostatistics	EB400	CORE	64	9	22	19	59	173	17.3
2.	Management & Entrepreneurship	ME400	CORE	42	0	0	0	10	52	5.2
3.	Pathology II	PAT400	CORE	54	0	0	0	38	92	9.2
4.	Parasitology and Medical Entomology	PE400	CORE	56	6	10	6	32	110	11.0
5.	Clinical Pharmacology	PHC400	CORE	32	26	11	8	30	107	10.7
6.	Psychopathology	PSY400	CORE	31	11	10	0	0	52	5.2
7.	Research Proposal Development	RP400	CORE	14	0	5	0	32	51	5.1
	Total			293	52	58	33	201	637	63.7

FACULTY OF MEDICINE

COURSE CODING, HOURS PER WEEK AND/OR PER SEMESTER-MD PROGRAMME

Year 3: Semester 5 (Clerkship/Junior Rotation)

	Course name	Course Code	Core or elective	Lecture (Hrs)	Tutorial/ Seminar (Hrs)	Assignment (Hrs)	Independent Study (Hrs)	Practical (Hrs)	Total (Hrs)	Credits
1.	Management of Disease- Internal Medicine I	IM 500	CORE	36	0	0	0	36	72	7.2
2.	Management of Disease - Obstetrics and Gynaecology I	OG 500	CORE	32	0	0	0	32	64	6.4
3.	Occupational Medicine	OM 500	CORE	28	2	6	0	6	42	4.2
4.	Management of Disease - Ophthalmology	OPT 500	CORE	24	0	0	0	8	32	3.2
5.	Pathology III	PAT 500	CORE	62	10	0	8	24	104	10.4
6.	Management of Disease - Paediatrics and Child Health I	PD 500	CORE	32	0	0	0	32	64	6.4
7.	Management of Disease - Psychiatry & Mental Health I	PSY 500	CORE	36	0	10	0	14	60	6.0
8.	Radiology and Medical Imaging	RAD 500	CORE	48	10	0	0	20	78	7.8
9.	Management of Disease - Surgery/Orthopaedics and Trauma	SU 500	CORE	56	0	0	0	34	90	9.0
	Total			354	22	16	8	206	606	60.6

FACULTY OF MEDICINE

COURSE CODING, HOURS PER WEEK AND/OR PER SEMESTER-MD PROGRAMME

Year 3: Semester 6 (Clerkship/Junior Rotation)

	Course name	Course Code	Core or elective	Lecture (Hrs)	Tutorial/Seminar (Hrs)	Assignment (Hrs)	Independent Study (Hrs)	Practical (Hrs)	Total (Hrs)	Credits
1.	Management of Disease – Anaesthesia and Critical Care Medicine	ANC 600	CORE	30	0	0	0	14	44	4.4
2.	Communicable and non-communicable disease control	CD 600	CORE	45	20	2	8	84	159	15.9
3.	Management of Disease – Otorhinolaryngology (ENT)	ENT 600	CORE	28	5	0	6	14	53	5.3
4.	Management of Disease-Internal Medicine II	IM 600	CORE	46	0	0	0	51	97	9.7
5.	Management of Disease-Obstetrics and Gynaecology II	OG 600	CORE	47	0	0	0	50	97	9.7
6.	Management of Disease-Paediatric and Child Health II	PD 600	CORE	56	0	0	0	41	97	9.7
7.	Management of Disease-Psychiatry & Mental Health II	PSY 600	CORE	34	13	0	0	10	57	5.7
	Total			286	38	2	14	264	604	60.4

FACULTY OF MEDICINE

COURSE CODING, HOURS PER WEEK AND/OR PER SEMESTER-MD PROGRAMME

Year 4 & 5 (Old MD Curriculum)

Semester 7- and 8: Year 4									
S.N.	CODE	COURSE	TOTAL HRS PER WEEK			TOTAL HRS PER ROTATION/SEMESTER			EXAMINATION
			Theory	Practice	Total	Theory	Practice	Total	
1.	FM700	Forensic Medicine	2	-	2	36	-	36	ESE
2.	IM780	Internal Medicine **	6	29	35	96	464	560	FQE
3.	PD780	Paediatrics and Child Health **	6	29	35	96	464	560	FQE
4.	PSY800	Psychiatry	6	29	35	48	232	280	FQE
5.	FM800	Forensic Medicine	2	-	2	36	-	36	FINAL
6.	EP800	Elective Period	-	20	20	-	120	120	REPORT
Semester 9 and 10: Year 5									
S.N.	CODE	COURSE	TOTAL HRS PER WEEK			TOTAL HRS PER ROTATION			EXAMINATION
			Theory	Practice	Total	Theory	Practice	Total	
1.	OG900	Obstetrics and Gynaecology**	6	29	35	96	464	560	FQE
2.	SU900	Surgery/Orthopaedics***, ENT, Urology and Ophthalmology**	6	29	35	96	464	560	FQE
3.	COM900	Community Medicine (including Direct leadership, Administration and Management)****	6	29	35	48	232	280	FQE

** Parallel rotation in groups

*** 2 weeks for orthopaedics

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

FACULTY OF MEDICINE

SCHEDULE FOR CONDUCTING CLINICAL ROTATIONS

Semester 5: Junior Rotation (Clerkship)

Week(s)	Dates	Rotations by Groups				
		IM500	PD500	OG500	PSY500	SU500
1-8	06 November 2023 – 05 January 2024	Theory sessions: all courses				
9-10	08 – 19 January 2024	Group A	Group B	Group C	Group D	Group E
11-12	22 January – 02 February 2024	Group E	Group A	Group B	Group C	Group D
13-14	05 – 16 February 2024	Group D	Group E	Group A	Group B	Group C
15-16	19 February – 01 March 2024	Group C	Group D	Group E	Group A	Group B
17-18	04 th – 15 th March 2024	Group B	Group C	Group D	Group E	Group A

Semester 6: Junior Rotation (Clerkship)

Week(s)	Dates	Rotations by Groups				
		IM600	PD600	OG600	PSY600	RADIOLOGY
1-8	15 th April – 7 th June 2024	Theory sessions: all courses				
9-10	17 th – 28 th June 2024	Group A	Group B	Group C	Group D	Group E
11-12	1 st –12 th July 2024	Group E	Group A	Group B	Group C	Group D
13-14	15 th –26 th July 2024	Group D	Group E	Group A	Group B	Group C
15-16	29 th July – 9 th August 2024	Group C	Group D	Group E	Group A	Group B
17-18	12 th – 23 rd August 2024	Group B	Group C	Group D	Group E	Group A

FACULTY OF MEDICINE

SCHEDULE FOR CONDUCTING CLINICAL ROTATIONS

MD4 Rotation (Old MD Curriculum)

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

FACULTY OF MEDICINE

SCHEDULE FOR CONDUCTING CLINICAL ROTATIONS

MD5 Rotation (Old MD Curriculum)

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

GENERAL REQUIREMENTS AND GUIDELINES FOR CONDUCTING CLINICAL ROTATIONS/FIELDWORK AT HKMU

Clinical rotations and fieldwork at HKMU are integral components of our academic programmes, designed to bridge the gap between theoretical knowledge and practical application. The primary objectives of these rotations and fieldwork experiences are to provide students with practical experience in their respective fields, further enhancing their theoretical knowledge through hands-on application. Furthermore, they aim to instil and promote professional ethics, behaviour, and a focus on patient or client-centred care. In addition, these experiences also foster inter-departmental collaboration and encourage multidisciplinary learning, ensuring a holistic educational experience for our students.

Departmental Guidelines

- Each department will formulate specific guidelines tailored to their unique clinical and fieldwork requirements.
- Guidelines should include objectives, expectations, assessment criteria, duration, any specific equipment or tools required, and any other pertinent information as determined by the respective department.
- Departments should consult with affiliated hospitals, clinics, or field sites to ensure harmonization of expectations and resources.
- All departmental guidelines must be endorsed by the Faculty Dean and approved by Senate.
- Once approved by the Senate, the respective departmental guidelines for rotations/fieldwork will be communicated to students in a timely manner.
- Departments are responsible for ensuring students understand their expectations and requirements before the commencement of the rotation or fieldwork.

FACULTY OF MEDICINE

Student Orientation

- Before commencing any clinical rotation or fieldwork, students must undergo an orientation session, acquainting them with the objectives, expectations, and any logistical details of the rotation.
- The orientation should also reiterate the importance of professional conduct, ethics, and patient confidentiality.

Student Responsibilities

- Adhere to all guidelines and protocols as outlined by their department and the hosting clinic/field site.
- Respect the rights, dignity, and values of patients, clients, and all healthcare personnel.
- Seek guidance when uncertain and take initiative in their learning.
- Ensure punctuality and commitment throughout the duration of the rotation/fieldwork.

Dress Code & Professionalism

- Students must adhere to the professional dress code as prescribed by the respective department and the clinical/fieldwork site.
- Maintaining a professional demeanour, respecting patient confidentiality, and adhering to the ethical standards set by HKMU is mandatory.

FACULTY OF MEDICINE

Safety and Health

- Students must follow all health and safety guidelines as stipulated by the department and the facility where they are conducting their rotations/fieldwork.
- Any incidents or concerns related to safety should be immediately reported to the respective department.

Clinical Training Coordinators

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

Programme

Doctor of Medicine (MD)

Bachelor of Science in Nursing (BScN)

Clinical Training Coordinator

Dr. Warles Lwabukuna

Mr. Mathew Ndomondo

Contact

+255 759 739 581

+255 752 046 333

Social Work Field Coordinator

Bachelor of Social Work (BSW)

Ms. Rita Minga

+255 784 990 111

FACULTY OF MEDICINE

GENERAL GUIDELINES FOR ELECTIVE RESEARCH PERIOD

- i. The elective period will be undertaken at the end of 4th Year, during the long vacation, for a duration of 6 weeks (October/November).
- ii. The elective period must be initiated and handled at the department level; depending on the student's area of interest. The overall coordination of the elective period activities will be the responsibility of the Department of Community Medicine.
- iii. Each student should prepare his/her proposal in advance, which is focused on creating interest for future specialization, and submit it to the department. The department shall scrutinize the proposal and determine whether the proposed area is acceptable.
- iv. Elective proposals should be completed and submitted to the supervisor(s) before proceeding with Psychiatry rotation. Therefore, students should start seeking supervisors and selecting research topics from the beginning of the fourth year.
- v. Students are allowed to do their elective training in any district, regional, referral or teaching hospital in Tanzania or any approved hospital abroad.
- vi. Students shall choose for themselves their area of interest and consult their lecturers for advice and approval.
- vii. Students are responsible for obtaining permission to conduct their elective study from relevant authorities. The University shall provide students with covering letters to introduce them to respective institutions.

GENERAL GUIDELINES FOR ELECTIVE RESEARCH PERIOD

- viii. Students who wish to do their elective period abroad have to make their own arrangements to obtain passports, visas, and other documents needed. The university will provide them with official letters to support their requests. However, students are advised to contact the host institutions before starting the process
- ix. Students shall be responsible for their own financial needs during the whole elective period.
- x. Students are required to submit to the relevant department (refer to item 2) an elective period report before proceeding to the next semester of the following academic year.
- xi. Grading: The grading of the elective period report shall be the responsibility of two people, the supervisor, i.e. the one who has been supervising the student, and the Department of Community Medicine. Eventually, all the reports and grades should be communicated or sent to the Department of Community Medicine for record keeping. The Department of Community Medicine has a duty to make sure that all the MD4 students have completed their elective period, and their submitted reports are graded.

FACULTY OF MEDICINE

ACADEMIC CREDENTIALS OF TEACHING STAFF

DEPARTMENT OF ANATOMY

Mr. George Lufukuja - Lecturer and Chairperson

MSc Anatomy (IMTU), BSc (UDSM)

Prof. Flora Fabian - Professor (part time)

Honorary Research Fellow (Tokyo Medical and Dental University), PhD Anatomy (Tokyo Medical and Dental University), DDS (UDSM)

Dr. Pamela Lugwisha - Assistant Lecturer

MSc Anatomy (IMTU), MD (HKMU)

Mr. Michael Kilimba - Tutorial Assistant*

BScN (HKMU)

DEPARTMENT OF PHYSIOLOGY

Dr. Robert Mbelwa - Senior Lecturer and Chairperson

MSc Physiology (MUK), MD (UDSM)

Prof. Yohana J.S. Mashalla - Professor

PhD in Physiology (UDSM), MD (UDSM)

Dr. Emanuel N. Muro - Assistant Lecturer*

MD (HKMU)

Dr. Sara Siwji - Assistant Lecturer

MD (HKMU)

NOTE:

* - On Staff Development (Masters)

** - On Staff Development (PhD)

FACULTY OF MEDICINE

ACADEMIC CREDENTIALS OF TEACHING STAFF

NOTE:

* - On Staff Development (Masters)

** - On Staff Development (PhD)

DEPARTMENT OF BIOCHEMISTRY & MOLECULAR BIOLOGY

Dr. Boniphace Sylvester - Senior Lecturer and Chairperson

PhD: Cytokines and Immunoglobulin Responses in Malaria (MUHAS), Master of Veterinary Medicine (SUA), BVM (SUA)

Dr. Thomas Nyambo - Senior Lecturer

MSc Biochemistry and Molecular Biology (Free University of Brussels), Fellowship Biochemistry (University of Kansas), MD (UDSM)

Ms. Consolata Rukondo - Assistant Lecturer (part time)

MSc Biochemistry (UDSM), BSc in Education -Biology and Chemistry (St. Joseph University)

DEPARTMENT OF BEHAVIOURAL SCIENCES AND ETHICS

Dr. Zahra Morawej - Lecturer and Chairperson**

MMed Psychiatry (Makerere University), MD (HKMU)

Dr. Alphage Liwa - Lecturer

MMed Psychiatry (Nairobi), MD (UDSM)

Mr. Gabinus Fimbo - Assistant Lecturer

MA Sociology (UDOM), BA Sociology (UDSM)

Nadia Ally Ahmed - Assistant Lecturer

MSc. in Clinical Psychology (MUHAS), Bachelor of Psychology (Pearson Institute of Higher Education)

FACULTY OF MEDICINE

ACADEMIC CREDENTIALS OF TEACHING STAFF

NOTE:

* - On Staff Development (Masters)

** - On Staff Development (PhD)

DEPARTMENT OF MICROBIOLOGY & PARASITOLOGY

Dr. Richard O. Mwaiswelo - Senior Lecturer and Chairperson

PhD Antimalarials efficacy and resistance surveillance, MSc parasitology & Medical entomology, DDS (MUHAS)

Ms. Rehesina Senkoro - Lecturer**

PGD Tropical Diseases Control (Manchester), MSc (UDSM), BSc Home Economics and Human Nutrition (SUA)

Mrs. Anastasia Rogers - Assistant Lecturer**

MSc Tropical Disease Control (MUHAS), BSc with Education (UDSM)

Mr. Deogratius R. Gabriel - Assistant Lecturer

MSc Medical Parasitology and Entomology (KCMC), BSc Zoology (OUT)

Ms. Ashura Mayanda - Assistant Lecturer

MSc Medical Microbiology, Immunology with Molecular Biology (KCMC), BSc Biotechnology and Laboratory science (SUA)

DEPARTMENT OF PHARMACOLOGY & THERAPEUTICS

Prof. Amos Massele - Professor and Chairperson

PhD in Pharmacology (University of Bradford), MSc in Pharmacology (University of Bradford), MD (UDSM)

Prof. Mainen Moshi - Professor

PhD in Cardiovascular Pharmacology (University of Strathclyde), BPharm (UDSM)

FACULTY OF MEDICINE

ACADEMIC CREDENTIALS OF TEACHING STAFF

NOTE:

* - On Staff Development
(Masters)

** - On Staff Development
(PhD)

DEPARTMENT OF PHARMACOLOGY & THERAPEUTICS (CONT...)

