Stefano Moshi Memorial University College
(A Constituent College of Tumaini University Makumira)

PROSPECTUS
2014 - 2017

A MESSAGE FROM THE PROVOST

It is a pleasure to present Stefano Moshi Memorial University College (SMMUCo) Prospectus for 2012-2013- 2013-2014. SMMUCo is named in memory and honour of the late Stefano Reuben Moshi, the first Bishop of the Evangelical Lutheran Church of Tanzania (ELCT), 1963 – 1976, and the founder of the Kilimanjaro Christian Medical Centre.

A Constituent College of Tumaini University, SMMUCo began in 2007. It inherited the buildings of Masoka Management Training Institute. The Institute was established by the Northern Diocese, ELCT, in 1991, to train personnel for the Church and the Nation, and taught programmes leading to Certificates, Diplomas and Advanced Diplomas. The graduates of Masoka Institute are today scattered in all corners of the nation serving in different capacities. A few others have found opportunities for employment outside the country.

SMMUCo consists of three campuses- Masoka, Mwika and Moshi town. Masoka serves as the administrative headquarters of the University College. Until 2009-2010 students admitted to the College were taught at Masoka campus. At the beginning of the academic year 2009-2010 a new campus was opened at Mwika Bible College, forty kilometres from Moshi town, for the Faculties of Education and Theology; two months later the third campus for the Faculties of Business and Management Studies and Science and Technology was opened, and housed in the renovated Breweries Limited Buildings in JJ Karanga Industrial Area, Moshi Municipality.

In the first academic year of its inaugural, 2007-2008, SMMUCo began with 326 registered students. Among them were ninety seven first year degree students in Accountancy; the rest were registered in programmes leading to diplomas and certificates of Tumaini University. In the following academic year, 2008-2009, the student population grew to 550. The College had developed new degree programmes in addition to Bachelor of Accountancy which included Bachelor of Business Administration with Education, Bachelor of Science in Information Technology, Bachelor of Science in Hospitality and Tourism Management, Bachelor of Arts in Public Administration and Management and Bachelor of Education.

The total number of students taking degrees and non degree courses in the academic year 2009-2010 grew to 843, and to 1399 and 1515 in the academic years 2010-2011 and 2011-2012 respectively. In this academic year the College expects to enrol a total of 1287 new students which together with 1121 continuing students, is expected to bring the total to 2408. In the year 2013 -2014 the total number of registered students rose to 2540.

Readers of this Prospectus are invited to read it carefully. It serves as a guide in the operation and the management of the academic enterprise and codes of conduct all too necessary in the achievement of the primary objectives of the University namely learning, research and service to our church and the nation.

My gratitude to Greta Msuya, Legal Officer, SMMUCo, Dr. Gasper Mpehongwa, Dean – Faculty of Business and Management Studies and their Committee who laboured so hard to produce this Prospectus

Finally I wish all the students success in your studies as your enter to learn and exit to serve.

Professor Arnold J. Temu
Provost

INTRODUCTION

VISION AND MISSION STATEMENT

Vision statement

The Vision of SMMUCo is *"serving God and people by promoting educational and professional excellence for the total quality development of man."* It emanates from its Christian foundation, services and values and focuses on fulfilling God's purpose of sharing all God given grace and wisdom with all so that God's people may live wisely in this world. SMMUCo shall be a centre of excellence for learning and the acquisition of knowledge and skills by its students and staff, conducting research and consultancy for the good of society.

Mission statement

SMMUCo is defined by the resolutions establishing Tumaini University Makumira. It is dedicated to serving people effectively and efficiently in providing and promoting high quality education, learning and research through scientific enquiry to all students without prejudice to religion, gender and race.

It is committed to empowering individual students, to continue learning and serving the Nation and international communities.

Objective

The general objective is to provide quality education through training in short and long courses and tailor made programmes, certificate, diplomas, degree programmes and sustainable research and consultancy activities

Specific objectives of SMMUCo include

- The provision of courses leading to degrees, diplomas, certificates and other awards of the Tumaini UniversityMakumira.
- The production of College graduates who are sensitive and responsive to community needs and who are able to plan, organize, co-ordinate and evaluate programmes aimed at meeting those needs.
- The acceleration of the pace of human resources development in social, economic, academic and research fields.
- The development of resources from which spiritual breezes will spring and spread out far and wide for the renewal of the Church and Society as a whole, as a realization of hopes and expectations of ELCT-Northern Diocese and the Church in general.

Ownership and governance

Tumaini University Makumira, Stefano Moshi Memorial University College is a private institution of higher learning established under the Trust Deed of the Registered Trustees of the Evangelical Lutheran Church in Tanzania, Northern Diocese.

Admission and registration procedures

Any application made will only be considered if the University receives satisfactory evidence that the candidate qualifies for the programmes applied for.

All accepted students are expected to conform to the college rules and regulations

Application procedures

Application for admission is open to everyone desiring a quality education and who is able to abide to the college rules and regulations.

There are two intakes in the academic year in September for full time programmes and March for evening programmes. Each intake has set programmes offered. Application forms for admissions can be obtained from University college campuses (Masoka, Moshi Town and Mwika) upon payment of the prescribed fee currently Tshs 30,000/= or USD 30. The Application forms can also be downloaded from the SMMUCo website www.smmuco.ac.tz

Degree programmes applicants under direct and indirect entry (equivalent with NTA LEVEL 6) scheme should apply through Tanzania Commission for Universities (TCU) Central Admission System (CAS). For further information about Central Admission applicants can visit TCU Website: www.tcu.go.tz

Non degree applicants (Certificates and Diploma Programmes) should apply directly to SMMUCo.

Admission for international students

International applicants must meet all admission requirements for the programmes they wish to pursue. Completed application forms together with supporting academic documents must be submitted in English. Applicants must also submit the Equivalent of their academic certificates and transcripts obtained from the National Council for Technical Education (NACTE) or (TCU).

Documents submitted for admission

The Application form should be accompanied with certified copies of Transcripts, Certificates, Diplomas, Birth Certificate, Medical report forms and any other relevant documents.

Only applicants who meet academic requirements will be considered.

Joining instructions

Joining instructions with relevant information will be sent to successful applicants

Registration

i.   New students must report, with their original certificates, to the Admission Officer during registration week for registration.

ii.   Any applicant will lose the right of admission (including all payments) and legal action will be taken against him /her upon submission of any forged documents.

iii.   No student shall be allowed to register or attend classes at SMMUCo unless they show proof of payments of the required fees.

Note: Registration of students into Students Records Integrated System (SARIS) is mandatory. All new selected students shall be required to fill the SMMUCo online registration forms within the registration time. All students (new and continuing) must register online for the irrespective courses within the ten working days beginning of each semester.

iv. New students must ensure the payment of fees and complete the registration process within ten working days from the first day of orientation.

v. Continuing students must complete registration and fee payments within ten working days of the opening of college regardless of financial sponsorship.

vi. A student will be liable to a penalty of Tshs. 50,000/- per semester for *any late payment of fees and registration* extended to one month from the date of opening the college. STRICTLY no registration will be allowed after one month from the date of opening the college.

vii. Change of course programme shall only be permitted under special conditions provided the applicant meets the requirements for the academic programme for which the transfer is sought and vacancy exists in that programme. Change of programme will only be allowed within two weeks at the beginning of the academic year.

viii. No change of names by students will be permitted during the course of study in the University College and they will only be allowed to use names appearing on their certificates.

Note; Registration in the University is conditional upon agreement by the student to abide by the Students By-Laws. The operation and application of the Students By-Laws is without prejudice to the Constitution of the University/College and the Constitution and general laws of the United Republic of Tanzania.

All inquiries for admission should be addressed to:

The Deputy Provost for Academic Affairs

Stefano Moshi Memorial University College

P. O BOX 881 MOSHI

Tel: 255 27 2753720: or 255(027) 2757070 Fax 2757880

Email: elctmmti@yahoo.com or elctsmmuco@smmuco.ac.tz

Web site:www.smmuco.ac.tz

ADMISSION ENTRY REQUIREMENTS

Degree programmes

Student's admissions are based on the following conditions and categories:

Category A: Direct Entry (Form VI graduates)
   a) Certificate of Secondary Education Examination (CSEE) with at least three credits.

AND

   b) Advanced Certificate of Secondary Education Examination (ACSEE) with at least two principal level passes and subsidiary from all disciplines of studies. The total points from any two principal passes should not be less than 2.5

Category B: Equivalent Qualifications (Diploma holders)
   (a)   Certificate of Secondary Education Examination (CSEE) with at least three credits or Four passes.

                                                   AND

   (b)   Diploma with an average of **B (Second class or above)** in relevant field of study approved by SMMUCo Academic committee and the Tumaini University Makumira Senate

   (c)   International applicants must meet entry requirements at an accredited University in the applicant's home country subject to approval by the SMMUCo Academic committee and the Tumaini University Makumira Senate.

Category C: Mature Age Entry
   (a) Must be 25 years of age or older in the year of application.
   (b) Must sit and pass examination in the *Recognition of Prior Learning* (RPL) offered by the Tanzania Commission for Universities (TCU)

   Note: Applicants fulfilling the above conditions must also meet the specific admission requirements listed under the faculty for the programme they wish to pursue.

NON DEGREE PROGRAMMES
   I.   Diploma Programmes

Category A: Direct Entry
a.   Certificate of Secondary Education Examination (CSEE) with at least three credits (three C's)

                                             AND
b.   Advanced Certificate of Secondary Education Examination with one principal pass and one subsidiary pass

Category B: Equivalent Entry

   a.   Certificate of Secondary Education Examination (CSEE) with at least two credits or four passes

                                             AND
   b.   One year Certificate course in relevant field of study from recognized Institution/Professional bodies, and must be approved by the SMMUCo Academic committee and Tumaini University Makumira Senate

Note: Applicants fulfilling the above conditions must also meet the specific admission requirements listed under the Faculty for the programme they wish to pursue

   II.   Certificate Programmes

Category A: Direct Entry

•   Certificate of Secondary Education Examination (CSEE) with a minimum of two credits or four passes.(four D's)

Category B: Equivalent Entry

•   Certificate of Secondary Education Examination with at least three passes (four D's)
                  AND
•   ATEC I (Accounting Technician Certificate Level I) (NBAA)
                  OR

- NABE (National Business Examination Stage I or II)

                    OR
- Pre-foundation Certificate of National Board for Material Management (NBMM)

Category C: Foundation Course (Certificate in Journalism)

- Certificate of Secondary Education Examination (CSEE) with at least three passes (four D's) and applicant must have attended and passed a foundation course offered at SMMUCo or any other recognized institution.

Category D: Entrance Examination

- Certificate of Secondary Education Examination (CSEE) with at least four passes (four D's)and applicants must sit and pass SMMUCo entry examination in relevant subjects approved by SMMUCo and Tumaini University Makumira Senate.

Note: Applicants who fulfil the above conditions must also meet the specific admission requirements listed under the Faculty for the programme they wish to pursue.

STUDENTS WELFARE

Enrolment

SMMUCo enrols students without regard to creed, race, religious or political affiliation. It enrols both mature and employed applicants as well as fresh from school "A" level school leavers provided they meet the entry requirements for the intended programme.

Orientation for New Students

This is held in the week before the first semester begins. Activities include addresses by the College authorities and meetings with Faculty Deans as well as Heads of Department, students briefing are held outlining college rules and regulations

Women's Hostel at Masoka campus

Students' Goverment

There is a Tumaini University Makumira Students' Organization Stefano Moshi Memorial Universty College (TUMASO SMMUCo), which promotes and safeguards the interests of all students,. This organ is the major link between the University College Administration and the students. Leadership of TUMASO SMMUCo includes the President, Vice-President, General Secretary, Ministers and Deputy Ministers.

There is also a Students' Parliament (Bunge) with an elected Speaker, Deputy Speaker and Secretary to the Parliament.

Possession of Identity Card (ID)

The possession of an ID is a prerequisite for benefiting from various college services and participating in academic as well as administrative tasks. Students shall carry the ID at all times while on SMMUCo premises.

ID shall be demanded for the following

- In using the library as well as borrowing books or access to special reserve books.
- Entering computer room and use of computers.
- When entering the examination room
- Identification, especially by the College security guards.

The identity card is not transferable and any fraudulent use may result in loss of students' privileges/suspension

Loss of the identity card should be reported to the office of Dean of Students where a new one can be obtained for Tshs. 10,000/= (ten thousand only)

Residence

The University College provides accommodation to a limited number of students at Mwika and Masoka campuses. Since campus accommodation is limited, students are encouraged to stay off campus. Confirmations of admission don't guarantee allocation of boarding rooms in the halls of residence. Those wishing to have the university college providing them with accommodation facilities should contact the Dean of Students. Please note that the University College does not guarantee housing. However the college through the Dean of Students Affairs identifies suitable accommodation for students to rent.

Catering services

All campuses render catering services at a very reasonable price.

Shopping services

There are shops between and outside the University College campus to cater for basic needs.

Medical service

All University College campuses provide medical services.

Fees

Fees are payable in full and in advance. Students will not be admitted unless their fees have been paid at the beginning of the academic year. Fees once paid are not refundable under any circumstances.

Code of Conduct

As members of an academic community, students assume rights and responsibilities which reflect the Mission and Core Values of Tumaini University Makumira. Students should bear responsibility to preserve a conducive learning environment by avoiding behaviour that interferes or threatens the welfare of others or the University community. Such behaviour to be avoided includes but not limited to:

- Indecent Dressing, such as ripped, torn, excessively wrinkled, loose fitting, excessively short, tight, transparent, and containing offensive language or artwork.
- Abusive language, etc,
- Taking drugs and alcohol

As also stipulated in the University Regulations and Students' By-laws Part III Section 5, (iv,(ix),(xx).

Students admitted to the University College are expected to observe the governing rules and regulations of the University College By – Laws. Disciplinary measures will be taken against any student who contravenes the rules and regulations.

Banking services

Banking services are available within reach.

Games and sports

Facilities for sports are available in and out of all the college campuses

Student regulations

The aim of general rules and regulations is to establish and maintain a good relationship among members of the college and to assist in building up discipline among trained future leaders as expected from them by the church and the nation.

In implementing the above, there are student regulations which address the general student welfare, conduct disciplinary proceedings and penalties aimed at protecting the University College from actions which would damage its academic reputation. Acceptance of a place at the University College is conditional upon agreement by the student to abide with these regulations. The operations and applications of these regulations are without prejudice of the constitution and the general laws of the United Republic of Tanzania.

Note

Upon arrival a student will be provided with a copy of Tumaini University Makumira Students Rules (By Laws) 2002 Governing general conduct, disciplinary proceeding and penalties as revised from time to time

REGULATIONS GOVERNING EXAMINATIONS

SMMUCo examination regulations are the same as those rules mentioned in Tumaini University Makumira examination regulations.

Preamble

i) All matters concerning University College Examinations shall be supervised by the Deputy Provost Academic Affairs under the general direction of the Provost.

ii) The College Academic Committee shall have authority in all matters affecting examinations, including the setting, conduct, marking and declaration of results at Constituent College level. The Senate of Tumaini University Makumira shall have overall authority in all matters affecting examinations at the University level and the Senate decision in all examination matters shall be final.

iii) **Definitions**

For the purposes of these Regulations:

a) "College Academic Committee" is the supreme academic organ at the Constituent College level.

b) "University Examinations" are all those examinations, assessments or evaluations that are considered in determining whether or not a student shall proceed to the following year of study in the Constituent College or qualifies to graduate.

c) "Regular University Examinations' are those scheduled examinations at the end of each academic year or as determined by the Senate.

d) "Special Examinations" are those which after approval by the College Academic Committee and the Senate, are administered to candidates who fail to sit for regular examinations for reason acceptable to the Academic Committee and the Senate.

e) "Supplementary examinations" are those examinations which, subject to approval by the College Academic Committee and the Senate, are administered to candidates who fail to obtain a pass in the specified number of units during the academic year.

f) "Continuous Assessment" is any form of evaluation made during the course of the academic year such as tests, graded practical, projects and assignments.

g) "An academic year" shall normally be composed of semesters which may depend on specific requirements of the course.

h) A course is that part of a subject described by a coherent syllabus and taught over a specified period

i) A course is designated as one or more units of study.

j) A unit of study will depend on the requirements of the particular course concerned.

iv.) **Exemptions**

a) The College Academic Committee, in consultation with the Senate, may grant the Faculty exemption from any of the requirements of these regulations.

b) The College Academic Committee in consultation with the Senate may grant any student(s) exemption from any of the requirements of these regulations.

GENERAL RULES

i) Guidelines for University examinations shall be presented through the Faculty Board and College Academic Committee for approval by Senate

ii) Unless the College Academic Committee in consultation with the Senate directs otherwise all courses shall be examined within the year in which they are taken.

iii) Academic dishonesty is a serious offence at Tumaini University Makumira because it undermines the bonds of trust and personal responsibility between and among students and the Faculty, weakens the credibility of the academic enterprise and defrauds those who believe in the value of integrity of the degree or diploma. A student or staff member who commits an act of academic dishonesty shall face disciplinary action.

   (a) A student must report for registration four (4) days prior to the beginning of teaching. There shall be no registration after two weeks from the beginning of teaching unless otherwise approved by College Academic Committee in consultation with the Senate.

   (b) No candidate shall be allowed to sit for the examination if he/she has not completed payment of fees and other charges.

   (c) Registration for courses as indicated in (a) above is a pre-requisite for registration for examinations.

   (d) No candidate shall be allowed to sit for a paper for which he/she has not registered.

   (e) A student shall not be allowed to sit for a University examination in a course if he/she has missed 20% or more of the scheduled semester class periods for each course and has not completed all course requirements.
   Students must have attended at least 80% of the scheduled semester class periods for each course and have completed all course requirements.

   (f) To be eligible to sit for a University examination, a student must have attempted the required number of Continuous Assessments on the course being examined.
   A student must pass the course work at 50% in a course before qualifying to sit for University Examination. A student who does not attain the Course Work of 50% shall be entitled to make-up tests, assignments and/or oral tests in public.

   (g) To be eligible to sit for a University examination, a student must have completed full payment of student fees, deposits, and charges as determined by the Finance Department

   (h) The Deputy Vice Chancellor Academics/Deputy Provost for Academic Affairs shall publish a list of candidates registered for examinations, at least, two weeks before the beginning of the examinations and shall issue each eligible candidate with an examination number. The list shall be made available to Heads of Department accordingly.

   (i) Senior Invigilators must ensure that they have registration lists for candidates registered for each paper in the room in which the examination is being taken.

SPECIAL EXAMINATIONS

A special examination is one which is taken at a time other than the regular examination period as the result of extenuating circumstances.

(a) A student may, in extenuating circumstance, be allowed to postpone sitting for an examination, provided he or she reports the matter in writing, before the examination to the Deputy Vice Chancellor Academics/ Deputy Provost for Academic Affairs through the Dean of Students, Head of Department, and the Dean of Faculty. Such a report shall be accompanied by supporting documents. The permission shall be given by the DVCA/DPAA in writing.

(b) When a student is allowed to sit for a special examination, he/she shall be considered to be attempting the examination for the first time, and shall be accorded all of the rights provided for in the examination regulations.

(c) Special examinations shall be conducted at such time, coincident with supplementary examinations.

(d) A student shall be deemed to be eligible for special examinations after receiving a letter of authorization to take special examinations from the Deputy Vice Chancellor Academics/Deputy Provost for Academic Affairs. Special examinations shall not be availed to students who have absented themselves from regular examinations without written permission.

(e) A special examination fee of TZS 30,000 shall be paid for each special examination provided to the student. The fee must be paid in advance to the Finance Department to cover the University's expenses of providing a special examination.

(f) No examinations shall be availed to individual students who have absented themselves from examinations without written permission.

(g) Failure to pay school fees shall not be the reason for the student to be allowed to sit for special examination(s).

SUPPLEMENTARY EXAMINATIONS

Supplementary examination is one which is taken by a student after he/she fails a paper in a regular or in a special examination.

(a) A Student shall be allowed to sit for a supplementary examination only if he/she has failed in less than 50% of the prescribed examination papers. The supplementary examination must be taken only in the failed paper(s)

(b) A supplementary examination paper fee of Tshs. 20,000 must be paid for each supplementary examination paper provided to a student. The fee must be paid in advance to the Bursar's Office to cover the University's expenses for providing a supplementary examination.

(c) A Student who passes the supplementary examination shall be awarded a course grade of "C" for undergraduates.

(d) Supplementary examinations shall be conducted at convenient time after each/ every semester examination determined by the Academic Committee within the concerned academic year.

Continuous Assessment

(a) The minimum number of Continuous Assessments per subject, per semester or per year shall include at least two tests and two assignments

(b) Continuous Assessments should spread evenly throughout the teaching period for the subject content, and the last one at first two weeks before the beginning of the end of year examinations.

(c) Continuous assessment shall include all in-course assessments and assessment tests conducted at the end of each course.

(d) Departments shall maintain a record of marks of continuous assessments, sample assignments and question papers.

(e) The records shall he made available to the external examiners.

INCOMPLETE WORK

(a) Students who do no complete assigned work by the end of the semester shall not be allowed to sit for semester examinations.

(b) The Deputy Vice Chancellor Academic/ Deputy Provost for Academic Affairs shall bar any student from being admitted to any examination in any subject or course where the Deputy Vice Chancellor Academic/Deputy Provost for Academic Affairs is not satisfied that the student has satisfactorily completed, by attendance or otherwise, the requirements of the subject or course.

(c) Where a student who has been barred from examination sits for a paper, his or her paper shall be null and void.

(d) By the 16th week of every semester, each instructor or lecturer shall present to his or her students their respective course work grades. A student who finds that the declared grades do not match with the scores on his/her assignment/test examination workbook should report to the respective course instructor within the allowed period specified by the instructor. The course instructor shall then submit the student grades to the Faculty Dean.

(b) After examining the grades document the Faculty Dean shall report cases of incomplete work to the Deputy Vice Chancellor Academics/Deputy Provost for Academic Affairs.

(c) Students are required to register when appearing for tests/examinations, when submitting assignment workbooks, as well as when receiving marked assignment workbooks.

POSTPONEMENT OF EXAMINATIONS/STUDIES

(a) A student may, in extenuating circumstances approved by the Deputy Vice Chancellor Academics/ Deputy Provost for Academic Affairs, postpone examinations/studies.

(b) The student shall report the matter in writing, as soon as is practical, to the Deputy Vice Chancellor Academics/ Deputy Provost for Academic Affairs through the Dean of Students and the Dean of Faculty. The report shall be accompanied by supporting documents.

(c) No student shall postpone examinations without written permission from the relevant authority.

