



HUBERT KAIRUKI MEMORIAL UNIVERSITY (HKMU)



PROSPECTUS 2019/2020



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ACRONYMS

ADNE	Advanced Diploma in Nursing Education
ADSW	Advanced Diploma in Social Work
AGOTA	Association of Gynaecologists and Obstetricians of Tanzania
AGORA	Access to Global Online Research on Agriculture
AKU	Aga Khan University
ARDI	Access to Research for Development and Innovation
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
CAT	Continuous Assessment Test
CHN	Community Health Nursing
COSTECH	Commission for Science and Technology
COTUL	Consortium of Tanzania Universities and Research Libraries
CSEE	Certificate of Secondary Education Examination
CUHAS	Catholic University Health and Allied Sciences
DDS	Doctor of Dental Surgery
DHPED	Diploma in Health Personnel Education
DMO	District Medical Officer
DTC	Diploma in Therapeutic Counselling
DVCAC	Deputy Vice Chancellor for Academic Affairs
DVCPFA	Deputy Vice Chancellor for Planning, Finance and Administration
DFOM	Dean Faculty of Medicine
DFON	Dean Faculty of Nursing
DPSRI	Director of Postgraduate Studies and Research Institute
ENT	Ears, Nose and Throat
ESE	End of Semester Examination



FQE	Final Qualifying Examination
FUCHS (T)	Forum for Universities and Colleges of Health Sciences in Tanzania
GPA	Grade Point Average
GTZ	German Development Cooperation
HE&HN	Home Economics & Human Nutrition
HINARI	Health InterNetwork Access to Research Initiative
HKMU	Hubert Kairuki Memorial University
IAU	International Association of Universities
ICT	Information Communication Technology
IRE	Intra-Rotation Examination
ISW	Institute of Social Work
IUCEA	Inter University Council of East Africa
KCMC	Kilimanjaro Christian Medical Centre
KCMUCo	Kilimanjaro Christian Medical University College
KHEN	Kairuki Health and Education Network
KIT	Koninklijk Instituut voor de Tropen (Royal Tropical Institute)
KSN	Kairuki School of Nursing
MA	Master of Art
MAT	Medical Association of Tanzania
MCH	Maternal and Child Health
MD	Doctor of Medicine
MDent	Master of Dentistry
MIU	Mikocheni International University
MMed	Master of Medicine
MMH	Mission Mikocheni Hospital
MMS	Master of Medical Science
MOI	Muhimbili Orthopaedic Institute
MPH	Master of Public Health
MPHIL	Master of Philosophy



MPS	Member of Pharmaceutical Society
MSc	Master of Science
MScPH	Master of Science in Public Health
MSN	Mikocheni School of Nursing
MSW	Master of Social Work
MUCHS	Muhimbili University College of Health Sciences
MUHAS	Muhimbili University of Health and Allied 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
OARE	Online Access to Research in the Environment
OBGY	Obstetrics and Gynaecology
ODSW	Ordinary Diploma in Social Work
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
TCU	Tanzania Commission for Universities
TCSW	Technician Certificate in Social Work
TEA	Tanzania Education Authority
TESWEP	Tanzania Emerging Social Work Education Programme



TZS	Tanzanian Shillings
TTC	Teachers Training College
UDOM	University of Dodoma
UDSM	University of Dar es Salaam
UEA	University of East Africa, Dar es Salaam University College
UKZN	University of KwaZulu-Natal
USA	United States of America
USD	United States Dollar
VC	Vice Chancellor



1.0 VICE CHANCELLOR'S FOREWORD

A very warm welcome to all who are connected with the Hubert Kairuki Memorial University (HKMU) and let us join our hands together in celebrating and welcoming the new academic year 2019/20. Special welcome to our new students and faculty who are joining this vibrant institution for the first time. Although every New Year brings a new dawn and fresh hope, this year is more special than others in many aspects. It finds HKMU at the threshold of moving to new heights that include embracing new technologies and building of a new campus at Boko, Dar es Salaam.

Relatively speaking, HKMU established in 1997 and currently having a student population of around 1,500 with 80 faculty members and 65 supporting staff, is a fairly young and small university. It is however, the first private university to be established, registered and chartered in Tanzania. It focuses in the training of health and allied disciplines at undergraduate and postgraduate levels. This currently includes certificates, Diplomas and Bachelor of Science in Nursing; Certificates, Diplomas and Masters in Social Work; and Doctor of Medicine (MD) and Masters in Medicine (MMed) in clinical disciplines and Master of Science in Public Health. It is from these virtues of being private, relatively young in age, small in size and having a specific focus, that the university draws its strength and the great success. Through this, HKMU has proven to be a dynamic and fast-growing institution that lives its motto of **HKMU for a brighter future and vision to become a model university in Tanzania, and in Africa; one that provides highest quality education, conducts cutting-edge research, and provides excellent services to society.** This is very important to us and is engraved in our core values which are:

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



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

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

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

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

Prof. Charles Stephen Mgone
Vice Chancellor



2.0 WELCOME MESSAGE FROM THE DEPUTY VICE CHANCELLOR FOR ACADEMIC AFFAIRS

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

As we celebrate 22 years since the University opened its doors in 1997, we are thrilled that we have accumulated experience in the delivery of quality higher education in Tanzania. When people talk about quality education, they often refer to the kind of education that gives students the knowledge and skills they need for the job market. But at HKMU, quality education has a wider view. HKMU strives to develop individuals to fulfill their intellectual and academic potential, including a sustainable culture of professional service to humankind.

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

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

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

Enjoy responsibly your time at HKMU.

Prof. Moshi K. Ntabaye

Deputy Vice Chancellor for Academic Affairs



3.0 INTRODUCTION TO HUBERT KAIRUKI MEMORIAL UNIVERSITY

Hubert Kairuki Memorial University (HKMU) was initially established as Mikocheni International University of Health Sciences (MIUHS), later its name changed to Mikocheni International University (MIU), by Kairuki Health and Education Network (KHEN) in 1997. The name was changed again to Hubert Kairuki Memorial University (HKMU) following the untimely demise of its founder, the late Prof. Hubert C.M. Kairuki, in February 1999. The Late Prof. Kairuki was also the institution's first Vice Chancellor. The second Vice Chancellor appointed to lead the institution was Prof. Esther Mwaikambo, followed by Prof. Keto Mshigeni. The current Vice Chancellor is Prof. Charles S. Mgone. The University's Chancellor is H.E. Ambassador Dr. Salim Ahmed Salim; the former Tanzania's Prime Minister (1984-1985), and Secretary General of the African Union (1989-2001).

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

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

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

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

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



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

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

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

Since its inception, HKMU has grown to a level where it is now increasingly becoming the envy of private universities in the East African region. This is in terms of quality and excellence of its programmes. Indeed, it has attracted students from over 15 different



nationalities. It has also attracted external funding as well as technical support for collaborative research and development activities. This is from a growing number of countries and institutions, which include the USA, Canada, Australia, China, and the Global Fund in Geneva. The University's important research activities include research in malaria, the human genome, non-communicable diseases and human nutrition.

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



4.0 GENERAL INFORMATION

4.1 LOCATION

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

4.2 CORE VALUES

The core values of the University are:

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



4.3 OBJECTS AND FUNCTIONS OF THE UNIVERSITY

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

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

4.4 UNIVERSITY GOVERNANCE

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

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



Hon. Dr. Salim Ahmed Salim became the Chancellor of the University until now.

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

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

4.5 UNIVERSITY GOVERNANCE ORGANS

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

4.6 UNIVERSITY CALENDAR

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

- Under the semester system, students are examined at the end of each semester, basing the examinations on the material covered during that particular semester, rather than following the traditional system of annual comprehensive examinations.
- The competence-based semester system puts emphasis on the day-to-day monitoring, grading, and evaluation of the student's performance, reasoning, and competencies.



Academic Sessions

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

MD:

Semesters 1, 3, 5, 7 and 9: November - March.

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

BScN:

Semesters 1, 3, 5 and 7: November – March.

Semesters 2, 4, 6 and 8: March - August.

4.7 THE UNIVERSITY LIBRARY

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

4.7.1 THE MAIN LIBRARY

At present the HKMU main library contains various relevant reference materials, textbooks and periodical volumes. Besides the physical information materials available, the HKMU main library has access to variety of relevant e-resources. Electronic resources have become state of the art facility for students and other users to access and use adequately and sufficiently for study and learning. E-resources are searchable on internet through subscribed and free organized Databases and Programmes to complement print information. The HKMU library is licensed through COTUL cooperation to access and use various Databases and Programmes selected annually. Additionally, access and use of



variety of e-resources on Medical and allied Sciences is available through registration for WHO databases and Programmes such as; HINARI AGORA, ARDI and OARE. Similarly Open Access [OA] information is also organized and utilized effectively and sufficiently to improve and modernize the library services. In this direction an Institutional Repository, [IR] is set up as an e-resources archive for collecting, organizing, preserving, and disseminating digital copies of the intellectual research outputs. The objective of setting up IR is to provide OA to research outputs through self archiving it unpublished literature such as theses, working papers and reports. The IR functions include showcasing institution's scholarly publications and a set of services, which the University ought to offer to its community.

4.7.2 THE BOOK BANK

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

4.7.3 ICT/COMPUTER LABORATORIES

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



4.8 TEACHING AND RESEARCH LABORATORIES

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

4.9 THE UNIVERSITY TEACHING HOSPITAL

Kairuki Hospital serves as a teaching hospital for HKMU. The hospital has direct access to state-of-the-art diagnostic and treatment facilities including, among others, a modern CT scanner, MRI, ultrasound and X- Ray machines (fluoroscopy), operating theatres, and in and out-patient facilities.

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

4.10 STUDENTS WELFARE

The University has a student's association namely Hubert Kairuki Memorial University Students' association (HKMUSA) which has its own constitution; to which all students are automatically members by registration. The HKMUSA office is under the guidance of the Dean of Students. The students' association is an important link between students and the University Management. The association contributes to wise decision-making in matters that affect students.

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



4.11 QUALITY ASSURANCE AND CONTROL SYSTEM

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

Admissions

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

Curriculum Review

The HKMU curricula are reviewed comprehensively every five years. In practice; minor reviews may be done subject to expressed needs. The BScN and MD programmes have undergone minor reviews in the past four years.

Approval of any new academic programme

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

Reports

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

Staffing

Currently, there are 81 academic staff and 64 administrative and technical staff. The staff: student ratio stands at 1:17. The University is reasonably well staffed with respect to academic, administrative, and technical staff.



Faculties

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

KEY RESULT AREAS

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

1. Teaching and Learning.
2. Staff Recruitment and Development.
3. Development of Boko Campus.
4. Development and Strengthening of Research and Consultancy Services.
5. Expanded and Effective use of ICT.
6. Financial Sustainability.
7. Collaboration and Partnerships.
8. Quality Assurance.
9. Gender Based Programmes.
10. Students Welfare.



4.12 APPLICATION PROCEDURES

4.12.1 Mode of application for all programmes offered by HKMU

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

4.12.2 Scholarship award

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

4.12.3 Admissions Committee

The Admissions Committee will be presented with a list of all candidates short listed by Deans of Faculties, Director of Postgraduate Studies and Research Institute or the Admissions Officer. Such short-listed candidates must satisfy the conditions for admission as stipulated by TCU so that the committee may decide, and recommend to Senate which candidates may be offered admission and to which courses. The final approval for admission will be granted by Senate. Candidates who do not satisfy the conditions for admission as stated in the Prospectus have to be notified soon after application.

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



4.13 TRANSFER STUDENTS

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

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

4.14 DURATION OF PROGRAMMES

- i. Doctor of Medicine will last for a minimum of 10 semesters of 23 weeks each and a maximum of 14 semesters.
- ii. Bachelor of Science in Nursing (BSc. Nursing) will last for a minimum of 8 semesters of 23 weeks each, and a maximum of 10 semesters.
- iii. Other undergraduate degree programmes will be of three or four years depending on the nature of the course as stipulated in the curriculum.
- iv. Master of Medicine (MMed) programme will last for a minimum of 3 calendar years and a maximum of 6 calendar years, with 4 weeks' vacation per year.
- v. Master of Science in Public Health (MScPH) will last for a minimum of 18 months and a maximum of 2 calendar years, with 4-week vacation per year.
- vi. Master of Social Work (MSW) will last for a minimum of 12 months and a maximum of 2 calendar years with 4-week vacation per year.



- vii. For a PhD programme a student must have completed his/her studies in five years.
- viii. Diploma in Social Work will last for a minimum of 4 semesters of 23 weeks each, and a maximum of 6 semesters
- ix. Certificate in Social Work will last for a minimum of 2 semesters of 23 weeks each, and a maximum of 4 semesters

4.15 VISITING STUDENTS

Admission of visiting students or special admission will operate under the principle of Academic Credit Transfer. This will require acknowledgment by one's institution for higher learning courses, study periods and examinations, which would have been completed in another higher learning institution. Students who have completed one or two years of higher education elsewhere may be admitted either to spend one or two or more years either to complete the course or re-transfer back to their own universities. For those students who are transferred completely, a serious review will be made, as already indicated in Section 4.13. In case of any doubt, especially regarding academic performance, the transfer student may be required to repeat a year.

4.15.1 Occasional Students (Electives)

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



4.15.2 Application Procedures for Electives

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

- A letter of introduction from the current University or College;
- Curriculum Vitae;
- Photographs (2 passport size), and
- A summary of the objectives of the proposed electives.

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

4.15.3 Residence Permit

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

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

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



4.16 INTERNATIONAL STUDENTS

By definition, 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.

4.17 ORIENTATION PROGRAMME

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

4.18 UNDERGRADUATE DEGREE REGULATIONS FOR THE SEMESTER/ COURSE-CREDIT SYSTEM

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

HKMU Course Credits and Interpretations

Course Credits

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

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



4.18.1 Working out of Credits at HKMU

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

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

Programme of Study

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

Working Week

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

4.18.2 Registration

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



- ii. A student who fails to register at the beginning of the semester, in the time designated for registration, shall forfeit the right to register for that semester.
- iii. Students can only be registered after paying the required fees.
- iv. The deadline for registration of first year students will be 2 weeks from the first day of the orientation week. For continuing students, it will be 17:00 hrs Friday of the second week from the date of beginning of the semester session.

4.18.3 Registration Requirements for New Students

a) Documentary Evidence of Qualifications

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

b) Proof of identity

- 4 passport size Photographs
- Passport (if the applicant is a foreign student) and other documents relevant to the processing of residence permits.
- Birth certificate.

c) Payment or evidence of payment of fees

d) Medical Examination Report

e) Duly filled financial guarantee form

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



4.19. CONDUCT OF EXAMINATIONS

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

4.19.1. Interruption of Study Programmes

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



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

4.19.2. Changing Courses

- i. Except for exceptional and rare circumstances, no students will be allowed to change the course in which one has been originally admitted.
- ii. Students may be allowed to defer their studies for a maximum period of two semesters [one year] under exceptional circumstances, and be re-admitted to the same studies where they left off.
- iii. Students discontinued from studies because of cheating or due to other serious charges or serious misconduct, may be reconsidered for readmission to the university after they have been away from the university for three years.

4.19.3. Inability to Complete Study Programme within the Maximum Period

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



4.19.4. Other Rules for HKMU Students

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



4.20. CONDUCT IN CLINICAL AREAS

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

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



- xii. Any staff member or students doing the opposite of the above, is the enemy of the University, and should leave the institution voluntarily or involuntarily.

4.21. CRITERIA FOR SELECTING BEST STUDENTS

- i. To qualify as best student in a course, a student must have the highest numerical score at **B** grade or above in that course. Such a student will receive an established course specific Prize.
- ii. To qualify for overall best student award at the end of the academic year, a student must:
 - Have the highest aggregate score for both semesters combined.
 - Have scores at **B** grade or higher in all courses in both semesters.
 - Be among the best in discipline and behaviour at University level.
- iii. Such students will receive the established overall best student award for each study year (currently MD1–5, BScN1-4, and Diploma1-2).
- iv. On submission of tentative results for approval by the Senate, Faculties and Institutes must also submit for approval a list of students proposed for best student's awards.
- v. A student who sits for special examination, supplements or re-registers for a course(s) in a semester cannot qualify for the best student award in that/those course(s) or semester.



4.22. ACADEMIC PRIZES

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

1. **Fourteen awards for the overall best student** in each study year (MD1-5, BScN 1-4, Diploma 1-3. 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.
2. **Prof. Hubert Kairuki Prize** for the best final year student in Obstetrics and Gynaecology.
3. **Prof. Esther Mwaikambo Prize** for the best final year student in Paediatrics and Child Health.
4. **Internal Medicine Prize** for the best final year student in Internal Medicine
5. **Surgery Prize** for the best final year student in Surgery
6. **Community Medicine Prize** for the best final year student in Community Medicine
7. **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.
8. The title is generally awarded based upon various criteria such as an overall academic record of grades and credits (or overall GPA), a student's grade point average, the academic weight of classes, the level of rigor within a student's



academic program of studies, the level of participation in and dedication to extracurricular activities. Such performance is recognized and encouraged so that other students may also follow in that direction of excellence.

4.23. OFFICIAL CONTACTS

All correspondences should be addressed to:

The Vice Chancellor

Hubert Kairuki Memorial University

Postal Address:

P. O. Box 65300, Dar es Salaam, Tanzania.

Physical Address:

Chwaku Street, Mikocheni,

Telephone:

+255 - 22 - 2700021/4

Fax:

+255 - 22 - 2775591

E-Mail:

secvc@hkmu.ac.tz or info@hkmu.ac.tz

Website:

www.hkmu.ac.tz





5.0 PRINCIPAL OFFICERS OF THE UNIVERSITY

Title	Telephone Contact
Chancellor	
<p>Hon. Ambassador Dr. Salim Ahmed Salim, Doctor of Philosophy in International Relations, (University of Bologna) Master of Arts in International Affairs(M.A.)-(Columbia University New York) Doctorates (Honoris Causa): Doctor of Laws, (University of Philippines) Doctor of Humanities (University of Maiduguri) Doctor of Civil Law (University of Mauritius) Doctor of Arts in International Affairs (University of Khartoum, Sudan) and Doctor of Laws (University of Cape Town)</p>	<p>Mwalimu Nyerere Foundation, 6 Sokoine Drive, P. O. Box 71000, Dar es Salaam, Tanzania Tel: +255-22-2118354 Fax: +255-22-2119216 E-mail: mnf-tanzania@raha.com</p>
Vice Chancellor (VC)	
<p>Prof. Charles S. Mgone, PhD in Medical Genetics (University of Glasgow UK), Master of Medicine - Paediatrics and Child Health (University of Dar es Salaam), Doctor of Medicine (University of Dar es Salaam)</p>	<p>Office: +255 22 2700021/4 Ext. (276) Email: secvc@hkmu.ac.tz or vc@hkmu.ac.tz</p>
Deputy Vice Chancellor for Academic Affairs (DVC-AC)	
<p>Prof. Moshi K. Ntabaye, PhD in Public Health (Aarhus University, Denmark), Doctor of Dental Surgery (University of Dar es Salaam)</p>	<p>Office: +255 22 2700021/4 Ext. (260) Email: dvc-academics@hkmu.ac.tz</p>



Deputy Vice Chancellor for Planning, Finance and Administration (DVC-PFA)	
<p>Prof. Godwin D. Ndossi, PhD International Nutrition (Cornell University), Masters in Biology, Bachelor of Science in Education (University of Dar es Salaam), Certificate in International Research Ethics, John Hopkins University (USA).</p>	<p>Office: +255 22 2700021/4 Ext. (159) Email: godwin.ndossi@hkmu.ac.tz</p>
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Dean of Faculty of Nursing (DFON)	
<p>Mr. Amiri Mmaka, Master of Public Health (University of Dar es Salaam), Bachelor of Science in Nursing (University of Dar es Salaam)</p>	<p>Office: +255 22 2700021/4 Ext. (268) Email: dfon@hkmu.ac.tz</p>
Director of Postgraduate Studies and Research Institute (DPSRI)	
<p>Dr. Titus K. Kabalimu, Master of Medicine-Community Health (University of Dar es Salaam), Doctor of Medicine (Lvov State Medical Institute).</p>	<p>Office: +255 22 2700021/4 Ext. (285) Emails: titus.kabalimu@hkmu.ac.tz</p>



Principal, Kairuki School of Nursing	
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Dean of Students (DOS)	
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Human Resources and Administration Manager(HRAM)	
Mr. Jones M. Rugakingira, Master of Public Administration (Mzumbe University), Advanced Diploma in Labour Studies (Institute of Social Work)	Office: +255 22 2700021/4 Ext. (204) Email: hram@hkmu.ac.tz
Corporate Counsel (CC)	
Adv. Siima Kairuki Mujemula, Master of Laws International Environmental. Law (University of Hull), Postgraduate Diploma in Law, Mediation and Arbitration (Institute of Social Work), Bachelor of Laws (Makerere University)	Office: +255 22 2700021/4 Ext. (288) Email: skm@hkmu.ac.tz
University Bursar (UB)	
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Principal Planning Officer	
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Hostel Manager	
Mr. Alex Gabriel, Master of Business Administration (OUT), Bachelor of Business Administration (OUT)	Office: +255 22 2700021/4 Email: alex.gabriel@hkmu.ac.tz
System Administrator	
Mr. Kaizilege Karoma, Bachelor of Science in Business Information Technology (University of Greenwich), International Diploma in Computer studies (National Computing Centre of UK)	Office: +255 22 2700021/4 Email: kaizilege.karoma@hkmu.ac.tz
Internal Auditor	
Mr. Issa Mramba, CPA(T), Master of Science in Finance (University of Strathclyde), Bachelor of Accounting (IFM)	Office: +255 22 2700021/4 Email: mramba.issa@hkmu.ac.tz



6.0 STUDENTS WELFARE

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

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

6.1 STUDENTS' ASSOCIATION

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

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

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



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

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

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

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

6.2 STUDENTS' LEADERSHIP

HKMUSA leadership comprise of the President, Vice President, Prime Minister, Ministers and other officials. General elections are held (between May and June) every year where students elect their leaders who eventually form students' government and the representative council/parliament.