Dr. Magesa Mafuru - Lecturer

PhD in Clinical Pharmacology (Huazong Univesity), Master of Pharmacy (MUHAS), BPharm (MUHAS)

Mr. Amani Phillip - Lecturer

MSc Pharmacy (Curtin), BPharm (UDSM)

DEPARTMENT OF PATHOLOGY

Dr. Hassan M. Chande - Senior Lecturer and Chairperson

MMed Pathology (Catholic University-Netherlands), MD (UDSM)

Dr. Paul Makoye Ng'walali - Senior Lecturer

PhD Medical Science (Kumamoto University Japan), MD (UDSM)

Dr. Edda A.M Vuhahula - Senior Lecturer

PhD in Pathology (Hiroshima University), DDS (UDSM)

Dr. Caroline Ngimba - Lecturer (Part-time)

MMed Pathology (MUHAS), MD (MUHAS)

Dr. Atuganile Mallango - Lecturer (Part-time)

MMed Pathology (MUHAS), MD (MUHAS)

FACULTY OF MEDICINE

ACADEMIC CREDENTIALS OF TEACHING STAFF

DEPARTMENT OF OBSTETRICS & GYNAECOLOGY

Dr. Monica Chiduo - Senior Lecturer and Chairperson

MMed OBGY (Camaguey), MD (Havana)

Dr. Isaac Makanda - Lecturer

MMed OBGY (HKMU), MD (HKMU)

Dr. Salvatory Chuwa - Lecturer

MMed OBGY (HKMU), MBBS (IMTU)

Dr. Clementina Kairuki- Nfuka - Senior Lecturer

MSc Human Clinical Embryology and Assisted Conception, MMed OBGY (HKMU), MD (Camaguey)

Dr. Nilda Cabrera - Lecturer

MMed OBGY (Hospital Docente Materno Infantil Villa Clara. Cuba), MD (Instituto Superior de Ciencias Medicas)

Dr. Harold W. Mbulumi - Lecturer

MMed OBGY (Sumy State University/MUHAS), MD (Kharkov State Medical University)

Dr. Njoli Moudio Jean Pierre- Lecturer

MMed OBGY (MUHAS), MD (Ryazan State Medical University)

Dr. George W. Chugulu - Lecturer

MMed OBGY (HKMU), MD (MUCHS)

NOTE:

* - On Staff Development
(Masters)

** - On Staff Development
(PhD)

FACULTY OF MEDICINE

ACADEMIC CREDENTIALS OF TEACHING STAFF

DEPARTMENT OF OBSTETRICS & GYNAECOLOGY (CONT...)

Dr. Rogathe E. Olomi - Lecturer

MMed OBGY (MUHAS), MD (HKMU)

Dr. Lugano W. Kiswaga - Lecturer (Part time)

MMed OBGY (HKMU), MBBS (IMTU)

Dr. Beata N. Mushema - Assistant Lecturer

MSc Project Management, Monitoring & Evaluation in Health (MUHAS), MD (HKMU)

Dr. Julieth Elizeus - Assistant Lecturer

MD (HKMU)

DEPARTMENT OF SURGERY

Dr. Jerome Mkiramweni - Senior Lecturer and Chairperson

MMed Surgery (UDSM), MD (UDSM)

Prof. Naboth Mbembati - Associate Professor

MMed Surgery (UDSM), MD (UDSM)

Dr. Wambura B.C. Wandwi - Senior Lecturer

MMed Surgery (UDSM), MD (UDSM)

Dr. Samwel P.M Swai - Senior Lecturer

MMed Orthopaedics/ Traumatology (MUHAS), MD (University of Varma)

NOTE:

* - On Staff Development
(Masters)

** - On Staff Development
(PhD)

FACULTY OF MEDICINE

ACADEMIC CREDENTIALS OF TEACHING STAFF

DEPARTMENT OF SURGERY (CONT...)

Dr. Kitugi Nungu - Senior Lecturer

PhD (Uppsala University), MMed Surgery (Uppsala University), MD (University of Havana)

Dr. Frank Mpelumbe - Lecturer

MSc, MD (HIMS-Villa Clara)

Dr. Muganyizi Kairuki - Lecturer

FCS (SA), MD (SZEGED)

Dr. Abbas N. Sachedina- Lecturer

MMed Urology (MUHAS), MD (HKMU)

Dr. Tusokile Asajenge Solile - Lecturer (Part time)

MMed Orthopaedics/Traumatology (MUHAS), MD (KCMUCo)

Dr. Ulimbakisya J. Kain - Lecturer (Part time)

MMed Anaesthesiology (MUHAS), MD (MUHAS)

Dr. Annamary Stanslaus - Lecturer (Part time)

MMed Ophthalmology (MUHAS), MD (MUHAS)

Dr. Aveline Kahinga - Lecturer (Part time)

MMed ENT (MUHAS), MD (MUHAS)

Dr. Amir Mziray - Assistant Lecturer*

MD (HKMU)

NOTE:

* - On Staff Development
(Masters)

** - On Staff Development
(PhD)

FACULTY OF MEDICINE

ACADEMIC CREDENTIALS OF TEACHING STAFF

DEPARTMENT OF PAEDIATRICS & CHILD HEALTH

Dr. Florence Salvatory - Senior Lecturer and Chairperson**

MMed Paediatrics and Child Health (HKMU), MD (MUHAS)

Dr. Felician Rutachunzibwa - Senior Lecturer

MMed Paediatrics (UDSM), MD (UDSM)

Dr. Maulid R. Fataki - Senior Lecturer

MPH (Harvard School of Public Health), MMed Paediatrics (UDSM), MD (Donetsk State Medical Institute USSR)

Dr. Joyce E. Mushi - Lecturer

MMed- Paediatrics and Child Health (HKMU), MD (HKMU)

Dr. Pius Muzzazzi - Lecturer (Part time)

MMed Paediatrics (MUK), MD (MUHAS)

Dr. Leonard Malasa - Assistant Lecturer*

MD (HKMU)

Dr. Dhariha Amour - Assistant Lecturer

MD (HKMU)

NOTE:

* - On Staff Development (Masters)

** - On Staff Development (PhD)

DEPARTMENT OF INTERNAL MEDICINE

Prof. Yassin Mrisho Mgonda - Associate Professor and Chairperson

Postgraduate Diploma in Scientific Basis of Dermatology (University of Wales, UK), MMed, MD, (UDSM)

FACULTY OF MEDICINE

ACADEMIC CREDENTIALS OF TEACHING STAFF

DEPARTMENT OF INTERNAL MEDICINE (CONT...)

Dr. Warles Charles Lwabukuna - Lecturer

MMed Internal Medicine (HKMU), MD (HKMU)

Dr. Alice D. Gwambegu - Lecturer

MMed Internal Medicine (MUHAS), MD (HKMU)

Dr. Nkemerwa Kairuki - Lecturer

MMed Internal Medicine (Wuhan University), MD (Semmelweis University, Hungary)

Dr. Johannes Ngemera - Lecturer

MMed Internal Medicine (MUHAS), MD (HKMU)

Dr. Mukiza Ngemera - Lecturer

MMed-Internal Medicine (Xi'an Jiatong University), MD (MUHAS)

Dr. Fredy Rutachunzibwa - Lecturer

MMed Radiology (MUHAS), MD (HKMU)

Dr. Loyce J. Bagenda - Lecturer (Part time)

MMed Radiology (MUHAS), MD (HKMU)

Dr. Humphrey L. Mwombeki - Lecturer (Part time)

MMed Internal Medicine (MUHAS), MD (MUHAS)

Dr. Theresia Kipasika - Assistant Lecturer

MD (HKMU)

NOTE:

* - On Staff Development
(Masters)

** - On Staff Development
(PhD)

FACULTY OF MEDICINE

ACADEMIC CREDENTIALS OF TEACHING STAFF

NOTE:

* - On Staff Development
(Masters)

** - On Staff Development
(PhD)

DEPARTMENT OF PSYCHIATRY

Dr. Zahra Morawej - Lecturer and Chairperson**

MMed Psychiatry (Makerere University), MD (HKMU)

Prof. Gadi P. Kilonzo - Professor

MMed Internal Medicine, (UD), Psychiatry (University of British Columbia)

Dr. Alphage Liwa - Lecturer

MMed Psychiatry (Nairobi), MD (UDSM)

Ms. Nadia Ally Ahmed - Assistant Lecturer

MSc. in Clinical Psychology (MUHAS), Bachelor of Psychology (Pearson Institute of Higher Education)

DEPARTMENT OF COMMUNITY MEDICINE

Dr. Titus K. Kabalimu - Senior Lecturer and Chairperson

MMed Community Health (UDSM), MD (Ukraine)

Prof. Godwin D. Ndossi - Associate Professor

PhD International Nutrition (Cornell University), Master's in Biology, Bachelor of Science in Education (University of Dar es Salaam), Certificate in International Research Ethics, John Hopkins University (USA)

FACULTY OF MEDICINE

ACADEMIC CREDENTIALS OF TEACHING STAFF

NOTE:

* - On Staff Development
(Masters)

** - On Staff Development
(PhD)

DEPARTMENT OF COMMUNITY MEDICINE (CONT...)

Prof. Moshi K. Ntabaye - Associate Professor

PhD in Public Health (Aarhus University, Denmark), DDS (University of Dar es Salaam)

Prof. Innocent Anthony Semali - Associate Professor

PhD (University of Basel), MSc Epidemiology (University of London), MD (UDSM)

Dr. Henock Ngonyani - Lecturer (Part time)

MPH (Antwerp University), MD (UDSM)

Ms. Jane Paula Nyandele - Assistant Lecturer

Master of Epidemiology (Antwerp), BSc Molecular Biology and Biotechnology (UDSM)

Dr. Indo Ndaigeze - Assistant Lecturer*

MD (KCMUco)

Dr. Optat Kajuna - Assistant Lecturer*

MD (MUHAS)

FACULTY OF NURSING

*In this photo:
Nursing students demonstrating neonatal
resuscitation*



FACULTY OF NURSING

The Faculty of Nursing offers one academic programme which is Bachelor of Science in Nursing, a 4-year programme. The faculty is headed by the Dean, who is the overall in charge of all academic and administrative matters at faculty level. The faculty consists of 5 departments, which are headed by Chairpersons. HKMU graduate nurses are easily recruited by health centres/hospitals in and outside the country. They are usually recognized for their professional expertise. HKMU graduate nurses have high chances for gaining admission to postgraduate studies.

Bachelor of Science in Nursing (BScN)

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

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

Duration of the programme: Four (4) years (plus one year of internship)

FACULTY OF NURSING

NOTE:

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

FEE STRUCTURE: BScN PROGRAMME FOR LOCAL (INCL. EAC) STUDENTS

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

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

FACULTY OF NURSING

FEE STRUCTURE: BScN PROGRAMME FOR LOCAL (INCL. EAC) STUDENTS

ACCOMMODATION FEE	
HOSTEL	COST (TZS)
Double	850,000
Triple	600,000
Hostel Security Fee	40,000

Money payable to the student

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

LIVING EXPENSES	COST (TZS)
NHIF (compulsory)	50,400
Food (per semester)	1,600,000
Book purchase (per set)	1,000,000
Pocket money (per semester)	700,000
Stationery (per semester)	400,000
FIELD WORK AND RESEARCH	COST (TZS)
Research (Year 2)	800,000
Field work (Psychiatric) (Year 3)	850,500
Field work (Community) (Year 4)	850,000

NOTE:

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

FACULTY OF NURSING

FEE STRUCTURE: BScN PROGRAMME FOR LOCAL (INCL. EAC) STUDENTS

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

NOTE:

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

FACULTY OF NURSING

FEE STRUCTURE: BScN PROGRAMME FOR LOCAL (INCL. EAC) STUDENTS

Special Faculty Requirements

Second Year cont...

Clinical Uniforms	55,000
Apron (2)	65,000
Tape measure (Metric)	5,000
Clinical Thermometer (digital)	10,000
Clinical Thermometer (manual)	5,000
Total	1,410,000

Third Year

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

NOTE:

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

FACULTY OF NURSING

FEE STRUCTURE: BScN PROGRAMME FOR LOCAL (INCL. EAC) STUDENTS

Special Faculty Requirements

Fourth Year

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

Transport from HKMU to Various Hospitals for Clinical Rotations and Back to HKMU

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

FEE STRUCTURE: BScN PROGRAMME FOR INTERNATIONAL STUDENTS

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

NOTE:

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

FEE STRUCTURE: BScN PROGRAMME FOR INTERNATIONAL STUDENTS

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

ACCOMMODATION FEE	
HOSTEL	COST (USD)
Double	850.00
Triple	600.00
Hostel Security Fee	30.00

Money payable to the student

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

LIVING EXPENSES	COST (USD)
NHIF (compulsory)	55.00
Food (per semester)	1,950.00
Book purchase (per set)	1,500.00
Pocket money (per semester)	950.00
Stationery (per semester)	450.00
Residence permit (per 2 years)	250.00

NOTE:

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

FACULTY OF NURSING

FEE STRUCTURE: BScN PROGRAMME FOR INTERNATIONAL STUDENTS

Money payable to the student cont...

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

Special Faculty Requirements

First Year

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

Second Year

ITEM DESCRIPTION	COST (USD)
Stethoscope	295.00
BP Machine	180.00
Pair of Scissors (Nurse's)	20.00

NOTE:

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

FACULTY OF NURSING

FEE STRUCTURE: BScN PROGRAMME FOR INTERNATIONAL STUDENTS

Special Faculty Requirements

Second Year cont...

Neurological Examination set	500.00
Otoscope/Ophthalmoscope	275.00
Clinical Uniforms	55.00
Apron (2)	65.00
Tape measure (Metric)	5.00
Clinical Thermometer (digital)	10.00
Clinical Thermometer (manual)	5.00
Total	1,410.00

Third Year

ITEM DESCRIPTION	COST (USD)
Delivery Kit	550.00
Foetal scope	30.00
Clinical Lab Coats	80.00
Theatre Clothing (gown/shirt & trousers)	80.00
Theatre Boots (1 pair)	70.00
Apron (2)	65.00
Whistle	2.00
Total	877.00

NOTE:

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

FACULTY OF NURSING

FEE STRUCTURE: BScN PROGRAMME FOR INTERNATIONAL STUDENTS

Special Faculty Requirements

Fourth Year

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

Additional Fees for International Students

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

Transport from HKMU to Various Hospitals for Clinical Rotations and Back to HKMU

BScN 3	COST (USD)
Per Year (2 semesters)	200.00

NOTE:

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

FACULTY OF NURSING

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

ACCOUNT NAME: HUBERT KAIRUKI MEMORIAL
UNIVERSITY
ACCOUNT NO: 0150240150101

BANK NAME:
CRDB BANK LTD
AZIKIWE BRANCH
P.O. BOX 72344
DAR ES SALAAM
TANZANIA

SWIFT CODE:
CORUTZTZ

OR

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

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

SWIFT CODE:
EUAFTZTZ

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

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

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

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

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

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

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

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

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

FACULTY OF NURSING

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

ODD SEMESTER: 7 (November - April)									
S.N.	CODE	COURSE	TOTAL HRS PER WEEK			TOTAL HRS PER SEMESTER			EXAMINATION
			Theory	Practice	Total	Theory	Practice	Total	
1.	NUR400	Nursing Research II	2 consecutive weeks for consultation, the rest for report writing			2 consecutive weeks for consultation, the rest for report writing			FINAL
2.	CHN400	Community Health Nursing I	7	0	7	126	0	126	ESE
3.	NLM400	Nursing Leadership & Management I	1	6	7	18	108	126	ESE
4.	MHP400	Mental Health and Psychiatric Nursing II	0	10	10	0	180	180	FINAL
5.	OBG301	Obstetrics and Gynaecology in Nursing II	4	7	11	72	126	198	ESE
		Total	12	23	35	286	414	630	
EVEN SEMESTER: 8 (May - October)									
S.N.	CODE	COURSE	TOTAL HRS PER WEEK			TOTAL HRS PER SEMESTER			EXAMINATION
			Theory	Practice	Total	Theory	Practice	Total	
1.	EPS400	Entrepreneurship Nursing	4	0	4	72	0	72	FINAL
2.	CHN401	Community Health Nursing II (6 weeks field work in villages)	1	12	13	18	216	234	FINAL
3.	NLM401	Nursing Leadership & Management II	3	6	9	54	108	162	FINAL
4.	TIN400	Trends & Issues in Nursing	2	0	2	36	0	36	FINAL
5.	GYN400	Gynaecology in Nursing	3	4	7	54	72	126	FINAL
		Total	13	22	35	234	396	630	

FACULTY OF NURSING

ACADEMIC CREDENTIALS OF TEACHING STAFF

NOTE:

* - On Staff Development
(Masters)

** - On Staff Development
(PhD)

DEPARTMENT OF FUNDAMENTALS OF NURSING AND BASIC SCIENCES

Ms. Tausi S. Haruna - Assistant Lecturer and Chairperson**

Master of Bioethics (MUHAS), BScN (MUHAS)

Ms. Elizabeth Mika - Lecturer

MSc in Maternal Health Care (Boston), DPHED (CEDHA), BScN, (HKMU), RN/SRM (Muhimbili)

Mr. Valerius Mujuni - Assistant Lecturer (Part time)

MA Ethics of Governance and Public Service(UDSM), BA Philosophy (St. Bonaventure University)

Mr. Ramadhan Nchahaga - Clinical Instructor

MSc. Nursing Nurse Practitioner in Critical Care (Gitam University), BScN (St Joseph University-Tanzania)

Mr. Ambroce Modest - Tutorial Assistant*

BScN (UDOM)

Ms. Salma Kassim - Tutorial Assistant

BScN (HKMU)

FACULTY OF NURSING

ACADEMIC CREDENTIALS OF TEACHING STAFF

NOTE:

* - On Staff Development
(Masters)

** - On Staff Development
(PhD)

DEPARTMENT OF REPRODUCTIVE AND CHILD HEALTH NURSING

Prof. Columba Mbekenga - Associate Professor and Chairperson

PhD in International Health (Uppsala University), MSc in Public Health (State University), BScN (MUHAS)

Mr. Paul Shidende - Assistant Lecturer**

MSc in Midwifery and Women Health (MUHAS), BScN (SJUT), Dipl. Clin. Med. (Kibaha)

Ms. Elizabeth Kijugu - Assistant Lecturer

MPH (KIT), BScN (HKMU), Diploma in Nursing (KCMC)

Ms. Bupe Khalison Mwandali - Assistant Lecturer**

MPH (KCMUCo), BScN (HKMU), Diploma in Nursing (KCMC), Certificate in Sexual and Reproductive Health Research (GFMER)

Ms. Monica Alex - Assistant Lecturer**

MSc in Midwifery and Women Health (MUHAS), BScN (UDOM)

Mr. Edson Sungwa - Assistant Lecturer

MSc. Paediatrics Nursing (CUHAS), BScN (HKMU)

Mrs. Avelina Semiono - Tutorial Assistant

BScN (AKU)

FACULTY OF NURSING

ACADEMIC CREDENTIALS OF TEACHING STAFF

NOTE:

* - On Staff Development
(Masters)

** - On Staff Development
(PhD)

DEPARTMENT OF REPRODUCTIVE AND CHILD HEALTH NURSING (CONT...)