(d) A student may be allowed to postpone studies for a reason which in the opinion of the Senate/ Academic Committee is strong enough to prevent one from pursuing studies effectively. Such postponement shall be for a semester or an academic year as the case may be. The maximum period for a student to postpone studies shall be two academic years unless the College Academic Committee decides otherwise.

(e) A student may be allowed to postpone examinations/studies on grounds of ill health provided the postponement has been recommended by a competent medical practitioner and approved by the University. With the exception of emergency cases such requests must be submitted to the office of the DVCA/ DPAA at least 48 hours before a given exam is due to start.

(f) Re-admission for a student who was previously dismissed on the ground of ill health is subject to a recommendation by a competent medical practitioner and approval by the University. Where practical, such a student shall be allowed to continue with his or her studies from the point at which he or she was ill.

Invigilation and Conduct of Examinations

(a) Invigilators who are normally academic members of staff shall be appointed and briefed by the Head of Department who is the Chief Internal Examiner.

(b) The internal examiner for any particular examination paper shall normally be one of the invigilators.

(c) Names of invigilators for various examination time tables shall be sent to the Deputy Vice Chancellor Academics/Deputy Provost for Academics one month before the start of the examinations.

(d) At least two invigilators shall be allocated to each examination room and at least one must be in the examination room at any one time.

(e) The Deputy Provost for Academic Affairs shall appoint one of the Senior Invigilators to co-ordinate invigilation in each examination room where several examinations are taking place.

(f) Instructions to candidates and invigilators shall be published annually by the Deputy Vice Chancellor Academics/Deputy Provost for Academic Affairs, setting out details of procedures to be followed in the conduct of examinations (see Appendix 1 for an example).

(g) The Chief Invigilator shall collect all examination papers and related materials from the Examination Office, at least half an hour before the start of all respective examinations.

(h) The Chief Invigilator shall ensure that all examinations start and end on time.

(i) The Invigilators, under the direction of the Senior Invigilator shall be responsible for the security and laying out of the examination papers and for such other duties as may be specified in the instructions to invigilators.

(j) Invigilators shall remain in the examination room throughout the examinations.

(k) In case the invigilator is unable to be present at the start of the examination, he/she shall inform the Head of Department who shall then nominate a replacement from the Department concerned.

(l) Internal Examiners shall certify the total number of scripts received from the record of candidates who have taken the examination.

(m) There shall be an examination report sheet in which the students shall sign upon submission of the script.

Modes of Examinations

Examinations in the Faculty will be conducted in a combination of any of the following modes, depending on the specific requirements of the course, year of study and in accordance with the Examination schedule

a) Written Examination

b) Viva Voce (Oral) Examination

c) Practical Examination

d) Clinical Examination

Irregularities in University Examination

(a) Inappropriate conduct by a student concerning semester examination impairs academic integrity, and shall subject the offending student to expulsion. Such examination irregularities can include, but are not limited to:

    i) Carrying unauthorised material into an examination room

    ii) Viewing examination questions prior to sitting for exams

    iii) Reading other candidate's answer scripts

    iv) Attempting to copy or making reference to the unauthorized materials in the examination room.

    v) Communicating with other students, either verbally or through other means, during the examination without permission from the invigilator.

    vi) Permitting another candidate to copy from someone's paper.

    vii) Obtaining or endeavouring to obtain assistance from any other candidate directly or indirectly or endeavouring to give assistance to any other student.

    viii) Removing examination answer books/sheet from examination room.

    ix) Continuing doing the examination after being ordered to stop.

    x) Failing to comply with any other examination rules, regulations, or directions given by an invigilator.

    xi) Destroying or attempting to destroy evidence relating to any suspected irregularity.

    xii) Reproducing the works of another person or persons in course work or assignments without acknowledgement and with intent to deceive.

    xiii) Absenting from examination without prior permission from authorised offices.

(b) No unauthorized materials (for example purses, electronic equipment such as cell-phones and pagers) shall be allowed into the examination premises.

(c) There shall be no borrowing of materials such as calculators, rulers, correcting fluid and pens among students during examinations.

Procedure for Dealing with Irregularities

Prior to the beginning of each examination, invigilators shall draw the attention of candidates on the seriousness of not abiding to examination rules.

If an invigilator suspects a student of examination irregularities the following steps shall be taken:

(a) The student shall be approached immediately.

(b) Any unauthorized material in the possession of the student, as well as his/her answer book and examination question paper shall be confiscated and ensure that the incidence is witnessed by another person to verify the matter and the student shall not be allowed to continue with the examination; but may attempt other papers.

(c) The invigilator shall report the irregularities in writing to the Deputy Provost for Academic Affairs within 24 hours.

(d) The Deputy Vice Chancellor Academics/Deputy Provost for Academic Affairs shall require the student to submit a written statement concerning the incident within 24 hours.

(e) The Deputy Provost for Academic Affairs shall set up an investigation committee which should complete the investigation within two weeks after which the investigation committee shall submit the report to the Deputy Provost for Academic Affairs, who shall in turn table the matter before the College University/College Senate/Academic Committee. The Academic Committee shall then take appropriate action, and if need be make

appropriate recommendations to Senate. If it is established beyond doubt that the student committed an examination irregularity, he or she shall be expelled from the University for a period not less than one Academic Year.

Note the following

(a) An internal examiner, who in the course of marking examination scripts or research or assignment papers suspects that an academic irregularity has taken place, shall report in writing the matter to the Deputy Provost for Academic Affairs, through the respective Faculty Dean.

(b) The Deputy Provost for Academic Affairs shall set up an investigation committee which should complete the investigation within two weeks after establishment of the committee upon which the investigation committee shall submit the report to the Deputy Provost for Academic Affairs, who shall in turn table the matter before the College Academic Committee for appropriate action. If need be the Academic Committee shall make appropriate recommendations to Senate. If it is established that the student committed an examination irregularity, he or she shall be expelled from the University Forthwith for Not less than a Year. and when re-admitted conditions applicable for re-admission shall be observed.

LEAKAGE OF EXAMINATIONS

(i) Definition: Any act which results in a candidate or candidates having access to, or knowledge of examination questions or of any unauthorized materials related to the examinations, before the scheduled date and time of the examination shall amount to leakage of examinations.

(ii) Procedure for dealing with leakage of Examinations.

(a) Any person suspecting leakage of a test or examination shall immediately report to the Deputy Vice Chancellor Academics/ Deputy Provost for Academic Affairs.

(b) Where there are strong indications that an examination leakage has taken place, the Deputy Vice Chancellor Academics/ Deputy Provost for Academic Affairs, in consultation with the Vice Chancellor/Provost shall cancel/withdraw the examination and order a fresh examination to be set and administered.

(c) Deputy Vice Chancellor Academics/Deputy Provost for Academic Affairs shall set up by a committee to investigate the circumstances surrounding the suspected leakage. Then investigating committee shall submit its findings to the Deputy Vice Chancellor Academics/ Deputy Provost for Academic Affairs, who shall in turn table them before the Senate/College/Academic Committee. The Academic Committee shall then take appropriate action, and if need be make appropriate recommendation to the Senate. Where it is established that an examination leakage has taken place appropriate disciplinary action shall be taken against those found responsible for the leakage.

APPOINTMENT OF EXTERNAL EXAMINERS

(i) An External Examiner is normally a re-known academician in a University at the level of a Senior Lecturer or above possessing at least a Masters Degree in the field of his specialization.

(ii) The Senate shall appoint External Examiners on the recommendation of the College Academic Committee, upon presentation of his/her Curriculum Vitae.

(iii) External Examiners shall be approved by the College Academic Committee in consultation with the Senate.

(iv)	If the current External Examiners are being invited for the last time. Departments and Faculties shall start searching for new External Examiners to ensure their appointment within the first month of the following academic year.

(v)	External Examiners shall not have taught the subject to the students to be examined either as full time or part-time staff members of the University during the last four years.

(vi)	External Examiners shall be appointed for three years consecutively followed by a recess of three years and possible re-appointment.

(vii)	For older Colleges, a bi-annual schedule for External Examiners shall be an option.

(viii)	For the new emerging colleges and new programmes, the annual schedule for External Examiners shall be continued.

FUNCTIONS OF EXTERNAL EXAMINERS

(i)	To examine the quality of examination papers

(ii)	To read and grade Research Papers/Dissertations/Theses/Research Projects

(iii)	Attend Examiners Board meeting

(iv)	Review the course content and curriculum

(v)	Present a report on the examination to the Deputy Vice Chancellor Academics/Deputy Provost for Academics Affairs for presentation to the Faculty Board.

(vi)	To visit the Library and Laboratory and give their advice regarding the Library Holdings/Laboratory Equipment in respect to the concerned programme.

(vii)	To grade Oral Defence (viva voce)

SETTING AND MODERATION OF EXAMINATIONS

(i)	An Internal Examiner is normally an academic member of staff at the level of a Lecturer or above who has taught the course being examined.

(ii)	Supplementary and Special Examination papers shall be set simultaneous with the regular university Examination papers.

(iii)	Examination papers shall be internally moderated by the Faculty/ Departmental Moderation Committee and thereafter to the External Examiners.

(iv)	The moderated and sealed examination paper shall be sent to the Deputy Provost for Academics and/or the Examination Officer for safe keeping before the start of the examinations.

(v)	Strict precautions shall be taken to avoid examination leakages.

MARKING AND MODERATION OF EXAMINATIONS

(i)	External Examiners shall mark every script to ensure consistency in marking; internal examiners shall be required to have a proper marking scheme.

(ii)	The Head of Department, as the chief internal examiner, shall ensure standardisation of marking between internal examiners.

(iii)	After marking all the scripts, Internal Examiners shall enter Continuous assessment and the end of the year examination marks on the individual course mark sheets.

(iv) All Internal Examiners are required to submit results, scripts, projects and assessment materials and records to the head of departments at least 24 hours before viva voce examinations are conducted.

(v) Staff members failing to meet the set examination deadlines without good cause, shall be subjected to disciplinary action according to prevailing regulations.

(vi) The Head of Department shall give the scripts together with copies of the question papers, final marking schemes and mark-sheets to the External Examiner on arrival. Records of continuous assessments and projects shall be kept by the Head of department and be made available to the External Examiners.

(vii) The External Examiner is normally expected to review extreme cases.

PROCESSING OF EXAMINATION RESULTS

(i) By Departments

(a) A meeting of the Department Committee of Examiners shall consider the result and make recommendations to the Faculty Examiners Committee.

(b) The External Examiners will be expected to attend the Departmental Board of Examiners' meeting.

(c) The final mark in any subject shall be derived from continuous assessments and the end of year examinations.

(d) Each course shall be graded out of a maximum of 100 marks.

(e) Continuous assessments as approved by the Senate shall vary depending on the nature of the course.

(f) The pass mark as approved by the Senate shall vary depending on the nature of the course in question.

(g) Unless otherwise specified by Senate, the Examination grading system shall be as follows.

Undergraduate Examinations

80%---------100%------A (Excellent)

70%---------79% -------B+ (Very Good)

60%----------69%-------B (Good)

50%----------59%-------C (Pass)

40%---------49%--------D (Fail /Supplementary)

0% ----------39%-------E (Repeat course)

The Semester Grade score shall be rounded up/down to one decimal place. The Final Grade score shall be truncated to one decimal place.

(h) The External Examiner shall provide a general overview of performance.

(i) After the Departmental Board of examiners meeting, all the relevant examination mark sheets shall be accurately completed, checked and signed by the Internal Examiner, the Head of Department, the Dean (where applicable) and the External Examiner(s).

(j) All documents tabled during Departmental Boards of Examiners Meeting shall be reclaimed from members of the Board at the end of the meeting.

(k) Internal Examiners and External Examiners shall not divulge marks to students.

(l) All examination results are confidential until the Faculty Boards of Examiners consider them.

(ii) By Faculty Board of Examiners

(a) A meeting of Faculty Board of Examiners shall be convened to consider the results and recommendations from the Departmental Committee of Examiners and to make recommendations to College Academic Committee which shall send its recommendations to the Senate.

(b) The External Examiners shall be expected to attend the Department Committee of Examiners.

(c) All documents tabled during the Faculty Board of examiners meeting shall be reclaimed from members of the Board at the end of the meeting.

(d) Members of the Faculty Board of Examiners shall not divulge marks or any of the Board's deliberations to any student and unauthorised persons.

(e) The Board meeting shall forward the provisional results and recommendations to the College Academic Committee for final decision and to Senate for approval.

(f) Viva voce results will be announced.

(iii) By College Academic Committee

(a) All examination results shall be presented to College Academic Committee after the Faculty Boards of examiners meeting.

(b) All examination results are not official until approved by the College Academic committee/or Senate.

(c) College Academic Committee may accept, reject, vary or modify results and or recommendations from the Faculty Board of Examiners.

(d) The Faculty Board of Examiners shall forward the details of the official results to the Deputy Vice-Chancellor Academics / Deputy Provost for Academic Affairs.

(e) Official results shall be communicated to the students by the Deputy Vice-Chancellor Academics / Deputy Provost for Academic Affairs soon after the approval by the Academic Commitee and the Senate. Disclosure of the examination results shall be made by the College Academic Committee not later than four weeks after the end of the examinations. The results shall be published, showing only the students examination number (for identification) and the letter grade obtained in the examination.

(f) No Department or Faculty has the authority to alter examination marks/results once these have been approved by the Academic Committee and the Senate

(g) The results for pass candidates shall be released in transcript form indicating percentage marks as well as letter grading in accordance to the grading system shown above.

(h) Lost transcripts will be replaced at a fee to be determined by the Senate from time to time.

(i) The duty of obtaining examination results is the responsibility of the student.

(iv) The Senate

(d) All the Constituent Colleges Academic Committee Reports on examinations shall be submitted to the Senate.

(e) The Senate shall direct or recommend to the College Academic Committee on the general conduct of examinations in the Colleges.

(f) The Senate shall lay down general policies on involvement of external examiners and conduct of examinations in the Constituent Colleges.

(g) The regulations/procedures in moderation of examinations in the Colleges shall be approved by the Senate.

PROMOTION TO THE NEXT ACADEMIC SEMESTER/YEAR

(a) A candidate who fails in less than 50% or more and obtains a GPA of less than 2.0 in either semester shall be discontinued from studies.

(b) A candidate who fails in 50% or more and obtains a GPA of less than 2.0 in either semester shall be discontinued from studies.

(c) A candidate who fails in 50% or more but obtains a GPA of 2.0 or higher shall be required to repeat year.

(d) A candidate who fails supplementary examination (s) shall be allowed to proceed to the next year of study provided she has a GPA of 2.0 or higher. Such candidate shall repeat failed course(s) during that academic year and sit for the examinations when they are next scheduled. Repeating course shall include repeating the course work. Each repeated course shall be paid for.

(e) A candidate who fails to attain an overall GPA of 2.0 for semester I and semester 2 combined shall be required to repeat year or else she or he shall be discontinued from studies. This assessment shall be done at the end of each academic year.

(f) Candidates passing supplementary examinations shall be awarded a C grade in those courses.

(g) Candidates passing repeated courses shall be awarded grades according to the normal performance grading procedure.

DISCONTINUATION AND RE-ADMISSION

1. Students will be discontinued from any programme as a result of the following;
   (a) Failure to attend scheduled examinations, unless caused by extenuating circumstances
   (b) Failure to pass final examinations
   (c) Examination irregularities
   (d) Failure to pay student fees, deposited and other charges
   (e) Disciplinary offence as described by the laws and regulation of SMMUCo
   (f) Ill health if recommended by a competent medical practitioner and approved by the university College/senate

NOTE:

Students who have been discontinued from a programme on grounds of poor academic performance may reapply to the programme only if at least one year has passed since their dismissal and be required to reapply and compete with other applicants in the first year.

Re-admission of a student who was previously discontinued for failing to pay fees, deposit and other charges is subject to the student paying all the unpaid fees, deposit or other charges. Where practical, such a student shall continue with his or her studies from the point at which he or she was when discontinued.

In addition to the reasons for discontinuation from studies in the given sections above, a student may also be discontinued from studies due to the following reasons:

i) Committing examination/academic irregularities
ii) Committing disciplinary offences as described in the "Tumaini University Makumira Students' by-laws"
iii) Absconding from studies
iv) Absconding from tests or examinations

GENERAL EXAMINATION REGULATIONS

Final examinations are controlled by the Deputy Vice Chancellor Academics/Deputy Provost for Academic Affairs, and are scheduled during the last two weeks of each semester. Final examinations account for *50%* (or more than 50% in some courses) of the final course grade. These exams are supervised by invigilators drawn from the academic staff, appointed by the Deputy Vice Chancellor Academics/Deputy Provost for Academic Affairs.

INSTRUCTIONS TO STUDENTS

(a) Candidates shall acquaint themselves with the instruction on the front page of the answer books.

(b) Candidates shall ensure that they write their examination numbers, titles and the paper number on the answer books, including the continuation sheets.

(c) Candidates shall be required to enter the hall 30 minutes before commencement of the examination

(d) No student shall be permitted to enter the examination room after the lapse of 30 minutes from the commencement of the examination.

(e) No student will be allowed to leave the examination room during the first or last 30 minutes, except in cases of absolute emergency. Between these times, students may leave the room and be escorted to known common toilets. Students shall however sign out on leaving the examination room, and sign in when they re-enter the examination room.

(f) Students without examination numbers authorising them to sit for the examination will not be allowed to sit for the examinations.

(g) At all times during the examination, the examination numbers should be conspicuously placed on the desks.

(h) No books, bags, notes, rough papers and any other paraphernalia should be taken by the candidates into the examination room. Students shall not be allowed to bring their own log tables and calculators in the examination room unless there is an express provision authorizing them to do so in relation to particular paper.

(i) Invigilators shall have power to confiscate any unauthorised materials or aid brought into the examination room and to expel from the examination room any candidate who creates disturbance in the examination room.

(j) Invigilators shall have power to expel from the examination room any student who creates disturbance in the examination room.

(k) At the end of the examination and on the instructions from the senior invigilator, candidates shall be required to stop writing and hand in their scripts. The students shall hand in his/her scripts to the invigilator and sign to that effect.

RELEASE OF EXAMINATION RESULTS

Final results of all students in every final examination shall be subject to review by the Faculty Board of Examiners, and University Senate/College Academic Committee. Disclosure of the examination results shall be made by the College Academic Committee not later than four weeks after the end of the examinations. The results shall be published, showing only the student examination number (for identification) and the letter grade obtained in the examination.

APPEALS BY STUDENTS FOR FAILING IN EXAMINATIONS

(i)   Only appeals for unfair marking shall be entertained. The appeal must be lodged within 14 calendar days (weekend inclusive) from the date of releasing the results.

(ii) All appeals must be presented to the Deputy Provost for Academic Affairs upon payment of Tshs 20,000 per script for Diploma students and for undergraduates, and Tshs 30,000 per script for the postgraduates. This fee is non refundable.

(iii) The Deputy Provost for Academic Affairs shall submit the appeal to the college Academic committee, who shall appoint a competent sub-committee to handle any appeals received during that semester. The findings and recommendations of the sub-committee which shall give a provisional decision pending the Academic Committee approval.

(iv) The University administration shall have the power to require all appellants to bear the costs of any special investigation, or detailed investigation, Associated costs will be disclosed in advance and agreed upon by the appellant and the university administration (see also sub ii in this appeal).

(v)   All appeals shall be conducted before the completion of the following Academic Semester.

(vi) A student who has appealed against discontinuation should not attend classes, except where unfair making, wrongful compilation of marks or grades or other similar irregularity is alleged, no appeal shall be entertained on any other ground.

PROGRESS REPORT

Progress reports are available upon request, at the cost of Tshs. 10,000/= per report, from the office of the Deputy Provost for Academic Affairs

Student may request progress reports upon full payment of fees, deposits and other outstanding charges. Other individuals or organisations may request for a progress report, however it can only be sent if authorised by the student.

TRANSCRIPT

One official transcript shall be made available to students upon successful completion of his/her respective programme. Students must also have paid all fees, deposits and outstanding charges. Transcripts are available upon request subject to the stated condition **above at a cost of Tshs 20,000/=**

SUPPLEMENTARY EXAMINATIONS

(i)   Supplementary examinations shall be approved by External Examiners or an internal moderator in case the former is not available. The moderator could be someone within the College or an outsider who did not teach the class.

(ii) The pass mark for supplementary Examination for Undergraduate is a "C" irrespective of the score.

(iii) Regulations governing repeat of examination or supplementary examinations will be applicable to the Colleges as approved by the Senate

CLASSIFICATION OF DEGREES

(a)   Candidates must pass the courses before they are awarded the degrees.

(b)   Classification of awards will vary depending on the nature of the course concerned.

(c) Grade Point Average

Courses shall be weighted by multiplying the points associated with the final grade of a given course by the number of credit hours assigned to that course. A student's overall performance is calculated by dividing the total number of credit points of all courses taken by the total number of course credit hours taken:

Weighted Total Points for all Courses Taken

Grade Point Average (GPA) =   ---

Total Number of Course Credit Hours Taken

Undergraduates

Numerical scores	Grade	Points	
80% ------ 100%	A	5	(First Class)
70% ------ 79%	B+	4	(Upper Second)
60% -------69%	B	3	(Lower Second)
50% -------59%	C	2	(Pass)
40% -------- 49%	D	1	(Fail- Supplementary)
0%..............39%	E	0	(Repeat course)

OR

GPA 4.4 ----5.0   First Class

GPA 3.5 --- 4.3   Upper Second Class

GPA 2.7 --- 3.4   Lower Second Class

GPA 2.0 ----2.6   Pass

Letter Grade Points

A=5, B+=4, B=3, C=2, D=1, E=0

TRANSFER FROM ONE PROGRAMME TO ANOTHER

Students who are recommended to repeat the first year of study may be allowed subject to the approval of the College Academic Commitee and the Senate to transfer to a programme of their choice provided they meet the entry requirements of the programme.

POLICY GOVERNING LOSS OF CERTIFICATE

In case of loss or total or partial destruction of the original certificate or a copy thereof, the University/College (Office of the DVC Academics/DPAA or such other office as the DVC Academics/DPAA may authorize in writing) may issue a copy or another copy on condition that;

(i)   The applicant produces a sworn affidavit and Police Report.

(ii)   The certificate so issued shall be marked *COPY* across it and shall be issued only once.

(iii)   The replacement certificate will not be issued until the period of 12 months from the date of such loss has elapsed; except that such replacement may be issued within a shorter period where there has been partial destruction of the original certificate or of a copy thereof;

(iv) The applicant must produce evidence that the loss has been adequately publicly announced (cuttings from two widely circulated News Papers) with a view to its recovery in an officially recognized form or manner in the applicant's home country or where the loss is believed to have taken place;

(v) A fee of Tshs 20,000.00 in respect of Tanzania student or USD 30.00 in Money Order in respect of foreign students, or such other fee as may be prescribed from time to time by the University, shall be charged for the copy of certificate issued.