6.3 PSYCHOSOCIAL WELLNESS CENTRE

The Psychosocial Wellness Centre was established to cater for the welfare of the students and staff at KHEN. The objective of the centre is to provide advisory, counselling services and crisis intervention to students and staff faced with psychological trauma, psychosocial crisis and stress. It also aims at promoting mentoring relationship between staff and students.

The Psychosocial Wellness Centre is coordinated by the Social Work Department in Collaboration with the office of the Dean of Students, the Departments of Behavioural Science and Ethics, Psychiatry and Mental Health Nursing.

6.4 STUDENT ADVISORS

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

At HKMU each student will be assigned to an advisor. This advisor is assigned to the student on their first year at the University and will remain so for the whole period a student is enrolled in a programme. It will be the responsibility of both the advisor and the students to maintain frequent communication and a friendly environment where students will be able to share their concerns. To facilitate this, the Psychosocial Wellness Centre will evaluate advisor/student fulfillment of roles and responsibility assigned to both at the end of each academic year. Thereafter, submitting the report to the DVCAC.

6.4.1 ROLES AND RESPONSIBILITIES OF THE STUDENT ADVISOR

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



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

6.4.2 ROLES AND RESPONSIBILITIES OF THE STUDENT

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

6.5 YEAR COORDINATORS

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



6.5.1 FACULTY OF MEDICINE YEAR COORDINATORS

S/N	NAME	CLASS	PHONE NO.
1	Dr. Robert Mbelwa	MD1	0785675676
2	Ms. Rehesiana Senkoro	MD2	0755028066
3	Dr. Robert Muindi	MD3	0789302712
4	Dr. Florence Salvatory	MD4	0713556696
5	Mr. Walter Msangi	MD5	0715757192

6.5.2 FACULTY OF NURSING YEAR COORDINATORS

S/N	NAME	CLASS	PHONE NO.
1	Ms. Joan Zenas	BScN1	0746123563
2	Mr. Mathew Ndomondo	BScN2	0752046333
3	Ms. Bupe Mwandali	BScN3	0764030702
4	Ms. Minael Nathanael	BScN4	0756348313

6.5.3 ROLES AND RESPONSIBILITIES OF YEAR COORDINATORS

1. To coordinate all programme activities for that year including teaching timetable and schedule.
2. To guide students on matters relating to classes and clinical rotations.
3. To liaison closely with part time teacher to ensure their availability and that teaching is done as planned.
4. To identify part-time teachers for course(s) that require one and submit name and CV's to Dean of Faculty for follow up purpose.



5. To ensure that appointed part-time teachers prepare and submit their teaching schedule to Dean of Faculty.
6. To ensure timely submission of examination questions for all semester examination.
7. To make any changes to timetable if/when requested so either by students/teachers.
8. To coordinate all examinations for that year written/ practical/ clinical.
9. To work very closely with the Dean of the Faculty and provide feedback to Deputy Vice Chancellor for Academics through the Dean from time to time.
10. To carry out any other activities as may deem appropriate.

6.6. STUDENTS' ACCOMMODATION

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



6.6.1 IN-CAMPUS ACCOMODATION

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

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

Hostel residents shall be required to sign a tenant contract at the beginning of the academic year. In the room, a student is provided with a bed, mattress, ceiling fan,



cupboard, bookshelf, reading chair and table, and a dust bin. Residence are expected to comply with the students' by-laws regarding in-campus accommodation.

6.6.2 OFF-CAMPUS ACCOMMODATION

Students who fail to secure in-campus accommodation are advised to seek alternative accommodation in campus nearby private hostels and private rental homes. However, the lease agreement shall remain between the student and the owner of accommodation facility. Students Association (HKMUSA) will assist in making available a list of offcampus accommodation facilities for students who find it difficult to locate the same. Sometimes, HKMUSA organizes housing for new students.

Students who are interested in the off-campus accommodation should contact the Dean of Students or HKMUSA office for the arrangement of such accommodation.

6.7 CAFETERIA SERVICES

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

6.8 RELIGIOUS ACTIVITIES

The university recognises the opportunity for personal growth and religious expression through worship, religious education, etc. The university supports freedom of worship and a pluralistic, multicultural and interdenominational environment. There are dedicated places for individuals and groups to worship and pray. HKMU community is largely composed of Christians and Muslims. The university also promotes religious tolerances



amongst religious and other social groups in the community.

The University has a good number of religious groups in which students are free to join including:

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

6.9 STUDENTS' HEALTH SERVICES

Due to its reliable source of income, accessibility, affordability, coverage, and its package benefits, HKMU has adopted the use of National Health Insurance Fund (NHIF) as the sole insurance scheme for all students. A student under the NHIF scheme will be entitled to both inpatient and outpatient services as prescribed by the NHIF guidelines. Also, the student will be able to access medical services with his/her card at any accredited facility throughout the country. All registered students are compulsorily required to be registered at the office of Dean of Students through NHIF Students Online Registration Portal.

Students will be required to register for the NHIF scheme during registration period. They will be required to visit the office of the Dean of Students for online student registration through NHIF student's portal. Dean of Students will prepare and submit to NHIF the student's data which will be uploaded to NHIF system for facilitation of student registration. The University will be responsible for the collection of student's annual contributions at the beginning of every academic year and transfer such amounts to NHIF. Undergraduate student will be required to contribute non-refundable fee TZS 55,000 and postgraduate students TZS 100,000 per annum respectively, subject to annual renewal. This amount may change as per NHIF regulations.

Students will then be required to process application of new NHIF card through their mobile phones. They will receive text messages from NHIF regarding the status of their



cards. Follow up of cards at NHIF Offices will be done by the HKMUSA (Ministry of Home, Health and International Affairs) under the supervision of the Dean of Students. Students who will fail to submit their NHIF card for activation/renewal will be denied access to classes, field, rotations, and accommodation at the University hostel.

Despite the NHIF compulsory enrolment arrangement, students possessing NHIF cards from their employers or parents will be required to present their NHIF cards to the Office of the Dean of Students for verification and recording. Such students will be required to show their cards during registration to be exempted from paying medical capitation fee. Failure to submit NHIF verified card during registration period, the student will automatically be enrolled in the NHIF scheme and charged the amount stated as a contribution for each student and be enrolled in the NHIF, without the possibility of a waiver, refund or cancellation.

Students with other medical insurance schemes other than NHIF are compulsorily required to pay the medical capitation fees and register with the NHIF scheme before closure of the registration period. This means no other medical insurance will be accepted during studentship than NHIF. However, under special circumstances permission to use and register non-NHIF card will be granted by the DVCPFA. Dean of Students will be notified in writing.

Students are strongly required not to issue their NHIF membership card to non-members (fellow students, friends, or relatives) for medical services to avoid termination of membership from NHIF.

Sick students are required to obtain a sick-sheet from the Office of Dean of Students or HKMUSA Office before being attended at any hospital. After office hours, during holidays and on weekends, sick-sheets will be issued by the Hostel Manager. The sick sheet must be signed by the Lecturer of the session not attended or examination missed and then will be endorsed by the Dean of Students not more than seven days from the date when the student was attended.



Students who are 24 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 enroll to the NHIF scheme under the students' window, which is open to all university students throughout the country.

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.

HKMU has prepared a Students Health Insurance Guideline where students will be given a copy for their references.

6.10 HIGHER EDUCATION STUDENTS' LOANS

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

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



6.11 BANKING SERVICES

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

6.12 STUDENT DRESS CODE

HKMU requires students to dress in a manner that will create a positive image to the student, to his/her profession, and to the University in general. 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. Students are also reminded to carry and wear their Identification Cards all the time they are at the University campus.

6.13 SPORTS AND GAMES ACTIVITIES

Games and sports play an important role in fostering students' academic career and, in attaining good health and academic mindset. HKMU students usually participate in various extra-mural activities, such as inter-class competition, the inter-college games with universities located in Dar es Salaam or medical schools and the East Africa Universities games if and when resources are available.

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



7.0 FACULTY OF MEDICINE

7.1. INTRODUCTION

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

7.2 UNDERGRADUATE PROGRAMMES OFFERED BY THE FACULTY OF MEDICINE

7.2.1 DOCTOR OF MEDICINE (MD)

Direct entry requirements

As governed by TCU regulations, applicants must have completed form VI or its equivalent with three principal passes in Physics, Chemistry and Biology with minimum entry of 8 points. Whereby one must have at least C grade in Chemistry and Biology and at least D grade in Physics.

Equivalent entry requirement

- I. Certificate of Secondary Education Examination (CSEE) with at least Five (5) passes including two credit passes in Chemistry and Biology and a D grade in Physics PLUS appropriate Diploma or Advanced Diploma with an average of B+ or GPA of 3.5
- II. BSc Lower second majoring in Physics/Mathematics, Chemistry, Biology/Zoology.



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

7.2.1.1 Mode of Application

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

7.2.2. CERTIFICATE AND DIPLOMA PROGRAMMES

7.2.2.1 BASIC TECHNICIAN CERTIFICATE IN SOCIAL WORK (NTA LEVEL 4)

The Basic Technician Certificate in Social Work (BTCSW) training programme is a postsecondary school training programme provided by an approved learning institution conducting Social Work training in Tanzania. The training programme prepares learners for jobs that are routine and practical in nature. The BTCSW is a starting level of the Technician certificate training programme for learners intending to progress further to Diploma qualification. The programme has been designed to provide fundamental social work skills and knowledge. Upon successful completion of this training level, the learners will be capable of providing basic social welfare services in different settings.

Entry Requirements

The applicants for BTCSW (NTA level 4) must have the following minimum qualifications: Certificate of Secondary Education with a minimum of FOUR PASSES excluding religious subjects, or National Vocational Award (NVA) Level 3 (with at least 3 passes of CSE).

Duration of the programme: 1 year

Mode of application

Applicants for all programmes at 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 US\$ 50 (for International Students).



7.2.2.2 TECHNICIAN CERTIFICATE IN SOCIAL WORK (TCSW) (NTA LEVEL 5)

The Technician Certificate in Social Work (TCSW) NTA level 5 is a second level of Technician training for learners intending to progress further to Diploma qualification. It intends to give social work graduates at this level with knowledge and skills to assist in social welfare provision. In order to provide flexibility in learning, this course has been packaged in modules, with the intention that on completion of a module a learner could be able to perform a given activity in social work.

Entry Requirements

Applicants to TCSW (NTA Level 5) should have the following minimum qualifications:

- a. Holders of Advanced Certificate of Secondary Education (ACSE) with at least (One principle pass and subsidiary) excluding religious subjects; OR
- b. Holders of relevant NTA 4 in Social Work OR
- c. Possession of TCSW related disciplines including Community Development, Nursing, Community Health, Gender, Child Protection, Community Work, Counseling, Youth Work, Law, and Psychology and Basic Technician Certificate in Community Health.

Duration of the programme: 1 year.

Mode of application

Applicants for all programmes at 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 US\$ 50 (for International Students).

7.2.2.3 ORDINARY DIPLOMA IN SOCIAL WORK (NTA LEVEL 6)

The Ordinary Diploma in Social Work (ODSW) NTA level 6 is a post-secondary training course in Tanzania. The training programme prepares learners for jobs that are based on social welfare service provision. The NTA level 6 curriculum in Social Work is the third level of technician training programmes culminating at Diploma qualification. The



programme has been designed to provide intermediary knowledge and skills in social welfare service provision.

Entry Requirements

The applicant to Diploma in Social Work should have Technician Certificate (NTA Level 5) in Social Work.

Duration of the programme: 1 year.

Mode of application

Applicants for all programmes at 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 US\$ 50 (for International Students).

7.3. FEE STRUCTURE

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



DOCTOR OF MEDICINE PROGRAMME-LOCAL STUDENTS

A. MONEY PAYABLE TO THE UNIVERSITY (TZS)

ITEM DESCRIPTION	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
Registration	50,000	50,000	50,000	50,000	50,000
Tuition fee	6,444,000	6,444,000	6,444,000	6,698,000	6,698,000
Examination	100,000	100,000	100,000	100,000	100,000
Book bank borrowing	100,000	100,000	100,000	100,000	100,000
Development fee	50,000	50,000	50,000	50,000	50,000
Caution Money (Non- Refundable)	100,000	-	-	-	-
TOTAL	6,844,000	6,744,000	6,744,000	6,998,000	6,998,000

B. OTHER FEES

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



C. ACCOMODATION FEE

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

D. MONEY PAYABLE TO STUDENT

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

Living Expenses

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

Field Work and Research

MD4	1,000,000
MD5	600,000



E.SPECIAL FACULTY REQUIREMENTS

FIRST YEAR

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

SECOND YEAR

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



THIRD, FOURTH AND FIFTH YEAR

Item description	TZS
Apron (2)	65,000
Theatre Shoes / Boots (1pair)	70,000
Clinical Coats (2)	80,000
Neurological Examination Set	500,000
Otoscope/Ophthalmoscope set	275,000
Foetoscope	30,000
Theatre clothes (Gowns)	70,000
Delivery kit	550,000
Total	1,640,000

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

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



All Payments should be made through the following Bank Accounts:

NAME OF A/C: HUBERT KAIRUKI MEMORIAL UNIVERSITY

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

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

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



DOCTOR OF MEDICINE PROGRAMME-INTERNATIONAL STUDENTS

A. MONEY PAYABLE TO THE UNIVERSITY (USD)

Item description	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
Registration	70.00	70.00	70.00	70.00	70.00
Tuition fee	7,925.00	7,925.00	7,925.00	8,156.00	8,156.00
Examination	179.00	179.00	179.00	179.00	179.00
Book bank borrowing	127.00	127.00	127.00	127.00	127.00
Development fee	30.00	30.00	30.00	30.00	30.00
Caution Money (Non-Refundable)	136.00	-	-	-	-
TOTAL	8,467.00	8,331.00	8,331.00	8,562.00	8,562.00

B. OTHER FEES (USD)

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



C. ACCOMODATION FEE

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

D. PAYABLE TO STUDENT

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

Living Expenses

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

Field work and Research

MD4	1,000.00
MD5	600.00



E. SPECIAL FACULTY REQUIREMENTS

FIRST YEAR

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

SECOND YEAR

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



THIRD, FOURTH AND FIFTH YEAR

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

F. ADDITIONAL COSTS FOR INTERNATIONAL STUDENTS

Items	(USD)
Medical Registration	150.00
Resident Permit	250.00
Settling Allowance	300.00
TOTAL	700.00



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

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

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

NAME OF A/C: HUBERT KAIRUKI MEMORIAL UNIVERSITY

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

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



CERTIFICATE AND DIPLOMA PROGRAMMES

		Basic Technician Certificate in Social Work	Technician Certificate in Social Work	Ordinary Diploma in Social Work
(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	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				
1	Health Insurance - NHIF	55,000	55,000	55,000
2	NACTE Quality Assurance	15,000	15,000	15,000
3	Student Union	35,000	35,000	35,000
	TOTAL	105,000	105,000	105,000
	Total Fee	1,398,000	1,498,000	1,498,000



(C) PAYABLE TO STUDENT				
1	Field Allowance	400,000	400,000	400,000
2	Accommodation	600,000	600,000	600,000
3	Meals per Semester	1,600,000	1,600,000	1,600,000
4	Book purchase	800,000	800,000	800,000
5	Stationery	400,000	400,000	400,000
6	Pocket Money	700,000	700,000	700,000

7.4 COURSE CODING, HOURS PER WEEK AND PER SEMESTER-MD PROGRAMME

ODD SEMESTER : 1 (November-March)									
S.N	Code	Course	TOTAL HRS PER WEEK			TOTAL HRS PER SEMESTER			EXAMINATION
			Theory	Practice	Total	Theory	Practice	Total	
1	ANT100	Anatomy/Histology/ Embryology	4	6	10	72	108	180	ESE
2	BCH100	Biochemistry and Molecular Biology	5	3	8	90	54	144	ESE
3	BSC100	Behavioral 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 (March–August)

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	Behavioral 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	20	14	35	378	252	630	

ODD SEMESTER : 3 (November-March)

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





EVEN SEMESTER : 4 (March–August)									
S.N	Code	Course	TOTAL HRS PER WEEK			TOTAL HRS PER SEMESTER			EXAMINATION
			Theory	Practice	Total	Theory	Practice	Total	
1	CL400	Clinical Laboratory	2	2	4	36	36	72	FINAL
2	CLM400	Clinical Methods	3	3	6	54	54	108	FINAL
3	ETM400	Ethics in Medicine	2	1	3	36	18	54	FINAL
4	HSR400	Health System Research	2	2	4	36	36	72	FINAL
5	PAR400	Parasitology	3	3	6	54	54	108	FINAL
6	PAT400	Pathology	2	2	4	36	36	72	ESE
7	PHC400	Pharmacology	3	3	6	54	54	108	ESE
8	BS400	Biostatistics	1	1	2	18	18	36	FINAL
		Total	18	17	35	324	306	630	
ODD SEMESTER : 5 (November - March)									
S.N	Code	Course	TOTAL HRS PER WEEK			TOTAL HRS PER SEMESTER			EXAMINATION
			Theory	Practice	Total	Theory	Practice	Total	
1	IM500	Internal Medicine	2	2	4	36	36	72	ESE
	MP300	Medical Psychology	1	1	2	18	18	36	FINAL
2	OG500	Obstetrics and Gynaecology	2	2	4	36	36	72	ESE
3	PAT500	Pathology	3	2	5	54	36	90	FINAL
4	PD500	Paediatrics and Child Health	2	2	4	36	36	72	ESE
5	PHC500	Pharmacology	2	3	5	36	54	90	FINAL
6	PSY500	Psychiatry Surgery/	2	1	3	36	18	54	ESE
7	SU500	Orthopaedics/Trauma	5	3	8	90	54	144	ESE
		Total	19	16	35	342	288	630	

EVEN SEMESTER : 6 (March–August)

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

** Parallel rotations in groups.





ODD SEMESTER : 7 (November-March) and EVEN SEMESTER : 8 (March– August)									
S.N	Code	Course	TOTAL HRS PER WEEK			TOTAL HRS PER 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
		Total							