Ms. Catherine Essau Chawe - Tutorial Assistant

Master of Public Health and Midwifery, National Institute of Higher Training of Midwives Annaba

Mrs. Hosiana Msechu - Clinical Instructor

MSc. in Midwifery and Women's Health (MUHAS), BScN (HKMU)

Ms. Ratemo Mophine - Clinical Instructor

BSc Midwifery (MUHAS)

Mr. Musa Mbwana Jongo - Nurse Tutor

BScN (UDOM), ADNE-(Muhimbili)

DEPARTMENT OF COMMUNITY HEALTH NURSING

Ms. Minael N. Omari - Assistant Lecturer and Chairperson

MSc. HN (UKZN), HORN Ed. (UKZN), BScN, (HKMU), RN/RM (Muhimbili), Cert.WTC (HKMU)

Prof. Tumbwene Mwansisya - Professor (Part time)

Master of Business Administration (UDSM), PhD in Clinical Psychiatry (MUHAS), BScN (MUCHS)

Prof. Pauline P. Mella - Associate Professor (Part time)

MSc in Nursing-MCH (North Western Shreveport), BScN., (St. Louis), DAN (Nairobi), RN (Nijmegen)

FACULTY OF NURSING

ACADEMIC CREDENTIALS OF TEACHING STAFF

NOTE:

* - On Staff Development
(Masters)

** - On Staff Development
(PhD)

DEPARTMENT OF COMMUNITY HEALTH NURSING (CONT...)

Mr. Amiri Mmaka - Lecturer

MPH (UDSM), BScN (UDSM)

Ms. Joyce Protas - Assistant Lecturer**

MSc Tropical Diseases Control (Epidemiology and Biostatistics), BScN (MUHAS)

DEPARTMENT OF MENTAL HEALTH AND PSYCHIATRIC NURSING

Mr. January Kalungula - Lecturer and Chairperson

MMS (Uppsala), BNS (Dublin), Adv. Dipl. MHP, Adv. Dipl. NE (Muhimbili)

Dr. Ezekiel Mbao - Lecturer

PhD Social Work (OUT), MSc Mental Health (MUHAS) BScN (MUHAS)

Dr. Adellah Sariah - Lecturer

PhD in Psychiatry and Mental Health (Central South University, Changsha, People's Republic of China), MSc in Mental Health and Psychiatric in Nursing (SCUT), BScN (MUHAS)

Ms. Ummy Twaha Msenga- Tutorial Assistant

BScN (HKMU)*

FACULTY OF NURSING

ACADEMIC CREDENTIALS OF TEACHING STAFF

NOTE:

* - On Staff Development
(Masters)

** - On Staff Development
(PhD)

DEPARTMENT OF MEDICAL & SURGICAL NURSING

Dr. Adela Mwakanyamale - Lecturer and Chairperson

PhD Maternal, Child and Adolescent Health, MSc. Critical Care and Trauma (MUHAS), BScN (MUHAS)

Mr. Mathew Ndomondo - Assistant Lecturer

Master of Bioethics (MUHAS), BScN (SJUT), Advanced Diploma in Midwifery (Muhimbili), RN (Sengerema) DHPED (CEDHA)

Ms. Nyawawa Wawa - Assistant Lecturer**

MSc in Nursing Critical Care and Trauma (MUHAS), BScN (HKMU)

Ms. Joan Zenas - Assistant Lecturer

MSc in Nursing Critical Care and Trauma (MUHAS) BScN (HKMU) RN and Diploma in Education (Butimba TTC)

Ms. Nancy Sambungu Mwamfwagasi - Tutorial Assistant

BScN (UDOM)

Ms. Anna-Mary Mukaja - Clinical Instructor

BScN (SJUT), Diploma in Mental Health and Psychiatry (Mirembe Nursing School)

POSTGRADUATE PROGRAMMES



INSTITUTE OF POSTGRADUATE STUDIES AND RESEARCH

HKMU through the Institute of Postgraduate Studies and Research, has a principal goal of providing high quality postgraduate training and carrying out relevant research. In addition, the institute aims at offering excellent professional services to meet the changing needs of our society. Bearing this in mind, the post graduate curriculum is currently undergoing revision 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.

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

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

INSTITUTE OF POSTGRADUATE STUDIES AND RESEARCH

Service and Consultancy

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

Programmes Offered

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

INSTITUTE OF POSTGRADUATE STUDIES AND RESEARCH

Master of Medicine (MMed) Programmes

Learning Outcomes

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

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

Conditions for Eligibility of Admission into Postgraduate Programmes

- i. Candidates will be selected by the Senate Higher Degrees Committee in liaison with the Admissions Committee, and the Chairpersons of the departments for which candidates are being selected.

INSTITUTE OF POSTGRADUATE STUDIES AND RESEARCH

Master of Medicine (MMed) Programmes

Conditions for Eligibility of Admission into Postgraduate Programmes cont...

- ii. Candidates to be considered for selection must provide updated curriculum vitae and their undergraduate transcripts.

- iii. A short confidential report on every candidate must be made available to the Committee; covering the internship period performance in a relevant hospital and their performance in the field with relevant organizations after internship.

- iv. Candidates to be selected will have to produce to the Committee, a valid certificate of registration with the Medical Council or Board in their respective countries.

- v. There will be no minimum or maximum age limit for admission to the University for Postgraduate Programmes. The general requirements for entry to Postgraduate programmes will apply.

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

INSTITUTE OF POSTGRADUATE STUDIES AND RESEARCH

Application Procedures

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

Applications must reach the University not later than 31st October of every year. New students will be admitted in November of every year.

Students seeking for a sponsorship from the Government are advised to send a copy of their application to the Ministry of Health, Community Development, Gender, Women, Children and Elderly and Children.

Entry Requirements: Doctor of Medicine or Bachelor of Medicine and Bachelor of Surgery degree or equivalent, normally with at least "B" grade in the respective discipline (Internal Medicine, Obstetrics and Gynaecology, Surgery or Paediatrics) **WITH** an average of "B" or a minimum GPA of 2.7. In addition, a candidate **MUST** have completed one year of internship and registered with the Medical Council of Tanganyika and working experience of one year as a Medical Officer.

Duration of MMed Programmes: 36 months

INSTITUTE OF POSTGRADUATE STUDIES AND RESEARCH

NOTE:

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

FEE STRUCTURE: MMED PROGRAMMES (LOCAL AND EAC STUDENTS)

MONEY PAYABLE TO THE UNIVERSITY (TZS)			
MMed FEES (TZS)	For Local and EAC Students		
Fee description	YEAR 1	YEAR 2	YEAR 3
Registration	50,000.00	-	-
Tuition fees	9,800,000.00	9,800,000.00	9,800,000.00
Dissertation supervision	-	200,000.00	200,000.00
Examination	602,000.00	-	602,000.00
Clinical rotations & Research	-	3,250,000.00	3,250,000.00
Development fee	50,000.00	50,000.00	50,000.00
Facility Maintenance Fee	100,000.00	-	-
TOTAL	10,602,000.00	13,300,000.00	13,902,000.00

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

INSTITUTE OF POSTGRADUATE STUDIES AND RESEARCH

NOTE:

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

FEE STRUCTURE: MMED PROGRAMMES (LOCAL AND EAC STUDENTS)

ACCOMMODATION FEES	
HOSTEL	COST (TZS)
Double	850,000
Triple	600,000
Hostel Security Fee	40,000

Money payable to the student

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

MMed FEES (TZS)	For Local and EAC Students		
	YEAR 1	YEAR 2	YEAR 3
NHIF (compulsory)	50,400.00	50,400.00	50,400.00
Dissertation writing	-	-	1,500,000.00
Dissertation Production	-	-	350,000.00
Food	2,000,000.00	2,000,000.00	2,000,000.00
Pocket Money	2,700,000.00	2,700,000.00	2,700,000.00
Book purchase & stationery	861,000.00	861,000.00	861,000.00
TOTAL	5,611,400.00	5,611,400.00	7,461,400.00

INSTITUTE OF POSTGRADUATE STUDIES AND RESEARCH

NOTE:

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

FEE STRUCTURE: MMED PROGRAMMES (INTERNATIONAL STUDENTS)

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

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

INSTITUTE OF POSTGRADUATE STUDIES AND RESEARCH

NOTE:

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

FEE STRUCTURE: MMED PROGRAMMES (INTERNATIONAL STUDENTS)

ACCOMMODATION FEES	
HOSTEL	COST (USD)
Double	850.00
Triple	600.00
Hostel Security Fee	30.00

Money payable to the student

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

MMed FEES (USD)	For International students		
	YEAR 1	YEAR 2	YEAR 3
Fee description			
NHIF (compulsory)	55.00	55.00	55.00
Dissertation writing	-	-	1,000.00
Dissertation Production	-	-	350.00
Food	3,600.00	3,600.00	3,600.00
Book purchase & stationery	695.00	695.00	695.00
TOTAL	4,350.00	4,350.00	5,700.00

INSTITUTE OF POSTGRADUATE STUDIES AND RESEARCH

FEE STRUCTURE: MMED PROGRAMMES (INTERNATIONAL STUDENTS)

Additional Fees for International Students

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

NOTE:

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

INSTITUTE OF POSTGRADUATE STUDIES AND RESEARCH

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

ACCOUNT NAME: HUBERT KAIRUKI MEMORIAL
UNIVERSITY
ACCOUNT NO: 0150240150101

BANK NAME:
CRDB BANK LTD
AZIKIWE BRANCH
P.O. BOX 72344
DAR ES SALAAM
TANZANIA

SWIFT CODE:
CORUTZTZ

OR

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

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

SWIFT CODE:
EUAFTZTZ

INSTITUTE OF POSTGRADUATE STUDIES AND RESEARCH

COURSE CONTENT

The course content will be in two parts:

A basic science course tailored to each discipline

There are 10 approved biomedical science core courses for the specialist disciplines, plus Teaching Methodology, ICT and Hospital Administration and Financial Management | Anatomy | Biochemistry | Clinical Physiology | Microbiology/Immunology/Parasitology | Pathology | Pharmacology | Biostatistics | Psychology | Epidemiology | Research Methodology.

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

A theoretical and clinical portion of the discipline

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

INSTITUTE OF POSTGRADUATE STUDIES AND RESEARCH

COURSE CODING AND HOURS PER PART: MMED PROGRAMMES

Part I (Year 1)

Year	Course Code	MMed Internal Medicine	Hrs	MMed Paediatrics	Hrs	MMed Surgery	Hrs	MMed OBGY	Hrs
ONE	PHY 600	Physiology	72	Physiology	72	Physiology	72	Physiology	72
	PAT 600	-	-	-	-	Pathology	72	Pathology	72
	BCH 600	Biochemistry	72	Biochemistry	72	Biochemistry	72	Biochemistry	72
	MIC 600	Microbiology/ Immunology	70	Microbiology/ Immunology	70	Microbiology/ Immunology	70	Microbiology/ Immunology	70
	PAR 600	Parasitology	44	Parasitology	44	-	-	-	-
	PHC 600	Pharmacology	72	Pharmacology	72	-	-	-	-
	BE 600	Bioethics	72	Bioethics	72	Bioethics	72	Bioethics	72
	ANT 600	-	-	-	-	Anatomy	180	Anatomy	180
	BS 600	Biostatistics	36	Biostatistics	36	Biostatistics	36	Biostatistics	36
		Research Methodology	36	Research Methodology	36	Research Methodology	36	Research Methodology	36
TM 600	Teaching methodology	48	Teaching methodology	48	Teaching methodology	48	Teaching methodology	48	

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

INSTITUTE OF POSTGRADUATE STUDIES AND RESEARCH

COURSE CODING AND HOURS PER PART: MMED PROGRAMMES

Part II (Year 1 to Year 3)

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

INSTITUTE OF POSTGRADUATE STUDIES AND RESEARCH

MANAGEMENT OF MMED PROGRAMMES

The programmes are conducted at the Hubert Kairuki Memorial University premises and run for a period of 3 years. They are not semesterized and are full time courses.

Regulations Common to All Disciplines

- i. An MMed degree may be awarded upon successful completion of postgraduate training in the fields of Obstetrics and Gynaecology, General Surgery, Internal Medicine, Paediatrics, and such other fields as may be approved by Senate from time to time.
- ii. An applicant seeking admission may be exempted by the Senate from the Part I examination if the Senate is satisfied that the applicant has passed an examination of equivalent standard.
- iii. A candidate who is admitted to a degree course will be required to follow his/her approved course of study over the prescribed period. The prescribed period is defined as a minimum period it normally takes for a student to complete a given course and graduate.
- iv. The specialist courses in each discipline shall take a minimum of three calendar years and a maximum of six calendar years. A candidate shall only be allowed to postpone his/her studies on not more than two occasions during the course, for a duration of not more than one year in each instance, provided a valid and genuinely acceptable reason is given and approved by the Senate.

INSTITUTE OF POSTGRADUATE STUDIES AND RESEARCH

EXAMINATIONS

There shall be two University Examinations for the MMed Degree:

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

EXAMINATION RULES AND REGULATIONS

Regulations for Part I of the MMed. Examination

- i. A candidate shall, before admission to Part I of the MMed examination, have satisfactorily completed 1 year of full-time MMed programme and followed the prescribed biomedical science core course according to the regulations common to all clinical disciplines.
- ii. Part I of the MMed examination shall include appropriate biomedical science core courses for each discipline.

Regulations for Part I of the MMed. Examination cont...

- iii. A candidate must pass all basic sciences examinations in Part I before he/she is allowed to proceed with Part II training.
- iv. The biomedical science core course shall consist of a written and an oral examination, each of which will have equal weighting. The choice of topics to be examined and the format to be adopted in the written paper(s) shall be tailored to suit the requirements of individual disciplines. Assessment of teaching methodology will be integrated during ward rounds, teaching of undergraduate students, seminar presentations, and journal clubs but without any formal written examinations.
- v. A failed student shall supplement only twice; if s/he fails the second attempt at supplementary examination in any basic science course, he/she will be discontinued from the programme.
- vi. If a student fails in more than three basic science courses at the first sitting, s/ he will be discontinued.

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

Regulations for Part II of the MMed. Examination

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

INSTITUTE OF POSTGRADUATE STUDIES AND RESEARCH

Regulations for Part II of the MMed. Examination cont...

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

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

Regulations for Part II of the MMed. Examination cont...