PRESERVATION OF EXAMINATION PAPERS

The Deputy Provost for Academic Affairs shall ensure that student examination papers are preserved, for purposes of reference, for a period of three years after graduation.

LIBRARY RULES, REGULATIONS AND SERVICES

1.Introduction

The Library of Stefano Moshi Memorial University College (SMMUCo) is in its developmental stage. The primary role of the library is to provide comprehensive resources and services in support of teaching, learning and research needs of the University Community.

SMMUCo library operates the services from three different locations – Masoka, Mwika and Town campus respectively. While Masoka campus is main library Mwika is for the faculty of Education and Town campus serves the Faculty of Business and Management Studies. Library resources can be borrowed or returned at any of these branches.

The Library is a learning center that every student is likely to visit frequently and regularly while at the University. It is a place for study, providing book and non-book materials, which supplement lectures and the quietness which serious students need.

The Library Entrance

2.   Services offered by the Library

2.1   Serves as a documentation center storing books, journals, multimedia etc.

2.2   Offers reference services

2.3   ICT services including internet

2.4   Photocopying, printing and binding

2.5   Lending services on documents on various subjects including inter-library loan services on request

2.6   Provides all possible information needs for researchers, students, and academic staff

2.7   Create hospitable physical and virtual environments for study, teaching   and research.

2.8   Establish and promote cooperation with similar centers national as well as international level.

2.9   We believe that each user of the library is unique and important.

3.   Library Opening Hours

Term Time

Masoka and Mwika Campus

- Monday to Friday ……………….. 9:00 am to 10: 00 pm
- Saturday …………………………… 9:00 am to 4:00 pm

Moshi Town Sub Campus

- Monday to Friday ……………….. 9:00 am to 8: 00 pm
- Saturday …………………………… 9:00 am to 4:00 pm

Vacation Time

All libraries operate during the following hours:

Monday to Friday from 9.00 am to 5.00 pm

SUNDAYS AND OFFICIAL PUBLIC HOLIDAYS THE LIBRARIES ARE CLOSED

4: Library Membership

In order to borrow books and other library resources such as: journals, CDs, maps etc

one needs to be registered with the library as a member. Membership is free to registered students, full time and part time lecturers, Researchers and members of the administrative staff. The registration forms are available at the counter of the library.

5: Borrowing tickets

Upon completion of the registration members will be issued with borrowing tickets as   Follows:

Students   ⟶ 4 tickets (one of them is for Reserve books)

Lecturers   ⟶ 8 tickets (one of them is for Reserve books)

Administrative staff   3 tickets (one of them is for Reserve books)

Each of the tickets entitles a member to borrow one book at a time. The tickets must be retained by the borrower when not in use. The loss of any one of the tickets should be reported at once. Replacement of the lost ticket will be Shs. 500/=.

6. Lending Rules

6.1   The right of borrowing is accorded to persons who are registered with   the the library as members.

6.2   The borrower shall be required to produce the library ticket (s)
         and ID card at the Issue Desk of the library when borrowing
         library materials.

6.3.   Normal loan period for students is 3 (three) days, lecturers
          one month and 2 hours for Reserved books during the normal
          working hours. For administrative staff is two weeks

6.4   An item borrowed may be renewed for a further period only if there are requests for the same item made
         by other users.

6.5   Reserve materials borrowed for overnight or weekend must be returned at 9.00 am the following day when
          the library is opened. Failure to do so, the person concerned will be charged Sh. 500/= overdue for every
          additional time.

6.6   No book or any library material may be taken outside the
        library unless it has been officially issued to the user.

6.7 The borrowing tickets and the library membership cards are not   transferable. Therefore nobody is
         permitted to carry out borrowing transactions on behalf of another member.

6.8   Every borrower assumes full responsibility for all items in
         his/her name, and for their return in good condition by the due
         date.

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6.9 In the case of finalist students: examination, statement of

results,transcripts and certificates will be withheld by the Deputy Provost for Academic Affairs (DPAA) until library items have been cleared with the library or fines/penalties have been paid for OR the value of the material (if lost) have been paid for to the Bursar.

6.10   In the case of departing members of staff, their final benefits

 will be withheld by the Deputy Provost for Administration (DPA) or Bursar until all unreturned items are recovered or fines for overdue including the value for lost items and penalty are paid for.

6.11 The Librarian has the right to recall any book(s) before the date on which it is due. He/she may require that all books be returned to the library when stock taking is to take place.

6.12 Reminders about overdue books will be sent to borrowers

 twice two (i.e reminders) at a week's interval. A third reminder will be in the form   of a final letter presuming the book is lost and the reader liable to pay for its replacement. This letter will be copied to the Bursar for the recovery of the money.

7. **General Library Regulations**

  7.1 SILENCE must be observed in the library all the time.

   MOBILE PHONES, pagers, and watch alarms should be switched off before entering the Library.

  7.2 **SMOKING, EATING AND DRINKING** are not allowed in the library

  7.3 No bags, umbrellas, parcels etc except files and books may be brought into the library

  7.4 Idle conversation, loud laughter and other unnecessary noise disturbs Library users and must therefore be avoided. Discussions are also strictly forbidden in the library.

  7.5 Abusive language or gestures, harassing or threatening behavior to the library staff and other users are not accepted.

 7.6 Users must be decently dressed and conduct themselves properly in the Library.

 7.7   The library may not accept responsibility for loss or misplaced Personal belonging.

 7.8   On leaving the library all users are required to produce for inspection all books and other items in their possession.

 7.9 Library books and other materials must be handled with care. Mutilation, and damage of Library materials will be penalized.

7.10 Library staff on duty, have the right to request a user to leave the premise if found violating any of the library rules.

7.11 Reservation of seats is not permitted.

8. Fines and Penalties

The following fines and penalties will be imposed on serious offences done in the library OR on library materials.

8.1 Fine for overdue

A fine of Tshs. 1,000/= shall be paid for every additional day after the last day of returning a borrowed material to the library. Failure to return the book after the additional fined 7 (seven) days will be assumed that the book is lost and that the borrower will have to pay the cost of replacement plus the overdue fines and processing charges which will be determined by the library. These costs will have to be recovered through the Bursar's office.

8.2 Special Reserve Materials

The loan for these materials is two hours renewable. A fine of Tshs. 1,000/= for every borrower shall be paid after every additional hour a document is late.

8.3 Loss and damage

Borrowers shall be held responsible for any injury occurring to books while in their possession, and will be the full value of such books in case of damage. Books represented as lost or missing will be replaced at the borrower's expense. The cost of replacing a book will include: the total overdue fine, and the current cost of the book including processing charges. These costs will be paid through the Bursar's office.

8.4 Stealing and or mutilation

If a person is found guilty of stealing and or mutilating library property, he/she shall be suspended from using the library for three months in the case of students, provided that those three months are within semester time. Repetition of the same mistake for a second time will lead to the individual being referred to University's disciplinary structures for a severe punishment which may include dismissal from the college. In the case of the culprit being a member of staff, appropriate disciplinary action shall be taken against him/her in accordance with the terms and conditions of service.

POLICY ON FEES PAYMENT

Fees and other financial obligation are the sole responsibility of the student and/or sponsor or guardian. The fees are payable in full at the beginning of each academic year or in two instalments at the beginning of each semester. Students will be suspended until payment is received. All money payable to the university shall be paid directly into the University College accounts, presently with CRDB and EXIM, no payment in cash will be allowed. Fees may be revised from time to time without prior notice.

Fees once paid are not refundable, if circumstances for refund have been established within FOUR WEEKS from the beginning of the academic year the money can be refunded less 20%. A student must bring to the College the **ORIGINAL BANK DEPOSIT SLIP** on arrival for registration purpose.

FEE STRUCTURE FOR UNDERGRADUATE STUDENTS FOR ACADEMIC YEAR 2014/2015

A: DIRECT COST (COSTS PAYABLE DIRECTLY TO THE UNIVERSITY COLLEGE)

	Certificate		Diploma				Undergraduate Degree	
	Full Time	Evening	Full Time		Evening		Full Time	
			1st Year	2nd Year	1st Year	2nd Year	1st Year	2nd & 3rd Year
Type of Costs	Amount (TShs)	Amount (TShs)	Amount (TShs)	Amount (TShs)	Amount (TShs)	Amount (TShs)	Amount (TShs)	Amount (TShs)
TUITION FEE								
Tuition Fees	810,000.00	710,000.00	910,000.00	910,000.00	810,000.00	810,000.00	1,605,000.00	1,605,000.00
Sub-Total	810,000.00	710,000.00	910,000.00	**910,000.00**	810,000.00	810,000.00	1,605,000.00	1,605,000.00
OTHER COSTS								
Registration Fees	30,000.00	30,000.00	30,000.00	0.00	30,000.00	0.00	30,000.00	0.00
Graduation Fees	15,000.00	15,000.00	15,000.00	0.00	15,000.00	0.00	15,000.00	0.00
Identity card	5,000.00	5,000.00	5,000.00	0.00	5,000.00	0.00	5,000.00	0.00
Caution deposit	10,000.00	10,000.00	10,000.00	0.00	10,000.00	0.00	10,000.00	0.00
Examination Fees	40,000.00	40,000.00	40,000.00	40,000.00	40,000.00	40,000.00	40,000.00	40,000.00
Library facilities	20,000.00	20,000.00	20,000.00	20,000.00	20,000.00	20,000.00	20,000.00	20,000.00
Grade report	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00
Internet Charges	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00
TUMASO –SMMUCo (Students Organization)	18,000.00	18,000.00	18,000.00	18,000.00	18,000.00	18,000.00	18,000.00	18,000.00
Sub-Total	168,000.00	168,000.00	168,000.00	108,000.00	168,000.00	108,000.00	168,000.00	108,000.00
TOTAL	978,000.00	878,000.00	1,078,000.00	1,018,000.00	978,000.00	918,000.00	1,773,000.00	1,713,000.00

All direct costs shuld be paid to SMMUCo A/C No. 01J1040880500 CRDB BANK or A/C No. 0770801803 EXIM BANK

B: INDIRECT COST (COSTS PAYABLE DIRECTLY TO THE STUDENT) `

Apart from fees paid to the University, students have to incur the following additional expenses (recommended rates):

TYPE OF COST	Certificate	Diploma	Undergraduate Degeree
	Amount	Amount	Amount
* Accommodation	336,000.00	336,000.00	336,000.00
* Meals	1,680,000.00	1,680,000.00	1,680,000.00
* Books, Stationery	180,000.00	180,000.00	180,000.00
Medical expenses	100,000.00	100,000.00	100,000.00
Research/Project/fieldwork	500,000.00	600,000.00	800,000.00
Special Examination per subject	30,000.00	30,000.00	30,000.00
Supplementary Examination per subject	20,000.00	20,000.00	20,000.00
Repeart Course per subject	150,000.00	150,000.00	150,000.00
* Faculty requirement (IT)	100,000.00	150,000.00	310,000.00
Faculty requirement and other courses	50,000.00	100,000.00	150,000.00
Personal care items	150,000.00	150,000.00	150,000.00
Transportation	150,000.00	150,000.00	150,000.00

DESCRIPTION OF SPECIAL FACULTY REQUIREMENTS FOR INFORMATION TECHNOLOGY STUDENTS

ITEMS	Certificate	Diploma	Bachelor
	Amount Tshs	Amount Tshs	Amount Tshs
Scientific calculator	30,000.00	30,000.00	30,000.00
Clipping tool	30,000.00	30,000.00	50,000.00
Empty CDS/Flash	10,000.00	20,000.00	20,000.00
Tool box	30,000.00	30,000.00	30,000.00
Cable tester	0.00	30,000.00	50,000.00
External hard disk	0.00	0.00	120,000.00
Gloves	0.00	10,000.00	10,000.00
Total	100,000.00	150,000.00	310,000.00

NOTE:

* Tution fees may change any time without prior notice

*For for Postgraduate

Diploma in Education and

Masters In Education fees

refer to page 85

* Students appliying direct to the college are required to pay a non refundableApplication fee of Tshs. 30,000/=

* Accomodation is available to students who wish to stay in campus at a cost of Tshs. 336,000/= per academic year

* Full semester Payment and Registration should be done within the first two

weeks from the date of opening the college.

A student will be liable to a penalty of Tshs 50,000/ per semester for any late

payment of fees and registration extendedfrom third week to one

month from the date of opening the college. **STRICTLY** no registration will

be allowed after one month from the date of opening

the college.

* Students required to sit for the university College entrance examination (s)

must pay a non refundable examination fee of Tshs.

30,000/=

* Field work: Students of Certificate programmes perform their fieldwork in

the first year, Diploma and Bachelor perform their

fieldwork in the second year.

* Teaching practice: Students of Bachelor of Education Arts (BEd) and

Bachelor of Business Administration with Education (BBA-Ed)

 perform their teaching practice in the first and second year of

their program.

Note

Payment of prescribed fees shall be a condition for registration to pursue and/or continue with studies at the University; provided that the manner of payment shall be in accordance with instructions enunciated from time to time in the University Prospectus. For avoidance of doubt, prescribed fees shall be such fees as are approved by a competent organ of the University/College and shall include Students Organization membership subscriptions "Students Union Fees".

- Payment of fees and registration shall be adhered as stipulated in the admission and registration procedures
- Student required to sit for the University College entrance examination(s) are required to pay a non refundable examination fee of Tshs. 30,000/=

FEES ARE PAID DIRECT TO

Stefano Moshi Memorial University College

CRDB Bank Account No: 01J1040880500 or EXIM BANK Account No: 0770801803

PROGRAMMES OFFERED BY SMMUCo

University College (SMMUCo) offers Master of Education, Postgraduate Diploma in Education, Undergraduate degrees, Diploma and Certificates programmes in all campuses (Masoka, Mwika and Moshi Town sub-campus).

METHODS OF INSTRUCTION

All courses will be taught using a set of methods such as Lectures, Seminars/Tutorials, case studies etc.

Courses in our programme will be taught and assessed through a combination of:

(a) Lectures

(b) Tutorials

(c) Seminars

(d) Problem-oriented tutorials

(e) Examinations

(f) Projects (often in groups)

(g) Presentations

(h) Assignments

(i) Computer Labs

(j) Industry projects

(k) Class tests

Course evaluation

Assessment of the course work performance during the semesters will cover projects/assignment, tests, quizzes and end-of-semester/final examinations which are coordinated by the Deputy Provost for Academic Affairs. They are scheduled during the seventeenth and eighteenth week of each semester.

Course evaluation for certificates

(a) For non practical courses, assessment will be as follows:

Assignments	20%
Class tests	20%
Final examination	60%
Total	**100%**

(b) For practical courses, assessment will be as follows:

Practical	10%
Assignments	20%
Class tests	10%
Final examination	60%
Total	**100%**

Course evaluation for Diploma

(a) For non practical subjects, assessments will be as follows:

Assignment	20%
Class tests	20%
Final Examination	60%
Total	**100%**

(b) For practical subjects, assessments will be as follows:

Assignment	5%
Weekly practical	10%
Class test	10%
Practical Examination	15%
Final Examination	60%
Total	**100%**

Course evaluation for Degrees

(a) For non practical subjects, assessments will be as follows:

Seminars/Tutorials	10%
Assignments	10%
Class tests	20%
Final examination	60%
Total	**100%**

(b) For practical courses, assessments will be as follows:

Seminars/Tutorials	10%
Assignments	20%
Class tests	10%
Final examination	60%
Total	**100%**

Each student shall be required to undertake a special field work as prescribed by their respective faculty/department.

A student will be required to write and submit a project report to the field work co-ordinator on the basis of the format prescribed by the SMMUCo Academic Committee (Guidelines for Research Proposal and Report Writing).

Assessment of proposals will be as follows:

(c)	Proposal writing and oral presentation	20%
(d)	Final report writing	80%
	Total	100%

LATE SUBMISSION OF RESEARCH PAPER

Students who fail to meet the scheduled time to submit their papers may request an extension of time through their supervisors. The request must state in writing the reasons for the extension and must be received by the faculty Dean within ten days to the prescribed/scheduled time, within or before the date when the paper is due. Papers which are submitted late without acceptable reasons shall receive an "E" grade.

CERTIFICATE PROGRAMMES

CERTIFICATE IN COMMUNITY DEVELOPMENT AND SOCIAL WORK (CCDSW)

The Certificate in Community Development and Social Work (CCDSW) The Certificate in Community Development and Social Work (CCDSW) programme at SMMUCo is offered by the Faculty of Business and Management Studies under Department of Community Development. This course is offered in full time bases with the aim of developing and promoting capacities of the people to manage their development processes; building and strengthening capacities of various actors in the field of Community Development and Social Work, and improving the delivery systems of extension workers.

Academic entry qualification

Category A: Direct entry

a) A certificate of Secondary School Education (CSEE) with at least four passes

b) Certificate of Secondary Education Examination (CSEE) with at least three passes.

Candidate in this category must attend and pass a bridging course of four weeks offered

at SMMUCo

Category B: Equivalent Entry

A candidate should have at least 3 passes and NABE stage I or II and or three to five years working experience in social sciences or social work or related field.

SUMMARY OF COURSES

SEMESTER I				SEMESTER II		
CODE	COURSE TITLE	CREDIT		CODE	COURSE TITLE	CODE
CCD – 11	Foundation and Principles of Community Development	3		CCD – 22	Gender and Development	3
CGS-11	Communication skills	2		CCD – 23	Project Planning and Management	3
CCD-12	Social work practice	3		CCD – 24	Social Welfare Services and Social Policy	3
CCD – 13	Social Psychology	3		CCD – 25	Conflict Management	3
CIT -11	Computer Application Skills 1	2		CAC – 27	Field Work Report Writing	2
CCD – 14	Community health	3		CCD-28	Disaster Management	2
CCD – 15	Basic Sociology	3		CCD-29	Principles of Marketing	2
CCD-16	Development Economics	3		CCD-30	Introduction to poverty analysis	3
CGS-11	Foundation of faith and ethics	2		CAC – 11	Fundamental Principles of Accounting	3
CCD-18	Development Studies	3				

CERTIFICATE IN ACCOUNTING AND FINANCE (CAF)

The CAF programme at SMMUCo is offered in the Faculty of Business and Management Studies. It is a One year programme aimed at developing operational cadre such as cashiers/accounts clerks and bookkeepers to work in Local Governments (District and Municipal Councils), the church, Microfinance Institutions and other institutions. The curriculum has been designed to suit basic accounting needs of both Governmental and Non-Governmental Institutions in the country. It is also suitable for those candidates aspiring for the Diploma in Accounting and Finance at the College.

Academic Entry Qualification

Category A: **Direct Entry**

Certificate of Secondary Education Examination (CSEE) with a minimum of two credits or four passes one of which must be either mathematics, Bookkeeping, Physics or Engineering Science

Category B: **Equivalent Entry**

- Certificate of Secondary Education Examination (CSEE) with at least three passes.

    AND

- ATEC 1 (Accounting Technician Certificate Level I) (NBAA)

    OR

- NABE Stage I or II

    OR

- Pre-foundation Certificate of National Board for Materials Management (NBMM)

Category C: **Entry by Examination Scheme**

Certificate of Secondary Education Examination (CSEE) with at least four passes but those who failed in either Mathematics, Book-keeping, Physics, or Engineering Science must sit for and pass SMMUCo entry examination in mathematics.

SUMMARY OF COURSES

SEMESTER I				SEMESTER II		
CODE	**COURSE TITLE**	**CREDITS**		**CODE**	**COURSE TITLE**	**CREDITS**
CAF 11	Principles of Accounting I	3		CAF 21	Principles of Accounting II.	3
CAF 12	Principles of Economics	3		CAF 22	Fundamentals of Cost Accounting.	4
CAF 13	Principles of Finance I	3		CAF 23	Principles of Finance II	3
CAC13	Elementary Business Mathematics and Statistics	3		CAF 24	Principles of Taxation	4
CAF 14	Principles of Auditing	4		CBA 24	Principles of Management	3
CGS 16	Communication Skills in English	2		CBA 26	Basics of Entrepreneurship	3
CIT 17	Computer Application	2		CAF 27	Public Sector Accounting	4
CGS 11	Foundations of Faith and Ethics	2		CAC27	Field Report Writing	2

CERTIFICATE IN ENTREPRENEURSHIP & MICROFINANCE (CEMF)

The CEMF programme at SMMUCo is offered by the Faculty of Business and Management Studies. It is a One year certificate Programme aimed at developing operational cadres in various organisations in both the public and private sector. Students will be exposed to knowledge and skills in entrepreneurship and micro financing at operational levels.

Academic Entry Qualification

Category A: Direct Entry

A Certificate of Secondary Education Examination (CSEE) with a minimum of two credits or four passes one of which must be either mathematics, Bookkeeping, Physics or Engineering Science.

Category B: **Equivalent Entry**

- Certificate of Secondary Education Examination with at least three passes.

    AND

- ATEC 1 (Accounting Technician Certificate Level I) (NBAA)

    OR

- NABE Stage I or II

    OR

- Pre-foundation Certificate of National Board for Materials Management (NBMM)

Category C: **Entry by Examination Scheme**

Certificate of Secondary Education Examination (CSEE) with at least four passes but those who failed in either Mathematics, Book-keeping, Physics, or Engineering Science must sit for and pass SMMUCo entry examination in mathematics.

SUMMARY OF COURSES

SEMESTER I			SEMESTER II		
CODE	**COURSE TITLE**	**CREDITS**	**CODE**	**COURSE TITLE**	**CREDITS**
CBA 26	Basics of Entrepreneurship	3 credits	CEMF 21	Principles of Finance	3 credits
CEMF 13	Principles of Accounting	3 credits	CEMF 23	Principles of Marketing	4 credits
CEMF 14	Principles of Procurement	3 credits	CEMF 24	Microfinance	4 credits
CAC 13	Elementary Business Mathematics and Statistics	4 credits	CBA 25	Principles of Management	3 credits
CEMF 16	Principles of Economics	4 credits	CEMF 26	Managing Small and Medium Enterprises	4 credits
CGS 17	Communication Skills	4 credits	CIT 18	Computer Application	3 credits
			CAC 27	Field Report Writing	2 credits
CGS 11	Foundation of Faith and Ethics	2 credits			

CERTIFICATE IN TOUR GUIDING AND TOURISM STUDIES (CTGT)

The certificate in Tour Guiding and Tourism at SMMUCo is offered in the Faculty of Science and Technology. It is a one year certificate programme designed to produce tourism personnel capable of planning, managing and promoting tourism activities, such as travel and tours, indoor and outdoor activities for leisure and recreation, education and business skills at an elementary level.