ODD SEMESTER : 9 (November-March) and EVEN SEMESTER : 10 (March - August)									
S.N	Code	Course	TOTAL HRS PER WEEK		TOTAL HRS PER ROTATION		EXAMINATION		
			Theory	Practice	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 Man- agement)****	6	29	35	48	232	280	FQE

*** 2 weeks for orthopedics

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



7.5 SCHEDULE FOR CONDUCTING CLINICAL ROTATIONS

MD 4		Semester 7 & 8	
Week	Dates	MD4 [Two Groups]	
		Group 4A	Group 4B
1-6	Nov-Dec	Internal Medicine	Paediatrics
7	Dec	IRE 1 Internal Medicine	IRE 1 Paediatrics
8-12	Dec-Feb	Internal Medicine con- tinues	Paediatrics continues
13	Feb	IRE 2 Internal Medicine	IRE 2 Paediatrics
14	Feb	Internal Medicine con- tinues	Paediatrics continues
15	Feb	Processing of rotation results	
16	Feb	FQE Internal Medicine	FQE Paediatrics
17	Feb	Breather	Breather
18-22	Mar-Apr	Paediatrics	Internal Medicine
23	Apr	IRE 1 Paediatrics	IRE 1 Internal Medicine
24-26	Apr-May	Paediatrics continues	Internal Medicine continues
27	May	IRE 2 Paediatrics	IRE 2 Internal Medicine
28-31	May-June	Paediatrics continues	Internal Medicine continues
32	June	Processing of rotation results	
33	June	FQE Paediatrics	FQE Internal Medicine
34	June	Breather	Breather
35-42	Jun-Aug	Psychiatry Rotation Group 4A and 4B	



45	Aug-Sep	FQE: Psychiatry (W)+ Forensic FE
46-52	Sep-Oct	Electives, Suppl. Rotations, Long Vacation
Note: Week 22	Feb	ESE Forensic Medicine Group 4A &4B

MD 5		Semester 9 & 10	
Week	Dates	MD5 [Two Groups]	
		Group 5A	Group 5B
1-6	Nov-Dec	OBGY	Surgery
7	Dec	IRE 1 OBGY	IRE 1 Surgery
8-12	Dec-Feb	OBGY continues	Surgery continues
13	Feb	IRE 2 OBGY	IRE 2 Surgery
14	Feb	OBGY continues	Surgery continues
15	Feb	Processing of rotation results	
16	Feb	FQE OBGY	FQE Surgery
17	Feb	Breather	Breather
18-22	Mar-Apr	Surgery	OBGY
23	Apr	IRE 1 Surgery	IRE 1 OBGY
24-26	Apr-May	Surgery continues	OBGY continues
27	May	IRE 2 Paediatrics	IRE 2 OBGY
28-31	May-June	Surgery continues	OBGY continues
32	June	Processing of rotation results	



33	June	FQE Surgery	FQE OBGY
34	June	Breather	Breather
35-42	Jun-Aug	Community Medicine Rotation Group 5A and 5B	
45	Aug-Sep	FQE Community Medicine	
46-52	Sep-Oct	Suppl. Rotations, Long Vacation	



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

7.6.1. INTERNAL MEDICINE MD 4

Requirements: For 16 weeks, the students are expected to be in the wards Monday-Friday from 9.00am to 6:00pm.

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

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

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

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

Laboratory skills:

1. Stain and read correctly at least 4 thick and 4 thin smears for Malaria.
2. Stain and read 4 specimens of sputum positive for AFB.
3. Stain and read 5 blood slides with abnormal RBC morphology.
4. Examine 4 or 5 stool samples for ova and parasites.



Other Skills:

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

Seminars: Each student is required to attend seminar sessions in the afternoon 2-3 times per week. Students will be asked to present on various clinical problems which will also include data interpretation such as: FBP, LFTs, RFTs, CSF, X-rays, ECG, CT scan, etc. They will also be asked to give presentations on common clinical problems.

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

Name of student.....

Date	Activity or Procedure	Consultant or Technician	
		Name	Signature

- Students will clerk across a variety of systems.

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

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

The Final Examination will constitute 60% of the final mark. During all these examinations,



the Written Examination will constitute 40% and the Clinical Examination 60%. Students must pass this part of the examination as per the University examination regulations No. 16.3.8.

Requirements: Students should have required tools for full physical exam, such as: stethoscope, blood pressure machine, thermometer, reflex hammer, tuning fork, measuring tape and patellar hammer.

Reading List:

A. Clinical Methods

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

B. Text Books

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



7.6.2. PAEDIATRICS AND CHILD HEALTH- MD 4

Requirements:

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

Students are required to have:

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

Students are required to undertake Practical Procedures as follows:

Laboratory investigations:

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

Clinical Skills:

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

Nursing Skills:

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



Assessment and Evaluation:

The continuous assessment will include the following:

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

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

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

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

7.6.3 OBSTETRICS AND GYNAECOLOGY - MD 5

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

To emphasise the critical importance of the above undertaking, there would be a comprehensive revision test during week three of the rotation. Also there will be 2 Intra Rotation Examinations (Clinical Practical), as well as Final Qualifying Examination (Clinical Practical).



The single clinical/practical rotation will comprise:

- Several Lectures on important topics not covered during semester 5 and 6.
- Students-led Seminar presentations on important topics that can best be covered in seminar format. All students in the group will be expected to prepare for, and to attend every seminar presentation and actively participate in the proceedings of the seminar.
- Clinical/practical exposure in various aspects of the specialty being the most important component of the rotation. This aspect is elaborated further in the Coursework-Procedure Assessment book.
- Coursework-Procedure Assessment book which only prescribes minimum requirements. Students are urged to take every opportunity to observe, learn, and assist in various procedures and to personally perform, under supervision, permitted procedures, over and above the prescribed minimum requirements.
- Cases presented should be noted, evaluated and signed by the Lecturer soon after each case presentation.
- This Coursework Procedure Assessment booklet constitutes the basis for assessment of the student. The booklet should be handed to the Department **one week** before intra-rotation examination 2. No student will be allowed to sit for the intra-rotation examination 2 before submitting his/her booklet.
- Intra-rotation examinations will each account for 25% of the continuous assessment and other assessments (comprehensive revision test, seminars and course work-procedure assessment book) will account for the remaining 50% of continuous assessment.
- Continuous Assessment will account for 40% of the final grade and Final Qualifying Examination will account for the remaining 60% of the final grade.



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

Calls: students will be required to attend calls during the rotation as will be stipulated in the rotation timetable.

Overall Format for 5th Year Case Record Booklet

Students must strictly follow instructions as outlined below:

Gynaecology Cases

i.a) Gynaecology OPD clinic: Any 5 cases

i.b) Cold Cases (Admitted): 3 cases: Any of the following: Uterine Fibroids, Carcinoma of Cervix, Menstrual Disorders, Infertility Ovarian Mass.

ii) Emergency cases: Any three of the following: Ectopic Pregnancy, Incomplete Abortion, Septic Abortion, Perforated Uterus, Acute PID, Pelvic Abscess, Unsafe Abortion.

iii) Operative procedures

a) **Two Major:** Any of the following: Abdominal Hysterectomy, Myomectomy, Ovarian Mass Laparotomy, Tubal Surgery, Vaginal Operations.

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



Obstetric Cases

ia) Antenatal Clinic: Any ten (10) cases,

ib) Antenatal admitted 5 cases: Any of the following: Hyperemesis gravidarum, Severe Anaemia in Pregnancy, Pregnancy Induced Hypertension (Severe Preeclampsia Eclampsia, Severe Malaria in Pregnancy, Multiple Pregnancy, Bad Obstetric History(BOH)
-One Previous Caesarean Section, HIV in pregnancy.

ii) Normal deliveries: Personally conducted with certified Partographs 10 cases.

ii) Episiotomies/small tears: Repaired under supervision: 10 cases.

iii) Abnormal Partographs: 2 cases.

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

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

vi) Operative Procedures: Assisted 5 cases, any of the following: Caesarean section (mandatory two (2) cases), Tuboligation, Vacuum delivery, Cervical Cerclage.

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



7.6.4 SURGERY

Students must have acquired general medical practice equipment like: examining torch, patella hammer, tape measure, stethoscope, pocket BP machine, sensation pin and a digital thermometer. Students ought to know the patient's illness from a well taken history and information in the case note. They are also required to take and follow up laboratory as well as imaging investigations and hence arriving at the appropriate diagnosis. They should present such clerkship to the supervising surgeon before their colleagues at the bedside or organized seminar discussions. They must be able to follow up or participate in the treatment of patient such that they should be active and always versed with the progress of the patient, outcome of the treatment and follow up.

Surgical practice falls under three categories:

1. Attending patients at the surgical outpatient clinics
2. Patient care in the ward:
 - Pre operative preparation
 - Post operative care
3. Operative care: Assisting minor and major operations in the theatre as well as performing minor operations under supervision. A record of procedures assisted or performed should be kept and signed by the supervisor.

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

Evaluation: Evaluation of the practice will be valued as you put your theoretical taught methods of examining a patient and end up with an acceptable most probable diagnosis. The grading will be reflected by marks scored on your clerkship presented case notes. In small hospitals, patients with surgical conditions are few. You are, however, expected to have attended at least five (5) patients of each surgical disease listed at the end of your record book.



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

Out- Patient Clinic

Junior Clerkship SOPD Cases	15
Senior Clerkship 8 SOPD Cases	20
Emergency Casualty Admissions	
Junior Clerkship	20
Senior Clerkship	
Major Operation	
(A) Cases (Patients) Examined and their Diagnoses	
Junior Clerkship Cases	20
Major Operation	
(B) Surgical Names of Operations Actually Attended by Student	
Junior Clerkship Cases	12
Senior Clerkship	8
Minor Operations Junior Clerkship	15
Minor Operations Senior Clerkship	11



Key:
Grades:

- A:** Excellent 5 Points.
- B:** Very Good 4 Points.
- C:** Good 3 Points.
- D:** Fair 2 Points.
- E:** Poor 1 Point.

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

- Key:**
Junior Clerkship X/5
Senior Clerkship X/25



Clinical Sessions in General Surgery

Time	Activity
Week 1	Introduction to Department of Surgery General scheme of case taking Aseptic techniques in surgery
Week 2	Examination of swelling or tumor Examination of an ulcer Examination of sinus or fistula Examination of peripheral vascular disease and gangrene
Week 3	Examination of rectal case Examination of inguinal scrotal swelling Examination of a swelling in the groin Investigation of a urinary case
Week 4	Examination of the peripheral nerve lesion Examination of spinal injury Examination of head injury
Week 5	Examination of a joint Examination of a bony lesion Examination of the hand/foot
Week 6	Examination of the neck Examination of a thyroid gland Examination of the injuries of the chest Examination of the breast Investigation of case of dysphagia Endoscopic examination



Week 7	Examination of abdomen/abd. Injuries Examination of a chronic abdomen/abdominal lump
Week 8	Revision and Mid-Rotation Examination
Week 9	Diseases of Hepatobiliary system -Cholecystitis -Cholelithiasis -Cholangitis -Cholangiocarcinoma -Liver cirrhosis -Hepatic amoebiasis -Portal hypertension -Budd Chiari syndrome Diseases of Oesophagus and stomach. Dysphagia and causes -Ca oesophagus -Achalasia -Peptic ulcers, reflux esophagitis, H. Pylori duodenitis -Ca stomach
Week 10	Diseases of small intestine, pancreas, mesentery, spleen -Pyloric stenosis -Acute pancreatitis, pancreatic pseudocyst, cancer of the stomach -Intestinal obstruction -Appendicitis -Perforation & peritonitis -Mesenteric cysts -Other intra abdominal cysts



Week 11	<p>Large bowel, rectum and anal diseases</p> <ul style="list-style-type: none"> -Ca colon, sigmoid volvulus -Inflammatory bowel diseases, Hirsch sprung disease -Anal rectal Ca -Haemorrhoids -Perianal fistula, anal fissure, perianal abscess
Week 12	<p>Diseases of urinary system</p>
	<ul style="list-style-type: none"> -UTI, urolithiasis, urethral stricture, renal cell Ca, Ca urinary bladder, Ca penis, BPH, Ca prostate, urethral/bladder/renal injuries
Week 13	<p>Diseases of lymphatic system</p> <ul style="list-style-type: none"> -Lymphangitis, elephantiasis, lymphadenitis, lymphomas, tuberculous adenitis <p>Diseases of the skin/musculoskeletal system</p> <ul style="list-style-type: none"> -Cellulitis, abscess, pyomyositis, septic wounds -Ulcers, diabetic foot -Burns -Bites and venoms
Week 14	<p>Diseases of inguinal scrotal system</p> <ul style="list-style-type: none"> -Epididymal cysts -Hernias -Orchitis -Fournier's gangrene -Hydrocele <p>Surgical oncology (Ocean Road Hospital one day visit)</p>
Week 15	<p>Revision</p>
Week 16	<p>Final Qualifying Examination (FQE)</p>



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

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

Operations/Procedures

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



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

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

Examinations

The students will face the following examinations:

1. Continuous Assessments Test (CAT) before Intra-Rotation Examination 1 (IRE)
 - Orthopedic and Traumatology
2. Continuous Assessment Test (CAT) before Intra-Rotation Examination 2(IRE 2):
 - The grades of the logbook and the clerkship contribute to 50% of the Clinical Examination.
3. Intra-Rotation Examination 1: Composed of a three hours Written Examination and a Clinical Examination. Written Examination contributes to 40% while Clinical Examination contributes to 60%. The Clinical Examination is set as a long case and a short case. The Continuous Assessment Tests before IRE 1 contribute to 50% for the Final Written Examination, while the grades of the logbook and the clerkship contribute to 50% of the Clinical Examination.
4. Intra-Rotation Examination 2: Composed of a three hours Written Examination and a Clinical Examination which is set as a long case and short case/oral or OSCE. Written Examination contributes to 40% while Clinical Examination contributes to 60%. The Continuous Assessment Tests before IRE 2 contribute to 50% for the Final Written Examination, while The grades of the logbook and the clerkship contribute to 50% of the Clinical Examination.



5. Final Qualifying Examination: Composed of a three hours Written Examination and a Clinical Examination which is set as a long case and short case/oral or OSCI. Written Examination contributes to 40% while Clinical Examination contributes to 60%. The Written Examination is sourced from both general surgery and specialized surgical fields namely Urology, Ophthalmology, ENT Orthopedic and Traumatology.

7.6.5 CLINICAL PSYCHIATRY

Conduct of MD4 –Rotations 8 weeks each

Course description:

In the course, general features in psychiatry will be described; clinical methods as conducted in psychiatry will be explained. The various psychoses as they affect individuals in different age groups ranging from childhood through adolescence to adulthood, and old age will be described including: etiological factors, clinical features, investigations, differential diagnosis, psychiatric therapies prevention and follow up methods of intervention in psychiatric emergencies. All these will be stressed along with mental health organization at national levels.

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

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



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

Methods of teaching: Lectures, seminars.

Week	Hrs	Topics
1 st	2	Psychotherapies and behaviour modifications.
	2	Alcohol and drug misuse and dependence.
	2	Personality disorders.
	2	Sexual disorders and gender identity.
2 nd	2	Violence and sexual abuse.
	2	Seizures disorders.
	2	Mental retardation.
	2	Mental retardation and prevention, and promotions of mental health.
	2	Common psychiatry disorders in childhood.
3 rd	2	Common psychiatric disorders in elderly persons.
	2	Psychiatric emergency – adult/child.
	2	Suicide and deliberate harm.
	2	Psychiatry rehabilitation.
	2	Organization mental health services, national mental health programme.
		Revision of:
	3	Final examination: i. Written.
2	ii. Clinical practical.	



Methods of assessment: Weighting of test and examinations

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

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

CAT	Final examination		Final grade		
2	Written	Clinical	CAT	FE	FG
	40%	60%	40%	60%	100%

Changes in Clinical Courses Assessment

In the past there were junior and senior rotations. In case student failed in the junior rotation, there was a chance to repeat at a later date when the senior rotations were held. As of now, since there are no junior and senior rotations, a CAT test will be held prior to the Final Qualifying Examination in the relevant rotation. The continuous assessments: Intra-Rotation Examinations and at least one CAT will constitute 40%. The Final Qualifying Examination will contribute 60% of the Rotation Final Qualifying Examination. If a candidate fails in the Continuous Assessment Tests i.e. gets less than 50% of the designated score, he/she will not be allowed to sit for the Rotation Final Qualifying Examination. The candidate will be obliged to repeat the rotation.



7.6.6 COMMUNITY MEDICINE

MD5 Rotation: Course Programme 8 weeks

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

A. Course Objectives/Expected Outcomes

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

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



Content of Rotation Programme

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

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



B. Mode of Assessment

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

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

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

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

C. Special Requirements for the Students

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

D. Procedures for Incomplete or Failed Rotations

They are the same as the general examination guidelines.



7.7 GUIDELINES FOR ELECTIVE PERIOD OF 4TH YEAR HKMU STUDENTS

1. The elective period will be undertaken at the end of 4th Year, during the long vacation, for duration of 6 weeks (September/October).
2. The elective period must be initiated and handled at department level; depending on the student's area of interest. The overall co-ordination of the elective period activities will be the responsibility of the Department of Community Medicine.
3. Each student should prepare his/her proposal in advance, which is focused on creating interest for future specialization, and submit it to the department. The department shall scrutinize the proposal and determine whether the proposed area is acceptable.
4. 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.
5. Students are allowed to do their elective training in any district, regional, referral or teaching hospital in Tanzania or any approved hospital abroad.
6. Students shall choose for themselves their area of interest and consult their lecturers for advice and approval.
7. 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.
8. 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.



9. Students shall be responsible for their own financial needs during the whole elective period.
10. 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.
11. Grading: The grading of the elective period report shall be the responsibility of two people, the supervisor, i.e. the one who has been supervising the student, and the Department of Community Medicine. Eventually, all the reports and grades should be communicated or sent to the Department of Community Medicine for record keeping. The Department of Community Medicine has a duty to make sure that all the MD4 students have completed their elective period, and their submitted reports are graded.