- iii. A candidate who fails the supplementary examination may be recommended for another supplementary examination as long as he does not appear for the Part II examination for more than three consecutive occasions including first sitting and his period of MMed registration does not exceed 6 years.
- iv. Part II examination shall have internal examiners as well as external examiners appointed from reputable Universities within or outside Tanzania.
- v. Weighting of Final Examination: The final examination will form 60% of the total aggregate.
- vi. The other 40% will arise from continuous assessment. For the candidate to pass the examination he/she must pass both the written and the clinical examinations. One cannot compensate the other.

Internal and External Examiners

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

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Evaluation system

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

Discontinuation from the MMed programme

A student could be discontinued if he/she:

- i. Fails to pass his/her examinations as indicated above.
- ii. Cheats in an examination.
- ii. If at any stage in the course, a department recommends that a particular candidate is unsuitable to continue with the programme. This recommendation will be considered by the Higher Degrees Committee and forwarded to the Senate for subsequent approval.
- iv. Mistreats patients.
- v. Absent himself/herself from sessions for 21 days.

DISSERTATION

i. A candidate shall be required to submit in partial fulfilment of the MMed degree requirements a research dissertation of not less than 20,000 words and not more than 30,000 words in accordance with specific regulations as stated hereunder.

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DISSERTATION CONT...

- ii. This will consist of a single research topic as has been determined by each department or discipline and approved by the Director of Postgraduate Studies and Research.
- iii. Each candidate shall be required to make at least two seminar presentations, one during the proposal writing stage and the other during research stage before examination or submission of dissertation.
- iv. The candidate shall be responsible for carrying out the research and presenting the dissertation.
- v. Four bound copies of the dissertation shall be submitted by the student through their departments to the Dean, Faculty of Medicine, at least three months before the beginning of the examination by the student through their departments. Candidates who do not submit their dissertations at this period will be barred from sitting for the Part II final examination.
- vi. A candidate whose dissertation is considered unsatisfactory shall not be allowed to sit for the Part II final examination. S/he will be required to re-submit the dissertation for examination after 3 months in the case of minor corrections and 6 months if there are major corrections.
- vii. For one to qualify for the award of a postgraduate degree, s/he must pass the Part II final examination, produce an error free dissertation accompanied by a plagiarism report and at least one draft paper manuscript based on his/her research results intended for publication in a peer-reviewed journal.

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DISSERTATION CONT...

viii. Every dissertation submitted must be accompanied by a written declaration by the candidate to the satisfaction of the Senate Higher Degrees Committee and the Dean, Faculty of Medicine, stating that it is the candidate's own original work and not a copyrighted publication and that it has not been submitted for a similar degree in any other university.

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

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

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

xi. Examiners shall be:

- 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.
- 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.

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DISSERTATION CONT...

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

xiii. Details of the assessment procedure and grading of the dissertation:

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

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

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DISSERTATION CONT...

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

Viva Voce Assessment (Oral defence)

- i. The panel for the oral defence will be appointed by the University through the office of the Director of Postgraduate Studies and Research Institute or the Dean, Faculty of Medicine. A maximum of 3 academic staff members may, on request, be allowed to attend the viva voce silently, without participation in the discussion and without contributing to the assessment.
- ii. For between 20-30 minutes maximum, the candidate will present a summary of the dissertation to the examining panel. This will be followed by questioning by panel members for a maximum of one hour (60 minutes). Questions to be asked will centre on the candidate's dissertation research area.
- iii. The purpose of the oral defence is to ascertain whether the dissertation presented is the original work of the candidate and that the candidate has grasped fully the broader course area on which the study is based. In the end, the panel needs to recommend whether the candidate should be passed or failed based on the grading criteria below:

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

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

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DISSERTATION CONT...

Grading of the dissertation

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

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

Postgraduate Examination Grading System

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

INSTITUTE OF POSTGRADUATE STUDIES AND RESEARCH

MASTER OF SCIENCE IN PUBLIC HEALTH (MScPH)

Public health experts play a pivotal role in discerning the determinants of diseases and devising strategies for their prevention and control. Tanzania faces a significant burden from both communicable diseases, such as malaria, cholera, and HIV/AIDS, and emerging health challenges like Avian flu and COVID-19. Furthermore, lifestyle changes have escalated the prevalence of Non-Communicable Diseases (NCDs) such as diabetes and cardiovascular diseases in Africa.

Comprehensive clinical research and evidence-based strategies are vital for the prevention and control of these conditions. Additionally, global mobility brings diverse diseases across regions, necessitating adept public health specialists for their management. Particularly pressing in Sub-Saharan Africa are the Neglected Tropical Diseases (NTDs) that impact the most impoverished and lack sufficient pharmaceutical investment, highlighting an urgent need for research and innovative solutions. Pregnant women and young children face the brunt of the disease morbidity and mortality in the region, emphasizing the role of public health experts in achieving the 2030 Sustainable Development Goals related to maternal and child health.

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

INSTITUTE OF POSTGRADUATE STUDIES AND RESEARCH

OBJECTIVES OF THE MScPH PROGRAMME

Broad Objective

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

Specific Objectives

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

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

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MScPH LEARNING OUTCOME

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

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

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MScPH Entry requirements

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

Programme duration

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

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

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MScPH PROGRAMME ORGANIZATION

The course will be in two parts:

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

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

Programme schedule

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

The Courses are:

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

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Programme schedule cont...

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.

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Programme schedule cont...

To apprehend the practicality and understanding of planning and managing project/programmes, students will visit ongoing national (Tanzania) disease control programmes and some research projects undertaken by reputable research groups. Gained practical exposure will facilitate candidates to work independently after qualifying.

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

The management and Control of Non-Communicable Diseases course will last for another 7 weeks (34.6-41.5 wks.) covering four major NCDs identified by the WHO as being cardiovascular (CVDs), chronic respiratory, cancer and diabetes mellitus. Updating the epidemiology and control of these major NCDs will take 3 weeks, while practical/seminars in which candidates observes/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.

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Programme schedule cont...

Weeks 41.6-50.5 will be devoted to the course on International and Global Health (9 wks.). This will be the last course of part I. With fast and increased international travels, in addition to improved international exposure through electronic information technologies; prospective public health experts need to be conversant with health issues at international level so that they are well-equipped to advice and/or manage them when the need arises. Some of the issues to be addressed include:

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

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

Part II (Weeks 50.6 – 74.5)

Following successful completion of part I, students will go out in the field for 12 weeks [week 51 – 62] to collect data on their proposed research project. Collected data will be entered into the computer, cleaned, validated, and analysed. A written report (Dissertation) should be presented within the next 10 weeks [63-72 week].

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Part II (Weeks 50.6 – 74.5) cont...

Students should be aware that despite these arbitrary timings for the research project, preparation for the dissertation (topic selection, study design, writing and presentation of the research proposal) should start from the beginning of the lectures in research methodologies and continue throughout subsequent modules. The research proposal should be ready for execution by the end of course No. 5.

Teaching Methods

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

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

Lectures

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

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

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Teaching Methods cont...

Tutorials and Seminars

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

Practical work

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

Case Management

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

Group discussions

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

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Teaching Methods cont...

Field visits

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

EMPLOYMENT PROSPECTS

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

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

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EXAMINATION REGULATIONS

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

METHODS OF ASSESSMENT

Since MScPH is modularized, the following will apply:

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

End of Module Assessment

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

Procedures and processes to include: MCQs; Short and Long Essays/ papers; Oral examination; Graded field reports; Rated assignments; Rated practicals; Multi-source rating; Observation of procedures and rating; Self-assessment and peer assessments

INSTITUTE OF POSTGRADUATE STUDIES AND RESEARCH

DISSERTATION (THESIS)

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

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

Dissertation document assessment scheme

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

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Dissertation document assessment scheme cont...

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

VIVA VOCE ASSESSMENT (ORAL DEFENCE)

The purpose of the oral defence is to ascertain whether the dissertation presented is the original work of the candidate, and that the candidate has mastered the broader subject area on which the study is based. The final grade will be used to recommend whether the candidate has passed or failed; according to the following grading criteria:

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

Each member of the examining team will first determine the candidate's grade individually; thereafter the respective grades will be converted into one common grade. The grade awarded for the written document will carry 50% of the final grade, and the common grade reached by the assessment panel during the oral defence will carry the remaining 50% of the final grade for the dissertation. The viva voce will last for a maximum of one hour.

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Grading of the dissertation

Dissertations will be graded as follows:

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

AWARDING THE ACADEMIC DEGREE

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

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

STUDENTS' DE-REGISTRATION/DISPOSAL

1. Failure to complete course requirements within the maximum allowed period
2. Failing final written examination (thesis) at the end of Part II.

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Theory:
1 credit = 10 contact hours

Practical (P):
1 credit = 45 contact hours

Seminars (S)/Tutorial (T):
1 credit = 30 contact hours

COURSE AND MODULE CODING

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

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

MScPH COURSES AND MODULES

Summary of courses, modules, and time allocation

Course/ module code	Module/course name	Theory		Practical/ Seminar/Tutorial		Total Credits	Weeks
		Contact hrs	Credits	Contact hrs	Credits		
Course 1: Application of Public Health Tools and Concepts							
Modules							
PH601	Introduction to public health	25	2.5	15(P)	0.3	2.8	1
PH602	Medical sociology, anthropology, and social psychology	40	4	-	-	4	1
PH603	Communication skills and teaching methodology	75	7.5	45(P)	1	8.5	3
Course 2: Research Methodologies							
Modules							
PH604	Epidemiology, biostatistics, and demography	190	19.0	30(T)	1	20	5.5
PH605	Research methodology in public health	200	20	40(P)	0.8	20.8	6
PH606	Planning and project management	155	15.5	45(P)	1	16.5	5

INSTITUTE OF POSTGRADUATE STUDIES AND RESEARCH

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

MScPH COURSES AND MODULES CONT... Summary of courses, modules, and time allocation

Course/ module code	Module/course name	Theory		Practical/ Seminar/Tutorial		Total Credits	Weeks
		Contact hrs	Credits	Contact hrs	Credits		
Course 3: Management and Control of Communicable Diseases (CDs)							
Modules							
PH607	Prevention and control of CDs	150	15	-	-	15	6
PH608	Management of public health important CDs (emphasis on seminars/site visits)	-	-	60(S) 70(P)	2 1.6	3.6	2
PH609	Management of specific public health issues	-	-	300(S)	10	10	5
Course 4: Management and Control of Non-Communicable Diseases (NCDs)							
Modules							
PH610	Prevention and control of NCDs	100	10	-	-	10	3
PH611	Management of major NCDs (emphasis on seminars and visits to care providing facilities)	-	-	120(P)	2.7	2.7	4
Course 5: International/Global health							
Modules							
PH612	International diseases and conditions of global health importance	300	30	60(S/T)	2	32	9
Total contact hours		1,235	123.5	785	22.4	145.9	50.5
Research Project: core activity							
Module							
PH699	Design and execution of the research project (Dissertation/ Thesis)	160	16	800(P)	17.8	33.8	24
Total contact hours (72 weeks + 2 weeks breather during Christmas and New Year)		1,395	139.5	1,585	40.2	179.7	74.5

INSTITUTE OF POSTGRADUATE STUDIES AND RESEARCH

MScPH PROGRAMME FEE STRUCTURE

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

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

INSTITUTE OF POSTGRADUATE STUDIES AND RESEARCH

MScPH PROGRAMME FEE STRUCTURE CONT...

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

Money payable to the student

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

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

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Additional Costs for International Students

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

NOTE:

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

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

INSTITUTE OF POSTGRADUATE STUDIES AND RESEARCH

ACCOUNT NAME: HUBERT KAIRUKI MEMORIAL
UNIVERSITY
ACCOUNT NO: 0150240150101

BANK NAME:
CRDB BANK LTD
AZIKIWE BRANCH
P.O. BOX 72344
DAR ES SALAAM
TANZANIA

SWIFT CODE:
CORUTZTZ

OR

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

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

SWIFT CODE:
EUAFTZTZ

INSTITUTE OF POSTGRADUATE STUDIES AND RESEARCH

ACADEMIC CREDENTIALS OF TEACHING STAFF

DEPARTMENT OF COMMUNITY MEDICINE

Dr. Titus K. Kabalimu - Senior Lecturer and Chairperson

MMed Community Health (UDSM), MD (Ukraine)

Prof. Godwin D. Ndossi - Associate Professor

PhD International Nutrition (Cornell University), Master's in Biology, Bachelor of Science in Education (University of Dar es Salaam), Certificate in International Research Ethics, John Hopkins University (USA)

Prof. Moshi K. Ntabaye - Associate Professor

PhD in Public Health (Aarhus University, Denmark), DDS (University of Dar es Salaam)

Prof. Innocent Anthony Semali - Associate Professor

PhD (University of Basel), MSc Epidemiology (University of London), MD (UDSM)

DEPARTMENT OF PAEDIATRICS & CHILD HEALTH

Dr. Florence Salvatory - Senior Lecturer and Chairperson**

MMed Paediatrics and Child Health (HKMU), MD (MUHAS)

Dr. Felician Rutachunzibwa - Senior Lecturer

MMed Paediatrics (UDSM), MD (UDSM)

INSTITUTE OF POSTGRADUATE STUDIES AND RESEARCH

ACADEMIC CREDENTIALS OF TEACHING STAFF

NOTE:

* - On Staff Development
(Masters)

** - On Staff Development
(PhD)

DEPARTMENT OF PAEDIATRICS & CHILD HEALTH CONT...

Dr. Maulid R. Fataki - Senior Lecturer

MPH (Harvard School of Public Health), MMed Paediatrics (UDSM), MD (Donetsk State Medical Institute USSR)

Dr. Pius Muzzazzi - Lecturer (Part time)

MMed Paediatrics (MUK), MD (MUHAS)

DEPARTMENT OF SURGERY

Dr. Jerome Mkiramweni - Senior Lecturer and Chairperson

MMed Surgery (UDSM), MD (UDSM)

Prof. Naboth Mbembati - Associate Professor

MMed Surgery (UDSM), MD (UDSM)

Dr. Wambura B.C. Wandwi - Senior Lecturer

MMed Surgery (UDSM), MD (UDSM)

Dr. Samwel P.M Swai - Senior Lecturer

MMed Orthopaedics/ Traumatology (MUHAS), MD (University of Varma)

Dr. Kitugi Nungu - Senior Lecturer

PhD (Uppsala University), MMed Surgery (Uppsala University), MD (University of Havana)

INSTITUTE OF POSTGRADUATE STUDIES AND RESEARCH

ACADEMIC CREDENTIALS OF TEACHING STAFF

DEPARTMENT OF SURGERY (CONT...)