The programme will train students in tour guiding and diverse tourism related issues at operational lev

Academic Entry Qualifications

Category A: **Direct Entry**

A Certificate of Secondary Education Examination (CSEE) with a minimum of two credits or four passes one of which must be either English, Geography or History

Category B: **Entry by Examination Scheme**

Certificate of Secondary Education (CSEE) with at least four passes but candidate without a pass in English must sit and pass SMMUCo entry examination in English language

SUMMARY OF COURSES

SEMESTER I				SEMESTER II		
CODE	COURSE TITLE	CREDITS		CODE	COURSE TITLE	CREDITS
CTGT 11	Introduction to Tourism Management	4		CTGT 20	Tourism Intermediaries	3
CGS 12	Communication Skills I (English)	3		CTGT 21	Art, Heritage and Culture	3
CTGT 13	Geography of Tourism	4		CTGT 22	Customer Service	3
CTGT 14	Tourism Entrepreneurship	3		CAC 23	Principles of Accounting	3
CTGT 15	Sustainable Tourism	3		CTGT 24	Tour Guiding and Interpretation	4
CTGT 16	Front Office operations	4		CTGT 25	Tourism Promotion	3
CIT 16	Computer Application	3		CGS 27	Communication Skills II (French)	3
DGS 11	Foundation of Faith and Ethics	2		CTGT 19	Practicum and field report writing	4
	TOTAL SEMESTER I	26		TOTAL SEMESTER II		26

CERTIFICATE IN OFFICE MANAGEMENT AND ADMINISTRATION (COMA)

The programme is offered in the Faculty of Business and Management Studies. It is a one year certificate programme aimed at developing the operational cadres at lower levels in office management. The programme offers knowledge and skills in office management for both the public and private sectors. Students are exposed to basic working knowledge of office work and application of management practices and theory at the operational lower levels in the public and private sectors.

Academic Entry Qualification

Category A: **Direct Entry**

A Certificate of Secondary Education Examination (CSEE) with a minimum of two credits or four passes one of which must be English language.

Category B: **Equivalent Entry**

 OR

- Certificate of Secondary Education Examination (CSEE) with at least three passes

 AND

- NABE (National Business Examination stage I or II)

Category C: **Entry by Examination Scheme**

A Certificate of Secondary School Education Examination (CSEE) with at least four passes but those who failed in English must sit and pass SMMUCo entry examination in English language.

SUMMARY OF COURSES

CODE	SEMESTER I COURSE TITLE	CREDITS	CODE	SEMESTER II COURSE TITLE	CREDITS
COMA 11	Office management	3	COMA 21	Customer services	3
COMA 12	Typewriting 1	3	COMA 22	Typewriting stage 2	3
COMA 13	Short hand theory 1	3	COMA 23	Shorthand 2	3
COMA 14	Hati mkato 1	3	COMA 24	Hati mkato 2	3
COMA 15	Commerce	3	COMA 25	Computer studies 2	2
COMA 16	Computer studies 1	2	CGS 26	Communication skills 2	2
CGS 17	Communication skills 1	2	CBA 27	Principles of management	3
CAC 13	Elementary Business Mathematics and Statistics	3	CAC 26	Basics of Entrepreneurship	3
CPMM 13	Fundamentals of Accounting	3	CAC 27	Field report writing	2
DGS 11	Foundation of Faith and Ethics	2			

CERTIFICATE IN PROCUREMENT AND MATERIALS MANAGEMENT (CPMM)

The programme is offered in the Faculty of Business and Management Studies. It is a one year certificate programme aimed at developing operational cadres in both public and private sectors. It aims to provide skills and knowledge in procurement and materials management and educate men and women for operational functions and positions and integrate theory practice in an interactive learning community.

Academic Entry Qualification

Category A: Direct Entry

Certificate of Secondary Education Examination (CSEE) with a minimum of two credits or four passes one of which must be either Book-keeping, Physics, mathematics or Engineering Science or Commerce

Category B: Equivalent Entry

- Certificate of Secondary Education Examination with three passes
  AND
- ATEC 1 (Accounting Technician Certificate Level I) (NBAA)
  OR
- NABE Stage I or II
  OR
- Pre-foundation Certificate of National Board for Materials Management (NBMM)

Category C: Entry by Examination Scheme

Certificate of Secondary School Education Examination (CSEE) with at least four passes but those who failed in Mathematics, Book-keeping, Physics or Engineering Science must sit for and pass SMMUCo entry examination in Mathematics.

SUMMARY OF COURSES

SEMESTER I				SEMESTER II		
CODE	COURSE TITLE	CREDITS		CODE	COURSE TITLE	CREDITS
CBA 26	Basics of Entrepreneurship	3				
CPMM 13	Fundamentals of Accounting	3		CPMM 23	Clearing and forwarding	4
CPMM 14	Basic Storekeeping and inventory Management	4		CPMM 24	Strategic Sourcing Supplier and Buyers relationship Management	4
CPMM 12	Principles of Procurement	4		CPMM 27	Introduction to International procurement	3
CPMM 17	Supply Chain Management	3		CEMF 23	Principles of Marketing	3
CBA 24	Principles of Management	2		CAC 13	Elementary Business Mathematics and Statistics	3
CGS 16	Communication Skills	3		CPMM 22	Introduction to Economics	3
CIT 18	Computer applications	2		CEMF 22		
CGS 11	Foundation of faith and ethics	2		CAC 27	Field Report Writing	2

CERTIFICATE IN JOURNALISM (CJM)

Certificate in Journalism is offered by the Department of Mass Communication at Moshi Town Campus. The objectives of the programme is to:

1. Provide the learner with practical skills in news writing, reporting and presentation in print and electronic media

2. Equip learners with skills in journalism to enable them work in multifaceted and changing world of journalism

3. Enable learners cope with the changing news audiences and the changing techniques of newsgathering, news reporting and writing, and news distribution

4. Prepare the learner for further studies and research in Journalism and Mass communication

Entry qualifications

a) Certificate of Secondary Education Examination (CSEE) with at least four passes (four Ds)

OR

b) Certificate of Secondary Education Examination (CSEE) with at least three passes (three Ds). Candidates in this category must attend and pass a bridging course of four weeks offered at SMMUCo

c) Certificate of Secondary Education Examination (CSEE), and one year Certificate on any recognized field of study which included English or Kiswahili language
OR

d) Certificate of Secondary Education (CSEE) and minimum of three years experience in journalism or communication related work. Applicants in this category must sit and pass SMMUCo entrance examination in English or Kiswahili language

SUMMARY OF COURSES

CODE	COURSE TITLE	CREDITS		CODE	COURSE TITLE	CREDITS
CJM 011	Introduction to Journalism	3		CJM 017	Writing and Reporting for Radio and Television	4
CJM 012	Journalism Ethics	3		CJM 018	Writing and Reporting for Online Media	4
DGS 011	Foundation of Faith and Ethics	2		CJM 020	Media Law	3
CJM 013	Writing and Reporting for Print Media	4		CJM 021	Lugha ya Kiswahili kwa Waandishi	3
CJM 014	English Language for the Media	3		CJM 022	Photojournalism	4
CAC 016	Computer Application	3		CJM 023	Practicum (Radio)	6
CJM 015	Practicum (Print Media)	6		CJM 019	Media Attachment	6
				CJM 019	Media Attachment	6

CERTIFICATE IN HUMAN RESOURCE MANAGEMENT (CHRM)

The programme is offered in the Faculty of Business and Management Studies. It is a one year certificate programme aimed at developing operational cadres at the lower levels of management for service in both the public and private sectors. It is also suitable for those candidates aspiring for diploma courses offered by the college.

The programme will provide basic working knowledge of management to workers in offices and educate men and women for operational lower positions and integrate theory with practice in an interactive learning situation.

Academic Entry Qualification
Category A: Direct Entry
Certificate of Secondary Education Examination (CSEE) with a minimum of two credits or four passes one of which must be English language

Category B: Entry by Examination Scheme

A Certificate of Secondary Education Examination (CSEE) with at least four passes but those without a pass in English must sit for and pass SMMUCo entry examination in English language.

SUMMARY OF COURSES

SEMESTER 1				SEMESTER II		
CODE	COURSE TITLE	CREDITS		CODE	COURSE TITLE	CREDITS
CIT 17	Computer Application	2		CHRM 21	Fundamentals of Accounting	3
CHRM 12	Principles of Human Resource Management	4		CHRM 22	Organization Behaviour	4
CHRM 13	Strategic Human Resource Management	4		CHRM 23	Labour Law and Labour Relations	4
CHRM 14	Principles of Records and Office Management	4		CBA 24	Principles of Management	4
CAC 13	Elementary Business Mathematics and statistic	3		CHRM 25	International Human Resource Management	4
CGS 16	Communication Skills in English	4		CBA 26	Basic of Entrepreneurship	3
CGS 11	Foundations of Faith and Ethics	2		CAC 27	Field Report Writing	2

THE CERTIFICATE IN ACCOUNTANCY AND BUSINESS ADMINISTRATION (CABA)

The CABA programme at SMMUCo is offered in the Faculty of Business and Management Studies. It is a one year full-time certificate programme. The programme aims to provide basic working knowledge of Accounting and Business Administration and educates men and women for operational lower positions and integrate theory and practice in an interactive learning community

Academic Entry Qualification

Category A: **Direct Entry**

Certificate of Secondary Education Examination (CSEE) with a minimum of two credits or four passes one of which must be either Book-keeping, Physics, Mathematics or Engineering Science

Category B: **Equivalent Entry**

- Certificate of Secondary Education Examination with at last three passes

    AND

- ATEC I (Accounting Technician Certificate Level I (NBAA)

    OR

- NABE (National Business Examination Stage I or II

    OR

- Pre-foundation Certificate of National Board for Materials Management (NBMM)

SUMMARY OF COURSES

SEMESTER I				SEMESTER II		
CODE	COURSE TITLE	CREDITS		CODE	COURSE TITLE	CREDITS
CAC 11	Fundamentals of Accounting I	4		CAC 21	Fundamentals of Accounting II.	4
CAC 12	Principles of Economics	3		CAC 22	Fundamentals of Cost Accounting.	4
CAC 13	Elementary Business Mathematics and Statistics	3		CAC 23	Principles of Taxation	4
CAC 14	Principles of Auditing	4		CBA 24	Principles of Management	2
CGS 15	Communication Skills in English	2		CAC 24	Elementary Materials Management	2
CAC 16	Computer Application	2		CBA 26	Basics of Entrepreneurship	2
CAC 17	Principles of Cooperative Accounting	4		CAC 27	Field Report Writing	2
CGS 11	Foundations of Faith and Ethics	2				

CERTIFICATE IN INFORMATION TECHNOLOGY (CIT)

The programme is offered in the Faculty of Science and Technology. It is a one year programme designed to meet the needs of IT technicians and aimed especially to develop operational cadres both in public and private sectors. It will also full fill the requirements for entry into the Diploma programmes of the College. The programme Provides basic knowledge and skills in the use of computers, computer maintenance and repair, computer and accessories and in web design

Category A: Direct Entry

Certificate of Secondary Education Examination (CSEE) with a minimum of four passes

SUMMARY OF COURSES

SEMESTER I				SEMESTER II		
CODE	COURSE TITLE	CREDITS		CODE	COURSE TITLE	CREDITS
CIT 11	Introduction to use of computer	3		CIT 16	Introduction to computer programming	4
CIT 12	IT Application and skills	4		CIT 17	Web design	4
CIT 13	Essentials of Computer ethics	3		CIT 18	Computer maintenance and Repair	3
CIT 14	Introduction to web Design	3		CIT 19	Introduction to data Communication	3
CIT 15	Mathematics for Computing	3		CAC 27	Field report writing	2
CGS 13	Communication skills in English	2		CGS 11	Foundation of faith and Ethics	2
				CAC 26	Basics of Entrepreneurship	3

CERTIFICATE PROGRAMME IN OFFICE MANAGEMENT AND SECRETARIAL STUDIES (COMS)

The programme is offered in the Faculty of Business and Management studies. It is a one year certificate programme aimed at developing the operational cadres at lower levels in office management and secretarial duties . The programme offers knowledge and skills in office management as well as secretarial duties for both the public and private sectors. Students are exposed to basic working knowledge of office work and application of management practices and theory at the operational lower levels in the public and private sectors.

Academic Entry Qualification

Category A: *Direct Entry*

A Certificate of Secondary Education Examination (CSEE) with a minimum of two credits or four passes one of which must be English language.

Category B: Equivalent Entry
OR
- Certificate of Secondary Education Examination (CSEE) with at least two passes
   AND
- NABE (National Business Examination stage I or II)

Category C: *Entry by Examination Scheme:*

A Certificate of Secondary School Education Examination (CSEE) with at least four passes but those who failed in English must sit and pass SMMUCo entry examination in English language.

SUMMARY OF COURSES

SEMESTER I			SEMESTER II		
CODE	**COURSE NAME**	**CREDITS**	**CODE**	**COURSE NAME**	**CREDITS**
COMA 11	Office management	3Credits	COMA 21	Customer services	3Credits
COMA 12	Typewriting 1	3 Credits	COMA 22	Typewriting stage 2	3Credits
COMA 13	Short hand theory 1	3 Credits	COMA 23	Shorthand 2	2Credits
COMA 14	Hati mkato 1	2 Credits	COMA 24	Hati mkato 2	2Credits
COMA 15	Commerce	2 Credits	COMA 25	Computer studies 2	2Credits
COMA 16	Computer studies 1	2 Credits	CGS 26	Communication skills 2	2Credits
CGS 17	Communication skills 1	2 Credits	CBA 27	Principles of management	3Credits
COMA 18	Elementary Mathematics and Statistics	3 Credits	C OMA 28	Management information system	2Credits
CPMM 13	Fundamentals of Accounting	3 Credits	DGS 22	Field report writing	2Credits
DGS 21	Foundation of faith and Ethics 1	2 Credits	CPAM 29	Research and field work	2Credits

DIPLOMA PROGRAMMES

DIPLOMA IN INFORMATION TECHNOLOGY (DIT)

The Diploma in Information Technology is a two-year programme offered in the Faculty of Science and Technology designed to provide competency in Information Technology (IT) disciplines. The programme addresses both theoretical and practical applications of information technology in modern business environment, and aims at producing graduate capable of assisting business in formulating IT strategies, working out schedule and systems design, management IT projects, provide business solutions based on both technologies and internet/ e-business environment, and provides end-user training and support,

Academic Entry Requirements

Category A: Direct Entry

- Certificate of Secondary Education Examination (CSEE) with at least three credits

                    AND

- Advanced Certificate of Secondary Education Examination (ACSEE) with one principal and one subsidiary pass.

Category B: Equivalent Entry

- Certificate of Secondary Education Examination (CSEE) with at least three passes

                    AND

- One year Certificate from recognized institution in any of the following courses:- Information Technology, Computer Science or Computer Maintenance, Electronics, Cisco, Electrical engineering

SUMMARY OF COURSES

FIRST YEAR						
SEMESTER I				**SEMESTER II**		
CODE	COURSE TITLE	CREDITS		CODE	COURSE TITLE	CREDITS
DIT 12	Information Technology I	3		DIT 22	Information Technology II	3
DIT 13	Software Applications I	3		DIT 23	Programming with Visual basic	3
DIT 14	Mathematics for Computing	2		DIT 24	Statistical Mathematics	3
DIT 15	Computerized Accounting	3		DIT 25	Computer Ethics	2
DGS 11	Foundation of Faith and Ethics	2		DGS 22	Development Studies	2
DGS 13	Communication Skills in English	2		DIT 26	Information Management	3
DIT 16	Introduction to Programming	3		DIT 27	Software Development I	3
				DIT 28	Software Application II	3
	TOTAL SEMISTER I	**18**			**TOTAL SEMISTER II**	**21**

SECOND YEAR						
SEMESTER III				SEMESTER IV		
CODE	COURSE TITLE	CREDITS		CODE	COURSE TITLE	CREDITS
DIT 31	Software Development II	3		DIT 42	A application for Graphics Design	3
DIT 32	Database Management Systems Concepts	3		DIT 43	IT Systems Administration	3
DIT 33	Data Communication and Networking I	3		DIT 44	Programming Project	4
DIT 34	PC Maintenance and Repair	3		DIT 45	Introduction to Artificial Intelligence	3
DBA 35	Entrepreneurship	2		DGS 42	Field Report Writing	2
DIT 36	E- Commence and Web Development	3		DIT 46	Data Communication and Networking II	3
DIT 37	Programming Project Proposal	3		DIT 47	Multimedia Application and Design	3
	TOTAL SEMISTER III	20			TOTAL SEMISTER IV	21

DIPLOMA IN ACCOUNTANCY PROGRAMME (DAC)

The Diploma in Accountancy is offered in the Faculty of Business and Management Studies. It is a full time two year programme designed to prepare middle level candidates for careers in both public and private sectors. The Programme provides a working knowledge of accounting, finance and information technology theory and methods, practice accounting skills and integrates theory and practice in an interactive learning situation.

Nature of the Programme

The programme is a fully integrated one. The student learns practical skills and relates them to relevant theory and experiences. The student is required to read, discuss and reflect upon the wide context in which the roles of an accountant are applied practically in the business environment.

The DAC programme consists of the following interrelated strands: Theoretical studies, Skills development through peer skills practice, personal development, supervision and field report writing.

Academic Entry Qualifications

Category A: Direct Entry

    (a) Certificate of Secondary Education Examination (CSEE) with a minimum of three credits.

<div align="center">

AND

</div>

    (b) Advanced Certificate of Secondary Education Examination (ACSEE) with at least one principal pass and one subsidiary pass.

<div align="center">

AND

</div>

    (c)   Applicants must have either a pass at O' level or Subsidiary pass at A' Level in one of the following subject; Mathematics, Physics, Commerce, Accountancy, Bookkeeping.

Category B: Equivalent Entry

(a)   Certificate of Secondary Education Examination (CSEE) with at least two credits or four passes.

AND

(b)   One year Certificate in Business Studies or Accountancy or any other relevant field from SMMUCo or other recognized institutions.

SUMMARY OF COURSES

FIRST YEAR						
SEMESTER I				**SEMESTER II**		
CODE	**COURSE TITLE**	**CREDITS**		**CODE**	**COURSE TITLE**	**CREDITS**
DAC 11	Principles of Accounting I	3		DAC 21	Principles of Accounting II	3
DAC 12	Business Mathematics and Statistics I	2		DAC 22	Business Mathematics and Statistics II	2
DBA 11	Economics	3		DBA 22	Business Law	3
DGS 11	Foundations of Faith and Ethics	2		DBA 23	Principles of Management	2
DGS 13	Communication Skills	2		DGS 22	Development Studies	2
DIT 11	Computer Studies I	2		DIT 21	Computer Studies II	2

SECOND YEAR						
SEMESTER III				**SEMESTER IV**		
CODE	**COURSE TITLE**	**CREDITS**		**CODE**	**COURSE TITLE**	**CREDITS**
DAC 31	Intermediate Accounting I	3		DAC 41	Intermediate Accounting II	3
DAC 32	Quantitative Techniques I	2		DAC 42	Quantitative Techniques II	2
DAC 33	Taxation	3		DAC 43	Auditing	3
DAC 35	Fundamentals of Corporate Finance	3		DGS 41	Business Ethics and Corporate Governance	2
DAC 36	Cost and Management Accounting	3		DIT 41	Management Information Systems	2
DBA 35	Entrepreneurship	2		DGS 42	Field Report Writing	2

DIPLOMA IN BUSINESS ADMINISTRATION AND MANAGEMENT (DBAM)

The Diploma in Business Administration (DBAM) is offered in the Faculty of Business and Management Studies. It is a two year programme aimed at preparing students for careers in domestic and international operations with sufficient entrepreneurial skills focusing on the global environment in which business operates.

The programme consists of two interrelated strands:

1. Theoretical studies, skills development through peer skills practice,

2. Personal development, supervision and research report.

Academic Entry Qualifications

Category A: Direct Entry

(a)   Certificate of Secondary Education Examination (CSEE) with at least three credits

AND

(b)   Certificate of Advanced Secondary Education Examination (ACSEE) with at least one principal pass and one subsidiary pass.

AND

(c)   Applicant must have at least a pass at O-Level or a subsidiary pass at A-Level in either Mathematics, Book-keeping/Accounts or Commerce or Physics, Chemistry, Eng. Science.

Category B: Equivalent Entry Qualifications

(a)   Certificate of Secondary Education Examination (CSEE) with at least two credits or four passes

AND

(b)   Certificate in Business and Management Studies or Social Sciences from SMMUCo or any other recognized institution.

SUMMARY OF COURSES

FIRST YEAR						
SEMESTER I				SEMESTER II		
CODE	COURSE TITLE	CREDITS		CODE	COURSE TITLE	CREDITS
DAC 11	Principles of Accounting I	3		DAC 21	Principles of Accounting II	3
DAC 12	Business Mathematics and Statistics I	2		DAC 22	Business Mathematics and Statistics II	3
DBA 11	Economics	3		DBA 22	Business Law	3
DBA 12	Commerce	2		DBA 23	Principles of Management	2
DGS 11	Foundation of Faith and Ethics	2		DGS 21	Business Ethics and Corporate Governance	2
DGS 13	Communication Skills	2		DGS 22	Development Studies	2
D I T 11	Computer Studies I	2		D I T 21	Computer Studies II	2

SECOND YEAR					
SEMESTER III			**SEMESTER IV**		
CODE	COURSE TITLE	CREDITS	CODE	COURSE TITLE	CREDITS
DAC 32	Quantitative Techniques I	2	DAC 42	Quantitative Techniques II	2
DAC 35	Fundamentals of Corporate Finance	2	DBA 42	Entrepreneurship II	2
DAC 36	Cost & Management Accounting	3	DBA 45	Production and Operations Management	2
DBA 31	Distribution Management	2	DIT 41	Management Information System	2
DBA 32	Entrepreneurship I	2	DGS 42	Field Report Writing	2
	Elective Courses			**Elective Course:**	
DBA 33	Marketing Management I	2	DBA 43	Marketing and Management II	2
DBA 34	Procurement Management I	2	DBA 44	Procurement Management II	2

DIPLOMA IN HOSPITALITY AND TOURISM (DHT)

The Diploma in Hospitality and Tourism programme is offered in the Faculty of Science and Technology. It is a two year programme aimed at training personnel in the industry to provide satisfactory service to clients. It provides trainees with skills and knowledge and professional code of conduct in serving customers.

Academic Entry Qualifications

Category A: Direct Entry

(a) Certificate of Secondary Education Examination (CSEE) with at least three credits

    AND

(b) Advanced Certificate Secondary Education Examination with one principal pass and one subsidiary pass.

    AND

(c) Applicant must have at least a pass in either History, Geography , English or Nutrition at O' Level.

Category B: Equivalent Entry

(a) Certificate of Secondary Education Examination with at least four passes.

    AND

(b) One year Certificate Course in either Hospitality / Tourism or any other relevant field of study from recognized Institution.