Evaluation Form for Elective period

Registration number:	
Name of student:	
Research topic/title:	
Department:	
Place of study/location where the study was conducted:	
Field supervisor comments:	
Name and signature of the supervisor: Email address: Mobile Tel. No.:	
Name and signature of HKMU Department Supervisor:	
Score (Marks out of 100):	
Community Medicine Department Comments:	
Final Score (out of 100):	



7.8 PROFILE OF DEPARTMENTS

ACADEMIC CREDENTIALS OF TEACHING STAFF- FACULTY OF MEDICINE

Title	Name	Qualifications
Department of Obstetrics & Gynaecology		
Senior Lecturer and Chairperson	Dr. Monica Chiduo	MMed OBGY (Camaguey), MD (Havana)
Lecturer	Dr. Isaac Makanda	MMed OBGY, MD (HKMU)
Lecturer	Dr. Salvatory Chuwa	MMed OBGY (HKMU), MBBS (IMTU)
Lecturer	Dr. Clementina Kairuki- Nfuka	MSc Human Clinical Embryology and Assisted Conception, MMed OBGY (HKMU), MD (Camaguey)
Assistant Lecturer	Dr. Beata N. Mushema ¹	MD (HKMU)
Lecturer	Dr. Debora Mageta	MMed OBGY, MD (MUHAS)
Lecturer	Dr. Nilda Cabrera	MMed OBGY (Hospital Docente Materno Infantil Villa Clara. Cuba), MD (Instituto Superior de Ciencias Medicas)
Lecturer	Dr. Njoli Moudio Jean Pierre	MMed OBGY (MUHAS), MD (Ryazan State Medical University)
Lecturer	Dr. Harold W. Mbulumi	MMed OBGY (Sumy State University/MUHAS), MD (Kharkov State Medical University)



Lecturer	Dr. George W. Chugulu	MMed OBGY (HKMU), MD (MUCHS)
Lecturer (Part time)	Dr. Luzango Maembe	MMed OBGY, MD, (MUHAS)
Lecturer (Part time)	Dr. Lugano W. Kiswaga	MMed OBGY (HKMU), MD (IMTU)
Lecturer (Part time)	Dr. Paul E. Kihaille	PhD OBGY (Tottori), MMed OBGY,MD (MUHAS)
Department of Surgery		
Senior Lecturer and Chairperson	Dr. Jerome Mkiramweni	MMed Surgery, MD (UDSM),
Lecturer	Dr. Ameir Binzoo	MMed Surgery, MD (HKMU)
Lecturer	Dr. Frank Mpelumbe	MSc, MD (HIMS-Villa Clara)
Lecturer	Dr. Muganyizi Kairuki	FCS (SA), MD (SZEGED)
Assistant Lecturer	Dr. Amir N. Mziray	MD (HKMU)
Lecturer (Part time)	Dr. Happiness Mbawala	MMed Surgery(CUHAS); MD (MUHAS)
Lecturer (Part time)	Dr. Gilbert R. Ngua	MMed Surgery, MD (MUHAS)
Lecturer (Part time)	Dr. Thadeo N. Maina	MMed Surgery, MD (MUHAS)
Lecturer (part time)	Dr. Kenyunko Karama	MMed Surgery(MUHAS), MD (HKMU)
Lecturer (part time)	Dr. Ulimbakisya J. Kain	MMed Surgery, MD (MUHAS)
Lecturer (part time)	Dr. Annamary Stanslaus	MMed Surgery, MD (MUHAS)



Department of Paediatrics & Child Health		
Lecturer and Chairperson	Dr. Florence Salvatory ²	MMed Paediatrics (HKMU), MD (MUHAS)
Professor	Prof. Esther Mwaikambo	MMed Paediatrics (UDSM), MD (Moscow)
Professor	Prof. Charles S. Mgone	PhD in Medical Genetics (University of Glasgow UK), Master of Medicine-Paediatrics and Child Health (University of Dar es Salaam), Doctor of Medicine (University of Dar es Salaam)
Senior Lecturer	Dr. Felician Rutachunzibwa	MMed Paediatrics, MD (UDSM)
Senior Lecturer	Dr. Maulid R. Fataki	MPH (Harvard School of Public Health), MMed (UDSM), MD (Donetsk State Medical Institute USSR)
Lecturer	Dr. Ayam R. Kalingonji ³	MMed Paediatrics & Child Health; MD (HKMU)
Lecturer(part time)	Dr. Pius Muzzazzi	MMed Paediatrics(MUK),MD (MUHAS)
Department of Internal Medicine		
Associate Professor and Chairperson	Prof. Yassin Mrisho Mgonda	Postgraduate Diploma in Scientific Basis of Dermatology (University of Wales, UK), MMed,MD, (UDSM)
Assistant Lecturer	Dr. Warles Charles Lwabukuna	MMed (HKMU), MD (HKMU)



Assistant Lecturer	Dr. Alice D. Gwambegu ⁴	MD (HKMU)
Lecturer	Dr. Nkemerwa Kairuki	MMed Internal Medicine (Wuhan University), MD (Semmelweis University, Hungary)
Lecturer	Dr. Johannes Ngemera	MMed Internal Medicine (MUHAS), MD (HKMU)
Lecturer (Part time)	Dr. Digna Riwa	MMed Internal Medicine (HKMU), MD (MUHAS)
Lecturer (Part time)	Dr. Loyce J. Bagenda	MMed Radiology(MUHAS), MD (HKMU)
Lecturer (Part time)	Dr. Neema J. Rajabu	MMed Internal Medicine (Tumaini University), MD (Russian People Friendship University)
Department of Anatomy		
Assistant Lecturer and Chairperson	Mr. George Lufukuja	MSc Anatomy (IMTU), BSc (UDSM)
Assistant Lecturer	Dr. Pamela Lugwisha	MSc Anatomy (IMTU); MD (HKMU)
Senior Lecturer (part time)	Dr. Venant Mboneko	MMed (Berlin), MD (UDSM)
Department of Physiology		
Senior Lecturer and Chairperson	Dr. Robert Mbelwa	MSc Physiology (MUK), MD (UDSM)
Assistant Lecturer	Dr. Emanuel N. Muro	MD (HKMU)



Department of Biochemistry & Molecular Biology		
Senior Lecturer	Dr. Boniphace Sylvester	PhD Malaria in Pregnancy (MUHAS), Master of Veterinary Medicine (SUA), BVM (SUA)
Lecturer	Dr. Ali Tarab Ali	PhD, MSc in Biochemistry (USSR)
Assistant Lecturer	Mr. Fulgence Mpenda ⁵	MSc Molecular Biology (NMIST), BSc Molecular Biology and Biotechnology(UDSM)
Tutorial Assistant	Ms. Jane Paula Nyandele ⁶	BSc Molecular Biology and Biotechnology(UDSM)
Department of Community Medicine		
Senior Lecturer and Chairperson	Dr. Pasiens S. Mapunda	PGD Tropical Medicine and Hygiene(University of Liverpool), MSc International Community Economic Development (University of Southern new Hampshire) ,MPH (Leeds University), MD (UDSM)
Senior Lecturer	Dr. Titus K. Kabalimu	MMed Community Health (UDSM), MD (Ukraine)
Professor	Prof. Theonest Mutabingwa	PhD (Amsterdam), MSc Community Health in Developing Countries and Control of Communicable Diseases (London), MD (UDSM)
Associate Professor	Prof. Godwin D. Ndossi	PhD International Nutrition (Cornell), MSc Biology, BSc, (UDSM)



Associate Professor	Prof. Moshi K. Ntabaye,	PhD in Public Health (Aarhus University, Denmark), Doctor of Dental Surgery (University of Dar es Salaam)
Senior Lecturer	Dr. Innocent Anthony Semali	PhD (University of Basel), MSc Epidemiology (University of London) & MD (UDSM)
Assistant Lecturer	Dr. Robert Muindi	PGD Public Health (Curtin University of Technology, Australia), MD (Vitebsk Medical Institute, USSR)
Lecturer (Part time)	Mr. Amiri Mmaka	MPH (UDSM) BScN (UDSM)
Department of Microbiology & Parasitology		
Lecturer and Chairperson	Ms. Rehesina Senkoro ⁷	PGD Tropical Diseases Control (Manchester), MSc (UDSM), BSc Home Economics and Human Nutrition (SUA)
Professor	Prof. Keto Mshigeni	PhD Botanical Sciences (University of Hawaii), BSc Botany and Geography (University of East Africa)
Lecturer	Dr. Richard O. Mwaiswelo	PhD Antimalarials efficacy and resistance surveillance, MSc parasitology & Medical entomology, DDS (MUHAS)



Assistant Lecturer	Mrs. Anastasia Rogers	MSc Tropical Disease Control (MUHAS), BSc with Education (UDSM)
Assistant Lecturer	Mr. Deogratius R. Gabriel	MSc Medical Parasitology and Entomology (KCMC), BSc Zoology (OUT)
Assistant Lecturer	Ms. Ashura Mayanda	MSc Medical Microbiology, Immunology with Molecular Biology(KCMC), BSc Biotechnology and Laboratory science (SUA)
Department of Pathology		
Assistant Lecturer and Chairperson	Dr. Salvatory Mlaga	MMed (MUHAS), MD (HKMU)
Assistant Lecturer	Dr. Caroline Francis Mollel	MD (HKMU)
Department of Behavioural Sciences and Ethics		
Assistant Lecturer and Chairperson	Veneranda N. Kirway	MSc Psychology (MUHAS), BSc in Medical Science (University of New England, USA)
Lecturer	Fr. Masalakulangwa Mabula ⁸	MA Social Sciences (Texas), Bachelor of Divinity (St. Pauls Limuru Kenya)
Lecturer	Dr. Alphage Liwa	MMed Psychiatry (Nairobi), MD (UDSM)



Tutorial Assistant	Nadia Ally Ahmed	Bachelor of Psychology (Pearson Institute of Higher Education)
Department of Pharmacology & Therapeutics		
Lecturer and Chairperson	Mr. Amani Phillip	MSc Pharmacy (Curtin), Bachelor of Pharmacy (UDSM)
Senior Lecturer (Part- time)	Dr. Gerald H. Rimoy	PhD (Nottingham), MD (UDSM)
Assistant Lecturer (Part- time)	Ms. Jeanette Tenga	Bachelor of Pharmacy (UDSM)
Department of Development Studies		
Associate Professor and Chairperson	Prof. Benard Kasimila	PhD Political Science (Bamberg),MA Political Science,BA Political Science (UDSM)
Assistant Lecturer	Ms. Sophrina R. Assey	MSc. Development Studies (UDSM), Degree in Science Environmental & Management (SUA)
Assistant Lecturer (Part time)	Mr. Yona Matekere	MA Development Studies, BA (UDSM)



Department of Psychiatry		
Lecturer and Chairperson	Dr. Alphage Liwa	MMed Psychiatry (Nairobi), MD (UDSM)
Professor	Prof. Gadi P. Kilonzo	MMed Internal Medicine, (UD), Psychiatry (University of British Columbia)
Assistant Lecturer	Ms. Veneranda N. Kirway	MSc Psychology (MUHAS) BSc in Medical Science (University of New England, USA)
Assistant Lecturer	Dr. Zahra Morawej ⁹	MD (HKMU)
Tutorial Assistant	Ms. Nadia Ally Ahmed	Bachelor of Psychology, (Pearson Institute of Higher Education)
Department of Communication Skills		
Assistant Lecturer	Mr. Moses Kaiza	MA Linguistics (UDSM), BA Education (MUK)

- 1 On staff development – MSc Project Management, Monitoring and Evaluation in Health (MUHAS)
- 2 On staff development – PhD in Paediatrics (Zhengzhou University)
- 3 On staff development – Clinical Research & Development Fellowship (Belgium)
- 4 On staff development – MMed Internal Medicine (MUHAS)
- 5 On staff development – PhD in Health and Biomedical Sciences (NM-AIST)
- 6 On staff development – Master of Epidemiology (Antwerp)
- 7 On staff development – PhD in Microbiology (UDSM)
- 8 On staff development – PhD in Theology
- 9 On staff development – MMed Psychiatry (MUK)



8.0 FACULTY OF NURSING

8.1 INTRODUCTION

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

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

8.2 ACADEMIC PROGRAMMES OFFERED BY THE FACULTY OF NURSING

8.2.1 BACHELOR OF SCIENCE IN NURSING (BScN) Direct Entry

Requirements

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

Equivalent qualifications

- I. Certificate of Secondary Education Examination (CSEE) with at least Five (5) passes including two credit passes in Chemistry and Biology and a D grade in Physics PLUS appropriate Diploma or Advanced Diploma with an average of B+ or GPA of 3.5



- II. BSc Lower second majoring in Physics/Mathematics, Chemistry, Biology/Zoology
Duration of the programme
4 years (plus one year of internship)

8.3 APPLICATION PROCEDURES

8.3.1 Mode of application

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

8.4 Fee Structure

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



LOCAL STUDENTS FEE STRUCTURE

A. MONEY PAYABLE TO THE UNIVERSITY

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

B. OTHER FEES

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



C. ACCOMODATION FEE

Hostel	TZS.
Double	850,000
Triple	600,000
Hostel Caution Fee (Non refundable)	40,000

D. PAYABLE TO STUDENT

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

Living Expenses	Local (Tshs)
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

	TZS
Research (Year 2)	800,000
Field work (Psychiatric) (Year 3)	850,500
Field work (Community) (Year 4)	850,000



E. SPECIAL FACULTY REQUIREMENTS

FIRST YEAR

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

SECOND YEAR

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



THIRD YEAR

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

FOURTH YEAR

Apron (2)	65,000
Total	65,000



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

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

INTERNATIONAL STUDENTS FEE STRUCTURE

A. MONEY PAYABLE TO THE UNIVERSITY BScN - FEES (USD)

Foreign students

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



B. OTHER FEES

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

C. ACCOMODATION FEE

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



D. PAYABLE TO STUDENT

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

Living Expenses

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

Field Work and Research

Research (Year2)	800.00
Field work (Psychiatric)(Year 3)	850.00
Field work (Community)	850.00



E. SPECIAL FACULTY REQUIREMENTS

FIRST YEAR

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

SECOND YEAR

Item description	(USD)
Stethoscope	295.00
BP Machine	180.00
Pair of Scissors(Nurse's)	20.00
Neurological Examination set	500.00
Otoscope/Ophthalmoscope	275.00
Clinical uniform	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	(USD)
Delivery Kit	550.00
Foetal scope	30.00
Clinical Lab Coats	80.00
Theatre Clothing(gown/shirt&Trousers)	80.00
Theatre Boots (1 pair)	70.00
Apron (2)	65.00
Whistle	2.00
Total	877.00

FOURTH YEAR

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

F. ADDITIONAL FEE FOR FOREIGN STUDENTS

Medical Registration	150
Resident Permit	250
Settling Allowance	300
Total	700



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

BScN3	USD
Per Year (2 semesters)	200.00

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

All Payments should be made through the following Bank Accounts:

NAME OF A/C: HUBERT KAIRUKI MEMORIAL UNIVERSITY

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

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

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



**8.5 COURSE CODING, HOURS PER WEEK AND PER SEMESTER
POST BASIC BACHELOR OF SCIENCE IN NURSING PROGRAMME YEAR
1 (SEMESTER 1&2)**

ODD SEMESTER 1 (NOVEMBER-MARCH)									
SN	CODE	COURSE	TOTAL HOURS PER WEEK			TOTAL HOURS PER SEMESTER			EXAM
			Theory	Practice	Total	Theory	Practice	Total	
1	ANT100	Anatomy/ Histology/ Embryology	4	6	10	72	108	180	ESE
2	BCH100	Biochemistry/ Molecular Biology	6	3	9	108	54	162	ESE
3	BSC100	Behavioral Sciences	2	0	2	36	0	36	ESE
4	CS100	Communication Skills/English	3	0	3	54	0	54	ESE
5	DS100	Development Studies	2	0	2	36	0	36	ESE
6	PHY100	Physiology	6	3	9	108	54	162	ESE
		TOTAL	23	12	35	414	216	630	

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





EVEN SEMESTER 2 (MARCH-AUGUST)									
SN	CODE	COURSE	TOTAL HOURS PER WEEK			TOTAL HOURS PER SEMESTER	EXAM		
1	ANT200	Anatomy/ Histology/ Embryology	5	4	9	90	72	162	FINAL
2	BCH200	Biochemistry/ Molecular Biology	5	4	9	90	72	162	FINAL
3	BSC200	Behavioral Sciences	2	0	2	36	0	36	FINAL
4	CS200	Communication skills	4	0	4	72	0	72	FINAL
5	DS200	Development Studies	2	0	2	36	0	36	FINAL
6	PHY200	Physiology	6	3	9	108	54	162	FINAL
		TOTAL	24	11	35	432	198	630	

NB: The courses marked* are taught together with MD II

YEAR 2 (SEMESTER 3&4)

ODD SEMESTER 3 (NOVEMBER-MARCH)										
SN	CODE	COURSE	TOTAL HOURS PER WEEK			TOTAL HOURS PER SEMESTER			EXAM	
			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 Counseling*	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 (MARCH-AUGUST)

SN	CODE	COURSE	TOTAL HOURS PER WEEK			TOTAL HOURS PER SEMESTER			EXAM
			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	HGD 200	Human Growth and Development	2	0	2	36	0	36	FINAL
7	EPD 200	Epidemiology	3	0	3	54	0	54	FINAL
		TOTAL	21	14	35	378	252	630	

YEAR 3 (SEMESTER 5&6)

ODD SEMESTER 5 (OCTOBER-MARCH)

S N	CODE	COURSE	TOTAL HOURS PER WEEK			TOTAL HOURS PER SEMESTER			EXAM
			Theory	Practice	Total	Theory	Practice	Total	
1	PH300	Philosophy	4	0	4	72	0	72	FINAL
2	PN300	Pediatric 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 (MARCH-AUGUST)									
S N	CODE	COURSE	TOTAL HOURS PER WEEK			TOTAL HOURS PER SEMESTER			EXAM
			Theory	Practice	Total	Theory	Practice	Total	
1	OBG300	Obstetrics and Gynecology 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	

YEAR 4 (SEMESTER 7&8)

ODD SEMESTER 7 (OCTOBER - MARCH)									
S N	CODE	COURSE	TOTAL HOURS PER WEEK			TOTAL HOURS PER SEMESTER			EXAM
			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.		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 Gynecology in Nursing II	4	7	11	72	126	198	ESE
		TOTAL	12	23	35	286	414	630	

EVEN SEMESTER: 8 (MARCH-AUGUST)

S N CODE	COURSE	TOTAL HOURS PER WEEK			TOTAL HOURS 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 Gynecology in Nursing	3	4	7	54	72	126	FINAL
	TOTAL	13	22	35	234	396	630	



8.6 PROFILE OF DEPARTMENTS

8.6.1 ACADEMIC CREDENTIALS OF TEACHING STAFF-FACULTY OF NURSING

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



Assistant Lecturer	Ms. Bupe Khalison Mwandali	Master of Public Health (KCMUCo), BScN (HKMU), Diploma in Nursing (KCMC), Certificate in Sexual and Reproductive Health Research (GFMER)
Assistant Lecturer	Ms. Monica Alex	MSc in Midwifery and Women Health (MUHAS), BScN(UDOM),
Tutorial Assistant	Mr. Edson Sungwa	MSc Paediatric Nursing (CUHAS) BScN (HKMU)
Tutorial Assistant	Mrs. Hosiana Msechu ¹	BScN(HKMU)
Tutorial Assistant	Mrs. Avelina Semiono	BScN(AKU)
Tutorial Assistant	Mr. Musa Mbwana Jongo	BScN (UDOM), ADNE-(Muhimbili)
Department of Community Health Nursing		
Assistant Lecturer and Chairperson	Ms. Joyce Protas	MSc Tropical Diseases Control (Epidemiology and Biostatistics), BScN (MUHAS)
Lecturer	Mr. Amiri Mmaka	Master of Public Health (UDSM), BScN (UDSM).
Associate Professor	Prof. Pauline P. Mella	MSc in Nursing-MCH (North Western Shreveport), BScN., (St. Louis), DAN (Nairobi), RN (Nijmegen)



Title	Name	Qualifications
Assistant Lecturer	Ms. Minael N. Omari	MSc. HN (UKZN), HORN Ed. (UKZN), BScN, (HKMU), RN/RM (Muhimbili), Cert.WTC (HKMU)
Department of Mental Health and Psychiatric Nursing		
Lecturer and Chairperson	Mr. January Kalungula	MMS (Uppsala), BNS (Dublin), Adv. Dipl. MHP, Adv. Dipl. NE (Muhimbili)
Assistant Lecturer	Ms. Adella Sariah ²	MSc in Mental Health and Psychiatric in Nursing (SCUT), BScN (MUHAS)
Tutorial Assistant	Ummy T. Msenga	BScN (HKMU)
Nurse Tutor	Mr. Charles Wange ³	BScN (AKU), Diploma (Bugando school of Nursing) & Advanced Diploma in Social Work(Newman Institute of Social Work)
Department of Medical & Surgical Nursing		
Lecturer	Dr. Adela Mwakanyamale	PhD Maternal, Child and Adolescent Health, MSc. Critical Care and Trauma (MUHAS), BScN (MUHAS)
Assistant Lecturer	Mr. Mathew Ndomondo	Master of Bioethics (MUHAS), BScN (SJUT), Advanced Diploma in Mid- wifery (Muhimbili), RN (Sengerema) DHPED (CEDHA)
Tutorial Assistant	Ms. Nyawawa Wawa ⁴	BScN (HKMU)
Tutorial Assistant	Nancy Sambungu Mwamfwagasi	Bachelor of Science in Nursing, (UDOM) Diploma in Health Personnel Education, (CEDHA) Diploma in General Nursing & Midwifery, Newala School of Nursing Mtwara



Clinical Instructor	Ms. Anna-Mary Mukaja	BScN (SJUT), Diploma in Mental Health and Psychiatric (Mirembe Nursing School)
Clinical Instructor	Ms. Ephrata Lyimo	Dip. in Public Health (Morogoro Public Health College), Nurse Tutor (MUHAS)

- 1 On staff development – MSc Midwifery and Women Health (MUHAS)
- 2 On staff development – PhD in Psychiatry and Mental Health (Central South University, China)
- 3 On staff development – MPH (MUHAS)
- 4 On staff development – MSc Nursing Critical Care and Trauma (MUHAS)



9.0 INSTITUTE OF POSTGRADUATE STUDIES AND RESEARCH

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

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

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

9.1 SERVICE AND CONSULTANCY

HKMU has a Consultancy and Service Policy to guide the conduct of activities related to Consultancy and Service in the university community. HKMU is providing service to Ilala, Temeke and Kinondoni Municipalities by using Amana, Temeke and Mwananyamala 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.