Dr. Abbas N. Sachedina - Lecturer

MMed Urology (MUHAS), MD (HKMU)

Dr. Frank Mpelumbe - Lecturer

MSc, MD (HIMS-Villa Clara)

Dr. Muganyizi Kairuki - Lecturer

FCS (SA), MD (SZEGED)

Dr. Tusokile Asajenge Solile - Lecturer (Part time)

MMed Orthopaedics/Traumatology (MUHAS), MD (KCMUCo)

Dr. Ulimbakisya J. Kain - Lecturer (Part time)

MMed Anaesthesiology (MUHAS), MD (MUHAS)

Dr. Annamary Stanslaus - Lecturer (Part time)

MMed Ophthalmology (MUHAS), MD (MUHAS)

Dr. Aveline Kahinga - Lecturer (Part time)

MMed ENT (MUHAS), MD (MUHAS)

Dr. Loyce J. Bagenda - Lecturer (Part time)

MMed Radiology (MUHAS), MD (HKMU)

NOTE:

* - On Staff Development
(Masters)

** - On Staff Development
(PhD)

INSTITUTE OF POSTGRADUATE STUDIES AND RESEARCH

ACADEMIC CREDENTIALS OF TEACHING STAFF

DEPARTMENT OF OBSTETRICS & GYNAECOLOGY

Dr. Monica Chiduo - Senior Lecturer and Chairperson

MMed OBGY (Camaguey), MD (Havana)

Dr. Clementina Kairuki- Nfuka - Senior Lecturer

MSc Human Clinical Embryology and Assisted Conception, MMed OBGY (HKMU), MD (Camaguey)

Dr. Isaac Makanda - Lecturer

MMed OBGY (HKMU), MD (HKMU)

Dr. Salvatory Chuwa - Lecturer

MMed OBGY (HKMU), MBBS (IMTU)

Dr. Nilda Cabrera - Lecturer

MMed OBGY (Hospital Docente Materno Infantil Villa Clara. Cuba), MD (Instituto Superior de Ciencias Medicas)

Dr. Harold W. Mbulumi - Lecturer

MMed OBGY (Sumy State University/MUHAS), MD (Kharkov State Medical University)

Dr. Njoli Moudio Jean Pierre- Lecturer

MMed OBGY (MUHAS), MD (Ryazan State Medical University)

Dr. George W. Chugulu - Lecturer

MMed OBGY (HKMU), MD (MUCHS)

Dr. Rogathe E. Olomi - Lecturer

MMed OBGY (MUHAS), MD (HKMU)

NOTE:

* - On Staff Development (Masters)

** - On Staff Development (PhD)

INSTITUTE OF POSTGRADUATE STUDIES AND RESEARCH

ACADEMIC CREDENTIALS OF TEACHING STAFF

DEPARTMENT OF INTERNAL MEDICINE

Prof. Yassin Mrisho Mgonda - Associate Professor and Chairperson

Postgraduate Diploma in Scientific Basis of Dermatology (University of Wales, UK), MMED, MD, (UDSM)

Dr. Warles Charles Lwabukuna - Lecturer

MMed Internal Medicine (HKMU), MD (HKMU)

Dr. Alice D. Gwambegu - Lecturer

MMed Internal Medicine (MUHAS), MD (HKMU)

Dr. Nkemerwa Kairuki - Lecturer

MMed Internal Medicine (Wuhan University), MD (Semmelweis University, Hungary)

Dr. Johannes Ngemera - Lecturer

MMed Internal Medicine (MUHAS), MD (HKMU)

Dr. Fredy Rutachunzibwa - Lecturer

MMed Radiology (MUHAS), MD (HKMU)

Dr. Loyce J. Bagenda - Lecturer (Part time)

MMed Radiology (MUHAS), MD (HKMU)

Dr. Humphrey L. Mwombeki - Lecturer (Part time)

MMed Internal Medicine (MUHAS), MD (MUHAS)

NOTE:

* - On Staff Development (Masters)

** - On Staff Development (PhD)

ADMINISTRATIVE AND TECHNICAL STAFF OF THE UNIVERSITY

NOTE:

* - On Staff Development
(Masters)

ADMINISTRATIVE STAFF

Mr. Dennis Mwiga - Examinations Officer

MA in Demography (UDSM), BA in Education (UDSM)

Ms. Janeth Mkale - Admissions Officer

Master of Finance and Business Management (Bedfordshire University), Bachelor of Business Management (Sunderland University)

Ms. Rahab O. Kassimoto - Senior Human Resources Officer

MSc in Human Resource Management (Mzumbe University), BA in History and Political Science (UDSM)

Dr. Beata N. Mushema - Quality Assurance Officer

MSc Project Management, Monitoring & Evaluation in Health (MUHAS), MD (HKMU)

Ms. Eness Katuula - Administrative Officer (Academics)

BA in Political Science and Public Administration (UDSM)

Mr. Ipyana Gwaselya - Faculty Administrator (Faculty of Nursing)

BA Political Science & Public Administration, UDOM

Ms. Swaiba Mbonde - Administrative Officer (VC's Office)

Diploma in Procurement & supplies (CBE)

ADMINISTRATIVE AND TECHNICAL STAFF OF THE UNIVERSITY

NOTE:

* - On Staff Development
(Masters)

ADMINISTRATIVE STAFF CONT...

Ms. Lylia Magessa - Records Management Officer

Bachelor of Business in Human Resources Management (University of Iringa)

Ms. Christina Mwakibolwa - Secretary

Certificate in Secretarial (Dar es Salaam Baptist Training Centre)

ACCOUNTS AND FINANCE

CPA(T) Janeth Magezi - Accountant

MSc Accounting and Finance (Mzumbe University), Postgraduate Diploma in Accounting and Finance (IFM)

Ms. Nuru Kanju - Assistant Accountant

Master of Business Administration (UDSM), Postgraduate Diploma in Finance Management (Institute of Finance Management), Bachelor of Business Administration (Tumaini University)

Mr. Justice Rwebembela - Assistant Accountant

MSc. Accounting & Finance (Institute of Finance and Management), PGD Financial Management (Institute of Finance and Management)

Ms. Doris Sweke - Assistant Accountant

Advanced Diploma in Accountancy (Institute of Finance and Management)

ADMINISTRATIVE AND TECHNICAL STAFF OF THE UNIVERSITY

NOTE:

* - On Staff Development (Masters)

ACCOUNTS AND FINANCE CONT...

Ms. Elizabeth Anathe - Supplies Officer

Advanced Diploma in Procurement and Supplies (Tanzania Institute of Accountancy)

LIBRARY

Ms. Janeth Mwanga - Librarian

MA in Information Studies (UDSM), Bachelor of Library and Information Science (Makerere University)

Mr. Rhite Rayner - Assistant Librarian

BA in Mass Communication (Open University of Tanzania), Diploma in Library and Documentation Studies (SLADS, Bagamoyo)

Mr. Petro Khuni - Library Assistant I

Ordinary Diploma in Library, Certificate of Library and Documentation Studies (SLADS, Bagamoyo)

Ms. Rahabu Kairuki - Library Assistant

Elementary Library Training (Tanzania Public Service College)

LEGAL UNIT

Ms. Christina Heslon - Legal Officer

Postgraduate Diploma in Legal Practice - Law School of Tanzania, Bachelor of Laws- University of Dar es Salaam

ADMINISTRATIVE AND TECHNICAL STAFF OF THE UNIVERSITY

NOTE:

* - On Staff Development (Masters)

LABORATORY TECHNICIANS

Mr. Walter Msangi - Laboratory Scientist

Advanced Pharmacological Techniques (Manchester University), Advanced Diploma in Medical Laboratory Technology-Biochemistry (University of Dar es Salaam), Diploma in Medical Laboratory Technology (University of Dar es Salaam)

Mr. Byarugaba Byabato - Prosector

Diploma in Prosection (UDSM)

Ms. Emmy Absalom Mwaipaja - Prosector

Diploma in Prosection (UDSM)

Mr. Hamis Kabuga - Laboratory Technician

BSc in Biotechnology and Laboratory sciences (Sokoine University of Agriculture)

Mr. Selemani Ally Kungulilo - Health Laboratory Scientist

Advanced Diploma in Medical Laboratory Sciences (UDSM), Diploma in Medical Laboratory Technology (MUHAS)

Ms. Lightness Ndanshau - Medical Laboratory Scientist*

Bachelor of Medical Laboratory Sciences (CUHAS)

Ms. Maureen E. Ngassalah - Medical Laboratory Scientist

Bachelor of Medical Laboratory Sciences (CUHAS)

ADMINISTRATIVE AND TECHNICAL STAFF OF THE UNIVERSITY

NOTE:

* - On Staff Development
(Masters)

ICT

Mr. Kaizilege Karoma - System Administrator

BSc in Business Information Technology (University of Greenwich), International Diploma in Computer studies (National Computing Centre of UK)

Mr. Bakisi Mathias - System Administrator

Masters of Information Technology in Project Management (CBE), Advanced Diploma in Information Technology (IFM)

Mr. Sugwejo Kaboda - Computer Programmer

BSc Computer Science (Dublin Institute of Technology)

Mr. Ali Hussein - Computer Technician

Diploma in Computing and Information Technology (University of Dar es Salaam Computing Centre), Certificate in Computing and Information Technology (University of Dar es Salaam Computing Centre)

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

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

The University Examinations and General Regulations for Conferment of Degrees

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

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

16.1. Eligibility for Examination

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

16.1.2. All CATs (tests, assignments, logbook grades, seminar presentations and practicals) must be executed.

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

16.1. Eligibility for Examination

16.1.3. Each and every department shall, with the approval of the Senate, determine the requirements for courses that they offer. A student who does not fulfil these requirements for any course will not be allowed to sit for the examination for that course. Each department must prepare and submit, for approval by Senate, the requirements that the students must fulfil.

16.1.4. A student who attends less than 90% of the scheduled and conducted sessions in a semester or rotation will be barred from sitting for the end of that particular semester course(s) or final qualifying examination. The denominator for attendance excludes absence for genuine reasons, like sickness, provided a written permission is obtained from relevant authorities, and submitted to the department within one week of the stated reason otherwise the excuse won't be accepted and that 16.6.7. is observed.

16.1.5. Students without a minimum of 2 continuous assessment tests will not be allowed to sit for the end of semester or the final qualifying examination but will be barred. For such students section 16.1.6 will apply.

16.1.6. A student who is barred from sitting for an end-of-semester or final qualifying examination will automatically have to repeat the semester (re-register in the barred course) or the whole rotation before attempting any examination in that particular course or rotation. For such a student, at the end of the repeated semester or rotation, sections 16.4.2 and 16.4.5 will apply if s/he passes, and sections 16.6.1 and 16.6.4 will apply if she/he fails the end of semester / rotation examination on the first attempt.

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

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

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 course being offered over the prescribed period.

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

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

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

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

16.2.6 On completion of registration for examination, a student will be issued with an Examination Number Card (ENC). No student will be admitted to any examination without showing his/her ENC. In case a student has been barred, the code(s) for the barred course(s) will be seal-printed at the back of the ENC (refer to 16.1.5).

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

16.3. Continuous Assessment Tests, End of Semester, Intra-Rotation Examinations 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 a minimum of two compulsory intra-rotation tests and other assessments (logbook, seminars, assignments, tests) as determined by the respective department. All these will be part of the Continuous Assessment Test [CAT] for the student in that rotation and will account for 40% of the Final Grade in the rotation. Departmental requirements shall show clearly weighting of the components that contribute to the 40%.

16.3.3. Students must score at least 50% in Continuous Assessment Tests [CAT] to qualify for the Final Qualifying Examination [FQE] of the clinical rotation; otherwise, s/he will have to re-register for the clinical rotation.

16.3.4. The aggregate of continuous assessment scores must be communicated via OSIM to the student by the Chairperson of the Department one week before sitting for the Final Qualifying Examination or End of Semester Examination (ESE).

16.3.5. The Continuous Assessment Tests results for each student shall be submitted by the Chairperson of Department to the Dean of the Faculty not later than the last day of the teaching schedule.

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

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

16.3.6. The marks obtained in the End of Semester or the Final Qualifying Examination shall contribute 60% of the grade for the course while continuous assessment tests shall contribute the remaining 40% of the course. For the new MD curriculum End of Semester/Final Quality Examination and Continuous Assessment Test shall contribute 50% each.

16.3.7. The Dean shall submit to the deputy VC academics results of ESE and FQE before examiners and faculty board meetings.

16.3.8. Failure in the clinical part of the examination [both intra-rotation examinations & FQE] shall be tantamount to failure of the entire rotation regardless of the performance in written exam or other tests.

16.3.9. In all cases of Final Examination and Final Qualifying Examinations, an external examiner must be invited to oversee the conduct of the examinations.

16.3.10. In case of disagreement between the Internal and External Examiners, the decision of the External Examiner shall be final.

16.4. Supplementary Examinations

16.4.1. A student who fails in any course shall have the option of re-writing the examination in the failed course at a supplementary examination period.

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

16.4. Supplementary Examinations

16.4.2. If s/he passes the supplementary examination s/he shall be awarded a grade not higher than "C".

16.4.3. A student who fails in Final Qualifying Examination of any clinical rotation shall have an opportunity of sitting for a supplementary examination in the failed rotation(s) at supplementary examinations to be held during the long vacation. Such a student must undertake a minimum of four week supervised supplementary rotation prior to sitting for the supplementary examination. Supplementary rotations will not involve continuous assessments. The supplementary examination will be of the same format as Final Qualifying Examination.

16.4.4. A student who fails Final Qualifying Examination in any two (2) clinical rotations shall supplement one (1) clinical rotation and carry the other rotation to the following academic year. If s/he fails Final Qualifying Examination in any three (3) clinical rotations, s/he has to re-register the failed rotations.

16.4.5. If the student passes the supplementary examination of the failed rotation, s/he shall be awarded a grade not higher than "C".

16.4.6. A student failing in both odd and even-semester examinations for a course that is taught over two semesters, shall sit for two separate supplementary examinations, i.e., each semester separately.

16.4.7. A student who fails the supplementary examination shall repeat the semester in the failed course(s) (re-register) prior to proceeding to the subsequent semesters. The conduct of course(s) repeated after failing the first supplementary attempt shall be guided by regulations 16.5.2-16.5.7 for ESE and FE and regulations 16.4.2 and 16.6.1 for the second supplementary attempt.

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

16.4. Supplementary Examinations

16.4.8. Alternatively, a student who fails supplementary courses in a semester may opt to proceed to subsequent semesters and re-register for the failed courses at a later stage, prior to starting clinical rotations (i.e., carry-over the failed courses). The conduct of course(s) repeated after failing the first [BM1] supplementary attempt shall be guided by regulations 16.5.2-16.6.2. This option is only possible if:

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

16.5. Re-registration for a Course/Rotation

16.5.1. A student who is barred from sitting for End of Semester (ESE) or Final Qualifying Examination (FQE) due to poor attendance less than 90% and/or incomplete continuous assessment tests (as stated in Section 16.3.2) shall have to re-register for the course(s) or rotation(s).

16.5.2. A student who fails supplementary examination, clinical rotation (as stated in Sections 16.3.3, 16.3.8. and 16.4.4) shall have to re-register for the course(s) or rotation(s).

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

16.5. Re-registration for a Course/Rotation cont...

16.5.3. A student who absents him/herself from any scheduled End of Semester, Final Qualifying or supplementary examination without any written approval shall have to re-register for the course(s) or rotation(s).

16.5.4. A failing student may however, opt to re-register for and repeat the failed course on a future occasion [i.e. skip the supplementary examination]. Registration of this kind is only possible if a student does not attempt a supplementary examination in the failed course(s). In such cases, the student must inform the Dean of the Faculty in writing of the decision to utilize this option, and get a written response from the Dean before leaving the University for long vacation.

16.5.5. If a student repeats the course and passes, then s/he shall be awarded the full grade earned on that occasion as any other student sitting for the first time.

16.5.6. Re-registration involves – [a] Paying re-registration fees (as determined by the University); [b] Attending all scheduled class and/or clinical sessions relevant to the failed course(s) in a semester; [c] Appearing for all intra-semester continuous assessment tests relevant to the failed course(s); and finally [d] Sitting for the end of semester examination in the particular course(s).

16.5.7. A student who has re-registered for one or more pre-clinical course (s) will not be able to proceed to clinical rotations until s/he clears the re-registered course (s). Pre-clinical courses include: all courses taught and examined in semesters 1, 2, 3 and 4 of the MD Programme.

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

16.5. Re-registration for a Course/Rotation cont...

16.5.8. A student who re-registers for a course(s) in a semester shall not be allowed to register for any other new course (s) in a concurrent semester. S/he must concentrate on the re-registered course(s) ONLY.

16.5.9. A student who re-registers for a clinical rotation shall not be allowed to register for any concurrent course or rotation. S/he must concentrate on the re-registered rotation ONLY.

16.5.10. A student can re-register for a maximum of four semesters during the course of training. This implies a maximum of 14 semesters for MD programme, 12 semesters for the BScN programme, 4 semesters for MScPH, 4 semesters for MSW and 12 semesters for the MMed programme.

16.6. Withdrawal from a course

16.6.1. A student who fails an examination of a certain course after a repeated semester will still be given another chance to supplement. If, however, s/he fails a supplementary examination yet again, s/he shall be asked to withdraw from the University.

16.6.2. A student who fails any examination (ESE or FQE) after being barred shall be discontinued from the University. He / she shall not be given an opportunity to attempt any supplementary examination.

16.6.3. A student who is barred from 3 or more courses in the same semester shall be discontinued immediately from the University without attempting any ESE or FQE. Furthermore, a student who has been barred from the same course two times shall be discontinued from the University.

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

16.6. Withdrawal from a course cont...

16.6.4. A student who fails 50% or more of the attempted courses in each of the two end of semester examinations of the same academic year shall be discontinued from the University at the end of the second, fourth or sixth semester without attempting supplementary examination or re-registering.

16.6.5. A student who is found guilty of an examination irregularity at any level (including during Continuous Assessment Tests – CATs,) shall be discontinued from the University immediately (summary dismissal; see 16.14.3.6). Examination Irregularity means: A deliberate action that goes against any stated examination regulation or procedure including cheating, forgery of clerkships or laboratory procedure reports, and assignments sharing information with other students or being found with materials (in soft or hard copy forms) other than those authorized in the examination rooms.

16.6.6. A unilateral decision by a student to interrupt programmes will be taken as self-discontinuation. A student who breaks his/her studies for more than 2 semesters, unless otherwise approved by Senate, shall be deemed to have lost any accumulated credits hence self-discontinuation. That notwithstanding, such a student may be allowed to re-apply for admission into the University through TCU, if sufficient reasons are presented.