SUMMARY OF COURSES

FIRST YEAR					
SEMESTER I			**SEMESTER II**		
CODE	**COURSE TITLE**	**CREDITS**	**CODE**	**COURSE TITLE**	**CREDITS**
DHT 11	Food and Beverage Service I	3	DHT 21	Food and Beverage Service II	3
DHT 12	Food Production I	4	DHT 22	Food Production II	4
DGS 11	Foundations of Faith and Ethics	2	DGS 21	Business Ethics and Corporate Governance	2
DGS 13	Communications Skills (English)	2	DGS 22	Development Studies	2
DHT 13	Communications Skills in French	2	D I T 21	Computer Studies II	2
D I T 11	Computer Studies I	2			

SECOND YEAR					
SEMESTER III			**SEMESTER IV**		
CODE	**COURSE TITLE**	**CREDITS**	**CODE**	**COURSE TITLE**	**CREDITS**
DHT 31	Front Office Operations I	3	DHT 41	Front Office Operations II	3
DHT 32	Housekeeping I	3	DHT 42	Housekeeping II	3
DHT 33	Hotel Bookkeeping I	2	DHT 43	Hotel Bookkeeping II	2
DHT 34	Customer Service	2	DHT 44	Principles of Management	2
DBA 35	Entrepreneurship	2	DHT 45	Tourism Principles and Practices	2
			DGS 42	Field Report writing	2

DIPLOMA IN OFFICE MANAGEMENT AND SECRETARIAL STUDIES (DOMS)

Diploma in Office Management and Administration is a two year programme. It is designed to address the technological needs required by professional office management secretaries. The programme provides knowledge and skills in office management, administrative skills in public service management and provides skills to manage office records, meetings, human resources and office services.

Academic Entry Qualifications

Category A: *Direct Entry*

(a) Certificate of Secondary Education Examination (CSEE) with at least three credits with a pass in English language.
AND
(b) Certificate of Advanced Secondary Education Examination (ACSEE) with at least one principal and subsidiary pass.

Category B: *Equivalent Entry:*

    (a) Certificate of Secondary Education Examination (CSEE) with at least four passes.

<div align="center">OR</div>

    (b) One year Certificate in Secretarial or any other relevant field of study from recognized institutions.

<div align="center">SUMMARY OF COURSES</div>

YEAR ONE						
SEMESTER 1				**SEMESTER II**		
CODE	**COURSE TITLE**	**CREDITS**		**CODE**	**COURSE TITLE**	**CREDITS**
DOM 11	Typewriting 1	2		DOM 21	Typewriting 11	2
DOM 12	Shorthand 1	2		DOM 22	Shorthand 11	2
DOM 13	Hatimkato 1	2		DOM 23	Hatimkato 11	2
DOM 14	Office Management 1	1		DOM 24	Office Management 11	1
DAC 11	Principles of Accounting 1	2		DAC 21	Principles of Accounting 11	2
DGS 11	Foundations of Faith and Ethics	2		DGS 21	Business ethics and Corporate Governance	2
DGS 13	Communication Skills	2		DGS 22	Development Studies	2
DIT 11	Computer Studies 1	2		DIT 21	Computer Studies 11	2
				DBA 23	Principles of Management	2
TOTAL SEMESTER 1		**15**		**TOTAL SEMESTER 2**		**17**

YEAR TWO						
SEMESTER III				**SEMESTER IV**		
CODE	**COURSE**	**CREDITS**		**CODE**	**COURSE**	**CREDITS**
DOM 31	Typewriting III	2		DOM 42	Shorthand IV	2
DOM 32	Shorthand III	2		DOM 43	Hatimkato IV	2
DOM 33	Hatimkato III	2		DIT 41	Management Information Systems	2
DOM 34	Customer Service	2		DGS 42	Field Report Writing	2
DOM 35	Commerce	2		DIT	Advanced Software Applications	2
DBA 35	Entrepreneurship	2				
DIT 31	Intermediate Software Applications	2				
TOTAL SEMESTER 3		**14**		**TOTAL SEMESTER 4**		**10**

DIPLOMA IN THEOLOGY (DTH)

The Diploma in Theology is a programme offered by the Faculty of Theology, SMMUCo at Mwika Campus. It is a four year programme designed to train pastors at Diploma level for serving and leadership in various parishes and departments of Evangelical Lutheran Church in Tanzania and society at large.

The programme provides theological education and skills in Biblical Theology, Systematic Theology, Church History, Practical Theology and Liberal Arts.

Academic Entry Qualification

Category A: Direct Entry

Certificate of Secondary Education Examination (CSEE) with minimum of three credit passes

Category B: Equivalent Entry

Certificate of Secondary Education Examination (CSEE) with at least five passes and a Certificate in Theology/ Certificate in Christian Education and Evangelism with an overall pass not less than "B+" from a recognized/accredited Theological College.

SUMMARY OF COURSES

FIRST YEAR						
SEMESTER I				**SEMESTER II**		
CODE	COURSE	CREDITS		CODE	COURSE	CREDITS
BT 10	Survey of the Old Testament	3		BT 12	Survey of the New Testament	3
CH 10	Early and Medieval Church History	4		BT 13	New Testament Greek II	4
LA 10	Computer Skills	2		BT 14	Synoptic Gospels	2
BT 11	New Testament Greek	4		CH 11	Reformation and Modern Church History	4
LA 11	Communications Skills I	3		LA 12	Philosophy	3
PT 10	Worship and Liturgical Music	2		LA 13	Communication Skills II	2
ST 10	Christian Ethics	3		ST 11	African Traditional Religion and Islam	4
				LA 14	Church Music I	2
	Total	21			Total	24

SECOND YEAR						
SEMESTER III				**SEMESTER IV**		
CODE	COURSE TITLE	CREDITS		CODE	COURSE TITLE	CREDITS
BT 20	Methods of Biblical Exegesis	3		BT 23	Exodus	3
BT 21	Genesis	2		BT 24	Life and Theology of Paul	3
BT 22	New Testament Greek III	4		LA 22	Psychology	2
LA 20	Research Methods	2		BT 25	Deuteronomy and Deuteronomistic History	3
PT 20	Stewardship	2		LA 23	Sociology	2
PT 21	Homiletics	4		PT 22	Christian Education	4
ST 20	Christian Doctrine I	3		ST 21	Christian Doctrine II	4
PT 23	Pastoral Care and Counselling I	2		LA 24	Church Music III	2
LA 21	Church Music II	2				
	Total	24			Total	23

THIRD YEAR (INTERNSHIP)	
SEMESTER FIVE AND SIX	
COURSE	CREDITS
Ten Sermons	10
Twenty Translation from Greek to English	20
Two Progress Reports	4
Two Book Reports	6
Attendance in Seminar	2
Total	**42**

FOURTH YEAR						
SEMESTER 7				**SEMESTER 8**		
CODE	COURSE TITLE	CREDITS	CODE	COURSE TITLE	CREDITS
BT 40	Hebrew Prophecy	3	BT 42	The Hagiographer (Hebrew Writings)	3
BT 41	Johanine Theology	3	BT 43	Other New Testament Writings	3
LA 40	Research Seminar	2	CH 40	African Church History	3
LA 41	Project Planning and Management	3	LA 43	Writing the Research Paper	6
LA 42	Accounting and Book keeping	3	PT 40	Pastoral Care and Counselling	3
PT 40	Church Administration and Management	3	PT 41	Mission, Evangelism and Dialogue	3
ST 40	African Christian Theology	3	ST 40	Theology of Confessions	2

DIPLOMA IN EDUCATION (DED)

Diploma in Education is a two year programme offered at the SMMUCo Mwika Campus training qualified diploma teachers for secondary schools in Tanzania. The programme aims at equipping teacher trainees with pedagogical skills. To enable them to teach Christian education and two subjects (Kiswahili, English Geography, and History) based on.

(a) Direct Entry

- Certificate of Secondary Education Examination (CSEE) with three credits in the teaching subjects (English, Kiswahili, Geography, History and Christian Education/Bible Knowledge).

    AND

- Advanced Level Certificate of Secondary Education Examination (ACSEE) with one principal and one subsidiary in the teaching subjects.

(b) Equivalent Entry

- Diploma (other than Diploma in Education) from an accredited University or college.

    OR

- Grade A teaching Certificate from recognized Institution with at least five passes at O' Level and at least five years of teaching experience.

    OR

- Pre – primary Teaching certificate from recognized Institutions with at least five passes at O' level and at least five years of teaching experience.

    OR

- Certificate in Christian Education and Evangelism or other relevant field from recognized institutions with five passes at O' Level and at least five years' of working experience.

SUMMARY OF COURSES

FIRST YEAR						
SEMSTER I				SEMESTER II		
CODE	COURSE TITLE	CREDITS		CODE	COURSE TITLE	CREDITS
DS 10	Theoretical Perspectives of Development	2		DS 11	Practical Aspects of Development	2
CL 10	Communication Skills	2		CS 11	Computer Studies II	2
CS 10	Computer Studies I	2		ED 14	**Foundations of Education II**	2
ED 11	Education Psychology, Guidance and Counselling I	2		ED 15	Educational Psychology, Guidance and Counselling II	2
ED 12	Education Research, Measurement and Evaluation I	2		ED 16	Educational Research, Measurement and Evaluation II	2
ED 13	Curriculum and Teaching Practise I	2		ED 17	Curriculum and Teaching Practice II	2
EL/KI/ED/ 10	Language Teaching Methods	2		ED 18	Teaching Practice I	2

CODE	COURSE TITLE			CODE	COURSE TITLE	CREDITS
ED 10	Foundations of Education			EL 11	English Language	2
GE /HI/CE /ED 10	Social Science Teaching Methods	2		KI 11	Lughaya Kiswahili	2
				CE 11	Survey of OT	2
				CE 12	Survey of OT	2
				GE 10	Mathematical and Statistical Geography	2
Total		**18**		HI 11	African History Before Colonialism	2

SECOND YEAR						
SEMSTER III			SEMSTER IV			
CODE	COURSE TITLE	CREDITS		CODE	COURSE TITLE	CREDITS
ED 20	Educational Research, Measurement and Evaluation II	2		ED 24	Educational Management and Administration II	2
ED 21	Educational Management and Administration I	2		ED 25	Curriculum and Teaching	2
ED 22	Curriculum and Teaching Practice II	2		ED 26	Teaching Practice II	2
ED 23	Adult Education	2		EL 21	Reading and Writing	2
EL 20	Speaking Skills	2		KI 21	Sarufi	2
KI 20	Fasihiya Kiswahili	2		CE 22	Counselling Skill	2
CE 20	Survey of NT	2		CE 23	ATR and Islam	2
CE 20	Church History	2		GE 21	Human Populations and Settlements	2
GE 20	Focal and Regional Geography	2		HI 21	Nationalism and De-colonization	2
HI 20	Africa Under Colonial Domination	2				2

DIPLOMA IN MUSIC (DMSC)

The Diploma of Music is a two years course. However, students who have completed the certificate of music in this college and pass with grade "A" will take the Diploma course for "One Year". The programme has the following objectives: - To train musicians who will teach Church music in both Primary and Secondary Schools in our country Tanzania and elsewhere if the need arises. To train Church musicians who will raise the standard of choir singing and congregational singing using Western and African melodies.

Programme Objectives

To provide student with a theoretical understanding of music following the standards of the Associated Board of the Royal Schools of Music (London). To give the student instrumental playing instructions. Give the student the knowledge of the history of music from the time of the King Gregory to the present, and the means to analyze different types of music. To provide the student with the knowledge of the history of music, instruments and dances from different parts of Tanzania and other African countries, and their application to the Church in Africa and beyond. To give the student methods of teaching music of different groups of different ages, give the student the knowledge of conducting both Western and African traditional pieces

The major instruments will be Piano (Key Board), Brass (Trumpets and Trombones), Voice (Choir Singing), and Guitar   while the minor instruments will be Recorder (flute), Xylophones (Marimba), Drums, Chimes

Academic Entry Qualifications

Category A: Direct Entry

Certificate of Secondary Education Examination (CSEE) with three credits or five passes and certificate in Music from Mwika or other recognized College

OR

Grade 5 certificate of the Associated Board of the Royal School of Music, London

Category B: Examination Scheme

Certificate of Secondary Education Examination (CSEE) with at least three credits or five passes candidate without a certificate in music must sit and pass special music examination and an interview on ear training prepared by (SMMUCo) Mwika Campus.

Course evaluation

The course will be evaluated

Course work	40%
Semester examination	60%
Total	100%

SUMMARY OF COURSES

FIRST YEAR						
SEMESTER I				**SEMESTER II**		
CODE	COURSE TITLE	CREDITS		CODE	COURSE TITLE	CREDITS
DS 10	Theoretical Perspectives of Development	1		DS 11	Practical Perspectives of Development	1
LA 12	Communication Skills I			MIC 11	Music Technology II	1
MIC 10	Music Technology I			MH 11	Music History II	1
MH 10	Music History I	1		MV 11	Voice Production II *(Hymns and Liturgy)*	2
MV 10	Voice Production I *(Voice Training)*	2		MVC 11	Conducting II	1
MVC 10	Conducting I	1		DMT 12	Music Theory II	2
MCT 10	Music Theory I	3		MCR 11	Rhythms II	1
MCR 10	Rhythms I	1		MIR 11	Recorder Playing II	1
MIR 10	Recorder Playing I	1		MIP 11	Piano (Key-board) Playing II	3
MIP 10	Piano (Key-board) Playing I	3		MIB 11	Brass (Trumpet) Playing II	2
MIB 10	Brass (Trumpet) Playing I	2		ME 11	Music Teaching I	2
BT 10	Christian Ethics	1		MIG 11	Guitar Playing II	2
MIG 10	Guitar Playing I	1		MCC 11	Music composition I	2

AM 10	African Traditional Music ensemble I	1		ME 11	Music Listening and Analysis I	1
BT 10	Survey of The Old Testament	1		AM 11	African Traditional Music Ensemble II	1
					BT 11 Survey of the New Testament	1

	SECOND YEAR					
SEMESTER III				**SEMESTER IV**		
CODE	**COURSE TITLE**	**CREDITS**		**CODE**	**COURSE TITLE**	**CREDITS**
MH 20	Music History III	1		MH 21	Music History IV	1
MV 20	Voice Production III (Solo and Choir Singing)	2		MV 21	Voice Production IV (Solo and Choir Singing)	2
MVC 20	Conducting III	1		MVC 21	Conducting IV	1
MCT 20	Music Theory III	3		DMT 21	Music Theory IV	2
MCC 20	Music composition II	2		MCH 21	Harmony IV	2
MCR 20	Rhythms III	1		MCR 21	Rhythms IV	1
MIP 20	Piano (Key-board) Playing III	3 (I)		MIP 21	Piano (Key-board) Playing IV	3(I)
MIB 20	Brass (Trumpet) Playing III	2 (I)		MIB 21	Brass (Trumpet) Playing IV	2(I)
PT 20	Homiletics	1		ME 21	Music Teaching III	2
MIG 20	Guitar Playing III	2(I)		MIG 21	Guitar Playing IV	2(I)
ME 21	Music Education III (Listening and Analysis II)	1		MCC 21	Music composition IV	2
AM 20	African Traditional Music ensemble III	1		ME 21	Music Education IV (Teaching II)	1
MIC 20	Music Technology I	1		AM 21	African Traditional Music Ensemble IV	2
ME 21	Music Teaching II	1				

DIPLOMA IN MASS COMMUNICATION (DMC)

Diploma in Mass Communication is a two years programme aimed at training cadre mass communicators not only in mass communication, but also in other functional social sciences courses that will broaden learner's horizons in the dynamics of socio-economic aspects shaping communications in the world. Specific objectives of the Diploma in Mass Communication are to:

- Explain theoretical and practical aspects of media studies, corporate and development communication
- Demonstrate communication skills in multifaceted and changing world of communication
- Analyze changing news techniques and audiences

Academic Entry Qualifications

Category A: Direct Entry

(a) Certificate of Secondary Education Examination (CSEE) with at least three credits or five passes

AND

(b) Certificate of Advanced Certificate of Secondary Education Examination (ACSEE) with at least two subsidiary passes

<center>**AND**</center>

(c) At least two subsidiary passes in English and Kiswahili at A – level or
passes in English and Kiswahili at O - Level.

Category B: Equivalent Entry

(a) Certificate of Secondary Education Examination (CSEE) and at least one year certificate of mass communication, journalism, or any communication related field from an accredited institution.

Category C: Mature Age Entry

(a) Must be 25 years of age or older in the year of application.

(b) Must sit and pass examination in the *Recognition of Prior Learning* (RPL) offered by the Tanzania Commission for Universities (TCU)

Note: Applicants fulfilling the above conditions must also meet the specific admission requirements listed under the faculty for the programme they wish to pursue.

<center>**SUMMARY OF COURSES**</center>

FIRST YEAR						
SEMSTER I				**SEMSTER II**		
CODE	**COURSE TITLE**	**CREDITS**		**CODE**	**COURSE TITLE**	**CREDITS**
DMC 11	Introduction to Mass Communication	2		DMC 15	Feature Writing and News Analysis	2
DMC 12	News Writing and Reporting for Print Media	3		DMC 16	Photography and Photojournalism	3
DIT 11	Computer Studies	2		DMC 17	Broadcast Journalism	3
DGS 13	Communication Skills	2		DMC 18	Media Law	2
DMC 13	Media Ethics	2		DMC 19	Public Relations & Advertising	2
DGS 11	Foundations of Faith & Ethics	2		DMC 110	Special Project Writing	3
DMC 14	Practicum	2		DMC 111	Practicum	2

SECOND YEAR						
SEMSTER III				**SEMESTER IV**		
CODE	**COURSE TITLE**	**CREDITS**		**CODE**	**COURSE TITLE**	**CREDITS**
DMC 21	Media Attachment	5		DMC 23	Editing and Design	3
DMC 22	Special Project Report	5		DMC 24	Mass Media and Development	2
				DMC 25	Online and Internet Communication	3

				DMC 26	Media Management	2
				DMC 27	Cultural Anthropology	3
				DMC 28	Kiswahili	2

DIPLOMA IN HUMAN RESOURCE MANAGEMENT (DHRM)

The diploma course in Human Resource Management is of two academic years and has been targeting Form V1 leavers who have passed the Advanced Certificate of Secondary Education Examination (ACSEE) with at least one credit pass and one subsidiary pass.

The DHRM is offered by the Faculty of Business and management studies. The course aims to develop the operational cadre at the lower level of management

The nation still needs this cadre, especially in Local Governments (District and Municipal Councils), the church and other institutions. This diploma course is also suitable for those candidates aspiring for degree courses offered by SMMUCo and other colleges in Tanzania.

Academic Entry Qualification

Category A: Direct Entry

(a)   Certificate of Secondary Education Examination (CSEE) with at least three credits.

AND

(b)   Certificate of Advanced Secondary Education Examination with at least one principal and a subsidiary

Category B: Equivalent Entry

a)   Certificate of Secondary Education Examination (CSEE) with two credits or four passes

AND

b)   One year Certificate in relevant field of Study from recognized Institutions.

SUMMARY OF COURSES

FIRST YEAR						
SEMSTER I				SEMESTER II		
CODE	COURSE TITLE	CREDITS		CODE	COURSE TITLE	CREDITS

Code	Course Title	Credits		Code	Course Title	Credits
HRM 11	Human Resource Management	3		DBA 23	Principles of Management	2
HRM 12	Office Procedure and Records Management	3		HRM 22	Strategic Human Resource Management	3
HRM 13	Introduction to Business Mathematics and Statistics	2		HRM 23	Introduction to Accounting	2
DGS 13	Communication Skills	2		HRM 24	Organizational Behaviour	3
HRM 15	Computer Studies	2		HRM 25	Labour Law Labour Relations	3
DGS 22	Development Studies	2		DIT 41	Management Information Systems	2
DGS 11	Foundation of Faith and Ethics	2				

SECOND YEAR						
SEMSTER III				SEMSTER IV		
CODE	COURSE TITLE	CREDITS		CODE	COURSE TITLE	CREDITS
HRM 31	International Human Resource Management	3		HRM 41	Managerial and Leadership Skills	3
HRM 32	Performance Management	3		HRM 42	Disaster Management	2
HRM 33	Health, Safety and Employee Welfare	2		HRM 43	Change Management	2
HRM 34	Introduction to Entrepreneurship	2		HRM 44	Organizational Development	2
HRM 35	Management Consultancy Skills	2		HRM 45	Business Ethics and Corporate Governance	2
HRM 36	Strategic Management	2		HRM 46	Field and Report Writing	3

DIPLOMA IN PROCUREMENTAND MATERIAL MANAGEMENT (DPMM)

The Diploma in PROCUREMENT is offered in the Faculty of Business and Management Studies. It is a two year programme aimed to prepare students for careers in domestic and international operations with sufficient entrepreneurial skills focusing on the global environment within which business operates.

The programme consists of two interrelated strands:

1. Theoretical studies, skills development through peer skills practice,

2. Personal development, Supervision and research report.

Academic Entry Qualifications

Category A: Direct Entry

    (a) Certificate of Secondary Education Examination (CSEE) with at least three credits.

                AND

    (b) Form VI Certificate of Advanced Secondary Education Examination (ACSEE) with at least one principal and one subsidiary

                AND

(c) Applicant must have at least a pass at O-Level or a subsidiary pass at A-Level in Mathematics, Commerce or Bookkeeping and Accounts.

Category B: Equivalent Entry

    (a) A Certificate of Secondary Education Examination with two Credits or four passes.

    (b) One year Certificate in Business Studies or Social Science from SMMUCo or any other recognized Institution or the Procurement and Supplies and Management Foundation Certificate (NBMM)

SUMMARY OF COURSES

FIRST YEAR						
SEMESTER I				**SEMESTER II**		
CODE	COURSES	CREDITS		CODE	COURSE	CREDITS
DAC 11	Principles of Accounting I	3		DAC 21	Principles of Accounting II	3
DAC 12	Business Mathematics and Statistics I	2		DAC 22	Business Mathematics and Statistics II	2
DBA 11	Economics	2		DBA 22	Business Law & Legal aspects of procurement	2
DBA 12	Commerce	2		DBA 23	Principles of Management & Practice	2
DPR 11	Stores Management and Administration	2		DPR 21	Principles of Clearing & Forwarding	2
DGS 11	Foundation of Faith and Ethics	2		DGS 21	Business Ethics and Corporate Governance	2
DGS 13	Communication Skills	2		DGS 22	Development Studies	2
D I T 11	Computer Studies	2				2

SECOND YEAR						
SEMESTER III				**SEMESTER IV**		
CODE	COURSES TITLE	CREDITS		CODE	COURSE TITLE	CREDITS
DAC 32	Quantitative Techniques	2		DPR 41	Managerial Economics	2
DAC 35	Fundamentals of Corporate Finance	2		DBA 45	Production and Operations Management	2
DAC 36	Cost &Management Accounting	3		DPR 42	Warehousing Management	2
DBA 31	Distribution Management	2		D I T 41	Management Information System	2
DBA 32	Entrepreneurship	2		DGS 42	Field Report Writing	2
DBA 33	Marketing Management I	2				
DBA 34	Procurement Management I	3				

DIPLOMA IN COMMUNITY DEVELOPMENT(DCD)

The Diploma of Community Development programme at SMMUCo is offered by the Faculty of Social Science under the department of Community Development. The diploma is a full-time, intensive development diploma **p**rogramme designed to prepare a well-rounded and marketable candidates for a career for successful domestic and international operations and focusing on the global environment within which economic operates. It also instils and develops entrepreneurial capabilities to enable graduates to take advantage of emerging development opportunities.