9.2 PROGRAMMES OFFERED

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

9.3 MASTER OF MEDICINE (MMed)

The University offers specialist programmes leading to the award of:

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

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

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



9.3.2 Conditions for Eligibility of Admission into Postgraduate Courses

1. Candidates will be selected by the Senate Higher Degrees Committee in liaison with the Admissions Committee, and the Chairpersons of the departments for which candidates are being selected.
2. Candidates to be considered for selection must provide updated curriculum vitae and their undergraduate transcripts.
3. A short confidential report on every candidate must be made available to the Committee; covering the internship period performance in a relevant hospital and their performance in the field with relevant organizations after internship.
4. Candidates to be selected will have to produce to the Committee, a valid certificate of registration with the Medical Council or Board in their respective countries.
5. There will be no minimum or maximum age limit for admission to the University for Postgraduate Courses. The general requirements for entry to Postgraduate courses will apply.
6. **Transfer of students:** Direct entry to Part II of the programme (Semester 3 to 6) will be possible if a course of approved content has been taken from an approved and acceptable institution with relevant transferable credits. But in this case, careful scrutiny will have to be made. A confidential report from institution where the candidate is transferring from will be required. Discontinuation on disciplinary grounds, failure of Part I examinations or less gifted students will not be accepted at HKMU.

9.3.3 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 US\$ 50 (for international students).



Applications must reach the University not later than 31st August 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.

9.3.4 FEE STRUCTURE

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

9.3.4.1 LOCAL STUDENTS FEE STRUCTURE

A. MONEY PAYABLE TO THE UNIVERSITY (TZS.)

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



B. OTHER COSTS

Fee description	YEAR 1	YEAR 2	YEAR 3
Student Union	35,000.00	35,000.00	35,000.00
Medical Aid	55,000.00	55,000.00	55,000.00
Uniforms	100,000.00	-	-
Graduation			120,000.00
TCU Quality assurance	20,000.00	20,000.00	20,000.00
TOTAL	210,000.00	110,000.00	230,000.00

C. ACCOMODATION CHARGES

Hostel:	AMOUNT (TZS)
Double	850,000.00
Triple	600,000.00
Hostel caution fee(Non refundable)	40,000.00



D. PAYABLE TO STUDENT

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

Fee description	YEAR 1	YEAR 2	YEAR 3
Dissertation writing			1,500,000.00
Dissertation Production			350,000.00
Food	2,000,000.00	2,000,000.00	2,000,000.00
Pocket Money	2,700,000.00	2,700,000.00	2,700,000.00
Book purchase & stationery.	861,000.00	861,000.00	861,000.00

All Payments should be made through the following Bank Accounts:

NAME OF A/C: HUBERT KAIRUKI MEMORIAL UNIVERSITY

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

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



9.3.4.2 INTERNATIONAL STUDENTS FEE STRUCTURE

A. MONEY PAYABLE TO THE UNIVERSITY (USD)

Item Description	YEAR 1	YEAR 2	YEAR 3
Registration	70.00	-	-
Tuition	8,020.00	8,020.00	8,020.00
Examination	420.00		420.00
Dissertation supervision		200.00	200.00
Clinical rotations	-	2,500.00	2,500.00
Development fee	30.00	30.00	30.00
Caution fee (Non refundable)	136.00	-	-
TOTAL	8,676.00	10,750.00	11,170.00

B. OTHER FEES

Item Description	YEAR 1	YEAR 2	YEAR 3
Student Union	30.00	30.00	30.00
Medical Aid	55.00	55.00	55.00
Graduation			70.00
Uniforms	84.00	-	-
TCU Quality assurance	20.00	20.00	20.00
TOTAL	189.00	105.00	175.00



C. ACCOMODATION FEE

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

D. PAYABLE TO STUDENT

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

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

E. Additional fee for foreign students USD

Medical Registration	150
Resident Permit	250
Settling Allowance	300
TOTAL	700



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

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

SWIFT CODE: EUAFTZTZ



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

Year 1 (Part I)				Semester 1 and 2					
Year	Code	Internal Medicine	HRS	Paediatrics	HRS	Surgery	HRS	OBGY	HRS
One	PHY 600	Physiology	72	Physiology	72	Physiology	72	Physiology	72
	PAT 600	-		-		Pathology	72	Pathology	72
	BCH 600	Biochemistry	72	Biochemistry	72	Biochemistry	72	Biochemistry	72
	MIC 600	Microbiology/ Immunology	70	Microbiology/ Immunology	72	Microbiology/ Immunology	72	Microbiology/ Immunology	72
	PAR 600	Parasitology	44	Parasitology	44	-	-	-	
	PHC 600	Pharmacology	72	Pharmacology	72	-	-	-	
	BE 600	Bio-Ethics	72	Bio-Ethics	72	Bio-Ethics	72	Bio-Ethics	72
	ANT 600	-	-	-	-	Anatomy	180	Anatomy	180
	BS 600	Biostatistics	36	Biostatistics	36	Biostatistics	36	Biostatistics	36
Research Methodology		36	Research Methodology	36	Research Methodology	36	Research Methodology	36	

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).



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

Year	Internal Medicine	Paediatrics	Surgery	OBGY
Two	<p>Clinical Medicine:</p> <ul style="list-style-type: none"> • Body systems, systematically. • Clinical features and diagnosis. • Management and natural history. • Research proposal. 	<p>Description of:</p> <ul style="list-style-type: none"> • Dissertation; proposal write-up. • Clinical situations affecting the child from perinatal period to birth and from neonatology to adolescence. • Aetiology, pathogenesis. • Clinical features, investigations, treatment and followup. 	<ul style="list-style-type: none"> • Research proposal. • Data collection • Case collection and analysis. • Clinical surgery 	<ul style="list-style-type: none"> • Clinical OBGY and hospital activities. • Journal club; case presentations, seminars. • Dissertation. • Clinical rotations. • Radiotherapy (for two weeks at ORCI). • Neonatology (2 weeks) • Surgery/Urology (4 weeks) • OBGY (16 weeks)
Three	<ul style="list-style-type: none"> • Dissertation. • Clinical subspecialties e.g. pulmonary medicine; renal medicine; cardiology. • Psychiatry – 4 weeks. • Geriatric Medicine – 4 weeks • Research for publication in the year • Journal club • Case presentations • Seminars 	<ul style="list-style-type: none"> • Dissertation: data collection and writing. • Clinical rotations two in the year. • Journal club; case presentations; seminars. • Clinical rotations two in the year. • Dissertation final write-up. • Journal club; case; OBGY (4 wks); Internal Medicine (4 wks); Paediatric Psychiatry (2 wks); ENT (2 wks) presentation. • Seminars. 	<ul style="list-style-type: none"> • Dissertation writing. • Clinical surgery. • Specialties clinical rotations. • 1. OBGY – 4 weeks. • 2. Paediatrics – 8 weeks. • 3. Ortho/Trauma – 6 months. • 4. ENT – 6 weeks. 	<ul style="list-style-type: none"> • Dissertation. • Hospital/clinical activities. • Journal clubs. • Seminars, case presentations. • Dissertation • Hospital/Clinical activities • Journal clubs • Seminars; case presentation • Mock examination • Final qualifying examination



9.3.6 MANAGEMENT OF THE PROGRAMME

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

Course Write-ups and Organization

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

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

9.3.7 REGULATIONS COMMON TO ALL DISCIPLINES

1. An MMed degree may be awarded upon successful completion of postgraduate training in the fields of Obstetrics and Gynaecology, General Surgery, Internal Medicine, Paediatrics, and such other fields as may be approved by Senate from time to time.
2. The following shall be eligible to enroll for the degree:
 - a) Any holder of a good (MD) or MBChB degree or equivalent, with at least B grade in the course intended or specialization.
 - b) A candidate for the MMed degree may register for the appropriate course not less than two years after his/her MD degree or its equivalent. One of these two years must be an approved internship and one year in an approved hospital.



- c) An applicant seeking admission may be exempted by the Senate from the Part I examination if the Senate is satisfied that the applicant has passed an examination of equivalent standard.

9.3.8 DURATION OF THE COURSES

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

- a) The specialist courses in each discipline shall take a minimum of three calendar years and a maximum of 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.

9.3.9 COURSE CONTENT

The course content will be in two parts:

1. A basic science course tailored to each discipline.

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

- i. Anatomy
- ii. Biochemistry
- iii. Clinical Physiology
- iv. Microbiology/Immunology/Parasitology
- v. Pathology
- vi. Pharmacology



- vii. Biostatistics
- viii. Psychology
- ix. Epidemiology
- x. Research Methodology
- xi. ICT
- xii. Hospital Administration/Financial Management

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

2. A theoretical and clinical portion of the discipline

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

9.3.10 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.

9.3.11 EXAMINATION RULES AND REGULATIONS

9.3.11a Regulations for Part I of the MMed. Examination

1. A candidate shall, before admission to Part I of the MMed examination, have satisfactorily completed a year of full-time MMed course and followed the prescribed biomedical science core course according to the regulations common to all clinical disciplines.
2. Part I of the MMed examination shall include appropriate biomedical science core courses for each discipline.
3. A candidate must pass all basic sciences examinations in Part I before he/she is allowed to proceed with Part II training.
4. 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.
5. A failed student shall supplement once during the long vacation; if s/he fails a supplementary examination in any basic science course, he/she will be asked to withdraw from the course.
6. 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.

Part II Examination

This will comprise 3 components, every one of which will have to be passed and will carry its own weight of 100%. The pass mark will be 50% for each component. The contribution of each component to the final grade will be:

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

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

9.3.11b Regulations for Part II of the MMed. Examination

- i) Part II of the MMed examination shall be held at the end of the 3rd Year as the Final Examination in one's discipline of specialty. It shall comprise four (4) components, each of which shall have to be passed and will carry its own weight of 100%. The pass mark shall be 50% for each component. The weighting of the components will be as follows:

S/N	Item	Percentage (%)
1	Dissertation	30%
2	A written examination (2-3 papers)	30%
3	Clinical examination (1-2 papers)	40%
	Total	100%



- Contribution of each part of the examination (i.e. the three components above and the continuous assessment) to the final aggregate of the whole examination shall be as follows:
60% of the total of the three components above and **40%** of the Continuous Assessment.
 - The written examination may include a 3-hour multiple choice and short notes paper, and a 3-hour essay paper; while the clinical examination may have a general paper on the clinical aspects of the specialty and a paper in the specialties of the discipline. Every one of the papers, plus the dissertation and oral examination will carry its own weight of 100%. The contribution of every one of the components of the examination to the final grade and aggregate will be as indicated above.
- ii) A candidate who fails the Part II examination shall, on the recommendation of the Higher Degrees Committee and approval by the Senate, appear for a supplementary examination after a repeat period of 6 months.
- iii) A candidate who fails the supplementary examination may be recommended for another supplementary examination as long as he does not appear for the Part II examination for more than three consecutive occasions including first sitting and his period of MMed registration does not exceed 6 years.
- iv) Part II examination shall have internal examiners as well as external examiners appointed from reputable Universities within or outside Tanzania.
- v) Weighting of Final Examination: The final examination will form 60% of the total aggregate.
The other 40% will arise from continuous assessment. For the candidate to pass the examination he/she must pass both the written and the clinical examinations. One cannot compensate the other.



9.3.16 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.

9.3.17 Evaluation System

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

9.3.18. Discontinuation from the MMed programme

A student could be discontinued if he/she:

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



9.3.20 Dissertation

- i) A candidate shall be required to submit in partial fulfillment of the MMed degree requirements a research dissertation of not less than 20,000 words and not more than 30,000 words in accordance with specific regulations as stated hereunder.
- ii) This will consist of a single research topic as has been determined by each department or discipline and approved by the Director of Postgraduate Studies and Research.
- iii) The candidate shall be responsible for carrying out the research and presenting the dissertation.
- iv) Four bound copies of the dissertation shall be submitted by the student through their departments to the Dean, Faculty of Medicine, at least three months before the beginning of the examination by the student through their departments. Candidates who do not submit their dissertations at this period will be barred from sitting for the Part II final examination.
- v) A candidate whose dissertation is considered unsatisfactory shall not be allowed to sit for the Part II final examination. S/he will be required to re-submit the dissertation for examination after 3 months in the case of minor corrections and 6 months if there are major corrections.
- vi) For one to qualify for the award of an MMed degree, s/he must pass the Part II final examination and produce an error free dissertation.
- vii) Every dissertation submitted must be accompanied by a written declaration by the candidate to the satisfaction of the Senate Higher Degrees Committee and the Dean, Faculty of Medicine, stating that it is the candidate's own original work and not a



copyrighted publication and that it has not been submitted for a similar degree in any other university.

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

“This dissertation is copyright material of the Hubert Kairuki Memorial University. It may not be reproduced or stored in any form or by any 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.”

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

x) Examiners shall be:

- (i) One External Examiner (EE), who will normally be an expert in the field of study from outside the HKMU appointed by the University for this task.
- (ii) Three Internal Examiners (IE) – the supervisor of the dissertation and two academic members of staff of the HKMU appointed through the office of the Director of Postgraduate Studies and Research Institute or the Dean, Faculty of Medicine.
- xi) First the written document will be assessed by the EE and the department concerned through the supervisor. Thereafter a viva voce/oral defense 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.



xii) Details of the assessment procedure and grading of the dissertation:

- (i) The written document (dissertation), already accepted and approved by the supervisor of the dissertation and the department, will be made available to the appointed EE who will be required to submit a written report within a period of 3 weeks from the date of receipt of the document. If a report is not received within that period, a new EE may be appointed.
- (ii) The EE will be required to summarize his/her report about the dissertation using the following assessment scheme:

SN	Item	Percentage (%)
1	Background, literature review and rationale	20%
2	Research questions, aims and objectives	20%
3	Study design, methods, data collection, ethics	20%
4	Analysis and results	20%
5	Discussion, conclusions, recommendations	20%
	Total	100%

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



9.3.21 Viva Voce Assessment (Oral Defence)

- i) The panel for the oral defense will be appointed by the University through the office of the Director of Postgraduate Studies and Research Institute or the Dean, Faculty of Medicine. A maximum of 3 academic staff members may, on request, be allowed to attend the viva voce silently, without participation in the discussion and without contributing to the assessment.
- ii) For between 20-30 minutes maximum, the candidate will present a summary of the dissertation to the examining panel, using either powerpoint or overhead projection. This will be followed by questioning by panel members for a maximum of one hour (60 minutes). Questions to be asked will centre on the candidate's dissertation research area.
- iii) The purpose of the oral defense 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:

SN	Item	Percentage (%)
1	Quality of the oral presentation	20%
2	Background, literature review and rationale	20%
3	Aims and objectives, design, methods	20%
4	Statistical analysis, results	20%
5	Interpretation of results, conclusion	20%
	Total	100%



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

9.3.22 Grading of the dissertation

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

Grade	Marks Range	Remarks
A	70-100%	Excellent
B	60-69%	Good
C	50-59%	Pass
D	40-49%	Condonable failure
E	0-39%	Failure

9.3.23 Postgraduate Examination Grading System

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



9.4 MASTER OF SCIENCE IN PUBLIC HEALTH (MScPH)

9.4.1 INTRODUCTION

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

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

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

International mobility of people has turned the world into a small village. As people move, disease agents are carried along their path; making it possible for diseases of the North



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

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

Pregnant women and children under five years of age in SSA harbour a greater burden of disease morbidity and mortality than any other group. Provision of effective prevention and treatment will lead to control of prevailing diseases through adequate multi-sectorial collaboration under the advice of public health experts. This will reduce maternal and child mortality, which fall under Targets 3.1 and 3.2 of 2030 Sustainable Development Goals.



There are several Tanzanian institutions offering postgraduate courses in public health and a few Tanzanians take the course at institutions outside the country. Besides, the annual output of experts does not meet the current high demand. Moreover, most MPH programs are tailor made to produce district health managers while others have emphasized on nutritional and epidemiological skills. The proposed course at HKMU will, in addition to conventional topics covered by similar courses in other institutions, have a stronger component of approaches to research as a backbone of science. It will also incorporate effects of epidemiological transition, emerging and re-emerging diseases, NTDs, NCDs, global and international health. The in-depth coverage of approaches to scientific research, inclusion and broader coverage of NCDs and international/global health takes the course several steps higher than the conventional contents of Master of Public Health (MPH) and qualifies it to be the Master of Science in Public Health (MScPH). Considering the breadth and contents of the course (2 new modules + in-depth approaches to ethical and GCP-abiding medical research), the course will last for 18 months instead of 12 months taken by ordinary MPH courses. The course adds more to ordinary MPH to enable graduates from MScPH respond appropriately to the changing epidemiology of communicable and non-communicable diseases through scientifically proven evidence base. Graduates from the course will therefore be well-equipped to face current health challenges and will be highly marketable both within and outside Tanzania.

9.4.2 OBJECTIVES

Broad Objective

The 18-months Master of Science in Public Health programme (MScPH) will provide students with research, disease prevention/control, evaluation and analytical skills relevant 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.

9.4.3 LEARNING OUTCOME

The principal object of the Master of Science in Public Health degree programme is to ensure through course work, mentorship and interaction from academic staff, that students achieve 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 analyze 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.

9.4.4 ENTRY REQUIREMENTS

Entry Requirements:

- i. Holders of Doctor of Medicine (MD) or equivalent, BSc. Nursing, BSc. Environmental Health, BSc. Laboratory Technology or equivalent, Doctor of Dental Surgery and Bachelor of Pharmacy or equivalent. Nurses and pharmacists must have obtained at least lower second class.
- ii. Graduates of recognized University with at least upper second class in health related fields of study such as sociology, anthropology, health statistics, health economics, epidemiology, demography, biology, nutrition, food science and health information sciences.
- iii. Working experience with communities in health related fields at a district or higher level would be advantageous.

9.4.5 PROGRAMME DURATION

The programme will run for 18 months realizing 2980 contact hours translated into 179.7 total credits (139.5 credits for theory and 40.2 credits for practical/tutorials/seminar) [Table 1], starting in November and ending one and half years later in March. The maximum time allowed for the programme is 4 semesters (2 years). To start with, sessions of the programme will be run during the day (day time classes). In the long-run, there will be evening classes to cater for interested working people who are unable to secure release from their employers to attend the course during working hours. There will also be provision for online courses to tape in puts from international experts.



9.4.5 PROGRAMME ORGANIZATION

The course will be in two parts:

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

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

9.4.5.1 Programme Schedule

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

The Courses are:

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

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



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

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

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

The course on Management and Control of Communicable Diseases will be covered in the next 13 weeks (wks 21.6-34.5), focusing on theoretical updating students on important communicable diseases (6 wks), and practical exposure on management of specific CD cases through seminars/discussions (2 wks) and on the management of specific public health issues (5 wks). Emphasis will be on commonly occurring diseases such as malaria,



tuberculosis, leprosy, filariasis, sleeping sickness, HIV/AIDs, pneumonia, cholera, plague etc. Theoretical update for each disease will address the natural history, epidemiology, levels of prevention and control strategies. Management of specific public health issues will cover, but not limited, to maternal and child health, health of school age and adolescence, occupational health and hazards.

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

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 need arises. Some of the issues to be addressed include:

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

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



Part II (Weeks 50.6 – 74.5)

Following successful completion of part I, students will go out in the field for 12 weeks **[week 51 – 62]** to collect data on their proposed research project. Collected data will be entered into the computer, cleaned, validated and analysed. A written report (Dissertation) should be presented within the next 10 weeks **[63-72 week]**. Students should be aware that despite this arbitrary timings for the research project, preparation for the dissertation (topic selection, study design, writing and presentation of the research proposal) should start from the 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.