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

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

16.7. Deferment of Examination

16.7.1. On grounds of illness:

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

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

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

16.7.3. In all cases of deferment of examinations, the applicant shall obtain a written response before leaving the University.

16.7.4. A student sitting for an examination after an approved deferment, shall be awarded the full grade earned on that occasion as any other student sitting for the first time. The full grade does not apply to the deferred supplementary examinations.

16.7.5. Deferment of supplementary examinations will follow the same procedures as 16.7.1 and 16.7.2.

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

16.7. Deferment of Examination cont...

16.7.6. Deferment of Continuous Assessment Tests or Assignments and/or Intra-rotation examinations will be handled by Chairs of Departments and Dean of Students in collaboration with Year Coordinators. Students must submit requests for deferment not later than 3 calendar days from the date of the scheduled Continuous Assessment Tests or Assignments and/or Intra-rotation examinations; requests submitted after this period will not be considered. All communications [requests and approvals] must be in writing, accompanied by valid evidence and shall be copied to the relevant Faculty Deans and the Examinations office. Exceptional circumstances will be considered.

16.7.7. A student will be deferred from sitting for his/her Final Qualifying Examination(s) if s/he hasn't cleared his/her outstanding bills.

16.7.8. A student who has not attended 50% of sessions on grounds of illness (long-term) will not be allowed to sit for CATs and ESE/FQE. Such student will be advised to postpone or freeze his/her studies on that course(s).

16.8. Final Qualifying Examinations

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

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

16.9. Processing and Discussion of Results

16.9.1. **At the Departmental meeting level**, results shall be presented on the HK1 Form [a course based detailed Form showing marks scores out of 100 for each individual student in CATs, ESE, and/or FQE]. Weighted marks and grades for CAT (40%), ESE/ Final Examination (FE) score (60%) and Final Grade (FG) (100%), as well as weightings for Written, Practical / Oral Examinations for each student will also be shown on this Form. The course best student [refer to 4.25] must be indicated on each HK1 Form.

16.9.2 **At the Faculty / Institute Board meeting level**, results from the HK1 form will be summarized and presented on the HK2F Form [a semester-based form showing weighted marks scores and grades for each student as CAT (marks out of 40=40%), ESE/FE score (marks out of 60=60%) and FG (marks CAT+ESE/FE=100%) for all courses in the particular semester]. Copies of all HK1 Forms of relevant semester courses will be attached as appendices to the HK2F Form. All legitimate Faculty / Institute Board members are entitled to receive full copies of the results on HK2F and HK1 appendices.

16.9.3 **At the Senate meeting level**, results will be presented in a spiral bound booklet on the HK2S Form [a semester based form showing only grades for each student as CAT, FE and FG for all courses in the particular semester]. Copies of all HK1 and HK2F Forms of all examination results presented to the Senate for approval will be attached as appendices to the HK2S Form in the same spiral booklet. The booklets will be marked **“CONFIDENTIAL”**. All Senators are entitled to receive, for scrutiny, full copies of the results to be presented to Senate at least 24 hours prior to the Senate meeting.

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

16.9. Processing and Discussion of Results

16.9.4. Results on HK1 and HK2F forms discussed at Departmental and Faculty / Institute Board meetings are tentative subject to approval by the Senate [refer to 16.10.3]. Therefore, after the Departmental/Examiners'/Faculty Board meetings, all HK1 and HK2F OSIM forms distributed for discussion will be collected and retained by the respective meeting secretariat. Chairpersons of Departments will keep copies of the relevant OSIM HK1 forms for departmental reference.

16.9.5 It is important for all those involved in processing, discussing and approval of examination results to abide by regulations 16.9.1 – 16.9.4 in order to ensure transparency and quality control in the examination process.

16.9.6 Supplementary examination results will be processed and presented on modified HK3 forms only, because they do not involve CAT marks and grades.

16.10. Declaration of Results

16.10.1. Results of Semester examinations taken at the end of each Semester shall normally be published before the commencement of the next Semester.

16.10.2. Tentative results showing Examination numbers (without names and grades) of successful and unsuccessful students will be posted on the notice boards/University website soon after the respective Faculty Boards meetings.

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

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

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

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

16.13. Confirmation of Award of Degree

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

16.14. Presentation of Awards

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

16.14.2 De-Registration and Cancellation of Award

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

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.

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

16.15. Transcript of Academic Record

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

16.16. The Grading System for Undergraduate Programmes

16.16.1. Grading system for MD programme*

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

*Effective from academic year 2021/2022.

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

16.16.2. Grading system for BScN programme*

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

*Effective from academic year 2021/2022.

16.16.3. Grading system for BSW programme

Marks Range	Grade points	Grade	Remark
70-100%	5	A	Excellent
60-69%	4	B+	Very Good
50-59%	3	B	Good
40-49%	2	C	Pass
35-39%	1	D	Satisfactory
0-34%	0	E	Poor

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

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 16.18.3 (i), and (ii) below.

16.17.2 A student may appeal against the recommendations of the Faculty Board/ Institute/Directorate as follows:

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

16.17.3. Appeals shall be made on the following grounds: -

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

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

16.17.5. There shall be the Senate Examinations Committee whose functions shall be:

- i. To consider academic appeals by students;
- ii. To act on behalf of the Vice-Chancellor and the Senate in implementing decisions to uphold appeals;
- iii. To consider and investigate claims brought forward by a student of procedural irregularities in the conduct of assessments and, where appropriate, to make recommendations to the senate.
- iv. To provide an annual report to Senate on the appeals received. Where the Committee has serious cause for concern arising from an appeal, a report should be made immediately to the Senate.

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

16.17. Academic Appeals cont...

16.17.6. The Senate Examinations Committee shall be constituted as follows:

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

16.17.7. Members of the Senate Examinations Committee shall be different from those who participated in making the original recommendation appealed for at a level of a Faculty Board.

16.17.8. The Senate Examinations Committee shall be serviced by the Office of the Secretary of Senate.

16.17.9. A member of staff who took part in assessing, advising the student in the course under appeal shall not take part in consideration of the case except to provide general information upon request by the Chair of Senate examinations committee on the course and/or professional context but without any reference to the particular case under consideration.

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

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

16.17. Academic Appeals cont...

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), 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 OSIM, that is before Senate approves the decision of the Faculty Board/ Institute /Directorate.

16.17.12. The Chair of the Senate Examination Committee shall request the Senate to defer approval of the Faculty Board's/Institute/Directorate recommendation pending the outcome of the appeal.

16.17.13. Academic Appeal will be considered by the Senate Examinations Committee. If the Senate Examinations Committee confirms that there are grounds for an appeal the Secretary of the Senate Examinations Committee shall request in writing recommending Faculty/Institute Board to submit the Senate Examinations Committee its views on the appeal in writing. If the Senate Examinations Committee views that there is/are no ground(s) for an appeal; the Secretary of the Senate Examinations Committee shall communicate to the appellant in writing, stating the reasons for rejection of an appeal.

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

16.17. Academic Appeals cont...

16.17.14. If an appeal is against a recommendation for discontinuation/withdrawal from a course due to a proven procedural irregularity in the conduct of the assessment, the Senate Examinations Committee shall be empowered to allow a new assessment for the failed course(s) by an independent competent examiner, a course re-registration or a revised mark.

16.17.15. A student or his/her representative (who is a full time registered student at HKMU) shall have a right to give evidence at the hearing of the appeal by Senate Examinations Committee. A representative of the Department / Faculty / Institute concerned will normally be required to attend the meeting. It is the student's responsibility to ensure that relevant information on the appeal is submitted to the Chair of the Senate Examinations Committee when logging the appeal form.

16.17.16. The Secretary to the Senate Examinations Committee shall seek academic reports from the relevant School(s), which, together with the student's academic results and any relevant Examination Board minutes, shall be presented to the Senate Examinations Committee for consideration.

16.17.17. For academic appeals on grounds of procedural irregularity, the relevant Dean(s)/Director(s) of Faculty/Institute shall be required to prepare a response to the allegations on behalf of the examiners.

16.17.18. All documents in relation to the appeal shall be anonymous to members at the time of notification of the hearing session of the Senate Examinations Committee members, save for the name of the appellant.

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

16.17. Academic Appeals cont...

16.17.19. The findings of the Senate Examinations Committee shall be presented to the Senate for consideration.

16.17.20. Senate shall deliberate on the Examinations Committee findings and give its ruling.

16.17.21. Within seven (7) working days of Senate decision, a student shall be notified the outcome of his/her appeal in writing copied to the relevant Dean(s)/ Director(s) of Faculty/Institute, stating the reasons for Senate's decision.

16.17.22. In case a student is not satisfied with the Senate decision, he/she shall channel his/her appeal case to the Examinations Appeals Committee (An independent body of the University). The Examination Appeal Committee will study the case and communicate the decision to the student.

16.17.23. The Examinations Appeals Committee shall comprise:

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

16.17.24. A student appeal to the Examinations Appeals Committee shall be made on the ground of procedural irregularity in the conduct of the case by the Senate Examinations Committee.

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

16.17. Academic Appeals cont...

16.17.25. The decision of the Examinations Appeals Committee shall be final. Ignorance of the requirement to bring forward evidence shall not be a good reason for logging an appeal to the Examinations Appeals Committee.

16.17.26. In case of a remark (16.17.3 (i)), the new scored mark shall stand even if lower than the mark originally scored.

16.17.27. The University will **reimburse** a student, whose **appeal is upheld**, the **appeal fee** only.

ANNEX 2: EXAMINATION INSTRUCTIONS TO INVIGILATORS AND STUDENTS

2.1 Examinations will usually be conducted in two sessions daily. The Morning Examinations will start at 09:00hrs (9:00am), while the Afternoon Examinations will start at 14:00hrs (2:00pm). A University-wide master timetable, and Semester specific timetables, will be pinned on all venues and notice boards for further information.

2.2 Invigilators must collect examination papers from the examinations office, 30 minutes before the examination starting time.

2.3 Students should report at the Examination Venue 30 minutes before the Examination starting time: i.e., 08:30 hrs for the Morning Examinations and 13:30 hrs for the Afternoon Examinations. Venues for written examinations will usually be shown on the master timetable. Laboratories will be Venues for Practical. Venue for Orals will be communicated in good time.

2.4 Students must be seated at their located positions 15 minutes before Examination Starting Time i.e., 08:45 hrs for the Morning Examinations, and 13:45 hrs for the Afternoon Examination.

- Between 08:45-08:59 or 13:45-13:59: When all students are seated at their located positions:
- Seals on envelopes containing examination papers will be verified by two students (by signing) and envelopes will be opened.
- At this time no (late) student will be allowed to enter the examination room, even if they have a genuine reason.
- Papers will be distributed to seated students by Invigilators.
- Students will be given 5 minutes to read through the papers and seek any clarifications.
- Invigilators (assisted by examiners) will make corrections and clarify on any matters raised by students. Examiners (who are not invigilating) may leave after clarifications have been made.
- Students will not be allowed to write anything during this time.

ANNEX 2: EXAMINATION INSTRUCTIONS TO INVIGILATORS AND STUDENTS

- 2.5 One minute before the examination start time, students who were not seated by 08:45 or 13:45, (i.e., late / waiting outside), may be allowed into the examination room if the invigilator (s) is (are) convinced that they had genuine reasons.
- 2.6 No student will be admitted into the examination room 15 minutes, after the examination has started.
- 2.7 Examination (writing) must start and end on time (sharp) as indicated by instructions on the examination papers.
- 2.8 Note that UNAUTHORIZED MATERIALS INCLUDING any kind of papers, MOBILE PHONES, SMART DEVICES and PERSONAL DIGITAL ASSISTANTS (PDA'S) OR ANY OTHER ELECTRONIC GADGETS, should not be brought into the Examination Rooms. CALCULATORS (one entry memory capability) may be carried during Biostatistics or any other indicated Examination.
- 2.9 Students are however allowed to carry with them: Student's Identity Card (ID), Examination Number Card (ENC), Pens, Pencils, Rulers, and Erasers ONLY. Students will not be allowed to communicate, share, or borrow Pens, Pencils, Rulers, and / or Erasers during examinations.
- 2.10 Students will need to show their ID and ENC to the Invigilator, in order to be admitted to the Examination Room. Students will not be admitted to any Examination without these two documents.
- 2.11 For students who have been barred to sit for any examination, the relevant course code (s) will be printed at the back of the ENC. Such students should not attempt to sneak into such an examination(s).

ANNEX 2: EXAMINATION INSTRUCTIONS TO INVIGILATORS AND STUDENTS

2.12 Once you are within the vicinity of/or inside the Examination Room, Silence Must be maintained.

2.13 Students will not be allowed to leave the examination room within the first 30 minutes from the time the examination starts, or within the last/final 30 minutes before the indicated examination end time.

2.14 When the examination writing time is up:

- All students will be told to stop writing and stay on their seats.
- Students will be asked to count and write, in the last box at the bottom of the Examination Answer Book, the number of used pages.
- The invigilators will collect the Examinations papers and Examination Answer Books from students, one starting from the back another in front, there after;
- Students will proceed in an orderly manner to the invigilator's table for signing attendance.
- Students who finish their examinations before the last/final 30 minutes will quietly submit their scripts to the invigilator and sign attendance before going out of the examination room.
- For any matter needing clarification students are advised to kindly make use of the invigilators.

2.15 Students are expected to appear NEAT and in a CLEAN UNIFORM. During clinical examinations, they should dress according to their prescribed professional attires.

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

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

3.1. The first person to be contacted

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

3.2. Other important contacts

The Dean of Students will immediately inform the following: -

- The Chairpersons BOD and Council.
- The Vice Chancellor.
- The Deputy Vice Chancellor Academic Affairs.
- The Deputy Vice Chancellor Planning Finance and Administration.
- The Dean of the Faculty or the Director of Postgraduate Studies and Research Institute.
- The Marketing and Public Relations Officer.
- The University Bursar.
- The Admissions Officer.

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

- The Warden (if the deceased student lived in a University Hostel and if the news of the death did not originate from the University Hostel).
- The President of the Students Association.
- Chief Librarian / Book Banker.
- The Director General of the Kairuki hospital.

3.3. Who does what?

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

a) The Vice Chancellor will:

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

b) The Deputy Vice Chancellor- Academic Affairs will:

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

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

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

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

d) The Dean of the Faculty will:

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

e) The Admissions Officer will:

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

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

f) The Marketing and Public Relations Officer will:

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

g) The Finance Department will:

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

h) The President of the Students' Association will:

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

i) Next of Kin/Sponsor:

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

j) Psychosocial Wellness Centre:

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

3.4. Contribution of the University towards the funeral:

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

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

(Made under Article 52 of the HKMU's Charter)

PREAMBLE

WHEREAS:

1. The University was established and exists for the pursuit of learning;
2. The University's fundamental purpose can be achieved only if its members work peacefully in conditions which permit freedom of thought and expression within a framework of respect for the rights of other persons;
3. The University recognizes that the vast majority of its students behave in a responsible manner, on occasions; however, a small minority behave in ways which may cause harm to the University, its students or its staff, or the public. In these cases, it is the responsibility of the University to take action under its Bylaws in order to protect the University community and the University's reputation;
4. The University has an obligation to provide a positive, conducive environment which encourages and supports students in meeting their responsibilities;
5. Many areas of University life require Rules to ensure that everyone is clear about rights and responsibilities in particular situations;
6. The University has a responsibility to make students aware of them and advise students on their interpretation;
7. Students have a responsibility to make themselves familiar with such Bylaws and act:
 - a) In accordance with all University rules;
 - b) Within the law;
 - c) With regard to the University's aim of providing an effective and supportive learning environment;
 - d) With respect for the dignity and rights of others, irrespective of their background;
 - e) With respect for the property of others and the proper use of University facilities;
 - f) With regard to the health and safety of others;
 - g) With regard to the University's good reputation;
 - h) Honestly.