Community development refers to progress resulting to promoting standard of living. Countries around the world are going through rapid economic changes, resulting from the current fast developments in science and technology. Tanzania is equally affected by such changes since change is inevitable. Change can bring about an improvement to the well-being of the people but it can also be highly disastrous. The process is so dynamic hence important to prepare people to manage the process for positive results. The Diploma in Community Development will enhance imparting knowledge to people who can work particularly in the field.

The programme is a fully integrated one. The student learns practical skills in direct relation to the relevant theory and experiences the impact of change processes as an individual or a small group. The student is required to read, discuss and reflect upon the wide context in which the roles of development administrators are applied practically for human development

The diploma programme consists of the following interrelated strands:

- Theoretical studies, skills development through peer skills practice,
- Personal development, Supervision and research report.

Academic Entry Qualifications

Category A: Direct Entry

(a) Certificate of Secondary Education Examination (CSEE) with at least three credits

AND

(b) Certificate of Advanced Secondary Education Examination (ACSEE) with at least one principal pass and one subsidiary pass.

Category B: Equivalent Entry

(a) Certificate of Secondary Education Examination (CSEE) with at least two credits or four passes
   AND

(b) Certificate in Social sciences or Business Studies from a recognized Institution by NACTE or TCU and must be approved by the SMMUCo

SUMMARY OF COURSES

FIRST YEAR

SEMESTER I				SEMESTER II		
CODE	COURSE TITLE	CREDITS		CODE	COURSE TITLE	CREDITS
DCD 11	POVERT AND INEQUALITY	2		DCD 21	FOOD AND NUTRITION SECURITY	2
DGS 13	COMMUNICATION SKILLS	2		DCD 22	DEVELOPMENT POLICY ANALYSIS	2
DAC 12	BASIC MATHEMATICS AND STATISTICS	2		DBA 23	PRINCIPLES OF MANAGEMENT	2
DGS 11	FOUNDATIONS OF FAITH AND ETHICS	2		DGS 21	BUSINESS ETHICS AND CORPORATE GOVERNANCE	2
DIT 11	COMPUTER STUDIES	2		DGS 22	DEVELOPMENT STUDIES	3
DCD 12	PRINCIPLES OF COMMUNITY DEVELOPMENT	3		DCD 23	ECONOMIC DEVELOPMENT	3
DCD 13	BASIC SOCIOLOGY	2				

SECOND YEAR

SEMISTER III				SEMESTER IV		
CODE	COURSE TITLE	CREDITS		CODE	COURSE TITLE	CREDITS
DCD 31	PRINCIPLES OF RURAL DEVELOPMENT	3		DCD 41	DEVELOPMENT PLANNING	3
DCD 32	SUSTAINABLE DEVELOPMENT	2		DCD 42	PROJECT PLANNING & MANAGEMENT	3
DAC 11	PRINCIPLES OF ACCOUNTING I	3		DCD 43	CONFLICTS AND CONFLICT RESOLUTION	2
DCD 34	COMMUNITY HEALTH	2		DCD 44	MICROFINANCE MANAGEMENT	3
DCD 35	DISASTER MANAGEMENT	2		DCD 45	MARKETING MANAGEMENT	2
DBA 35	ENTERPREURSIP	3		DGS 42	FIELD WORK REPORT WRITING	2

DEGREE PROGRAMMES

BACHELOR OF EDUCATION IN ARTS (BED ARTS)

The Bachelor of Education (Bed (Arts) at SMMUCoMwika Campus is a three year programme. It facilitates teachers trainees to acquire competences in three main areas namely education including teaching methods and supporting courses (Computer and Communication, Skills; Development Studies and Foundations of Faith), also to acquire knowledge of two teaching subjects in Secondary Schools (English, Kiswahili, Geography, History ,Bible Knowledge and Divinity) based on their combinations.

Academic Entry Qualification

Category A: Direct Entry

a) Certificate of Secondary Education Examination (CSEE) with at least three credits.

b)Certificate of Advance Secondary Education Examination (ACSEE) with at least two principal passes or more in teaching subjects Kiswahili, English, Geography, History and Divinity / Christian Education with total point not less than 2.0 (Key: A=5, B=4, C=3, D=2, E=1, S=0.5)

OR

Holder of any Degree (in another field) from an accredited University

Category B:Equivalent Entry

A Diploma in Education from an accredited University College

Category C: Mature Age Entry

    (c) Must be 25 years of age or older in the year of application.

    (d) Must sit and pass examination in the *Recognition of Prior Learning* (RPL) offered by the Tanzania Commission for Universities (TCU)

    Note: Applicants fulfilling the above conditions must also meet the specific admission requirements listed under the faculty for the programme they wish to pursue.

DEFINITION: CORE / ELECTIVES / AUDIT COURSES

CORE COURSES

- A core course is the one that must be registered for and passed by the student in order to obtain a degree. A student must take all the core courses prescribed in the degree programme.

ELECTIVE COURSES
- An elective course is a compulsory course necessary to make up to the minimum credit requirements of the degree. Elective course (s) is selected amongst a number of elective courses listed by the prospectus/ curriculum for the degree in question. The Faculty normally prescribes which elective is allowable depending on availability of qualified teaching staff.
- Elective courses are graded in the same manner as the core courses.
  Audit course
- An audit course is any core or elective course which is taken in addition to the two courses mentioned above. Students may wish to improve their CV for job placements. For example, someone may wish to take a music course for that purpose. Audit courses will be listen in transcript separately but will not be included when calculating the final grade (GPA) of the graduate.

OPERATIONAL POLICIES OF THE MAJOR/ MINOR STRUCTURE IN THE ACADEMIC YEAR

1. All students must register for the core, elective or even audit course where available before the beginning of a semester by filling in the College Registration form provided for that purpose.
2. Each student shall choose two teaching subjects and decide which of these shall be major and which shall be minor.
3. A student must register for all the core courses in the major and the minimum number of required courses in the second minor subject.
4. The total number of credits in the major and minor subjects shall not be less than 20 credits per semester, 40 credits a year (average) and not less than 120 credits for three years.
5. Should the required number of credits fall short students will chose topping up courses from options provided in the core courses in major subject or choices provided in the minor subject.
6. Students will aim at minimum variation from the student's credits level specified above and try to attain credits totals nearing 120 credits as much as possible.
7. The Dean of Faculty on the advice of Heads of Departments will restrict options where administratively necessary and announce to the students during the registration process. Students shall not choose their topping up course from the ELECTIVES PART OF THEIR MAJOR IN THE COMING SEMESTER.\
8. At the beginning, this process shall be done manually requiring students to fill the above hard copy forms.
9. Students wishing to take an audit course must normally get written permission from the DPAA.
10. Students wishing to study two major subjects may do so.

SUMMARY OF COURSES
MAJOR AND MINOR COURSES

HISTORY SUBJECT

First year -- Semester 1 --Major Core Course			First year -- Semester 2 --Major Core Course		
CODE	COURSE	CREDITS	CODE	COURSE	CREDITS
HIS 111	Main Concepts and Historical Perspectives in Historical Scholarship	3	HIS 121	Capitalism and Imperialism in World History	3
HS112	Survey of World History to AD 1500	3	HIS 122	Themes in Africa History	3
BIT111	Computer Studies 1	2	BIT 111	Computer Studies II	2
BGS 113	Communication Skills I	3	BGS 123	*Communication Skills II*	3
BGS 112	Foundations of Faith and Ethics	2	BGS 112	Development Studies	3
			EDU 121	Human Growth and Development	3
EDU 111	History and Philosophy of Education	3	**EDU 211**	Comparative Education	3
EDU 112	Basic Principles of Teaching	3	Sub-total		20
Sub total		19	Elective		
Minor			Minor: choose one or more courses		
HIS 111	Main Concepts and Historical Perspectives in Historical Scholarship	3	**HIS 121**	Capitalism and Imperialism in World History	3
Sub total		3	HIS 122	Themes in Africa History	
			Sub-total		3 / 6
Second year courses 3rd semester Major			Second Year 4th semester Major		
HIS 211	Philosophies and Methodologies of History	3	HIS 222	Neo- Colonialism and Revolutionary Movements	3
HIS 212	History of Tanzania	3	HIS 221	History of East Africa	3
EDU 124 (224BBAED)	Teaching Practice I	2	EDU 122	Current Issues in Education	3
EDU 212	Educational Psychology Guidance and Counselling	3	EDU 224/5/6	Social Science Teaching Methods	2
EDU 213	Measurements, Evaluation and Educational Statistics	3	**BGS 221**	**Introduction to Social Science Research Methods**	**2**
DELETED	**DELETED**				
Sub total		14	Sub total		13
Minor: Choose at least one			Minor		
			HIS 222	Neo- Colonialism and Revolutionary Movements	3
HIS 214	*The survey of the world History of globalization*	*3*	EDU 224/5/6	Social Science Teaching methods	*2*
HIS 212	*History of Tanzania*	*3*		Sub total	*6*
Sub total		3 or 6			
Third year courses 5th semester			6th semester Major Core		

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Major Course					
HIS 313	History of West Africa	3	HIS 318	History of Central Africa	3
HIS 311	Economic History of Tanzania	3	HIS 311	History of South Africa	3
EDU 313	Curriculum Development	3	EDU 312	Adult Education	3
EDU 322	Educational Seminar	2	EDU 322 (BBAED	Educational Management and Administration of a School	3
EDU 311 (BBAED)	Teaching Practice II	3	EDU 323	Research Project	5
	Sub total	14		Sub total	16
	Elective			Minor choose one	
	Minor: choose one		HIS 318	History of Central Africa	3
HIS 313	History of West Africa	3	HIS 323	History of South Africa	3
HIS 311	Economic History of Tanzania	3		Sub total	3
	Sub total	3			
English subject First year 1st semester Major Core course			**First Year 2nd semester Major Core courses**		
CODE	*COURSE TITLE*	*CREDITS*	*CODE*	COURSE TITLE	*CREDITS*
LAN 111	*Introduction to the Study of Language*	*3*	*BIT 111*	Computer Studies II	*2*
LAN 112	*English Structure*	*3*	*BGS 123*	Communication Skills II	*3*
BIT 111	Computer Studies I	2	BGS 112	Development Studies	3
BGS 113	Communication Skills I	3	LAN 227	Theory of Literature: Origins and Role in Society	2
BGS 112	Foundation of Faith and Ethics	2	*LAN 123*	*English Language Practice*	3
EDU 111	History and Philosophy of Education	3	EDU 211	Comparative Education	3
EDU 112	Basic Principles of Teaching	3	EDU 121	Human Growth and Development	3
	Sub total	16		Sub total	19
	Minor			Electives	
LAN 112	*English Structure*	*3*		Minor	
	Sub total	3	LAN 227	Theory of Literature: Origin and Role in Society	2
			LAN 123	English Language Practice	3
				Sub total	5
Second year course 3rd semester Major			**Second Year 4th semester Major Core**		
LAN 213	*Drama in English*	*2*	*LAN 221*	Sociolinguistics	*3*
LAN 211	General Linguistics	3	LAN 122	Introduction to African Literature	2
LAN 212	General Phonetics &Phonology	3	EDU 221/2/3/&312	Language Teaching Methods	2
EDU 212	Educational Psychology Guidance and Counselling	3	EDU 122	Current Issues in Education	3
EDU 213	Measurement, Evaluation and Educational Statistics	3	BGS 221	Introduction to Social Science Research Methods	2
EDU 124(224 BBAED)	Teaching Practice I	2		Sub total	16
	Sub total	16		Electives	
	Minor: Take at least two		LAN 214	Translation: Theory and Practice	2
LAN 213	*Drama in English*	*2*	*LAN 225*	English for Business	*2*
LAN 211	General Linguistics	3	LAN 226	Poetry in English	2

LAN 212	General Phonetics & Phonology	3	LAN 223	Varieties of English	2
	Sub total	**5 or 6 Or 8**		**Minor**	
			LAN 221	Sociolinguistics	3
			LAN 122	Introduction to African Literature	2
			EDU 221/2/3 /&312	Language Teaching Methods	2
				Sub total	**7**
Third year course 5th semester Core courses			**Third Year 6th semester Major**		
LAN 311	General Syntax	3	EDU 312 (BBAED)	Adult Education	2
LAN 312	Applied English Linguistics	3	EDU 311 (BBAED)	Educational Management & Administration of a School	3
EDU 313	Curriculum Development	3	EDU 323	Research Project and Paper Writing	6
EDU 311 (BBAED)	Teaching Practice II	3	LAN 322	Historical and Comparative Linguistics	3
EDU 322	Educational Seminar	2	LAN 321	English Pragmatics	3
	Sub total	**14**		**Sub total**	**16**
Elective				**Minor**	
LAN 323	Translation Project	2	LAN 321	English Pragmatics	3
	Minor			**Sub total**	**3**
LAN 312	*Applied English Linguistics*	*3 credits*			
	Sub total	**3**			
Kiswahili subject First year courses 1st semester Major Core			**First Year 2nd semester Major Core**		
SWA 112	History Growth and Spread of Kiswahili	3	SWA 121	Introduction to Kiswahili Literature	3
SWA 111	Introduction to Kiswahili Structure	3	*SWA 122*	*Kiswahili Morphology and Syntax*	3
BGS 112	Foundation of Faith and Ethics	2			
BIT 111	Computer Studies I	2	BIT 111	Computer Studies II	2
BGS 113	Communication Skills I	3	BGS 123	Communication Skills II	3
EDU 111	History and Philosophy of Education	3			
EDU 112	Basic Principles of Teaching	3	BGS 112	Development Studies	3
	Sub-total	**19**	EDU 211	Comparative Education	3
	MINOR Take at least one		EDU 121	Human Growth and Development	3
SWA 112	History growth and spread of Kiswahili	3 credits		**Sub-total**	20
SWA 111	Introduction to Kiswahili structure	3 credits		**Minor :Take at least one**	
	Sub-total	**3/6**	SWA 121	Introduction to Kiswahili literature	3
			SWA 122	*Kiswahili Morphology and Syntax*	3
				Sub-total	**3 or 6**
Second year courses 3rd Semester Major Core			**Second year 4th Semester Major Core**		
SWA 212	Kiswahili Phonetics and Phonology	3	BGS 221	Introduction to Social Science Research Methods	2
EDU 212	Educational Psychology Guidance and	3	SWA 222	Kiswahili Poetry	3

	Counselling				
EDU 213	Measurements, Evaluation and Educational Statistics	3	SWA 223	Kiswahili Drama	3
EDU 124(224 BBAED)	Teaching Practice I	2	SWA 322	*Kiswahili Sociolinguistics*	3
SWA 211	Kiswahili Novel	3	*EDU 216/7*	*Language Teaching Methods*	2
	Sub-total	*14*	*EDU 122*	Current Issues in Education	*3*
				Sub-Total	17

Minor :Take at least one

SWA 211	Kiswahili Novel	3			
SWA 212	Kiswahili Phonetics and Phonology	3	**Minor Take at least two including EDU 216/217**		
	Sub-total	3 or 6	SWA 222	*Kiswahili Poetry*	3
			EDU 216/7	*Language Teaching Methods*	2
			SWA 223	*Kiswahili Drama*	3
			SWA 322	*Kiswahili Sociolinguistics*	3
				Sub-Total	3 or 6 or 8 or 11

Third year course 5th semester Major Core | | | **Third year 6th semester Major Core courses** | | |

SWA 311	Kiswahili Creative Writing	3	EDU 312 (BBAED)	Adult Education	2
SWA 313	Kiswahili Translation	3	322 (BBAED)	Educational Management & Administration of a School	3
EDU 313	Curriculum Development	3	EDU 323	Research Project	5
EDU 311 (BBAED)	Teaching Practice II	3	SWA 322	Kiswahili Semantics and Pragmatics	3
EDU 322	Educational Seminar	2	SWA 322	Writing in Kiswahili	3
	Sub-total	14		Sub-total	16
	Minor Take at least one			**Minor take at least one**	
SWA 313	Kiswahili translation	3	SWA 321	Writing in Kiswahili	3
SWA 311	Kiswahili Creative Writing	3	SWA 322	Kiswahili Semantics and Pragmatics	3
	Sub-total	3 or 6		Sub-total	3 or 6

CHRISTIAN EDCUATION First year course 1st Semester Major core | | | **First Year 2nd semester Major core courses** | | |

CED 111	Introduction to the Old Testament	3	CED *213*	*Christian Ethics*	2
CED 122	*Keys to the Bible Study*	*2*	*CED*112	Introduction to the New Testament	*3*
CED 113	*Introduction to Christian Education*	*3*	*CED 121*	Pentateuch	*3*
BIT 111	Computer Studies I	2	BGS 112	Development Studies	3
BGS 113	Communication Skills I	3	BIT 111	Computer Studies II	2
BGS 112	Foundation of Faith and Ethics	2	BGS 123	*Communication Skills II*	3
EDU 111	History and Philosophy of Education	3	EDU 211	Comparative Education	3
EDU 112	Basic Principles of Teaching	3	EDU 121	Human Growth and Development	3
	Sub-Total	19		Sub-total	22
	Elective			Elective	
				Minor	

Minor			**CED 112**	Introduction to the New Testament	**3**
CED 111	Introduction to the Old Testament	3	CED 121	Pentateuch	3
CED 113	*Introduction to Christian Education*	*3*		*Sub-total*	*6*
	Sub-total	*5*			
Second year 3rd semester **Major Core Courses**			**Second year 4th semester** **Major core**		
CED 211	Synoptic Gospels	3	CED 221	Johannine Literature	3
CED 222	Church History	3	CED 212	Youth Ministries	3
CED 123	Children's Ministries	2	CED 223	Hebrew Prophecy	2
EDU 212	Educational Psychology Guidance and Counselling	3	EDU 224/5/6	Social Science Teaching methods	2
EDU 213	Measurement, Evaluation and Educational Statistics	3	EDU 122	Current Issues in Education	3
EDU 124(224 BBED)	Teaching Practice I	2	BGS 221	Introduction to social science research methods	2
	Sub-Total	**16**		**Sub-Total**	**15**
				Elective	
Minor			**Minor**		
CED 211	Synoptic Gospels	3	CED 221	Johannine Literature	3
CED 222	Church History	3	CED 223	Hebrew Prophecy	3
	Sub-Total	**6**	EDU 224/5/6	Social Science Teaching methods	**2**
				Sub-Total	8
Third year course **5th semester** **Major Core**			**6th semester** **Major Core**		
CED 313	History of Christian Theology	3	CED 322	Islam and African Traditional	3
CED 321	Pauline Literature	3	CED 323	Contemporary Issues in Christianity	3
CED 312	Adult Ministries	2	CED 311	Counselling	2
EDU 313	Curriculum Development	3	EDU 312 (BBAED)	Adult Education	2
EDU 311 (BBED)	Teaching Practice II	3	EDU 322(BBA ED)	Educational Management and Administration of a School	3
EDU 322	Educational Seminar	2	EDU 323	Research Project	5
	Sub-total	**16**		**Sub-total**	**18**
Minor					
CED 313	History of Christian Theology	3	**Minor**		
CED 321	Pauline Literature	3	CED 322	Islam and African Traditional	3
	Sub-total	**6**	CED 323	Contemporary Issues in Christianity	**3**
				Sub-total	**6**
GEOGRAPHY **Major Core Courses** **First year 1st Semester**			**First year 2nd semester** **Major Core**		
GEO	111	Introduction to Physical Geography	3	GEO 121	Climatology	3
GEO	*112*	*Environmental Education*	*3*	*GEO 112*	Cartography, Mapping and Surveying	*3*
BIT	111	Computer Studies I	2	BGS 112	Development Studies	3
BGS	112	Foundation of Faith and Ethics	2	BIT 111	Computer Studies II	2
				BGS 123	Communication Skills II	3
BGS	113	Communication Skills I	3			
EDU	111	History and Philosophy of	3	EDU 211	Comparative Education	3

		Education				
EDU	112	Basic Principles of Teaching	3	EDU 121	Human Growth and Development	3
		Sub total	**19**		**Sub total**	**17**
		Minor: Take at least one			**Electives**	
GEO	111	Introduction to Physical Geography	3	GEO 314	Land Evaluation for Development Planning	3
GEO	*112*	*Environmental Education*	*3*	*GEO 324*	Urban Transport Planning and Management	*3*
		Sub-total	*3 / 6*			
					Minor: Take at least one	
				GEO 121	Climatology	3
				GEO 122	*Cartography, Mapping and Surveying*	3
					Sub-total	**3 or 6**

Second year course
3rd semester Major Core

Second year 4th semester Major

GEO 215		Transport Systems	3	GEO 222	Population Studies	3
GEO 211		*Quantitative Techniques*	*3*	*GEO 212*	Soil Resources	*3*
EDU 212		Educational Psychology Guidance and Counselling	3	EDU 224/5/6	Social Science Teaching methods	3
EDU 213		Measurements, Evaluation and Educational Statistics	3	EDU 122	Current Issues in Education	3
EDU 124(224 BBAED)		Teaching Practice I	2	BGS 221	Introduction to Social Science Research Methods	2
		Sub total	**14**		**Sub total**	**13**
		Electives			**Minor: Choose EDU 224/5/6 and at least one other course**	
GEO 113		*Environmental Resources and Food Security*	*3*	*GEO 222*	Population Studies	*3*
		Minor choose at least one of the following		**GEO 212**	Soil Resources	3
GEO 215		Transport Systems	3	EDU 224/5/6	Social Science Teaching methods	2
GEO 211		*Quantitative Techniques*	*3*	*EDU 122*	Current Issues in Education	*3*
		Sub total	**3 or 6**	**BGS 221**	Introduction to Social Science Research Methods	**2**
					Sub total	**13**
					Minor: Choose EDU 224/5/6 and at least one other course	
				GEO 222	Population Studies	3
				GEO 212	Soil Resources	3
				EDU 224/5/6	Social Science Teaching methods	2
					Sub-total	**3 / 8**

Third year courses
5th semester Major

Third year 6th semester Major

			312 (BBAED)	Adult Education	**2**
EDU 313	Curriculum Development	3	EDU 322 (BBAED)	Educational Management & Administration of a School	3
GEO 314	Urban Transport Planning	3	EDU 323	Research Project	5
GEO 321	Environmental Policy and Planning	3	EDU 322	Agricultural and Rural Settlement Planning	3
EDU 311 (BBAED)	Teaching Practice II	3	GEO 311	Population Resources and Development	3
EDU 322	Educational Seminar	2		**Sub-total**	**16**

				Elective	
	Sub total	14			
	ELECTIVE		EDU324	*Environmental Assessment*	*3*
GEO 313	Regional Planning	3		Minor: take at least one of the following	
GEO 323	Project Planning and Management	3	GEO 322	Agricultural and Rural Settlement Planning	3
	Minor: Take at least one		GEO 311	Population Resources and Development	3
GEO 314	Urban Transport Planning	3		Sub-total	3 or 6
GEO321	Environmental Policy and Planning	3			
	Sub-total	3 /6			

BACHELOR OF BUSINESS ADMINISTRATION WITH EDUCATION
(BBA- Ed)

The BBA - Ed programme is offered in the Faculty of Business and Management Studies in collaboration with the Faculty of Education. This programme is designed to train secondary school teachers to teach business subjects in secondary schools.