9.4.5.2 Teaching Methods

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

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

Lectures

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

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



Tutorials and Seminars

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

Practical work

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

Case Management

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

Group discussions

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



9.4.6 Field visits

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

9.4.7 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

9.4.8 EXAMINATION REGULATIONS

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



9.4.8.1 METHODS OF ASSESSMENT

Since MScPH is modularized, the following will apply.

1.	Intra Modular Tests (CATs) from Module PH601–12	60%
2.	End of Module Examination (EME)	40%
3.	Dissertation	50%
4.	Viva Voce	50%

9.4.7.2 End of Module Assessment

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

Procedures and processes to include:

- (a) MCQs
- (b) Short and Long Essays/ papers
- (c) Oral examination
- (d) Graded field reports
- (e) Rated assignments
- (f) Rated practicals
- (g) Multi-source rating
- (h) Observation of procedures and rating
- (i) Self assessment and peer assessments

9.4.8.3 DISSERTATION (THESIS)

The Dissertation (core activity) will be examined after successful completion of Modules PH601-12. Every student must present an acceptable dissertation (thesis) as a basic requirement for the award of the MScPH degree. The dissertation will contribute 50%



of Module Examination and Viva Voce another 50%. A candidate whose dissertation is considered unsatisfactory will have to resubmit the dissertation for re-examination after 2 month 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.

9.4.8.4 DISSERTATION DOCUMENT ASSESSMENT SCHEME

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

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

9.4.9.5 VIVA VOCE ASSESSMENT (ORAL DEFENSE)

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

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

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

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

9.4.10.6 GRADING OF THE DISSERTATION

Dissertations will be graded as follows:

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



9.4.11 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.

9.4.12 Students de-registration/disposal

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

9.4.10 Course and Module coding

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

MScPH stands for Master of Science in Public Health, then modules 1-12 (Part I) coded using 600 series as follows:

- PH601 Introduction to Public Health (PH =Public Health).
- 01-12 =module numbers.

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



9.4.11 Courses and Modules of MScPH

Table 1: Summary of courses, modules and time allocation

Course/module code	Module/course name	Theory		Practical/seminar/tutorial		Total credits	Weeks
		Contact hrs	Credit	Contact hrs	Credit		
Course 1							
Application of Public Health Tools and Concepts							
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, bi-ostatics and demography	190	19.0	30 (T)	1	20	5.5
PH605	Research methodology in public health	200	20	40 (P)	0.8	20.8	6



PH606	Planning and project management	155	15.5	45 (P)	1	16.5	5
Course 3 Management and Control of Communicable Diseases (CDs)							
Modules							
PH607	Prevention and control of CDs	150	15	-	-	15	6
PH608.	Management of public health important CDs (emphasis on seminars/site visits)	-	-	60 (S) 70 (P)	2 1.6	3.6	2
PH609	Management of specific public health issues	-	-	300 (S)	10	10	5
Course 4 Management and control of Non-communicable diseases (NCDs)							
Modules							
PH610	Prevention and control of NCDs	100	10	-	-	10	3
PH611	Management of major NCDs (emphasis on seminars and visits to care providing facilities)	-	-	120 (P)	2.7	2.7	4



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

Theory: 1credit = 10 contact hours

Practical (P): 1credit = 45 contact hours

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



MSCPH PROGRAMME FEES STRUCTURE

A. MONEY PAYABLE TO UNIVERSITY FOR BOTH LOCAL AND INTERNATIONAL STUDENTS

	Local Students	International Students
Particulars	Amount(TZS)	Amount(USD)
Registration	70,000.00	70.00
Tuition fees	6,820,000.00	6,820.00
Dissertation supervision	570,000.00	570.00
Development fee	50,000.00	30.00
Field Costs	800,000.00	600.00
Examination fee	400,000.00	400.00
Caution fee (Non refundable)	70,000.00	70.00
TOTAL	8,780,000.00	8,560.00

B. OTHER COSTS

	Local Students	International Students
Particulars	Amount(TZS)	Amount(USD)
Student Union	35,000.00	30.00
Medical Aid	55,000.00	55.00
Graduation	100,000.00	70.00
TCU Quality assurance	20,000.00	20.00



C. ACCOMODATION CHARGES

Hostel:	TZS	USD
Double	850,000.00	850.00
Triple	600,000.00	600.00
Hostel Caution fee (non refundable)	40,000.00	30.00

D. MONEY PAYABLE TO STUDENTS

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

	TZS	USD
Book allowance	204,800.00	128.00
Dissertation writing	1,500,000.00	1,200.00
Dissertation Production	350,000.00	350.00
Field work cost	800,000.00	600.00
Stationery	200,000.00	200.00
Stipend	2,500,000.00	2,500.00
TOTAL	5,554,800.00	4,978.00

ADDITIONAL COSTS FOR INTERNATIONAL STUDENTS

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



NOTE: The fees indicated above are subject to change without prior notice. International students will normally need to pay an extra USD 250 every two years for residence

All payments should be made through the following Bank Accounts:

NAME OF A/C: HUBERT KAIRUKI MEMORIAL UNIVERSITY

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

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



9.5 MASTER OF SOCIAL WORK (MSW)

9.5.1 INTRODUCTION

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

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

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

The current situation in Tanzania indicates that there are no adequate and skilled social workers. The output from the Institute of Social Work (ISW) and a few other colleges is inadequate to cater for the current needs in the country. Therefore, Tanzania is expected to benefit from the programme in terms of reducing the shortage of professionally trained social workers. A flexible admission system will be adopted to enable students to enroll into the programme and study while working. Ultimately, the MSW programme is expected to contribute to improved professionalism in the field of social work in Tanzania.



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

The vision of MSW Programme

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

Mission of the MSW Programme

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



9.5.2 AIMS AND OBJECTIVES OF THE MSW PROGRAMME

General Objectives (Competencies)

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

- Identify as professional social workers and conduct themselves accordingly.
- Apply the ethical values and principles of social work as a guide for professional judgments.
- Apply critical thinking to inform and communicate professional judgments.
- Engage and encourage diversity in practice.
- Advance human rights and socio-economic justice.
- Engage in research informed practice and practice informed research.
- Apply knowledge of human behavior and social environment to the pursuit of human rights and social justice.
- Engage in policy practice to advance socio-economic well-being and deliver effective social welfare services.
- Conduct generalist practice in individual, family, group, organization, community and all societal settings.

Learning Outcomes (specific objectives/practice behavior)

The MSW Program will enable students to:

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

Specific outcomes:

- (i) Demonstrate trustworthiness in relationships and in the utilization of resources.
- (ii) Demonstrate professional leadership skills for improving social work practice.
- (iii) Practice professionalism within the context of existing social policies to improve clients' services.



- (iv) Differentiate personal-self from professional-self for improving professionalism.
- (v) Engage community networks for clients' support and empowerment.

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

Specific outcomes:

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

c) Apply critical thinking to inform and communicate professional judgments

Specific outcomes:

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

d) Engage and encourage diversity in practice
Specific outcomes:

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



e) Advance human rights and socio-economic justice.

Specific outcomes:

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

f) Engage in research informed practice and practice informed research

Specific outcomes:

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

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

Specific outcomes:

- (i) Utilise the inter-relatedness of individual, families and group dynamics to analyze complex life environments.
- (ii) Utilise the person-in-environment perspectives to analyze the nature of social issues facing organizations and communities.
- (iii) Utilise understanding of complex interaction among humans and between humans and their environment, to work for human rights and justice for all.



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

Specific outcomes:

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

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

Specific outcomes:

- (i) Develop and personalize practice approaches to ensure appropriate interventions in the African context.
- (ii) Engage key stakeholders in the generalist practice process for effective intervention.
- (iii) Apply the generalist practice wheel (engaging, assessment, planning, implementing, supervising and monitoring/evaluation, termination cases) to improve social work practice.
- (iv) Conduct assessments across diverse groups to improve interventions.
- (v) Practice case management and group work to ensure the social wellness of individual families.
- (vi) Manage agencies and projects while building human and organizational resources.
- (vii) Mobilize communities for social change.
- (viii) Evaluate interventions for effectiveness of social service delivery.
- (ix) Facilitate termination and discharge strategies for ensuring sustainability of services.



9.5.3 RELEVANCE OF THE PROGRAMME

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

9.5.4 NATURE OF THE PROGRAMME

Distinguishing Features of the Programme

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

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

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



Additionally, the MSW programme will focus on marginalised and vulnerable groups in the population. This is due to the fact that the programme is embedded with a quest for social justice and human rights in its pursuit for equal and equitable social services for disadvantaged groups in the society. As a result, the MSW programme expects to produce transformed social work leaders and advanced practitioners who are expected to initiate positive changes in their various social spheres of influence in the society.

9.5.5 Employment Prospects

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

- **Supervising counsellor and a mentor:** The MSW graduates tend to develop advanced skills to serve as a supervising counsellor and/or mentors of people who are currently suffering in number psycho-social ailments in their lives. Indeed, student will be studying various problems along with other crisis in today's society. A Master's Degree in the field of social work can help the student further prepare for what is to come.
- **Organising response to people in need:** There are multiple groups of people that are in desperate need of help in order to solve their problems. Getting a masters degree in social work will give the students skills needed, to organise resources-people (social workers) and material to properly work with the social workers who deal with these individual groups in order to ensure that they are appropriately helped.

Such problems include substance abuse, HIV and AIDS, malnutrition, diseases and failures to access health facilities.

- **Helping to improve people's lives:** Many people need help not only in their social issues but also their overall living conditions. They have a wide range of problems that are currently affecting their ability to function healthily. Some



graduates will be dealing with people coming from crime-ridden parts and those in deep poverty. They might also be dealing with people who are suffering from illiteracy problems. Others might be suffering from substance abuse, alcohol abuse, and chronic diseases. Moreover, they will be dealing with the homelessness, racial inequalities, and hundreds of potential illnesses affecting a given area and/or society as a whole. These range from individual, group, communities, organisations, and the society at large.

- Indeed, graduates working at this level will focus on at policy formulation and analysis, research, training, and conducting supervisory work in the field.

9.5.6 PROGRAMME ORGANISATION AND MANAGEMENT

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

The MSW programme will run in two schemes:

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



Course Coding

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

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

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

9.5.6.1 MSW Course Coding, Contact Hours, and Credits

The programme will be run in three semesters. The first semester will be for the foundation stage whereas the other two semesters will be for the concentration. The dissertation will be done in the third semester.



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

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



5	MSW 641	Research in Social Work	60	30	2	2	3
6	MSW 652	Social Work Ethics	60	30	2	2	3
7	MSW 662	Advanced Counseling Skills	60	30	2	2	4
8	MSW 672	Advanced Field Instruction	60	30	2	2	
9	MSW 682	Concurrent Field work	240	40	8	6	6
	Sub- total		720	280	24	22	
	CONCENTRATION						
	SEMESTER II						
10	MSW 693	Social Work in Health Fields/ Medical Social Work	60	30	2	2	7
11	MSW 613	Contemporary Health Problems	60	30	2	2	
12	MSW 623	Mental Health/ Psychiatry Social Work	60	30	2	2	8



S/N	COURSE CODE.	COURSE TITLE	CONTACT HRS	In a Week, from Monday - Saturday, at 5 hrs a day [from 16:00 hrs to 20:00 hrs]	NO. OF WEEKS	CREDITS	No. of Cumulative Months for the MSW Programme
13	MSW 633	Aging and Disability	60	30	2	2	
14	MSM 643	Disaster management	60	30	2	2	8.1
15	MSM 653	Field Seminar	40	40	1	1	8.3
16	MSW 664	Block Field Work Practicum	320	40	8	2	10.4
	SEMESTER III				19		
17	MSW 699	Dissertation	480	40	12	3	13.4
		Sub total	1140	270	50.0	16	
		TOTAL	1860	550	74	38	

NB:

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



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

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

A taught course will generally run for two consecutive weeks. Since the MSW is an evening programme, a taught course will run consecutively for two weeks from Monday to Saturday, from 16:00hrs to 21:00hrs thereby making a total of 5 taught hours a day and 30 hours in a week (i.e. Monday to Saturdays). However, on Saturdays, classes will run from 8:00hrs to 3:00hrs than in the evening to allow students to participate in their family or other social commitments.

Each taught course will be followed by a written test (CAT) or a paper and an assignment which will be done after the second week of the taught course. The third week will be for personal studies. During the fourth week of the course the students will sit for a two-to-three hour examination of the just ended course before proceeding to the subsequent course. The supplementary examinations will be done at the end of every semester.

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

9.5.7 Entry Requirements

The admission criteria for the MSW programme will adhere to HKMU admission procedures and TCU regulations. Thus, applicants to the MSW programme will be required to have



Bachelor of Social Work (BSW) or Advanced Diploma in Social Work (ADSW) from recognized Universities/Colleges, with an upper second class score or above. Those whose first degree is not in social work will have to study Foundation Modules of the MSW programme. This means, they will study the MSW programme for 3 semesters or 18 months unlike those with background to social work, who will study the programme for 12 months or one year.

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

9.5.8 Teaching Methods

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

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

All these will be carried out through a learner centred notion, where participation of learners will be crucial in the entire learning process, i.e. from the commencement of the programme to the ending stage.

Lectures

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

1. Lecture-discussion, where a member of staff presents the subject matter to the students in a lecture, lasting between 1-2 hours (including questions and answers).



2. Visiting lecturer, where eminent guest lecturer or invited speakers present their expertise and/or experience on the topic/subject.

Tutorials and Seminars

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

Role plays

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

Group Discussions

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

Field Work/Placements

Field work is part of the social work professional learning that prepares a student to be, an advanced social work practitioner by integrating knowledge, skills and ethics obtained during the period of study with hands-on experience on the field. In this regard, students will do their field work/placements in health care institutions, judiciary, and Government Ministries, orphanages, centers for the elderly people, and the likes; where they will be supervised by experienced social workers. A fieldwork manual will be



used to guide students in their field work placements. The students will write reports on their fieldwork experience and submit it to the fieldwork coordinator at the end of the practicum. The grading of the report will be done by both the fieldwork coordinator and supervisor. Students who fail fieldwork will be discontinued from the course.

Field Work Duration

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

9.5.10 Examination Regulations

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

9.5.11 Assessment Methods

Assessment of the MSW programme will be divided into two major parts: Coursework and Dissertation. The proportional weight for each part is indicated in the table below.

PART I:	COURSEWORK	Percentage (%)
1	Continuous assessment Tests/Papers (Course work) from course 1 – 10 (i.e.MSW601-MSW692)	40%
2	End of course Examination	60%
PART II	DISSERTATION	
1	Dissertation	75%
2	Viva Voce/ Oral defence of the Dissertation	25%



Continuous Assessment

There will be Continuous Assessment Tests and/ or Assignments administered to students at the end of each course; accounting for 40% of the Total Coursework. The End of course Examination will account for 60% of the Total Coursework. Each End of course Test must be passed at 50% or higher before sitting for the End of Module Examination.

End of Module Assessment

At the end of each MSW course, there will be an examination. The examination will constitute 60% of the total marks of the module.

9.5.12 Grading System

The grading criteria will be as follows:

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

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

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



Assessment Scheme for the Dissertation Document

Content of the Dissertation will account for 75% and the oral defense 25% as shown below:

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

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

Viva voce/Oral defence Assessment

The purpose of the oral defence is to ascertain whether the dissertation presented is the original work of the candidate, and that the candidate has mastered the broader subject



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

Grading of the Dissertation

Dissertations will be graded as follows:

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

9.5.13 Awarding of the MSW Academic Degree

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

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

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



9.5.14 Students Deregistration/Discontinuation

A student could be discontinued if he/she:

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



INSTITUTE OF POSTGRADUATE STUDIES AND RESEARCH ACADEMIC CREDENTIALS OF TEACHING STAFF

Title	Name	Qualifications
DEPARTMENT OF SOCIAL WORK-MSW		
Senior Lecturer and Chairperson	Dr. Theresa Kaijage	PhD in Social Work (University of Pittsburgh), Master of Social Work (Washington University), BA in Education (UDSM)
Lecturer	Mr. Meinrad Haule Lembuka	PhD in Social Work (OUT), Master of Art in Social Work (OUT), BA in Social Work (ISW)
Assistant Lecturer	Mr. Daudi Chanila	Master of Social Work (OUT), Master of Public Administration (MU), PGD in Law, ADSW (ISW)
Assistant Lecturer	Ms. Rita Minga	Master of Social Work (HKMU), MSc Development Policy and Practise for Civil Society (Bradford), Bachelor of Social Work (ISW)
Assistant Lecturer	Ms. Esther Katende	Master of Social Work (HKMU), Postgraduate Diploma in Economic Diplomacy, Centre for Foreign Relation (UDSM)



DEPARTMENT OF COMMUNITY MEDICINE-MScPH

Senior Lecturer	Dr. Titus K. Kabalimu	MMed Community Health (UDSM), MD (Ukraine)
Senior Lecturer and Chairperson	Dr. Pasiens S. Mapunda	PGD Tropical Medicine and Hygiene (University of Liverpool) MSc International Community Economic Development (University of Southern new Hampshire) , MPH (Leeds University), MD (UDSM)
Professor	Prof. Theonest Mutabingwa	PhD (Amsterdam), MSc Community Health in Developing Countries and Control of Communicable Diseases (London), MD (UDSM)
Associate Professor	Prof. Godwin D. Ndossi	PhD International Nutrition (Cornell), MSc Biology, BSc, (UDSM)
Associate Professor	Prof. Moshi K. Ntabaye,	PhD in Public Health (Aarhus University, Denmark), Doctor of Dental Surgery (University of Dar es Salaam)
Assistant Lecturer	Dr. Robert Muindi	PGD Public Health (Curtin University of Technology, Australia), MD (Vitebsk Medical Institute, USSR)
Senior Lecturer	Dr. Innocent Anthony Semali	PhD (University of Basel), MSc Epidemiology(University of London)&MD (UDSM)



DEPARTMENT OF PAEDIATRICS AND CHILD HEALTH

Professor	Prof. Esther Mwaikambo	MMed Paediatrics (UDSM), MD (Moscow)
Professor	Prof. Charles S. Mgone	PhD in Medical Genetics (University of Glasgow UK), Master of Medicine Paediatrics and Child Health (University of Dar es Salaam), Doctor of Medicine (University of Dar es Salaam)
Senior Lecturer	Dr. Felician Rutachunzibwa	MMed Paediatrics, MD (UDSM)
Title	Name	Qualifications
Senior Lecturer	Dr. Maulid R. Fataki	MPH (Harvard School of Public Health), MMed(UDSM), MD (Donetsk State Medical Institute USSR)
Lecturer and Chairperson	Dr. Florence Salvatory	MMed Paediatrics(HKMU), MD (MUHAS)
Lecturer	Dr. Ayam R. Kalingonji	MMed Paediatrics & Child Health; MD HKMU
Lecturer	Dr. Gilbert R. Ngua	MMed Paediatrics, MD (HKMU)
Lecturer(part time)	Dr. Pius Muzzazzi	MMed Paediatrics (MUK),MD (MUHAS)

DEPARTMENT OF SURGERY

Senior Lecturer and Chairperson	Dr. Jerome Mkiramweni	MMed Surgery, MD (UDSM),
Lecturer	Dr. Ameir Binzoo	MMed Surgery, MD (HKMU)
Lecturer	Dr. Frank Mpelumbe	MSc, MD (HIMS-Villa Clara)