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(Made under Article 52 of the HKMU's Charter)

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

PART I PRELIMINARY

Rule 1

Citation and Application of Students' Bylaws

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

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Rule 2

Definitions and Interpretations

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

"Article" means an Article of the Charter;

"Authorized Officer" means Staff of the University when discharging lawful duties;

"Council" means the Council of the University established under Article 17 of the University Charter;

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

"Dean" means a dean of school or faculty of the University appointed under Article 9 and provided for by Rule 33;

"Dean of Students" means the Dean of students appointed accordance with the provisions of rule 35;

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

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

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(Made under Article 52 of the HKMU's Charter)

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

"Gender" means and includes both female and male;

"Meeting" means and includes an authorized general meeting;

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

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

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

"Strike" means refusal or keeping away from performing scheduled activities;

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

ANNEX 4: REVISED BYLAWS GOVERNING STUDENTS' GENERAL
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"Students' Disciplinary Authority" means the committee established to determine students' disciplinary matters under Article 53;

"Senate" "Senate" means the Senate of the University established by Article 18 and provided for by rule 21;

"Students' Organization" means the organisation of students established under rule 50;

"University" or "HKMU" means Hubert Kairuki Memorial University established under Article 4;

"Trespass" means unlawful and/or unauthorized entry into or upon the University's property or building;

"University Authority" shall have the same meaning as "competent authority";

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

"Visitor" shall not construe to include a student as defined by these Bylaws.

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

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(Made under Article 52 of the HKMU's Charter)

Rule 3

Acceptance of Students' Rules, Payment of Fees and Registration as Conditions for Admission

(i). 3. Every student on enrolment shall be supplied with a copy of these Bylaws and of any other university or part of the University regulations for the time being in force. Acceptance of a place in the University is conditional upon agreement by the student to sign an admission agreement which requires a student to abide by the University Charter and the Rules. The operation and application of these Rules is without prejudice to the Charter and the general laws of the United Republic of Tanzania.

(ii). Payment of prescribed fees and Signing of the admission agreement (applicable to new Students) shall be a condition(s) for registration to pursue and/or to continue with studies at the University; provided that the manner of payment shall be in accordance with instructions enunciated from time to time in the University Prospectus. For avoidance of doubt, prescribed fees shall be such fees as are approved by the Owners and shall include but not limited to registration fees, tuition fees, accommodation/Student's hostel (if applicable), examination fees, book bank borrowing/book purchase, stationery, students' organization membership subscription fees, health insurance (NHIF), facility maintenance fee, uniform, fieldwork allowance, development fee, residence permit (applicable to international students only).

PART II
RIGHTS AND PRIVILEGES OF STUDENTS

Rule 4
Right and Privileges of Students

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

- (i). Learning Environment.** Students have a right to support and assistance from the University in maintaining a climate conducive to teaching and learning. University teaching should reflect consideration for the dignity of students and their rights as persons. Students are entitled to academic freedom and autonomy in their intellectual pursuits and development. Students have a right to be treated with courtesy and respect.
- (ii). Rights in the Classroom.** Students have a right to reasonable notice of the general content of the course, what will be required of them, and the criteria upon which their performance will be evaluated. Students have a right to have their performance evaluated promptly, conscientiously, without prejudice or favouritism, and consistently with the criteria stated at the beginning of the course.
- (iii). Role in Governance of the University.** Students have a right to participate in the formulation and application of University policy affecting their academic and social affairs through clearly defined means, including membership on appropriate committees and university organs.

ANNEX 4: REVISED BYLAWS GOVERNING STUDENTS' GENERAL CONDUCT, DISCIPLINARY OFFENCES, DISCIPLINARY PROCEEDINGS, AND PENALTIES (Made under Article 52 of the HKMU's Charter)

(iv). Due Process. Students have a right to due process in any proceeding involving the possibility of substantial sanctions. This includes a right to be heard, a right to decision and review by impartial persons or bodies, and a right to adequate notice.

(v). Freedom from Discrimination and Sexual Harassment. Students have a right to be free from illegal discrimination and sexual harassment. University Charter prohibits discrimination, harassment or prejudicial treatment of a student because of his/her race, colour, religion, national origin, sex, age, or status as an individual with a disability.

(vi). Freedom of Expression. Students have a right to examine and communicate ideas by any lawful means. Students will not be subject to academic or behavioural sanctions because of their constitutionally protected exercise of freedom of association, assembly, expression and the press.

(vii). Privacy and Confidentiality. Students have a right to privacy and confidentiality subject to reasonable University Rules and regulations. Matters shared in confidence (including, but not limited to, information about a student's views, beliefs and political associations) must not be revealed by faculty members or University administrators except to persons entitled to such information by law or University policies. Students have a right to be free from unreasonable search and seizures.

(viii). Student Records. Students have a right to protection against unauthorized disclosures of confidential information contained in their educational records.

(ix). Student Government and Student Organizations. Students have a right to participate in elections of their Association. Students have a right to form student organizations for any lawful purpose.

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Rule 5

Students' Affairs Committee

(i). 5. There shall be Student Affairs Committee whose composition shall be:

- a) Dean of Students – Chairperson.
- b) Human Resources and Administration Manager
- c) One staff from each Faculty/School.
- d) President of the Students' Organisation.
- e) Prime Minister of the Student Government.
- f) Admissions Officer.
- g) Hostel Manager.

(ii). The function of the Students' Affairs Committee shall be to evaluate and make recommendations to the management concerning the various areas of students' social and academic life.

PART III

DISCIPLINARY OFFENCES

Rule 6

General Disciplinary Offences

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

(Made under Article 52 of the HKMU's Charter)

6. For purposes of these Rules, general disciplinary offences shall include the following: -
- (i) Conduct which does or is likely to cause damage, defacement or violence to person or property within the University; provided that such conduct is that of a student towards another student, member or members or any employee or employees of the University, notwithstanding that the conduct in question occurred outside the University Campus;
 - (ii) Using force or offering violence against or striking a fellow student, an officer or any other person at the university Campus or outside the University Campus;
 - (iii) Maliciously damaging, defacing or destroying a wall, gate, fence, post or any other item or property of the University;
 - (iv) Act or conduct which is likely to obstruct or obstructs or to frustrate or frustrates the holding of:
 - (a) Any lecture, class, laboratory work, research or other instructional activity given or authorized by the University;
 - (b) Any meeting, function or lawful activity authorized by the University;
 - (v) Unauthorized use of or interference with any technical, electrical or other service or installation of the University;
 - (vi) Theft committed within the University; for an avoidance of doubt, where a student is charged with and convicted of theft under the Law, the University may take disciplinary measures against such a student notwithstanding that he/she is prosecuted and/or punished by a court of law;
 - (vii) Unauthorized possession of a key to University property;
 - (viii) Refusal or failure to comply with a lawful order or directive given by any officer of the University acting on his behalf or under an order from any competent organ or officer of the University; for avoidance of doubt refusal or failure in this paragraph includes knowingly giving information known to be false or not believed to be true by the giver thereof or any other person in that behalf;

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- (ix) Use of slanderous, abusive, obscene or threatening language by any student against any other student or students or against any officer or employee of the University in the course of performance of such officer's or employee's duties;
- (x) Forging a document or uttering a false document or perpetrating forgery with intent to cause loss to any person, university, or any other institution as the case may be;
- (xi) Knowingly inviting or entertaining a student or students in the University whose name or names appear on the University Notice Board as having been barred or otherwise known to have been barred from the University premises by a competent authority;
- (xii) Refusal or failure to obey any lawful order issued under University regulations or rules promulgated by a competent organ of the University;
- (xiii) Failure or refusal to attend a meeting called or authorized by the Disciplinary Authority when summoned to do so by a proper written notice by such Authority or organ as prescribed under Rule 19. (vi) of these Bylaws;
- (xiv) Wilful obstruction of the work of or proceedings conducted by the Disciplinary Authority, Advisory Disciplinary Panel or any other competent organ of the University or interference with witness in disciplinary proceedings conducted under these By-laws;
- (xv) Refusal or failure to abide by the ruling, decision and/or penalty made or imposed by the Disciplinary Authority or any other competent authority or the University;
- (xvi) Unauthorized holding of University students' general meeting. For avoidance of doubt, such Students' Organization's meetings as are scheduled in the University Almanac currently in force shall be deemed to be authorized, provided that emergency meetings may be held only after the Deputy Vice Chancellor for Academic Affairs has approved of the same if they have the effect of obstructing or frustrating the holding of any lecture, class or laboratory work given or authorized by the University, provided further that in any other case, a three day notice shall be given to the Deputy Vice Chancellor for Administrative Affairs prior to the holding of such emergency meeting;

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- (xvii) Inviting outsiders as guest speakers and/or social entertainers without the permission of the relevant organs of the University, namely, the Vice Chancellor, Deputy Vice Chancellors, Dean of Students, Dean/Director or relevant Faculty/Institute, Head of relevant Department, as the case may be, depending on the intended audience and the status of the guest speakers/social entertainers;
- (xviii) Forming and/or establishing unauthorized students' groups which are likely to cause disunity and disorder at the University or in the wider community;
- (xix) Without derogating the right to freedom of expression, wilful writing of defamatory literature and/or uttering insults or obscene language by any student or group of students against any other student or group of students or any employee of the University, or against the University, Government or any civil leader;
- (xx) Sexual harassment of whatever kind. For avoidance of doubt sexual harassment shall consist of any or all but not limited to the following: Sexual jokes, innuendoes, noises, lewd suggestions, foul language, obscene gestures; belittling comments on a person's anatomy, persistent demands for dates; pressuring for sexual activity or favours; asking about personal sex life, explicit sexual suggestions in return for reward; telling lies or spreading rumours about a person's sex life with the purpose of assassinating the character of the victim; unwanted physical contact of any sort which is sexual in nature including touching of sensitive body parts, brushing against another's body, hair or clothes, kissing, pinching, patting, grabbing, or cornering; displaying of pornographic and sexually suggestive pictures and/or sexual objects; transmitting offensive written, telephone or electronic communications of sexual nature; indecent exposure; the use of one's authority or power, either explicitly or implicitly, or coerce another into unwanted sexual relations or to punish another for his or her refusal; the creation by a member or a group of people of an intimidating, hostile or offensive working or educational environment through verbal or physical conduct of a sexual nature.

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- (xxi) Rape or indecent assault;
- (xxii) Mismanagement and/or embezzlement of Students' Organization funds and/or of any other recognized student society established under the auspices of the students' Organization in accordance with the relevant provisions of the Students' Organization's constitution for the time being in force;
- (xxiii) Collecting or charging money from any student or student groups without prior permission of the relevant University organs; namely, the Dean, the Students' Organization or, in special cases, the Dean/director of the relevant Faculty/Institute or the Head of the relevant Department, as the case may be;
- (xxiv) Illegal entry into another student's room.
- (xxv) Possession, use, sale or attempt to obtain any illegal substance.
- (xxvi) Conducting or organizing any form of gambling.
- (xxvii) Possession of weapons, including all firearms (including legally registered ones), compressed air-guns, pellet guns, or illegal knives, dangerous chemicals, or explosive devices (including fireworks) of any description.
- (xxviii) Bringing the University into disrepute.
- (xxix) Students' organisation engaging in any political party's activities on campus or conduct its affairs which in any way or manner whatsoever offends or conflicts with the provisions of the University Charter or any other written law.
- (xxx) Any conduct which constitutes a criminal offence.
- (xxxi) Breach of the provisions of any University regulations.

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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.

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(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.

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Rule 9

Misuse and Abuse of Computational Facilities

9. University computer systems, software, network, information technology, and related technologies are expected to be used in line with the objectives of the University. The users of University computing facilities must make themselves aware of, and comply with campus computer use policy published by the Information and Communication Technology (ICT) Office. Unacceptable use includes but is not limited to:

- (i). Unauthorized entry into a file for any purpose.
- (ii). Unauthorized transfer of a file.
- (iii). Unauthorized copying or distribution of copyrighted computer software or other digital content.
- (iv). Use of computing facilities and resources in violation of copyright laws.
- (v). Use, or attempted use, of another person's identification and/or password.
- (vi). Tampering with the communications of others.
- (vii). Use of computing facilities to send obscene, abusive, harassing or threatening messages.
- (viii). Use of computing facilities to interfere with the work of another student, faculty member, University official, or any other member of the University community.
- (ix). Using personal web pages hosted on University computer network not primarily focused on the mission of the University.
- (x). Unauthorized use of computing facilities and network for personal financial or other commercial gain.
- (xi). Attempt to damage or to degrade the performance of University computers and networks.

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PART IV
PROVISIONS RELATING TO RESIDENCE AND CAFETERIA

Rule 10
Rules for University Residence

10. Rules for University residence within the Campus shall apply mutatis mutandis to the students living in off-campus residences supervised by the University as follows:

- (i) Students may enter into contract of residence with the University whereby such agreement may last for one academic year.
- (ii) The hostel management (Hostel Committee) shall have discretion to renew the accommodation agreement for continuing students depending on availability of rooms and conduct of the student.
- (iii) Priority for residence in the University hostels shall be given to first year students, students with special needs (students who have been identified to have serious medical condition and so need special attention and those with physical /health challenges), international students, finalist students and Students Union leaders and such other categories as the University shall determine from time to time.
- (iv) Resident students shall not assign their contracts of residence to other students or non-students who are not part to the residence contract.
- (v) The hostel rooms should be used for lodging purposes only.
- (vi) Students are not allowed to stay at the campus at the end of the academic year, that is, during the long vacation.

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- (vii) A student who has a particular and exceptional reason (including waiting for supplementary examinations) to stay at the campus and who secures permission from the Dean of Students to stay at the campus, shall be bound by these by-laws as they would during semester time, and will be required to pay hostel fee at the rate set and charged by the University.
- (viii) The rooms are furnished with beds, mattresses, tables, chairs and cupboards. Occupants are responsible for the proper care of all property and any damage or loss must be reported immediately to the proper authority.
- (ix) The occupants shall be required to sign for all property found in their room at the beginning of the academic year. The Occupants shall ensure that they sign off at the end of the academic year otherwise they will be charged for the property not handed in.
- (x) Failure to observe any of the following Rules shall constitute a disciplinary offence:
 - (a) Students shall be required to take good care of the rooms they occupy. They shall themselves be responsible for the general cleanliness and tidiness of the rooms.
 - (b) Students shall not interfere with or transfer furniture or fittings of any kind from any part of the University buildings without prior written permission from the office of the Dean of Students. Notwithstanding the generality of this paragraph, any student wishing to install any additional furnishing in his/her room may do so subject to prior knowledge and written permission from the office of the Dean of Students.
 - (c) Cooking is strictly not allowed in the hostel. Disallowed cooking (which amounts to disciplinary offence) includes: frying, roasting, baking, steaming, grilling, cooking food in microwave or microwave oven and boiling (except boiling water with electric kettle) by use of any source of energy.
 - (d) Cooling appliances (including refrigerators) are not allowed in the hostel. No electric devices other than reading lamps, table fan, electric iron, electric razor, electric hair dryer, radio, personal computer, video/record player or television set shall be used in student rooms or in any other unauthorized place or space. A penalty/fine shall be charged to the offender.

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- (e) If a wall point is fixed in a room it will take a maximum current of 13 amps. Electric lights must not be left burning during the daytime or when an occupant is not in the room.
- (f) Musical appliances and instruments, such as record players, radio set, video and other noise-making instruments shall not be played beyond room sound for avoidance of causing nuisance and annoyance to other residents of the hostel.
- (g) A resident shall obey Rules and instructions made in respect of Hostel and shall refrain from conduct which may bring discredit upon the hostel or is prejudicial to the welfare of other residents of the Hostel such as drunken and disorderly conduct, over blasting music, etc./
- (h) Visiting hours to the students' hostel during week days shall be from 5pm to 7pm. No visitor shall be allowed to the students' hostel during class/rotation hours, which is from 07:00am to 5pm). On weekend visiting hours shall be from 10:00am to 7pm. Students shall not be allowed to entertain any visitors of either sex in their rooms before or after the specified time.
- (i) There shall be no entry to the hostel premises without showing identity card to the Security Officer. This applies to all hostel residence, non-residence students, staff or any other visitors.
- (j) Every visitor entering or leaving the hostel building shall be recorded in the visitor's book.
- (k) Students shall not be allowed to live with any unauthorized person or persons in their rooms, including their spouses, children or other relatives.
- (l) Students shall be expected to live peacefully with one another in their allocated rooms. If at all one student is found to be misbehaving, that student may be ordered out of the room or may be given a probationary period of good behaviour of up to 10 weeks or one term, whichever is the longer.
- (m) Students shall not be allowed to conduct any kind of business in the hostels e.g. sale of soft drinks, vouchers, photocopying etc.

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Rule 11

Permission/Notification to leave campus

- (i).11. No student shall sleep out of the university during semester time without notifying the Dean of Students unless he/she is officially non-resident.
- (ii). The Dean of students may grant permission for travel for a weekend outside Dar es Salaam Region.
- (iii). Permission for travel for less than a week and involving missing lectures, seminars and/or laboratory work may be obtained in writing from the Dean of Students and the Warden.
- (iv). Permission for travel for more than a week shall be obtained from the Deputy Vice Chancellor for Academic Affairs through the Dean of the relevant Faculty and notified to the Dean of Students and the Warden.