The SMMUCo's degree programme in Business Administration with Education is unique as it offers courses in Accounting, Procurement, Marketing, Management Information Systems (MIS), Entrepreneurship, Business Policy and Strategic Management and Education.

Academic Entry Qualifications

Category A: Direct Entry

   (a) Certificate of Secondary Education Examination (CSEE) with at least three credits

   AND

   (b) Must have at least two principals in A – level with a minimum points of 2.5 or more
   (Where A = 5, B = 4, C = 3, D = 2, E = 1, S =0.5)

   AND

   (c) Must have either a pass in Mathematics at "A" or "O" -Levels OR a Credit in Accounts, or Commerce or Economics at "O" level

Category B: Equivalent Entry Qualification(s)

   (a) Certificate of Secondary Education Examination with at least Two credits or four passes

   AND

   (b) Diploma in business studies or teaching with a grade B or above or other relevant field of study approved by SMMUCo.

   OR

   (c) Must have met entry requirements at a credited University (in the case of international students are subject to approval by the SMMUCo.

SUMMARY OF COURSES

FIRST YEAR						
SEMESTER I				**SEMESTER II**		
CODE	**COURSE TITLE**	**CREDITS**		**CODE**	**COURSE TITLE**	**CREDITS**
BBA 111	Microecomics	3		BBA 121	Macroecomics	2
BBA 113	Commerce	3		BBA 123	Principles of Management	2
ACC 111	Principle of Accounting I	4		ACC 121	Principle of Accounting II	4
ACC 112	Business Maths & Statistics I	3		ACC 122	Business Maths & Statistics II	3
EDU 111	History and Phylosophy of Education	3		BGS 121	Business Ethics and Coperate Governance	2
EDU 121	Basic Principles of Teaching	3		EDU 212	Human Growth and Developement	2
BGS 112	Development Studies	3		EDU 211	Current Issues in Education	2
BGS 113	Communication Skills I	3		BGS 123	Communication Skills II	2
BIT 111	Computer Studies I	2		BIT 121	Computer Studies II	2
BGS 111	Faundations of Faith and Ethics	2		BGS 123	Teaching Practice I	2

SECOND YEAR						
SEMESTER III				**SEMESTER IV**		
CODE	**COURSE TITLE**	**CREDITS**		**CODE**	**COURSE TITLE**	**CREDITS**
BBA 114	Business Law	3		BBA 228	Procuament Management	2
BBA 217	Intermidiate Microecomics	2		BBA 227	Intermidiate Macroecomics	2
BBA 218	Marketing Management	2		EDU 213	Curriculum Development	2
BBA 219	Entrepreneurship	2		EDU 221	Educational Psycology, Guidency and Counseling	2
ACC 211	Intermidiate Accounting I	4		ACC 221	Intermidiate Accounting II	4
ACC 212	Quantitative Techniques I	2		ACC 222	Quantitative Techniques II	3
EDU 222	Compelative Education	3		EDU 223	Method of Teaching of Commerce Subjects	2
EDU 321	Educational Measurement and Evalution	3		EDU 224	Teaching Practice II	4

BIT 211	Management Information Systems	3		BBA 313	Research Methodology II	2
BBA 313	Research Methodology I	3				

ELECTIVE COURSES (CHOOSE ONE ONLY)

CODE	COURSE	CREDITS
BBA 229	Strategic Supply Chain (**Procurement**)	2
BBA 230	Sales Management (**Marketing**)	2

THIRD YEAR *(34 CREDITS)*

SEMESTER 5				SEMESTER 6		
CODE	COURSE NAME	CREDITS		CODE	COURSE NAME	CREDITS
BBA 312	Investment Analysis & Project Appraisal	2		BBA 322	Organizational Behaviour	2
BBA 314	Management Consultancy Skills	2		BBA 324	Warehousing Management	2
BBA 318	Supplies & Stock Auditing	2		EDU 312	Adult Education	2
BBA 319	Business Policy & Strategic Management	3		EDU 323	Research Project and Paper Writing	6
ACC 215	Taxation	3		EDU 322	Educational Management & Administration	2
EDU 321	Education Seminar	2				

ELECTIVE COURSES (CHOOSE ONLY TWO RELATED COURSES)
FOR SEMESTER V
PROCUREMENT COURSES

CODE	COURSE NAME	CREDITS
BBA 320	Cost and Finance	2
BBA 321	International Procurement	2

OR

MARKETING COURSES

CODE	COURSE NAME	CREDITS
BBA 322	Service Marketing	2
BBA 323	International Marketing	2

OPTIONAL COURSES FOR SEMESTER VI
ACCOUNTING COURSES

CODE	COURSE NAME	CREDITS

ACC 216	Auditing	2
ACC 213	Sales & Corporate Finance	2

BACHELOR OF SCIENCE IN HOSPITALITY AND TOURISM MANAGEMENT
(BSc.HTM)

The BSc in Hospitality and Tourism Management is offered in the Faculty of Science and Technology. It is a three years programme designed to train students in Hospitality and Tourism industries. The programme shall equip students with knowledge and skills in;

a) Marketing hospitality and tourism products.

b) Strategic management of human resources.

c) Planning and management of social events.

d) Principles of accounting in industries.

Academic Entry Qualifications

Category A: Direct Entry

(a) Certificate of Secondary Education Examination (CSEE) with at least three credits.

   AND

(b) Must have at least two principals in A – level with at least 2.5 points or more;

   (Where A = 5, B = 4, C = 3, D = 2, E = 1, S =0.5)

              AND

(c) Must have at least a pass in either English, Biology, Chemistry, History, Geography or Nutrition at "O" level

Category B: Equivalent Entry

(a) Certificate of Secondary Education Examination (CSEE) with three credits or five passes.

            AND

(b) Second class diploma in any hospitality or tourism or any relevant
   field of study approved by SMMUCo

(c) Must have met entry requirements at an accredited University (in the case of foreign applicants) subject to approval by NACTE or TCU and SMMUCo

Category C: Mature Age Entry
(a) Must be 25 years of age or older in the year of application.

(b) Must sit and pass examination in the *Recognition of Prior Learning* (RPL) offered by the Tanzania Commission for Universities (TCU)

Note: Applicants fulfilling the above conditions must also meet the specific admission requirements listed under the faculty for the programme they wish to pursue.

SUMMARY OF COURSES
FIRST YEAR

SEMESTER I				SEMESTER II		
CODE	COURSE TITLE	CREDITS		CODE	COURSE TITLE	CREDITS
HTM 111	Principles of Hotel and Catering Industry	3		HTM 121	Hospitality and Tourism Marketing I	3
HTM 112	Introduction to Tourism Management	3		HTM 122	Front Office Management	3
HTM 113	Tour Operations Management	3		HTM 123	Cultural and Heritage	3
BGS 111	Foundations of Faith and Ethics	2		HTM 124	Hospitality and Tourism Law	3
BGS 122	Development Studies	3		BGS 123	Communication Skills II	3
BGS 113	Communication Skills I	3		BIT 121	Computer Studies II	2
BIT 111	Computer Studies I	2		HTM 313	Eco-Tourism	3

SECOND YEAR

CODE	COURSE TITLE	CREDITS		CODE	COURSE TITLE	CREDITS
HTM 211	Hospitality and Tourism Marketing II	3		HTM 221	Catering Management	4
HTM 212	Hospitality Management	3		HTM 222	Introduction to Natural Resources and Environment	3
HTM 213	Tourism Policies and Theories	3		BBA 226	Human Resources Management	2
HTM 214	Economics of Tourism	3		BGS 121	Business Ethics and Corporate Governance	2
ACC 112	Business Mathematics and Statistics	3		BBA 213	Research Methodology II (Proposal)	3
HTM 125	Field Training I	3		HTM 223	Food and Beverage Services and Sales	3
BBA 213	Research Methodology I	3		BBA 123	Principles of Management	3
ACC 111	Principles of Accounting	3				

THIRD YEAR

SEMESTER V				SEMESTER VI		
CODE	COURSE TITLE		CREDITS	CODE	COURSE	CREDITS
HTM 311	Tourism Management		3	HTM 321	Food and Beverage Management II	3
HTM 312	Food and Beverage Management I		3	HTM 322	Tourism Planning and Development	3
BBA 314	Management Consultancy Skills		2	HTM 323	Hospitality Properties and Facilities Development Skills	3
HTM 314	Conventions and Events Management		3	HTM 324	Tour guiding and Interpretations	3
BBA 319	Business Policy and Strategic Management		3	HTM 313	Research Project and Paper Writing	6

BIT 211	Management Information Systems		3	EDU 323	Entrepreneurship	2
HTM 224	Field Training II		3			

BACHELOR OF ARTS IN PUBLIC ADMINISTRATION AND MANAGEMENT

(BPAM)

The programme is designed to prepare and equip students with knowledge and skills in public administration; putting emphasis on the needs, at middle and senior levels, required to manage central government, local government and private sector. The programme exposes students to the skills and knowledge in Public Administration development administration management, entrepreneurship and information technology, human development problems and appropriate solutions, efficient management in public and private organizations and the

provision of satisfactory customer services.

Academic Entry Qualification

Category A: Direct Entry

(a) Certificate of Secondary Education Examination (CSEE) with at least three credits.

AND

(b) must have at least two principal passes in A – level with a total points of 2.5 or more points (where A = 5,B = 4, C = 3, D = 2, E = 1, S =0.5)

AND

(c) Must have a credit in English at O Level

Category B: Equivalent Entry Qualification

(a) Certificate of Secondary Education Examination (CSEE) with points in three credits or five passes, AND

(b) Second class diploma in the relevant field of study approved by SMMUCo

OR

(c) Must have met entry requirements at an accredited University (in the case of international students) subject to approval by the SMMUCo.

Category C: Mature Age Entry

(a) Must be 25 years of age or older in the year of application.

(b) Must sit and pass examination in the *Recognition of Prior Learning* (RPL) offered by the Tanzania Commission for Universities (TCU)

Note: Applicants fulfilling the above conditions must also meet the specific admission requirements listed under the faculty for the programme they wish to pursue.

SUMMARY OF COURSES

FIRST YEAR						
SEMESTER I				SEMESTER II		
CODE	COURSE TITLE	CREDITS		CODE	COURSE TITLE	CREDITS
PAM 111	Managerial Skills and Administration	4		BBA 226	Human Resources Management	2
BBA 114	Business Law	3		PAM 123	Organization Behaviour	4
BBA 111	Micro Economics	2		BBA 121	Macro Economics	2
BGS 111	Foundations of Faith and Ethics	2		BBA 123	Principles of Management	3
BGS 112	Development Studies	3		BGS 121	Business Ethics and Corporate Governance	2
BGS 113	Communications (English) I	3		BGS 123	Communication Skills (English) II	3
BIT 111	Computer Studies I	2		BIT 121	Computer Studies II	2
ACC 112	Business Mathematics and Statistics I	3		ACC 122	Business Mathematics and Statistics II	3

SECOND YEAR						
SEMESTER III				SEMESTER IV		
CODE	COURSE TITLE	CREDITS		CODE	COURSE TITLE	CREDITS
PAM 211	Managing Urban and Rural Development	4		PAM 221	Local Government Administration	4
PAM 212	Development Administration	4		PAM 222	Civil Society and Development Management	4
PAM 213	Principles of Marketing	3		PAM 223	Public Policy	3
ACC 111	Principles of Accounting	4		ACC 121	Principles of Accounting II	4
BBA 219	Entrepreneurship	3		PAM 212	Comparative Public Administration	3
BIT 211	Management Information System	3		BBA 213	Research Methodology II (Proposal)	3
BBA 213	Research Methodology I	3		PAM 225	Office Procedure and Records Management	3
				PAM 226	Sociology	3

			PAM 227	Disaster Management	3

SEMESTER V			SEMESTER VI		
CODE	COURSE TITLE	CREDITS	CODE	COURSE TITLE	CREDITS
PAM 311	Production and Operations Management	4	PAM 324	Procurement and Management of Materials	4
PAM 312	Employment and Labour Relations	4	PAM 325	Printing Process	4
			EDU 323	Research Project and Paper Writing	6
BBA 314	Management Consultancy Skills	2			
PAM 313	Management of Social Services	3			
BBA 319	Business Policy and Strategic Management	4			

THIRD YEAR

BACHELOR OF ACCOUNTANCY (B.Acc)

Bachelor of Accountancy (B.Acc) programme is offered by the Faculty of Business and Management Studies. It is a three years programme designed to prepare candidates for a career in domestic and international operation focusing on the global environment within which business operates.

The programme provides student with knowledge and skills in Accounting, Finance and Information Technology theory and methods, computerized accounting skills and the application of theories and practice.

Academic Entry Qualification

Category A: Direct Entry
    (a) Certificate of Secondary Education Examination (CSEE) with at least three credits.

          AND

    (b) Must have at least two principal passes at A-level with a total point of 2.5 or more points, (where A=5, B = 4, C=3, D=2, E=1, S=0.5 ;)

(c) An applicant must have either a subsidiary in Mathematics at A-level OR a pass in Mathematics at O-level.

Category B: Equivalent Entry Qualification

(a) Certificate of Secondary Education Examination (CSEE) with two credits or four passes.

> **AND**

(b) Second class diploma in the relevant field of study approved by SMMUCo

> **OR**

(c) Must have met entry requirements at an accredited Institution/University (in the case of International students) subject, to approval by the SMMUCo

Category C: Mature Age Entry

(a) Must be 25 years of age or older in the year of application.

(b) Must sit and pass examination in the *Recognition of Prior Learning* (RPL) offered by the Tanzania Commission for Universities (TCU)

Note: Applicants fulfilling the above conditions must also meet the specific admission requirements listed under the faculty for the programme they wish to pursue.

SUMMARY OF COURSES
FIRST YEAR

SEMESTER I				SEMESTER II		
CODE	COURSE TITLE	CREDITS		CODE	COURSE TITLE	CREDITS
ACC 111	Principles of Accounting I	4		ACC 121	Principles of Accounting II	4
ACC 112	Business Mathematics & Statistics I	3		ACC 122	Business Mathematics & Statistics II	3
BBA 111	Micro Economics	2		BBA 121	Macro Economics	2
BBA 112	Business Law I	3		BBA 122	Business Law II	3
BGS 111	Foundations of Faith & Ethics	2		BBA 123	Principles of Management	2
BGS 112	Development Studies	3		BGS 121	Business Ethics & Corporate Governance	2
BGS 113	Communication Skills I	3		BIT 121	Computer Studies II	2
BIT 111	Computer Studies I	2		BGS 123	Communication Skills II	3

SECOND YEAR

SEMESTER III				SEMESTER IV		
CODE	COURSE TITLE	CREDITS		CODE	COURSE TITLE	CREDITS
ACC 211	Intermediate Accounting I	4		ACC 221	Intermediate Accounting II	4
ACC 212	Quantitative Techniques I	3		ACC 222	Quantitative Techniques II	3
ACC 213	Corporate Finance I	3		ACC 223	Corporate Finance II	3

ACC 214	Cost Accounting I	3		ACC 224	Cost Accounting II	3
ACC 215	Taxation I	3		ACC 225	Taxation II	3
ACC 216	Auditing I	3		ACC 226	Auditing II	3
BIT 211	Management Information Systems	3		ACC 227	Accounting Information Systems	3
BBA 213	Research Methodology I	3		BBA 213	Research Methodology II (Proposal)	3
				BBA 219	Entrepreneurship	2

Elective Courses (Choose One Only)

CODE	COURSE TITLE	CREDITS
BBA 222	Managerial Economics	2
BBA 226	Human Resource Management	2

BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY (BIT)

Academic Entry Qualifications

Category A: Direct Entry

(a) Certificate of Secondary Education Examination (CSEE) with at least three credits with a pass in either Mathematics or physics or Chemistry.

(b) Must have at least two principal passes at "A" with 2.5 total points where A=5, B = 4, C=3, D=2, E=1, S=0.5)

Category B: Equivalent Entry

(a) Certificate of Secondary Education Examination (CSEE) with at least three credits or four passes

(b) A Second class diploma of either Computer Science or Information Technology or Electronics or any Diploma in Engineering from any accredited University.

SUMMARY OF COURSES

FIRST YEAR

SEMISTER 1				SEMISTER II		
CODE	COURSE TITLE	CREDITS		CODE	COURSE TITLE	CREDITS
BIT 112	Fundamentals of information technology	3		BIT 122	Fundamentals of information technology II	3

CODE	COURSE TITLE	CREDITS		CODE	COURSE	CREDITS
	I					
BIT 113	Introduction to programming	3		BIT 123	Operating system II	3
BIT 114	Operating system I	3		BIT 124	Programming I	3
BIT 115	Application software	3		BIT 125	Data structure and Algorithm	3
BIT 116	Mathematics of computing	3		BIT 126	Information Management	3
BGS 111	Foundation of Faith and Ethics	2		BIT 127	Digital of Fundamentals	3
BGS 112	Development studies	4		BIT 128	Practical Training I	2
BGS 113	Communication Skills I	3		BGS 123	Communication Skills II	3
				BIT 129	Statistical Mathematics	3
TOTAL SEMISTER I		**24**		**TOTAL SEMISTER II**		**26**

SECOND YEAR

SEMISTER III				SEMISTER IV		
CODE	COURSE TITLE	CREDITS		CODE	COURSE	CREDITS
BIT 211	Management Information System	3		BIT 221	Implementation of Database system	4
BIT 212	Computer Networking I	4		BIT 222	Computer Networking II	4
BIT 213	Database Management System concepts	4		BIT 223	Internet Application and Programming	3
BIT 214	Programming II	4		BIT 224	Software Development II	4
BIT 215	Computerized Accounting	3		BIT 225	Practical Training II	3
BIT 216	IT Ethics	3		BIT 226	System Diagnosis and Maintenance	4
BIT 217	Software Development I	3		BBA 213	Research Methodology II (Proposal)	3
BBA 219	Entrepreneurship	3		BGS 123	Communication Skills II	3
BBA 213	Research Methodology I	3				
TOTAL SEMISTER III		**30**		**TOTAL SEMISTER IV**		**29**

SECOND YEAR
ELECTIVE COURSES (CHOOSE ONLY ONE COURSE)
(SECOND SEMISTER)

CODE	COURSE	CREDITS
BBA 226	Human Resource Management	2
BBA 228	Principles of Marketing	2
BBA 123	Principles of Management	2

THIRD YEAR

CODE	COURSE TITLE	CREDITS		CODE	COURSE TITLE	CREDITS
BIT 311	Application for Graphics Design	4		BIT 321	Programming Project	6
BIT 312	System Analysis and Designing	4		BIT 322	Human Computer Interaction	4
BIT 313	Cyber Law and Security	3		BIT 323	Artificial Intelligence Systems	4
BIT 314	IT Project Management	4		BIT 324	IT System Administration	4
BIT 315	IT System Security	4		BIT 325	Multimedia application and design	3

BIT 316	Programming Project Proposal	3		EDU 323	Research Project and Paper writing	6
BIT 317	IT Management Strategies	4				
TOTAL SEMESTER V		**26**		**TOTAL SEMESTER VI**		**27**

BACHELOR OF ARTS IN MASS COMMUNICATION (BMC)

Bachelor of Arts in Mass Communication is a three years programme aimed at training mass communicators not only in mass communication, but also in other functional social sciences courses that will broaden learner's horizons in the dynamics of socio-economic aspects shaping communications in the world. Specific objectives of the Bachelor Degree in Mass Communication are to:

- Explain theoretical and practical aspects of media studies, corporate and development communication
- Demonstrate communication skills in multifaceted and changing world of communication
- Analyze changing news techniques and audiences

Entry Qualification

Category A: Direct Entry

a) Certificate of Secondary Education Examination (CSEE) with at least three credit of which one must be English, and

b) Advanced Certificate of Secondary Education Examination (ACSEE) with at least two principal passes and a total of 2.5 or more points

Category B: Equivalent Entry

a) Candidates who earned a Diploma from an accredited School of Journalism

OR

b) Earned a certificate from an accredited school of journalism with an "A" or "B" pass and working experience of at least a year

Category C: Mature Age Entry
(a) Must be 25 years of age or older in the year of application.
(b) Must sit and pass examination in the *Recognition of Prior Learning* (RPL) offered by the Tanzania Commission for Universities (TCU)

Note: Applicants fulfilling the above conditions must also meet the specific admission requirements listed under the faculty for the programme they wish to pursue.