Lecturer	Dr. Muganyizi Kairuki	FCS (SA), MD (SZEGED)
Lecturer (Part time)	Dr. Happiness Mbawala	MMed Surgery (Bugando); MD (MUHAS)
Lecturer (Part time)	Dr. Thadeo N. Maina	MMed Surgery, MD (MUHAS)
Lecturer (part time)	Dr. Kenyunko Karama	MMed Surgery (MUHAS), MD (HKMU)
Lecturer (part time)	Dr. Ulimbakisya J. Kain	MMed Surgery, MD (MUHAS)
Lecturer (Part time)	Dr. Annamary Stanslaus	MMed Surgery, MD (MUHAS)
Lecturer (Part time)	Dr. Loyce J. Bagenda	MMed Radiology(MUHAS), MD (HKMU)
DEPARTMENT OF OBSTRETRICS AND GYNAECOLOGY		
Senior Lecturer and Chairperson	Dr. Monica Chiduo	MMed OBGY (Camaguey), MD (Havana)
Lecturer	Dr. Isaac Makanda	MMed OBGY, MD (HKMU)
Lecturer	Dr. Salvatory Chuwa	MMed OBGY, (HKMU) MBBS, (IMTU)
Lecturer	Dr. Clementina Kairuki- Nfuka	MSc Human Clinical Embryology and Assisted Conception , MMed OBGY, (HKMU), MD (Camaguey)
Lecturer	Dr. Debora Mageta	MMed OBGY, MD, (MUHAS)
Lecturer	Dr. Nilda Cabrera	MMed OBGY (Hospital Docente Materno Infantil Villa Clara. Cuba), MD Instituto Superior de Ciencias Medicas)
Lecturer	Dr. Njoli Moudio Jean Pierre	MMed OBGY (MUHAS), MD (Ryazan State Medical University)



Lecturer	Dr. Harold W. Mbulumi	MMed OBGY (Sumy State University/ MUHAS), MD (Kharkov State Medical University)
Lecturer	Dr. George W. Chugulu	MMed OBGY (HKMU), MD (MUCHS)
Lecturer (Part time)	Dr. Luzango Maembe	MMed OBGY, MD, (MUHAS)
Lecturer	Dr. Lugano W. Kiswaga	MMed OBGY (HKMU), MD (IMTU)
Lecturer (Part time)	Dr. Paul E. Kihale	PhD OBGY (Tottori), MMed OBGY, MD (MUHAS)
Senior Lecturer and Chairperson	Dr. Monica Chiduo	MMed, MD (Camaguey)
DEPARTMENT OF INTERNAL MEDICINE		
Associate Professor and Chairperson	Prof. Yassin Mrisho Mgonda	Postgraduate Diploma in Scientific Basis of Dermatology (University of Wales, UK), MMed, MD (UDSM)
Lecturer	Dr. Nkemerwa Kairuki	MMed Internal Medicine (Wuhan University), MD (Semmelweis University, Hungary)
Lecturer	Dr. Johannes Ngemera	MMed Internal Medicine (MUHAS), MD (HKMU)
Lecturer (Part time)	Dr. Digna Riwa	MMed Internal Medicine (HKMU), MD (MUHAS)
Lecturer (Part time)	Dr. Loyce J. Bagenda	MMed Radiology (MUHAS), MD (HKMU)
Lecturer (Part time)	Dr. Neema J. Rajabu	MMed Internal Medicine (Tumaini University), MD (Russian People Friendship University)



Department of Physiology		
Senior Lecturer and Chairperson	Dr. Robert Mbelwa	MSc Physiology (MUK), MD (UDSM)
Department of Biochemistry & Molecular Biology		
Senior Lecturer	Dr. Boniphace Sylvester	PhD Malaria in Pregnancy (MUHAS), Master of Veterinary Medicine (SUA), BVM (SUA)
Lecturer	Dr. Ali Tarab Ali	PhD, MSc in Biochemistry (USSR)
Assistant Lecturer	Mr. Fulgence Mpenda	MSc Molecular Biology (NMIST), BSc Molecular Biology and Biotechnology(UDSM)
Department of Microbiology & Parasitology		
Lecturer and Chairperson	Ms. Rehesina Senkoro ⁷	PGD Tropical Diseases Control (Manchester), MSc (UDSM), BSc Home Economics and Human Nutrition (SUA)
Professor	Prof. Keto Mshigeni	PhD Botanical Sciences (University of Hawaii), BSc Botany and Geography (University of East Africa)
Lecturer	Dr. Richard O. Mwaiswelo	PhD Antimalarials efficacy and resistance surveillance, MSc parasitology & Medical entomology, DDS (MUHAS)
Assistant Lecturer	Mrs. Anastasia Rogers	MSc Tropical Disease Control (MUHAS), BSc with Education (UDSM)



Assistant Lecturer	Mr. Deogratius R. Gabriel	MSc Medical Parasitology and Entomology (KCMC), BSc Zoology (OUT)
Assistant Lecturer	Ms. Ashura Mayanda	MSc Medical Microbiology, Immunology with Molecular Biology(KCMC), BSc Biotechnology and Laboratory science (SUA)
Department of Pathology		
Assistant Lecturer and Chairperson	Dr. Salvatory Mlaga	MMed (MUHAS), MD (HKMU)
Department of Pharmacology & Therapeutics		
Lecturer and Chairperson	Mr. Amani Phillip	MSc Pharmacy (Curtin), Bachelor of Pharmacy (UDSM)
Senior Lecturer (Part- time)	Dr. Gerald H. Rimoy	PhD (Nottingham), MD (UDSM)

10.0 ADMINISTRATIVE AND TECHNICAL STAFF OF THE UNIVERSITY

ADMINISTRATIVE STAFF		
Title	Name	Qualifications
Examinations Officer	Mr. Gabinus Fimbo ¹	Master of Arts in Sociology (University of Dodoma), Bachelor of Arts in Sociology (University of Dar es Salaam)
Admissions Officer	Ms. Janeth Mkale	Master of Finance and Business Management (Bedfordshire University), Bachelor of Business Management (Sunderland University)
Administrative Officer (Academics)	Ms. Eness Katuula	Bachelor of Arts in Political Science and Public Administration (University of Dar es Salaam)
Senior Human Resources Officer	Ms. Rahab O. Kassimoto	Master of Science in Human Resource Management (Mzumbe University), Bachelor of Arts in History and Political Science (University of Dar es Salaam)
Administrative Officer (Dean of Students Office)	Mr. Abraham R. Mwalugeni	Master of Social Work (HKMU), Bachelor of Arts (UDSM)
Manpower management Officer I	Ms. Kent Kajuna	Certificate in Secretarial (Tabora Secretarial College)



Secretary	Ms. Christina Mwakibolwa	Certificate in Secretarial (Dar es Salaam Baptist Training Centre)
Office Management Secretary	Mrs. Anna S. Shine	Certificate in Secretarial (Modern College)
Records Officer	Ms. Jackline Bubelwa	Diploma in Records Management (Tanzania Public Service College), Certificate in Records Management (Tanzania Public Service College)
ACCOUNTS AND FINANCE		
Title	Name	Qualifications
Accountant	CPA(T) Janeth Magezi	MSc Accounting and Finance (Mzumbe University), Postgraduate Diploma in Accounting and Finance (IFM)
Assistant Accountant	Ms. Nuru Kanju	Master of Business Administration(UDSM), Postgraduate Diploma in Finance Management (Institute of Finance Management), Bachelor of Business Administration (Tumaini University)



Supplies Officer	Ms. Elizabeth Anathe	Advanced Diploma in Procurement and Supplies (Tanzania Institute of Accountancy)
Assistant Accountant	Mr. Justice Rwebembela	Master of Science Accounting & Finance (Institute of Finance and Management), PGD Financial Management (Institute of Finance and Management)

Assistant Accountant	Ms. Doris Sweke	Advanced Diploma in Accountancy (Institute of Finance and Management)
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LIBRARY

Title	Name	Qualifications
Senior Librarian	Mr. Philidas Munubhi	Masters Degree in Information Science (AIS/MIS) (India), Advanced Computer Networks Engineering & Management, (Chandigarh Mohali, India), Dip. In Library Science (Makerere University)
Library	Mr. Rhite Rayner	Bachelor of Arts in Mass Communication (Open University of Tanzania), Diploma in Library and Documentation Studies (SLADS, Bagamoyo)
Librarian	Ms. Janeth Mwangi ²	Bachelor of Library and Information Science (Makerere University)
Library Assistant	Mr. Petro Khuni	Certificate of Library and Documentation Studies (SLADS, Bagamoyo)



Library Assistant	Ms. Rahabu Kairuki	Elementary Library Training (Tanzania Public Service College)
Library Assistant	Mr. Chrisna Karoma	Certificate in Librarianship, CWD, CPDM, CCP, (DSM)
LABORATORIES		
Laboratory Scientist	Mr. Walter Msangi	Advanced Pharmacological Techniques (Manchester University), Advanced Diploma in Medical Laboratory Technology Biochemistry (University of Dar es Salaam), Diploma in Medical Laboratory Technology (University of Dar es Salaam)
Prosecutor	Mr. Byarugaba Byabato	Diploma in Prosecution (University of Dar es Salaam)
Prosecutor	Ms. Emmy Absalom Mwaipaja	Diploma in Prosecution (University of Dar es Salaam)
Laboratory Technician	Mr. Hamis Kabuga	Bachelor of Science in Biotechnology and Laboratory sciences (Sokoine University of Agriculture)
Health Laboratory Scientist	Mr. Selemani Ally Kungulilo	Advanced Diploma in Medical Laboratory Sciences (University of Dar es Salaam), Diploma in Medical Laboratory Technology (Muhimbili University of Health and Allied Science)

ICT



Computer Programmer	Mr. Sugwejo Kaboda	BSc Computer Science (Dublin Institute of Technology)
Network Administrator	Mr. George Komba	Full Technician In Hardware and Networking (Suram Business Solutions Ltd.)
Computer Technician	Mr. Ali Hussein	Diploma in Computing and Information Technology (University of Dar es Salaam Computing Centre), Certificate in Computing and Information Technology (University of Dar es salaam Computing Centre)

¹On staff development – Master of Social Work (OUT)

²On staff development – Master of Arts in Information Studies (UDSM)



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

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

1.1. The University Examinations and General Regulations for Conferment of Degrees

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

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

16.1. Eligibility for Examination

- 16.1.1. A student shall attend all such lectures, tutorials, seminars and practicals; and undertake all other assignments as approved by the University.
- 16.1.2. All CATs (tests, assignments, logbook grades, seminar presentations and practicals) must be executed.
- 16.1.3. Each and every department shall, with the approval of the Senate, determine



- the requirements for courses that they offer. A student who does not fulfill these requirements for any course will not be allowed to sit for the examination for that course. Each department must prepare and submit, for approval by Senate, the requirements that the students must fulfill.
- 16.1.4. 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 16.6.8. 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.

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).

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, on a result slip, to the student by the Chairperson of the Department one week before sitting for the Final Qualifying Examination or End of semester examination (ESE).
- 16.3.5. The Continuous Assessment Tests results for each student shall be submitted by the Chairperson of Department to the Dean of the Faculty not later than the last day of the teaching schedule.
- 16.3.6. The marks obtained in the end of semester or the final qualifying examination shall contribute 60% of the grade for the course while continuous assessment tests shall contribute the remaining 40% of the course.
- 16.3.7. The Dean shall submit to the deputy VC academics results of ESE and FQE before examiners and faculty board meetings.
- 16.3.8. Failure in the clinical part of the examination [Intra-rotation examinations & FQE] shall be tantamount to failure of the entire rotation regardless of the performance in written exam or other tests.
- 16.3.9. In all cases of Final Examination and Final Qualifying Examinations, an external examiner must be invited to oversee the conduct of the examinations.
- 16.3.10 In case of disagreement between the Internal and External Examiners, the decision of the external examiner shall be final.

16.4. Supplementary Examinations

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



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

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



- c) The student informs the Dean of the Faculty in writing of his/her decision to utilize this option, and the student gets written positive response from the Dean before the two weeks registration period ends.

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 incomplete continuous assessment tests (as stated in Section 16.3.2) shall have to re-register for the course(s) or rotation(s).
- 16.5.2. A student who fails supplementary examination, clinical rotation (as stated in Sections 16.3.3, 16.3.8. and 16.4.4) shall have to re-register for the course(s) or rotation(s).
- 16.5.3. A student who absents him/herself from any scheduled End of Semester, Final Qualifying or supplementary examination without any written approval shall have to re-register for the course(s) or rotation(s).
- 16.5.4. A failing student may however, opt to re-register for and repeat the failed course on a future occasion [i.e. skip the supplementary examination]. Registration of this kind is only possible if a student does not attempt a supplementary examination in the failed course(s). In such cases, the student must inform the Dean of the Faculty in writing of the decision to utilize this option, and get a written response from the Dean before leaving the University for long vacation.
- 16.5.5. If a student repeats the course and passes, then s/he shall be awarded the full grade earned on that occasion as any other student sitting for the first time.
- 16.5.6. Re-registration involves – **[a]** Paying re-registration fees (as determined by the University); **[b]** Attending all scheduled class and/or clinical sessions relevant to the failed course(s) in a semester; **[c]** Appearing for all intrasemester continuous assessment tests relevant to the failed course(s); and finally **[d]** Sitting for the end of semester examination in the particular course(s).



- 16.5.7. A student who has re-registered for one or more pre-clinical course (s) in the 1st, 2nd, 3rd, 4th, 5th or 6th semesters will not be able to proceed to clinical rotations until s/he clears the re-registered course (s).
Pre-clinical courses include: all courses taught and examined in semesters 1, 2, 3, 4, 5 and 6 of the MD Programme.
- 16.5.8. A student who re-registers for a course(s) in a semester shall not be allowed to register for any other new course (s) in a concurrent semester. S/he must concentrate on the re-registered course(s) ONLY.
- 16.5.9. A student who re-registers for a clinical rotation shall not be allowed to register for any concurrent course or rotation. S/he must concentrate on the re-registered rotation ONLY.
- 16.5.10. A student can re-register for a maximum of four semesters during the course of training. This implies a maximum of 14 semesters for MD Programme, 10 semesters for the BScN programme, 4 semesters for MScPH, 4 semesters for MSW and 12 semesters for the MMed programme.

16.6. Withdrawal from a Course

- 16.6.1. A student who fails an examination of a certain course after a repeated semester will still be given another chance to supplement. If, however, s/he fails a supplementary examination yet again, s/he shall be asked to withdraw from the University.
- 16.6.2. A student who fails any examination (ESE or FQE) after being barred shall be discontinued from the University. He / she shall not be given an opportunity to attempt any supplementary examination.
- 16.6.3. A student who is barred for 3 or more courses shall be discontinued immediately from the University without attempting any ESE or FQE.
- 16.6.4. A student who fails 50% or more of the attempted courses in each of the two end of semester examinations of the same academic year shall be discontinued from the University at the end of the second, fourth or sixth semester without attempting supplementary examination or re-registering.



- 16.6.5. A student who is found guilty of an examination irregularity at any level (including during Continuous Assessment Tests – CATs,) shall be discontinued from the University immediately (summary dismissal; see 16.14.3.6). Examination Irregularity means: A deliberate action that goes against any stated examination regulation or procedure including cheating, forgery of clerkships or laboratory procedure reports, and assignments sharing information with other students or being found with materials (in soft or hard copy forms) other than those authorized in the examination rooms.
- 16.6.6. A unilateral decision by a student to interrupt programmes will be taken as self-discontinuation. A student who breaks his/her studies for more than 2 semesters, unless otherwise approved by Senate, shall be deemed to have lost any accumulated credits hence self discontinuation. That notwithstanding, such a student may be allowed to re-apply for admission into the University through TCU, if sufficient reasons are presented.
- 16.6.7. In any case, a student who absents himself/herself for a cumulative period of 21 days from all lectures, tutorials, practical and other activities prescribed for any course in any semester, shall be deemed to have withdrawn from that course.

16.7. Deferment of Examination

- 16.7.1. On ground of illness:
- 16.7.1.1. A student who has satisfied all the requirements as specified in the regulations above, but is unable to take the main (end of semester/final qualifying) examination on grounds of ill health, shall, on application to the Deputy Vice Chancellor Academics (DVCAC), and on provision of a Medical Certificate issued or endorsed by the Director of the University's Teaching 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).
- 16.7.5. Deferment of supplementary examinations will follow the same procedures as 16.7.1 and 16.7.2.
- 16.7.6. Deferment of Continuous Assessment Tests or Assignments and/or Intrarotation examinations will be handled by Chairs of Departments in collaboration with Year Coordinators. All communications [requests and approvals] must be in writing and shall be copied to the relevant Faculty Deans and the Examinations office.
- 16.7.7. A student will be deferred from sitting for his/her Final Qualifying Examination(s) if s/he hasn't cleared his/her outstanding bills.
- 16.7.8. A student who has not attended 50% of sessions on grounds of illness (long-term) will not be allowed to sit for CATs and ESE/ FQE.
Such student will be advised to postpone his/her studies on that course(s).



16.8. Final Qualifying Examinations (FQE)

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

16.9. Processing and Discussion of Results

- 16.9.1. **At the Departmental meeting level**, results shall be presented on the HK1 Form [a course based detailed Form showing marks scores out of 100 for each individual student in CATs, ESE, and/or FQE]. Weighted marks and grades for CAT (40%), ESE/ Final Examination (FE) score (60%) and Final Grade (FG) (100%), as well as weightings for Written, Practical / Oral Examinations for each student will also be shown on this Form. The course best student [refer to 4.25] must be indicated on each HK1 Form.
- 16.9.2. **At the Faculty / Institute Board meeting level**, results from the HK1 form will be summarized and presented on the HK2F Form [a semester based form showing weighted marks scores and grades for each student as CAT (marks out of 40=40%), ESE/FE score (marks out of 60=60%) and FG (marks CAT+ESE/FE=100%) for all courses in the particular semester]. Copies of all HK1 Forms of relevant semester courses will be attached as appendices to the HK2F Form. All legitimate Faculty / Institute Board members are entitled to receive full copies of the results on HK2F and HK1 appendices.
- 16.9.3. **At the Senate meeting level**, results will be presented in a spiral bound booklet on the HK2S Form [a semester based form showing only grades for each student as CAT, FE and FG for all courses in the particular semester].



Copies of all HK1 and HK2F Forms of all examination results presented to the Senate for approval will be attached as appendices to the HK2S Form in the same spiral booklet. The booklets will be marked "**CONFIDENTIAL**". All Senators are entitled to receive, for scrutiny, full copies of the results to be presented to Senate at least 24 hours prior to the Senate meeting.

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

16.10. Declaration of Results

- 16.10.1. Results of Semester examinations taken at the end of each Semester shall normally be published before the commencement of the next Semester.
- 16.10.2. Tentative results showing Examination numbers (without names and grades) of successful and unsuccessful students will be posted on the notice boards/University website www.hkmu.ac.tz soon after the respective Faculty Boards meetings.
- 16.10.3. Declaration of the official examination results (i.e. publication and issuing of result slips to students) will occur after Senate has approved the results.



16.11. Eligibility for Awards

- 16.11.1. A Bachelor's degree or Doctor of Medicine or any other degree appropriately designated shall be awarded to a candidate who has been properly admitted to the University, has followed the approved courses of study over the prescribed period and has satisfied the following conditions:
 - 16.11.2. University Requirements:
 - 16.11.2.1. Evidence of regular enrolment in the degree programme;
 - 16.11.2.2. Discharge of all obligations owed to the University;
 - 16.11.2.3. A pass in all university required courses;
 - 16.11.2.4. Satisfactory performance in the appropriate University Examinations.
 - 16.11.3. Faculty/Departmental Requirements
 - 16.11.3.1. Satisfactory discharge of such requirements as may be prescribed for the degree.

16.12. Requirements for Graduation

A student shall be expected to have:

- 16.12.1. Satisfied all General University and Faculty requirements;
- 16.12.2. Obtained passes in the requisite core courses and prescribed electives;
- 16.12.3. Accumulated a minimum of the required credits per course.
- 16.12.4. Paid all his/her outstanding bills.

16.13. Confirmation of Award of Degree

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



16.14. Presentation of Awards

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

16.14.2. De-Registration and Cancellation of Award

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

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

16.14.3.2. A candidate had impersonated someone else, or

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

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

16.14.3.5. In any such event, the decision of the Senate shall be published on the University

Notice Board and the candidate notified. Such cancellation and the reasons for it shall be entered on the candidate's transcript.

16.14.3.6. Students dismissed from the studies because of cheating or any other serious misconduct may be considered for re-admission to the University after they have been away from the University for a period not less than three years.