Rule 12

Provisions relating to Vacation Residence

- (i) 12. A student shall be required to vacate the Hostel at the end of the contract, depending on the duration of the contract, be it end of semester or academic year.
- (ii) Students may, under special circumstances not specified above, be permitted to live in the hostel during the long vacation with the approval of the Dean of Students and at prescribed fee.
- (iii). Students who have particular assignments or an exceptional reason to stay in the hostel either free of charge or at reduced rates, as may be stipulated in the terms of such permission and who secure the consent of the Dean of Students, may be permitted to stay in the hostel.

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(iv). Loss of keys by students must be immediately reported to the Hostel Manager. The key will be replaced on payment of the cost of a new key or new lock by the student responsible for its loss or for its safe custody (hereinafter referred to as "key holder"). Keys must be returned on leaving the Hostel at the end of the academic year. Failure to do so shall involve paying of full residential charges from the beginning of vacation to the time the key is returned, plus any other suitable penalty. Each key holder must ensure that he/she has signed in the key book when the key is returned to the warden or any other authorized person.

Rule 13

Provisions relating to Cafeteria

- (i).13 Students utilizing the cafeteria services available at the University hostel are required to observe cafeteria Rules. Failure to observe any of those Rules shall constitute a disciplinary offence.
- (ii). Any criticism of or complaint about cafeteria services shall be made to the Hostel Committee through students' organization leaders.

PART V GENERAL REGULATIONS

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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

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16. (i) Students may communicate with outside institutions and the news media in their private capacity.
- (ii) All official correspondence by students or by officials of the Students' Organization or by officials of recognized student societies to Government Ministries, Parastatals, Non-governmental organizations, etc. shall be routed through the Dean of Students or the Dean of Faculty, as the case may be.
- (iii) Correspondence to the Chancellor, the State House, representatives of Foreign Governments and international Non-Governmental organizations or any other such official bodies shall be routed through the Vice-Chancellor.
- (iv) Official letters to the press reflecting the interest of the student's community at the university shall first be approved by the student's government and shall bear the label of the university student's organisation as their origin and not the university.

Rule 17

Collection of Money in the University

17. Application for permission to make general collection of money, other than Students' Organization subscriptions or entrance fees for film-show and other functions, shall be made to the Dean of Students through the Students' Organization. Collectors shall be required to submit to the Dean of Students a statement of money received and show how the money has been or is to be expended.

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PART VI
EXERCISE OF DISCIPLINARY POWERS

Rule 18
Students Disciplinary Authority

18. In the exercise of its power the Students Disciplinary Authority shall be composed by: -
1. Deputy Vice Chancellor Finance, Planning and Administration, who shall serve as chairperson.
 2. One of the senior academic members of staff.
 3. Corporate Counsel (Secretary).
 4. Dean of Students.
 5. One staff member elected by each faculty.
 6. One student appointed by the students' Organization (provided that the appointed student is not directly related to the case).
 7. The Dean or his associate of the Faculty/School to which the charged student belongs.

Rule 19
Preliminary Procedures of Hearing by the Students' Disciplinary Authority

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- (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.

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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

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- (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.

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(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.

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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.

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(vi). **Restitution:** The University may require the student to compensate for loss, injury, or damage. A student violating rule 6(iii) and (v) shall be ordered to compensate for loss injury or damages he has caused at the prevailing value. Any student found guilty of a disciplinary offence under Bylaw 6(xxii) and (xxiii) may, in addition to the penalty specified for the offence, be required to pay the money embezzled or collected, as the case may be with or without an interest thereon:

(a) Provided that such first-mentioned penalty may be compounded upon repayment of the money.

(b) Provided further that the Disciplinary Authority may instead require that such student found guilty of a disciplinary offence under Rule 5 (xxii) shall not graduate or obtain his/her certificate, diploma and/or academic transcript until the debt is discharged.

(vii). **University Hostel Expulsion:** The University may terminate a student's contract with hostel services in a situation where a student persistently violates hostel Rules.

(viii). **Rustication:** The University may rusticate a student for a defined period of time, after which the student is eligible to return to the University. A student found guilty of contravention of Rule 6(viii), (ix), (xii), (xv), and (xvi), (xxiii) may be rusticated for a maximum of three weeks. The Students' Disciplinary Authority may rusticate a student for a maximum of nine months or one academic year for a disciplinary offence Rule 6(ii), (iv), (vi), (x), (xiv), (xviii), (xix), (xx), (xxii), (xxiv) and (xxv)

(ix). **Expulsion:** The University may end a student's enrolment. A student found guilty of disciplinary offences under rule 6(xv), (xxi), (xxii), (xxvii), (xxviii) (xxix), (xxx) rule 7 and rule 8 may be expelled from the University.

(x). **Withholding of Diploma or Degree:** The University may withhold the diploma or degree of a student for a defined period of time, or until the completion of assigned sanctions.

(xi). The Students' Disciplinary Authority has a discretion to give lesser or bigger punishment depending on the nature of the offence.

(xii). All criminal offences shall be reported to police for further action.

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Rule 24

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

- (i). 24. In case of mass strikes involving a large number of students which could threaten the maintenance of Law and Order, and where individual formal disciplinary proceedings are not practical to be conducted without endangering the welfare and security of the University, the Disciplinary Authority shall report the matter to the Vice Chancellor detailing the nature of the problem and proposing steps to be taken.
- (ii). The Vice Chancellor shall, after consulting relevant authorities as he sees fit, take administrative steps to ensure the security of the University. These steps may include suspension of student(s) involved and informing government law enforcing authorities.
- (iii). In the event of students being suspended, such suspension shall not exceed twenty-eight days, and shall not be construed as a punishment but as a way of creating an atmosphere conducive for further investigation. The suspended student(s) shall be informed in writing before leaving the University.
- (iv). During the suspension period the Disciplinary Authority shall make the investigation and prepare a report and/or institute formal proceedings for disciplinary action against the students involved.

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PART VIII
APPEALS

Rule 25

Appeals as per Article 54 of the HKMU Charter

- (i). 25. Appeal by an aggrieved party against a decision of the Students' Disciplinary Authority shall lie with the Students' Disciplinary Appeals Committee as provided under Article 54 of the HKMU Charter.
- (ii). No member of the Panel who took part in the decision which is the subject of an appeal before the Appeal Committee shall take part in the hearing of such appeal.
- (iii). The Appeals Committee shall meet within 10 days following the receipt of an appeal.
- (iv). When an appeal has been lodged with the Appeals Committee execution of any penalty imposed by the Disciplinary Authority shall be stayed pending the determination of such appeal.
- (v). At the hearing of an appeal by the appeals committee the parties concerned shall be entitled to be heard. No other person in defense of or representative capacity for the aggrieved party shall be allowed to appear before the Appeals Committee.
- (vi). In determining an appeal, the Appeals Committee shall have powers to confirm, vary or set aside any decision reached or, within the prescribed limits, to enhance, or to reduce or set aside any penalty imposed by the Disciplinary Authority.
- (vii). An aggrieved party, upon giving notice within seven days after the decision of his/her intention to appeal, may appeal to the Disciplinary Appeals Committee within 30 days from the date the decision was passed and such appeal shall be in writing, setting out the grounds of appeals. If the student has given notice of appeal, this notice should be given to the Secretary of the SDAC, with a copy to the Disciplinary Authority.

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(Made under Article 52 of the HKMU's Charter)

PART VIII
APPEALS

Rule 25

Appeals as per Article 54 of the HKMU Charter

- (viii). The Secretary should liaise with the Chairman and other members so as the meeting should be called within 10 days.
- (ix). The students should provide 6 copies of his or her appeal to the Secretary; four to the members, one to the Secretary and one to the Students' Disciplinary Authority.
- (x). The appeal should confine itself to the matters, which were before the Disciplinary Authority by which the appealing student is aggrieved.
- (xi). Unpresented document at the hearing of the Students' Disciplinary Authority should not be presented to the Students' Disciplinary Appeals Committee, because that would be new evidence thus, opening a new case.
- (xii). The appeal should not be argued outside the students' Rules.
- (xiii). The grounds of appeal should relate to points of law under these Rules and not to point of fact.
- (xiv). If a number of the committee members are even, the Chairman should be given a casting vote, or one member should withdraw from the voting in order to avoid a tie.
- (xv) The appeal should be in the form of a document - memorandum. It should attach a judgment of the Disciplinary Authority being appealed against and all supportive evidence for the grounds of appeal.

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

(xvi). There should be a reply to an appeal.

(xvii). The student's Disciplinary Authority shall have a right to reply to the allegations/grounds in the appeal.

(xviii). The Disciplinary Authority reply shall reach the SDAC before the meeting. When the SDAC sits to decide, they shall be on their own.

(xix). The hearing will have four stages namely; hearing of the parties, making Representation, Answering the questions of the panel and sitting of the panel to make deliberation and decision.

(xx). The decision of the SDAC shall be entered as either Appeal dismissed in favour of respondents or Appeal upheld - in favour the appellant.

(xxi). The decision of the SDAC authority shall be recorded.

(xxii). The SDAC shall be free and flexible allowing the flow of information in order for justice to be done and be seen to be done.

(xxiii). The SDAC should ensure attainment of the objectives of these Rules, namely, justice and fairness on the basis of truth and Rules of Natural Justice.

PART IX OTHER RELATED PROVISIONS

Rule 26 Student Dress Code

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

The following is required to be Adhered by all students at HKMU:

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

The following dresses are strictly prohibited for females:

v. Tightly fitting clothes, skin tights including but not limited to tight fitting gowns trousers and skirts, dress/skirts with excessive slit (mpasuo), torn trousers, dresses exposing stomach, breasts, waist, thighs, back and such other clothes as tops, low cuts, pants of all kinds, gowns or skirts hanging above the knees and that which do not cover the knees when standing/sitting, halter tops, midriff blouses.

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- (vi) Over-adornment with neck-laces, bangles, earrings or other jewellery and make-up which make someone look showy, revealing deep tops/sleeveless tops, transparent dresses of any kinds which are not supported by reasonably heavy underpants or underskirts, Shorts and all types of jeans.
- (vii) Any kind of tattoo of the body or limbs and bleaching of hair. Any kind of dressing that leaves the underwear visible, unbuttoned shirts, any type of dress that covers the entire face, Pyjamas, flip flops or slippers outside the halls of residence. Shoes shall be worn at all times during official hours in the campus.

The following dresses are strictly prohibited for males:

- (viii) Tight fitting, Head stockings, caps (other than religious head wear e.g. the Muslim cap), Sports shoes should not be worn in class, Shorts (All kinds of shorts), Torn trousers Clothing depicting illegal drugs, alcohol, profane language, racial tones, Plaited hair. Chains that will be allowed are the religious chains or medals.
- (ix) Slovenly looking clothes such as 'mlegezo', trousers and shorts which also show the underwear, Un-buttoned shirts and sleeveless shirts, Clothing that reveals the torso (chest/upper body), Shabby hair cutting/dressing e.g., Kiduku. Shorts and all types of jeans. Males shall not wear make-up.
- (x) Any other kind of dress or clothing which the University finds to be inappropriate or indecent.
- (xi) A student who violates the dress code will have an opportunity of correcting the mistake by changing the dress. A student who violates the dress code frequently will be eligible for disciplinary measures as stipulated in the Student By-Laws. A student who has a question about the appropriateness of dressing should discuss the specific issue with the Office of Dean of Students before wearing the item. The University Management, class coordinators instructors, lecturers and other staff have the responsibility to oversee and address guidelines violators and/or deny services to students dressed in any of the prohibited attire.

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(Made under Article 52 of the HKMU's Charter)

Rule 27

Students' Health Services

27. (i) All students are required (compulsory) to be registered under the National Health Insurance Fund (NHIF) scheme. Students will be entitled to both inpatient and outpatient services as prescribed by the NHIF guidelines, and will be able to access medical services at any accredited facility throughout the country. Students (both new and continuing) will be required to register for the NHIF scheme during registration period.
- (ii) Registration will be made at the office of Dean of Students (for online student registration through NHIF student's portal). After registration, students for (Undergraduate) will be given a control number that will enable them pay NHIF fee TZS 50,400 (per annum respectively subject to annual renewal) direct to NHIF. For postgraduate students have to contact Dean of Students for guidance because NHIF have prepared a special premium package for them.
- (iii) Students who are 18 years of age and above possessing NHIF cards from their parents are no longer required to be under their parents' NHIF scheme. They are required to enrol to the NHIF scheme, under the students' window, which is open to all university students. Students who are employees are allowed to use their NHIF card so long as they register their NHIF card to the Office of the Dean of Students. No students will be allowed to attend lectures or rotations or field without having NHIF card.
- (iv) A student who loses his/her NHIF membership card shall be required to report to the Kinondoni NHIF offices in person with a Police loss report. The student will be required to re-fill another NHIF form. The cost of obtaining another card is TZS 20,000 for the first time and if it so happens that the second card is lost he/she will have to pay TZS 50,000. All payments will be made into a Bank or as may be directed by NHIF. These fees are subject to change as per NHIF policy and regulations.

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Rule 28

Keeping Students Vehicles on Campus

28.(i) Any student who wishes to bring a vehicle to the University compound (hostel area inclusive) shall comply with the general law of the land governing the driving and parking of vehicles, as well as the relevant rules which are in force on the University campus, and shall register the vehicle with the Dean of Students.

(ii) Provided that registration shall be conditional upon production for inspection of:

- Student identity card;
- The motor vehicle registration card;
- The current certificate of insurance;
- The current driving license in the applicant's name;

(iii) Provided further that such registration shall be renewed each academic year. Any student who fails to meet any or all of the above conditions shall not be allowed to register his or her vehicle.

(iv) Security guards shall record (in a record book) all cars that shall be parked at their areas of work. The owner of the car shall sign in a record book after parking the car. No car shall be allowed to park if not recorded.

(v) Parking of a student car shall be at the student's own risk. The University shall not be responsible for any damage, theft etc. that might occur.

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Rule 29

Miscellaneous Provisions

- (i).29. Where there is an emergency need for overt operations of security officials or policemen amidst students in student compounds, the students' Organization will be informed as soon as possible of such presence.
- (ii).The Disciplinary Authority shall institute all proceedings and may lodge or defend any appeal before the Appeals Committee.
- (iii).These Bylaws are not exhaustive of Rules governing students conduct at the University and do not exclude the application of special regulations applicable in specific organs of the University.
- (iv).In case of difference in interpretation between these Rules the University Charter shall prevail over these Rules.
- (v).The 2000 Students' Bylaws are hereby Repealed.

Notwithstanding the repeal of the 2000 students' Bylaws, nothing done or continuing to be done and no existing proceeding commenced under those Bylaws shall be deemed as void by virtue only of the repeal of the said Bylaws and all other regulations not expressly repealed shall continue to be in-force and shall have effect as if made under these Rule.



ABOUT THE HKMU LOGO

THE LOGO of Hubert Kairuki Memorial University is designed in accordance with an academic tradition that is followed by all Universities. It comprises three elements: a shield, a base, and a motto contained in a scroll.

THE SHIELD is the central and most prominent feature of the logo. It contains a symbol of the sun radiating light that guides and energizes the institution, and an open book. The sun and the book are joined together into an integrated element that is suspended in a chlorophyll-green field. The green colour symbolizes the University's aspirations towards generating highest levels of productivity, efficiency, and quality services to society.

THE BOOK which is a symbol of knowledge and wisdom, represents the University as an institution of higher learning, and symbolizes its commitment to highest levels of scientific inquiry. The left page of the book shows three supporting pillars that represent the University's motto, as inscribed on the scroll: training, service, and research. The central element of the book shows a snake that reminds one of the bronze serpent of biblical Moses, which provided life and healing to those who looked upon it. This signifies the core business of the University, which is directed towards generating hope and a brighter future to the trainees and to the community, as inscribed on the right page of the book. This is through offering excellent training to the students and rendering highest quality medical services to society. The light from the sun, and also from the book, symbolizes the enlightenment to society that the University brings.

THE BASE that encapsulates the University's motto also carries an important historical fact on the year when the University was established. Its navy- to sky blue colour background, symbolizes the spirit of peace, harmony, and tranquility that the University will always strive to sustain, which is a prerequisite to its healthy development.

THE GOLD colour that connects the shield and the supporting base, symbolizes the University's commitment to superior quality in all its endeavours, its adherence to standards of excellence towards fulfilling its mission and vision, and its unwavering determination towards achieving highest levels of competitiveness, responsiveness, and professionalism.



“HKMU for a brighter future”