SUMMARY OF COURSES

FIRST YEAR

	SEMSTER I				SEMESTER II	
CODE	COURSE TITLE	CREDITS		CODE	COURSE TITLE	CREDITS
MAC 111	Introduction to Mass Communication	3		MAC 114	Mediated Communication in Africa	3
MAC 112	News Writing and Reporting	3		MAC 115	Editing and Design	3
BIT 111	Computer Studies	2		MAC 116	Media Ethics	3
BGS 113	Communication Skills	3		MAC 117	Theories of Mass Communication	3
BGS 112	Development Studies	3		MAC 118	Kiswahili	3
BGS 111	Foundation of Faith and Ethics	2		MAC 119	Cultural Anthropology	3
MAC 113	Practicum (Print Media)	4		MAC 120	Practicum (Print Media)	4

SECOND YEAR

	SEMSTER III				SEMSTER IV	
CODE	COURSE TITLE	CREDITS		CODE	COURSE CODE	CREDITS
MAC 211	Online and Internet Communication	3		MAC 216	Media Law	3
MAC 212	Public Relations and Advertising	3		MAC 217	Television Production	3
MAC 213	Writing for the Radio	3		MAC 218	Development Communication	3
PAM 226	Sociology	3		BBA 213	Research Methodology II (Proposal)	3
MAC 214	Photography and photojournalism	3		BBA 218	Principles of Marketing	2
BBA 213	Research Methodology I	3				
PAM 211	Urban and Rural Development	2		MAC 220	Feature Writing and News Analysis	3
MAC 215	Practicum (Radio Production)	4		MAC 221	Practicum (TV Production)	4

THIRD YEAR

	SEMESTER V				SEMESTER VI	
CODE	COURSE TITLE	CREDITS		CODE	COURSE TITLE	CREDITS

ELECTIVE COURSES

Code	Course Title	Credits	Code	Course Title	Credits
MAC 311	Media Attachment	15	MAC 312	International Mass Communication	3
MAC 317	Advanced Public Relations and Advertising		EDU 323	Research Project and Paper Writing	6
MAC 318	Advanced Radio Journalism		MAC 314	Mass Media and Development	3
MAC 319	Advanced Television Production		MAC 315	Media Management	3
			MAC 316	Social Psychology	2
				One elective course	3

BACHELOR OF ARTS IN COMMUNITY DEVELOPMENT (BACD)

A community is defined as the aggregate of persons who share common characteristics such as geographic, professional, cultural, racial, religious, or socio-economic similarities. Location, race, ethnicity, age, occupation, interest in particular problems or outcomes, or other common bonds can also define a community. The substance of shared element varies widely, from a situation of interest to lives and values.

Development in the context of this course refers to the advancement of the management and use of natural resources to satisfy human needs and improve the quality of human life. It is a process in which something passes by degrees to a different stage (especially a more advanced or mature stage). It is the systematic use of knowledge or understanding directed towards the production of useful materials, devices, systems, or methods.

Community Development therefore is the process or effort of increasing a positive outcome within a community by linking individuals and organizations working towards common ends. The people who are marginalized or living in poverty work together to identify their needs, create change, exert more influence in the decisions that affect their lives and work to improve the quality of their lives, the communities in which they live, and the society of which they are part. Organizations on the other hand build the capacity of communities and provide financial assistance and other resources such as values and materials for sustainable development.

Community development as a process involves conception, planning, and implementation of projects or activities, which create improvements in (or reduce the extents of decline in) the living standards of people in a particular community.

It is a significant study for students at institutions of higher learning, as it teaches them how individuals interact with others and learn their culture in order to function properly within it. It has to be noted that 77 percent of Tanzanians live in rural areas (http://www.tanzania.go.tz/census/), according to the Tanzanian 2002 census. However, this degree programme deals with both urban and rural development, it prepares students to adopt and assist both kinds of communities, as the late Mwalimu Julius K. Nyerere stated in his last words on education: "We must educate our young people for the real life which they are going to live in Tanzania. Even as we

prepare ourselves as we must prepare ourselves for a competitive life in the Global Village, we must not forget that our corner in that Global Village is in Tanzania: And for most Tanzanians that corner is going to be in rural Tanzania or the informal sector of urban Tanzania."

ADMISSION REQUIREMENTS

The student's admission requirements are based on the following conditions and categories:

Category A: Direct Entry

Applicants eligible for direct admission to the Bachelor of Arts (Community Development) degree programme must have:

a) Certificate of Secondary Education Examination (CSEE) with at least three credits obtained prior to sitting for the Advanced Certificate of Secondary Education (ACSEE). **AND**

b) Advanced Certificate of Secondary Education Examination (ACSEE) with at least two principal level passes. The total points from any two principal passes should not be less than 2.5.

Category B: Equivalent Entry (Diploma holders)

Applicants eligible for equivalent admission to the Bachelor of Arts (Community Development) degree programme must have either:

(a) Diploma of an average of grade B or above in Community Development, Rural Development, Agriculture Extension or related fields. approved by SMMUCo AND
(b) Certificate of Secondary Education Examination (CSEE) with three credits or five passes.
(c) Meet entry requirements at an accredited University in the applicant's home country for international applicants subject to approval by the SMMUCo

Category C: Mature Age Entry
(a) Must be 25 years of age or older in the year of application.
(b) Must sit and pass examination in the *Recognition of Prior Learning* (RPL) offered by the Tanzania Commission for Universities (TCU)

Note: Applicants fulfilling the above conditions must also meet the specific admission requirements listed under the faculty for the programme they wish to pursue.

SUMMARY OF COURSES

YEAR ONE						
SEMESTER I				**SEMESTER II**		
CODE	COURSE TITLE	CREDITS		CODE	COURSE TITLE	CREDITS
COD-111	PRINCIPLES OF COMMUNITY DEVELOPMENT	3		COD-121	INTRODUCTION TO LEADERSHIP	2
BGS-13	COMMUNICATION SKILLS I	3		COD-122	MICROFINANCE MANAGEMENT	2
BIT-111	COMPUTER STUDIES I	2		BGS-123	COMMUNICATION SKILLS II	3
ACC-111	PRINCIPLES OF ACCAOUNTING	3		MAC-317	SOCIAL PSYCHOLOGY	3
COD-112	PRINCIPLES OF EXTENSION EDUCATION	3		COD-125	COMPUTER STUDIES II	2
BGS-112	DEVELOPMENT STUDIES	3		COD-126	GENDER AND SOCIAL ECONOMIC DEVELOPMENT	3
COD-114	SUSTAINABLE DEVELOPMENT	2		BBA-123	PRINCIPLES OF MANAGEMENT	
BGS-111	FOUNDATION OF FAITH AND ETHICS	2		BBA-226	HUMAN RESOURCE MANAGEMENT	3

YEAR TWO						
SEMESTER III				**SEMESTER IV**		
CODE	COURSE TITLE	CREDITS		CODE	COURSE TITLE	CREDITS
PAM-225	SOCIOLOGY	3		COD-221	LAWS OF COMMUNITY DEVELOPMENT	3
MAC-218	DEVELOPMENT COMMUNICATION	3		COD-222	CONFLICT RESOLUTION AND MANAGEMENT	3
COD-212	DEVELOPMENT POLICY ANALYSIS	3		COD-223	ETHICS OF DEVELOPMENT	3
COD-124	DEVELOPMENT PLANNING	3		COD-224	PARTNERING AND NETWORKING IN DEVELOPMENT	3
COD-213	POVERTY ANALYSIS	2		MAC-119	CULTURAL ANTHROPOLOGY	3
COD-214	DEVEMOGRAPY AND POPULATION STUDIES	3		COD-225	INTRODUCTION TO SOCIAL STATISTICTS	3
BBA-213	RESEARCH METHODOLOGY I	3		BBA-213	RESEARCH METHODOLOGY II (PROPOSAL WRITING)	3
	COURSE	3			ELECTIVE	2

ELECTIVE COURSES

SEMISTER III				SEMISTER IV		
CODE	COURSE TITLE	CREDITS		CODE	COURSE TITLE	CREDITS
COD-215	COMMUNITY HEALTH	2		COD-227	DISASTER MANAGEMENT	2
COD-216	PUBLIC RELATION	2		COD-222	PUBLIC ADMINISTRATION	2

YEAR THREE						
SEMISTER V				**SEMESTER VI**		
CODE	**COURSE TITLE**	**CREDITS**		**CODE**	**COURSE TITLE**	**CREDITS**
COD 312	FIELD ATTACHMENT	15		COD-221	URBAN AND RURAL DEVELOPMENT	3
				COD-322	COMMUNITY ECONOMIC DEVELOPMENT	3
				EDU-323	RESEARCH PROJECT AND PAPER WRITING	6
				COD-323	HUMAN NUTRITION	3
				BBA-218	MARKETING MANAGEMENT	3
				COD-225	PROJECT PLANNING, MANAGEMENT AND EVALUATION	3
				BBA-219	ENTREPRENEURSHIP	3
					ELECTIVE COURSE	

ELECTIVE COURSE FOR SEMESTER VI

CODE	COURSE TITLE	CREDITS
COD-326	HUMAN BEHAVIOUR	2
BIT-211	MANAGEMENT INFORMATION SYSTEM	3

DIRECTORATE OF POSTGRADUATE STUDIES

Introduction

The Mission of SMMUCo is to provide high quality education which will empower students to serve the people and the nation at large, effectively and efficiently. Undergraduate programmes alone cannot enable the College to attain this important objective. It is against this background that the College decided to start mounting postgraduate programmes. Postgraduate education is undeniably a key source of human capital required for national development as they enhance human competitiveness.

Functions of the directorate of postgraduate studies

The Directorate is headed by a Director who work closely with the DPAA and Provost in all his/her undertakings as follows:

a) Coordinate postgraduate programmes in collaboration with respective faculties

b) Oversee research components of the postgraduate studies

c) Promote postgraduate programmes in coordination with the SMMUCo administration

d) Invites applications for the postgraduate programmes and processes admission

e) Responds to inquires on postgraduate programmes from the public and prospective students

Postgraduate programmes

SMMUCo currently offers the following postgraduate programmes:

- o Postgraduate Diploma in Education (PGDE)
- o Master of Education (MEd)

Preparations for mounting an MBA programmes are at an advanced stage

Postgraduate Diploma in Education (PGDE)

Entry qualifications

A candidate aspiring for admission to Postgraduate Diploma in Education programme should have at least a Bachelor`s Degree or its equivalent or an Advanced Diploma from a recognized institution.

Duration of the Programme

The PGDE will be a one year (12 months) programme. Registered candidates will carry out studies by course work for two Semesters followed by field research project and teaching practice during the third Semester.

Course evaluation

Candidates will be assessed by using the following criteria:

Semester Paper	10%
Seminars	10%
Tests /Assignments	30%
Final Exams	50%
Total	**100%**

Teaching Practice and the field research project will carry 100% (i.e. Teaching Practice 75% and Research Project 25%). Candidates will not be allowed to go for Teaching Practice before passing the coursework.

Grading system

Letter	Range	Points	Remarks
A	85-100%	5	Excellent
B+	75-84%	4	Very good
B	60-74%	3	Good
C	50-59%	2	Marginal fail
D	40-49%	1	Fail
E	0- 39%	0	Absolute fail

The minimum Pass grade shall be **B.** A candidate who fails some courses at **C** grade but attains a GPA > 2.7 will be allowed to supplement the failed courses. A candidate who fails to attain a GPA of 2.7 shall be Discontinued from studies.

Candidates who fail in some supplementary exams but have a GPA > 3.0 may be allowed to Repeat the failed courses but before they go for Teaching Practice.

Fees structure

S/N	ITEM	MASTERS DEGREE		POSTGRADUATE DIPLOMA
		Amount in 'Tshs'		Amount in 'Tshs'
		Year One	Year Two	One Year
1	Application Fee	30,000.00	-	30,000.00
2	Registration Fee	30,000.00		30,000.00
3	Caution Deposit	50,000.00		50,000.00
4	Transcript	-	20,000.00	20,000.00
5	Graduation Fee	30,000.00		30,000.00
6	Medical Capitation	100,000.00		100,000.00
7	Supervision Costs	-	300,000.00	200,000.00
8	Examination Costs	100,000.00	-	100,000.00
9	ID Card	10,000.00	-	10,000.00
10	Students Government	18,000.00	18,000.00	18,000.00
11	Library Services	50,000.00	-	50,000.00
12	Internet Expenses	30,000.00		30,000.00
13	Tuition Fee	2,200,000.00	2,000,000.00	1,800,000.00
	TOTAL	**2,648,000.00**	**2,338,000.00**	**2,468,000.00**

S/N	ITEM	Amount in 'USD'		Amount in 'USD'
		Year One	Year Two	One Year
1	Application Fee	30.00	-	30.00
2	Registration Fee	30.00		30.00
3	Caution Deposit	50.00		50.00
4	Transcript	-	20.00	20.00
5	Graduation Fee	30.00		30.00
6	Medical Capitation	100.00		100.00
7	Supervision Costs	-	300.00	200.00
8	Examination Costs	100.00	-	100.00
9	ID Card	10.00	-	10.00
10	Students Government	18.00	18.00	18.00
11	Library Services	50.00	-	50.00
12	Internet Expenses	30.00		30.00
13	Tuition Fee	2,200.00	2,000.00	1,800.00
	TOTAL	2,648.00	2,338.00	2,468.00

INDIRECT COSTS PAYABLE TO STUDENTS

S/N	ITEM	Amount in 'Tshs'		Amount in 'Tshs'
		Year One	Year Two	One Year
1	Meals and Accomodation	2,500,000.00	2,500,000.00	2,500,000.00
2	Stationery	200,000.00	200,000.00	200,000.00
3	Books	500,000.00	-	500,000.00
4	Dissertation Production	-	200,000.00	150,000.00
5	Research / Field Cost	-	800,000.00	800,000.00
	TOTAL	3,200,000.00	3,700,000.00	4,150,000.00

SUMMARY OF COURSES

SEMESTER I			SEMESTER II		
CODE	COURSE TITLE	CREDITS	CODE	COURSE TITLE	CREDITS
EDU 411	Basic Themes of Teaching and Learning	6	EDU 422	Training in Entrepreneurship	6
EDU 412	Education Psychology	6	EDU 421	History and Philosophy of Education	9
EDU 414	Educational Media and Technology	6	EDU 424	Curriculum Development	6
EDU 413	Curriculum Development	6	EDU 423	Teaching Practice	18
EDU 415	Education Management and Administration	6	EDU 425	Comparative Education	6
EDU 416	Sociology of Education	6	EDU 426	Educational Measurement and Evaluation	6
Elective: Choose one from the Electives		6	EDU 428	Research Project and Report Writing	6
			EMA 427	Ethics and Education	6
				Dissertation	10
			Elective: Choose one from Electives		

ELECTIVES		
CODE	COURSE TITLE	CREDITS
EDU 417 / 429	Social Science Teaching Methods	6
EDU 418 / 430	Christian Education Teaching Methods	6
EDU 419 / 431	Languages Teaching Methods	6
EDU 420 / 432	Business Studies Teaching Methods	6

MASTER OF EDUCATION (MEd)

Master of Education Programme (MEd) aims at deepening the understanding of educational issues, upgrading knowledge and skills in providing educational leadership and growth of the education sector, prepare future lecturers for higher educational institutions, researchers and writers of various educational materials.

Entry qualifications

Candidates should possess a first degree in Education with a minimum $GPA > 2.7$ or a Postgraduate Diploma in Education with a $GPA > 3.0$. Applicants with $GPA < 2.7$ in their first degrees in education, or those with first degrees in areas other than Education, may enroll first for the PGDE programme to secure the $GPA > 3.0$. Working experience in the field of education will be considered as an added advantage.

Duration of the programme

The current MEd programme is by coursework and dissertation. It will be conducted both as an evening programme and in blocks. The evening programme will run from 5.00pm to 8.00pm and may include some Saturday mornings. This mode will last 18 months including the dissertation. The block mode will be conducted during the College vacations (June-July and December-January. This mode will last 24 months including the Dissertation.

Course evaluation

The coursework assessment shall consist of semester papers, seminar presentations, tests, book critiques, take-home assignments etc. and will carry 50%. The end of semester university examinations shall carry 50%. The dissertation shall be evaluated independently.

Grading system

Letter	Range	Points	Remarks
A	85-100%	5	Excellent
B+	75-84%	4	Very good
B	60-74%	3	Good
C	50-59%	2	Marginal fail
D	40-49%	1	Fail
E	0- 39%	0	Absolute fail

Candidates must pass all courses before they can embark on their Dissertations. A candidate who fails in one or more subjects but whose GPA > 2.7 may be allowed to sit for supplementary examinations. Candidates who fail to attain an average GPA 2.7 shall be Discontinued from studies. Candidates who fail supplementary exams but have GPA > 3.0 may be allowed to Repeat the failed courses BUT before they can be allowed to proceed to the Dissertation phase.

SUMMARY OF COURSES

FIRST YEAR			
SEMESTER I			
CODE	**COURSE TITLE**	**CREDITS**	**SEMESTER**
EP 611	Research Methods in Education I	6	I
CT 611	Curriculum Studies	6	I
EMA 611	Educational Policy Planning and Administration	6	I
EMA 612	Entrepreneurship and Small Business Management	6	I
	Elective semester I	6	
SEMESTER II			
EMA 621	Professional Ethics in Teaching	6	II
EP 621	Research Methods in Education II	6	II
EF 621	Comparative Education	6	II
EP 622	Theories of Teaching and Learning	6	II
	Elective course Semester II	6	II
SECOND YEAR			
SEMESTER III AND IV			
EP 631	Dissertation	60	III & IV
	Elective Courses: Choose Any two, one for each of semesters I & II		
EP 603	Human Growth and Development	6	II
EMA 602	Management of Educational Institutions and Projects	6	I or II
EMA 603	Educational Planning and Financing	6	I or II
CT 607	Advanced Curriculum Development	6	I or II
PGS 602	Environmental Education	6	I or II
CT 608	Course Design and Materials Development in English or Kiswahili Language Teaching or Other teaching subject	6	I or II
PGS 601	Society and HIV/Aids	6	I or II
EP 609	Tests, Measurement and Assessment/Evaluation	6	I or II

Note: Optional courses should be chosen on the basis of previous background, experience and career interests

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3. Ms. Edith T. Kwigizile   -   DPA
4. Rev. Dr. Godson S. Maanga   -   Mwika Campus Principal

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Provost
Prof. Arnold J. Temu
PhD. University of Alberta- Canada (1967)
MA University of Oregon – USA (1963)
Diploma Ed. Makerere (1958)

Deputy Provost for Academic Affairs

Prof. Peter N. Chonjo
PhD, Southampton (1985)
MA. Ed. UDSM (1980), BSc. Ed. UDSM (1979)
Dipl Ed Dar Es Salaam College of Ed (1971)

Deputy Provost Administration
Ms Edith T. Kwigizile
MA (Rural Dev) SUA (2007)
BSc (Food Sc. & Tech) SUA (1995)

Mwika Campus Principal
Rev. Dr. Godson Maanga
PhD, MUCo (2010)
MTh, MUCo (2000)
BD, MUCo, (1990)
Dip. Theology (1980)

Moshi Sub Campus Adminstrator
Ms. Ruth E. Mmari
BBA. Public Administration. MMU (2012)
Dip. Secretarial Studies MMTI (2006)

Director of Postgraduate Studies and Research
Prof. Japhet Minjas
PhD. Medical Entomology, Liverpool, UK (1981)
M.I. Biol, UK (1979)
MSc. Applied Parasitology, UK (1977)
BSc. Ed (Hons), UDSM (1976)

Director of Institute of Continuing and Professional Education
Vacant

Chaplain
Rev. David Lyamuya
MTh – Pastoral Care and Counselling, MUCo (2003)
BD, MUCo, (1992)

Legal Officer
Ms. Greta Y. Msuya
PGDLP, LST (2011)
LL.B, MUCo, (2009)

Bursar
Mr. Joshua Elias
MBA, Mzumbe (2011)
CPA (T), (2008)
B. Com UDSM (2006)

Internal Auditor
Ms.Glory Meena
PGDA, MUCCoBS, (2008)
ADA, MUCCoBS (2004)

Dean, Faculty of Business and Management Studies
Dr. Gasper Mpehongwa
PhD. Sokoine University of Agriculture (2011)
M.A. Instittute of Socila Studies, The Hague (2005)
B.A. IUCO (2001)

Ag. Dean, Faculty of Education
Mr. Ismail Nkya
MA. Ibadan (1977)
BSc (EA), (1966)
PGDE Mgt and Admin. (Moray house College of Education of the University of Edinburgh Scotland, (1981)

Ag. Dean, Faculty of Science and Technology
Ms Tabusia Godson
Msc. Human Nutrition- SUA (2011)
BSc. Home Economics and Human Nutrition –SUA (2003)

Ag. Dean, Faculty of Theology
Rev. Obed Akyoo
MTh and BD, TUMA

Dean of Students
Rev. John Josia Materu
MPhil.Th, Norwegian School of Theology, (2007)
BD. TUMA (2002)

Admissions Officer
Ms. Calista N. Njau
MSc. Nutrition and Rural Dev. - Ghent – Belgium (2009)
BSc. Home Economics and Human Nutrition -SUA (2003)

Examination Officer
Rev. Grayson Z. Mtango
M.Th., Tumaini University Makumira (1999)
BD, Makumira (1983)

Planning officer
Mr. Wilfred Shangali
MBA. Open University of Tanzania (2009)
LL.B. Open University of Tanzania (2005)
Dip. Marketing (CIM - UK) (1991)

Chief Librarian
Mr. Felix Tawete
MLIS. University of Albert, Canada, (1988)
BA-Ed. University of Albert, Canada, (1976)
BLSc. University of Albert, Canada, (1976)

Coordinator of Quality Assurance
Ms Aiwe Mmari
MA. Languages Northern IOWA- USA (1991)
BA ED (Linguistics), UDSM (1978)
Dip. Education Dar College of Education (1973)
Dip Linguistics France (1997)

HEADS OF DEPARTMENTS

Department of Finance and Accounting
Mr. Elias Semlako
MBA. Open University of Tanzania (2011)
B. Com (Hon) – UDSM (1985)

Dip. Banking, IFM (1980)

Department of Information Technology
Mr. Daniel M. Shao
MBA-IT Periyar University India (2010)
CEH: Certified Ethical Hacker EC.Council USA (2010)
CCNA: Certified Cisco Network Associate RUCo (2006)
OCA: Oracle Certified Associate (2010)
Ad.Dip, Igna's Computing Center (2007)
Dip.IT: (DOT.NET framework) National Institute of Technology (2009)
CIT: Masoka Management Training Institution (2002)
L.L.B. IUCO (2007)

Department of Public Administration and Management
Mr. Priva Moshi
M.A Planning, Nairobi (1977)
B. A. Social Sciences, UDSM (1973)

Department of Hospitality and Tourism
Ms Tabusia Godson
Msc. Human Nutrition- SUA (2011)
B Sc. Home Economics and Human Nutrition –SUA (2003)

Department of Business Studies
Ms. Shalli

Department of Mass Communication
Dr. Gasper Mpehongwa
PhD, Sokoine University of Agriculture (2011)
M.A, Instittute of Socila Studies, The Hague (2005)
B.A, IUCO (2001)

Department of Education
Mr. Ismail Nkya
MA. Ibadan (1977)
BSc (EA), (1966)
PGDE Mgt and Admin. (Moray house College of Education of the University of Edinburgh Scotland, (1981)

Department of Humanities
Ms Aiwe Mmari
MA. Languages Northern IOWA- USA (1991)
BA ED. Linguistics UDSM (1978)
Dip Education Dar College of Ed (1973)
Dip Linguistics France (1997)

Department of Community Development
Mrs. Aneth Chuma Mpehongwa
M.A (Rural Development), SUA (2011)
B.A (Journalism) IUCO (2005)