16.15. Transcript of Academic Record

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

16.16. The Grading System

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

16.17. Academic Appeals

- 16.17.1. Academic appeals are appeals against the Faculty Board/Institute/Directorate decision on examination results. Academic appeals shall be on grounds listed in clauses 16.17.3 (i), and (ii) below.
- 16.17.2 A student may appeal against the recommendations of the Faculty Board/Institute/Directorate as follows:
- (i) Failure
 - (ii) Discontinuation/withdrawal from a course



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

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

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

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

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

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

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



- 16.17.7. Members of the Senate Examinations Committee shall be different from those who participated in making the original recommendation appealed for at a level of a Faculty Board.
- 16.17.8 The Senate Examinations Committee shall be serviced by the Office of the Secretary of Senate.
- 16.17.9 A member of staff who took part in assessing, advising the student in the course under appeal shall not take part in consideration of the case except to provide general information upon request by the Chair of Senate examinations committee on the course and/or professional context but without any reference to the particular case under consideration.
- 16.17.10 Save as provided for under 16.17.12, the Senate Examinations Committee shall have no power to overrule the academic judgment of Faculty Board with respect to assessment marks, progression or awards but is empowered to refer a case back to the Faculty Board for reconsideration in the light of the evidence and the Committee's findings. In such circumstances, the Faculty/Institute Board shall consider the case abinitio.
- 16.17.11 A student who wishes to appeal shall:-
- i. Pay the appeal fee at the Bursar's Office or Money Order or at the University's bank Account and obtain a receipt.
 - ii. Pick the appeal Form from the respective Dean's/Director's office after presenting a receipt as proof of payment.
 - iii. A student shall fill in the Appeal Form (a standard form for submission of an appeal, APF-1-sample attached), with details of an appeal.
 - iv. Submit the duly filled APF-1 to the Chairman of the Senate Examination Committee within seven (7) calendar days from



the day the Board/Institute published the provisional results on the notice boards, that is before Senate approves the decision of the Faculty Board/ Institute /Directorate.

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



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



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



HKMU EXAMINATIONS APPEAL(S) FORM

APF-1

Student Examination **Number** **HK**

Examination **Subject:** _____ and

Date of Examination: _____ **Semester:**

Appealing against: [check all relevant items]

(i) Failure.....

(ii) Discontinuation.....

An appeal is made on the following grounds:-

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

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

.....

.....

.....

(ii) **Inadequate coverage of topics**.....

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

.....

.....

.....



Appellant's Signature _____

Date of Submission _____ [DD/MM/ICY]

Appeal Received by:

Name and Title: _____ Signature: _____

Date: _____ Time: _____

[DD/MM/YYYY]

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Appeal Fee Receipt No:



ANNEX 2: EXAMINATION INSTRUCTIONS TO INVIGILATORS AND STUDENTS

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



- 2.4.4 Papers will be distributed to seated students by Invigilators.
- 2.4.5 Students will be given 5 minutes to read through the papers and seek any clarifications.
- 2.4.6 Invigilators (assisted by examiners) will make corrections and clarify on any matters raised by students. Examiners (who are not invigilating) may leave after clarifications have been made.
- 2.4.7 Students will not be allowed to write anything during this time.
- 2.5** One minute before the examination start time, students who were not seated by 08:45 or 13:45, (i.e. late / waiting outside), may be allowed into the examination room if the invigilator (s) is (are) convinced that they had genuine reasons.
- 2.6** No student will be admitted into the examination room 15 minutes, after the examination has started.
- 2.7** Examination (writing) must start and end on time (sharp) as indicated by instructions on the examination papers.
- 2.8** Note that UNAUTHORIZED MATERIALS INCLUDING any kind of papers, MOBILE PHONES, 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 examinations (s).
- 2.12** Once you are within the vicinity of/or inside the Examination Room, Silence Must be maintained.
- 2.13** Students will not be allowed to leave the examination room within the first 30 minutes from the time the examination starts, or within the last / final 30 minutes before the indicated examination end time.
- 2.14** When the examination writing time is up:-
- 2.14.1 All students will be told to stop writing and stay on their seats.
 - 2.14.2 Students will be asked to count and write, in the last box at the bottom of the Examination Answer Book, the number of used pages.
 - 2.14.3 The invigilators will collect the Examinations papers and Examination Answer Books from students, one starting from the back another in front, there after;
 - 2.14.4 Students will proceed in an orderly manner to the invigilator's table for signing attendance.
 - 2.14.5 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.



2.14.6 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. 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 DEATH OF A STUDENT

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

3.1. The first person to be contacted

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

3.2. Other important contacts

The Dean of Students will immediately inform the following:

- The Chairpersons BOD and Council.
- The Vice Chancellor.
- The Deputy Vice Chancellor Academic Affairs.
- The Deputy Vice Chancellor Planning Finance and Administration.
- The Dean of the Faculty or the Director of Postgraduate Studies and Research Institute.



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

3.3. Who does what?

The responsibilities of the contacts listed in Section 2 are outlined below as follows:

a) The Vice Chancellor will:

- Through close contact with the Dean of Students, obtain details of the funeral arrangements and ensure that the University is represented at the funeral whenever possible.
- Assign to the Dean of Students the role of initial point of contact with the deceased student's 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 -Academics will:

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

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

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

d) The Dean of the Faculty will:

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

e) The Admissions Officer will:

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



f) The Marketing and Public Relations Officer will:

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

g) The 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 counseling 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: UNIVERSITY ALMANAC

ACADEMIC CALENDAR FOR THE YEAR 2019/2020

A. ADMISSION AND REGISTRATIONS FOR THE ACADEMIC YEAR 2019/2020 Undergraduate students

28 October 2019

Orientation and registration for new Undergraduate students begins.

4 November 2019

Registration for continuing Undergraduate students begins.

8 November 2019

Commissioning of Studies-New Students

29 November 2019

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

30 March 2020

Registration for continuing Undergraduate students Starts (Even Semester)

30 April 2020

Registration for continuing Undergraduate students Ends (Even Semester)

26 October 2020

Orientation and registration for new Undergraduate students begins.
Registration for continuing Undergraduate students begins.

6 November 2020

Commissioning of Studies-New Students

30 November 2020

Registration for new and continuing Undergraduate students ends



B. SEMESTERS FOR UNDERGRADUATES 2019/20

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

Begin 4 November 2019
Ends 21 February 2020

MID SEMESTER BREATHER (ONE WEEK)

Begins 23 December 2019
Ends 1 January 2020

REVISION WEEK (ONE WEEK)

Begin 24 February 2020
Ends 28 February, 2020

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

Begin 2 March, 2020
Ends 18 March, 2020

MID SEMESTER BREATHER (1 week)

Begins 19 March, 2020
Ends 27 March, 2020

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

Begin 30 March, 2020
Ends 28 August, 2020

MID SEMESTER BREATHER (1 week)

Begins 1 June, 2020
Ends 5 June 2020



Formal teaching begins 8 June, 2020
End of formal classes 31 July, 2020

REVISION WEEK (1 week)

Begin 3 August, 2020
Ends 7 August, 2020

EXAMINATIONS FOR 2, 4 & 6 SEMESTERS

Begin 10 August, 2020
Ends 28 August, 2020

C. CLINICAL ROTATIONS FOR MD4 AND MD5

SEMESTER 7&9

(16 weeks)

Begins 4 November 2019
Ends 7 February 2020

INTRA-ROTATION & FINAL QUALIFYING EXAMINATION SEM 7&9

IRE 1 Begins and Ends 16-20 December, 2019
IRE 2 Begins and Ends 27-31 January, 2020
Revision week 10-14 February, 2020
FQE Begins 17 February, 2020
FQE Ends 21 February, 2020

SEMESTER BREATHER MD4 & MD5 (1 week)

Begins 24 February, 2020
Ends 28 February, 2020

SEMESTER 8 & 10

(16 weeks)

Begins 2 March, 2020
Ends 5 June, 2020



INTRA-ROTATION & FINAL QUALIFYING EXAMINATION SEM 8 &10

IRE 1 Begins and Ends	13-17 April, 2020
IRE 2 Begins and Ends	25-29 May, 2020
Revision week	8-12 June, 2020
FQE Begins	15 June, 2020
FQE Ends	19 June, 2020

SEMESTER BREATHER MD4 & MD5 (1 week)

Begins	22 June, 2020
Ends	26 June, 2020

COMMUNITY MEDICINE MD5 & PSYCHIATRY MD4 ROTATION (8Wks)

Begins	29 June, 2020
Ends	21 Aug, 2020

INTRA-ROTATION & FINAL QUALIFYING EXAMINATION SEM 8 &10

IRE Begins and Ends	10- 14 Aug, 2020
FQE PSY (Clinical) Begins	17- 21 Aug, 2020
PSY (Written) Begins and Ends	24 Aug, 2020
FQE COMM (Written & Oral) Begins and Ends	24- 28 Aug, 2020

D. PSYCHIATRY AND COMMUNITY HEALTH NURSING FIELD WORK BScN4 (6 weeks)

Psychiatry Begins	16 November, 2019 (4 weeks)
Psychiatry Ends	11 December, 2019
Community Health Nursing Begins	4 May, 2020 (6 weeks)
Community Health Nursing Ends	12 June, 2020



CLINICAL ROTATIONS FOR BScN3 & 4 STUDENTS

Paediatric Rotation	13- 24 January, 2020 (2 weeks)
Nursing Leadership & Management	13-17 January 2020 (1 week)
OBGY301	3- 21 February, 2020 (3 weeks)
Medical Nursing (MN300)	10-14 February, 2020 (1 week)
Surgical nursing (SN300)	17-21 February, 2020 (1 week)
Medical Nursing (MN301)	25-29 May, 2020 (1 week)
Surgical nursing (SN301)	15-19 June, 2020 (1 week)
OBGY300	29 June- 17July, 2020 (3 weeks)
OBGY302	13-31 July, 2020 (3 weeks)

E. LONG VACATION FOR UNDERGRADUATE STUDENTS

Begins	31 August 2020
Ends	30 October, 2020

SUPPLEMENTARY & SPECIAL EXAMINATIONS

Begins	5 October 2020
Ends	16 October 2020

F. ADMISSION AND REGISTRATIONS FOR THE ACADEMIC YEAR 2019/2020

POSTGRADUATE STUDENTS (MMed, MScPH)

4 November 2019

Orientation and registration for new Post-graduate students begins.
Registration for continuing Post graduate students begins.

8 November 2019

Commissioning of Studies-New Students



29 November 2019

Registration for new and continuing Post graduate students ends

G. MMed PART ONE -SEMESTER I (Coursework Basic Sciences)

Begins 11 November, 2019

Ends 15 May, 2020

REVISION WEEK (1 week)

Begin 18 May, 2020

Ends 24 May, 2020

EXAMINATIONS FOR PART ONE

Begin 25 May, 2020

Ends 5 June, 2020

MMed PART TWO - SEMESTER II

Begins 8 July, 2020

RECESS

Begins and End 1- 30 October, 2020

H. MMed PART TWO (FINAL YEAR)

Coursework plus Dissertation preparations January 2020

Submission and presentation of Dissertation proposals to department

31 January, 2020

Presentation of proposals to CPE seminar 6 February, 2020

Research clearance and issuance of Clearance Certificates by Institutional Research

Ethics Committee (IREC) February, 2020

Data collection (Together with other Programme activities)

Begins and Ends March- April, 2020



Data Analysis and Report writing

Begins and Ends

May 2020.

Submission of Dissertation Research Report

Supervisor/ Department

31 May, 2020

Director PGSRI

15 June, 2020

(3 months to Examinations)

I. MASTER OF SCIENCE IN PUBLIC HEALTH (MScPH) Coursework

(10 Modules continuously)

Begins

15 November, 2019

Ends

30 September, 2020

RECESS

Begins and Ends

1-31 October, 2020

Coursework (2 Modules continuously)

Begins and Ends

November- December 2020

Dissertation work (full time)

Begins and Ends

January- February 2021

Submission of Dissertation Research Report

Supervisor/ Department

2 March, 2021

Research clearance and issuance of Clearance Certificates by Institutional

Research Ethics Committee (IREC)

March 2020

Presentation of proposal to CPE for open peer review

15 March, 2021

Data collection

Begins and Ends

April- May, 2021

Data Analysis and Report writing

Begins and Ends

June, 2021



Submission of Dissertation Research Report

Begins and Ends

15 July, 2021

EXAMINATIONS

Begins and Ends

4- 8 October, 2021

J. UNIVERSITY MEETINGS

1) Boards and Senate Meetings

September 2019

17 September 2019	Exam iners Board Meeting – FoN
18 September 2019	Examiners Board Meeting – FoM
24 September 2019	Faculty of Board (Faculty of Nursing)
25 September 2019	Faculty of Board (Faculty of Medicine)
26 September 2019	Higher Degree Committee

October 2019

2 October 2019	Senate Meeting (Approval of Examination Results)
10 October 2019	Higher Degree Committee
11 October 2019	Graduation committee
28 October 2019	Examiners Board Meeting – FoN
29 October 2019	Examiners Board Meeting – FoM

November 2019

1 November 2019	Joint Faculty Board Meeting (FoM & FoN) - Suppl. Exam.
8 November 2019	Graduation committee
13 November 2019	Senate (Approval of Supplementary Examination Results)
22 November 2019	Graduation committee
27 November 2019	CME for HBB- Dept. of Paediatrics
29 November 2019	2 nd HKMU Convocation
30 November 2019	17 th Graduation Ceremony



December 2019

13 December 2019

Library Committee

20 December 2019

Quality Assurance Committee

CME for Surgery

January & February 2020

24 January 2020

HKMUSA Meeting

13 February 2020

Research Ethics Review Committee

14 February 2020

Finance & planning committee- Audited Accounts

21 February 2020

HKMUSA Meeting

March 2020

20 March 2020

SPC Meeting

23 March 2020

Library Committee

25 March 2020

Prospectus Review committee meeting

April 2020

1 April 2020

Examiners Board (Faculty of Nursing)

2 April 2020

Examiners Board (Faculty of Medicine)

3 April 2020

Vice Chancellor meets University Staff

16 April 2020

Appointments and Human Resources Management

Committee (AHRMC)

8 April 2020

Faculty of Board (Faculty of Nursing)

9 April 2020

Faculty of Board (Faculty of Medicine)

23 April 2020

Senate (Approval of Examination Results)

30 April 2020

Finance and Planning Committee

May 2020

8 May 2020

Research Ethics Review Committee

15 May 2020

Finance & Planning committee- Audited Accounts

29 May 2020

Council meeting

29-30 May 2020

HKMU 5th Scientific Conference



June 2020

5 June 2020	SPC Meeting
10 June 2020	Faculty of Board (Faculty of Nursing)
11 June 2020	Faculty of Board (Faculty of Medicine)
18 June 2020	KHEN Board of Directors Meeting- Audited Accounts
19 June 2020	Convocation Committee
25 June 2020	Senate Higher Degrees Committee
26 June 2020	Graduation committee
30 June 2020	Senate Meeting

July 2020

9 July 2020	Finance and Planning Committee
10 July 2020	Convocation Committee
15 -20 July 2020	TCU Exhibition
17 July 2020	Graduation committee
24 July 2020	Library Committee
31 July 2019	KHEN Board of Directors Meeting

August 2020

12 Aug 2020	Admission Committee
22 Aug 2020	Convocation Committee
39 Aug 2020	Graduation committee

September 2020

9 Sept 2020	Examiners Board Meeting – FoN
10 Sept 2020	Examiners Board Meeting – FoM
11 Sept 2020	SPC Meeting
16 Sept 2020	Faculty of Board (Faculty of Nursing)



17 Sept 2020 Faculty of Board (Faculty of Medicine)
19 Sept 2020 Admission Committee
20 Sept 2020 Convocation Committee
25 Sept 2020 Graduation committee
30 Sept 2020 Senate Meeting (Approval of Examination Results)

October 2020

18 October 2020 Graduation committee
25 October 2020 Convocation Committee
28 October 2020 Examiners Board Meeting – FoN
29 October 2020 Examiners Board Meeting – FoM

November 2020

5 November 2020 Joint Faculty Board Meeting (FoM & FoN) -
Suppl.Exam.
13 November 2020 Convocation Committee
20 November 2020 Graduation committee
13 November 2020 Senate (Approval of Supplementary
Examination Results)
27 November 2020 3rd HKMU Convocation
28 November 2020 18th Graduation Ceremony

December 2020

11 December, 2020 SPC Meeting

2)University Council

13 September 2019 Council Meeting



15 November 2019
10 January 2020
6 March 2020
29 May 2020
4 September 2020
27 November 2020

Council Meeting
Council Meeting
Council Meeting
Council Meeting
Council Meeting
Council Meeting



K. OTHER UNIVERSITY ACTIVITIES/ EVENTS

15 -20 July 2019	TCU Exhibition
14 August 2019	July Finance Report
30 August 2019	HKMU Day 22 nd Anniversary
12 September 2019	August Finance Report
1 October 2019	International Day of Older Persons
2 October 2019	Submission of Exam Results to HESLB
4 October 2019	Staff Appraisal and New Agreement
16 October 2019	September Finance Report
13 November 2019	Submission of Suppl. Exam Results to HESLB
30 November 2019	17th Graduation Ceremony
5 December 2019	Management Meets HKMUSA Cabinet
6 December 2019	External Audit 2018/2019 starts
7 December 2019	HKMUSA Fresher's Party
13 December 2019	November Finance Report
27 December 2019	External Audit 2018/2019 Ends
4 January 2020	Medical University Sports competition
6 February 2020	Prof. Kairuki Memorial Day
7 February 2020	January Finance Report
3 March 2020	February Finance Report
17 March 2020	KH Day- 32 nd Anniversary
20 March 2020	Staff Mid – Year review (AASAPC)
17 April 2020	March Finance Report
18 April 2020	HKMU Sport & Cultural Day
5 May 2020	Nurse's Day
8 May 2020	April Finance Report
29- 30 May 2020	HKMU 5 th Scientific Conference
5 June 2020	May Finance Report
17 June 2020	HKMUSA- Debate for Elections
19 June 2020	HKMUSA – Election Day
26 June 2020	Handling over to new student government Swearing of new President



27 June 2020
3 July 2020
17 July 2020
21 August 2020
30 August 2020
18 September 2020
1 October 2020
2 October 2020
2 October 2020
16 October 2020
13 November 2020
28 November 2020

HKMUSA – Farewell Party
HKMUSA Handling Over
June Finance Report
July Finance Report
HKMU Day 23rd Anniversary
August Finance Report
International Day of Older Persons
Submission of Exam Results to HESLB
Staff Appraisal and New Agreement
September Finance Report
Submission of Suppl.Exam Results to HESLB
18th Graduation Ceremony

L. PUBLIC HOLIDAY

14 October 2019
9 December 2019
25 December 2019
26 December 2019
1 January 2020
12 January 2020
12 March 2020
13 March 2020
7 April 2020
10 April 2020
26 April 2020
1 May 2020
24 May 2020
7 July 2020
8 August 2020

Nyerere Day
Independence Day 57th Anniversary
Christmas Day
Boxing Day
New Year
Zanzibar Revolution day
Easter Sunday
Easter Monday
Karume Day
Good Friday
Union Day
Worker’s Day
Eid el Fitri
Saba Saba Day
Farmers Day



12 August 2020
29 October 2020
9 December 2020
25 December 2020
26 December 2020
1 January 2021

Eid-el-Adha - Public Holiday**
Maulid Day/ Prophet's Birthday
Independence Day 58th Anniversary
Christmas Day
Boxing Day
New Year

M. ABBREVIATIONS

FOM
FON
COMM
PSY
IRE
FQE
CHN

Faculty of Medicine
Faculty of Nursing
Community Medicine
Psychiatry
Intra-Rotation Examination
Final Qualifying Exam
Community Health Nursing




HUBERT KAIRUKI MEMORIAL UNIVERSITY LOGO



The **LOGO** of Hubert Kairuki Memorial University is designed in accordance with an academic tradition that is followed by all Universities. It comprises three elements: a **shield**, a **base**, and a **motto contained in a scroll**.

THE SHIELD is the central and most prominent feature of the logo. It contains a symbol of **the sun** radiating light that guides and energizes the institution, and an **open book**. **The sun and the book** are joined together into an integrated element that is suspended in a chlorophyll-green field. The **green colour** symbolizes the University's aspirations towards generating highest levels of productivity, efficiency, and quality services to society.

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.**







The Vice Chancellor

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