TEOFILO KISANJI UNIVERSITY

"Training For Better Life"

HEALTH AND ALLIED SCIENCES PROSPECTUS FOR 2025/2026 ACADEMIC YEAR









THEME 2025/2026: MENTAL HEALTH FOR ACADEMIC DEVELOPMENT

MESSAGE FROM THE VICE CHANCELLOR

Teofilo Kisanji University is owned by the Moravian Church in Tanzania. Its origin is a theological college established in the early 1960s. In 2004, the Moravian Church Leaders decided to transform the Theological College into a University. The University was granted a certificate of Provisional Registration in April, 2006 and a Certificate of Full Registration in September 2007. In 2010, the University received a signed charter and rules from the President of the United Republic of Tanzania. The University has three faculties as follows:

- **Faculty of Humanities and Social Sciences**, offering a Bachelor of Divinity degree; Bachelor of Arts in Economics, Bachelor of Arts in Social work, Bachelor of Arts in Sociology, Bachelor of Arts in Community Development, and Bachelor of Human Resources Management
- **Faculty of Education**, offering two programmes: Bachelor of Arts with Education and Bachelor of Education in Languages;
- **Faculty of Science and Technology**, offering the Bachelor of Science with Education, Bachelor of Science in Environmental Science and the Bachelor of Science in Computer Science.

In addition to the academic faculties, the University has several key administrative and academic support units, including:

- Research, Consultancy and Publications Unit
- Higher Degrees Unit
- Undergraduate Studies Unit
- Quality Assurance Unit
- Examinations and Admissions Unit
- Internationalization and Convocation Unit
- Public Relations and Marketing Unit
- Continuing Education Programmes
- Health and Allied Sciences Unit

The Health and Allied Sciences Programmes unit currently run ordinary diploma in Pharmaceutical sciences, Nursing and Midwifery and Clinical medicine. All these nondegree programmes accredited by NACTVET. The University is committed to producing quality graduates who are competent and of high integrity. This calls for all students who join TEKU to ensure that they work hard to achieve their goals and the Nation's goal of producing quality graduates to contribute effectively to the development of this nation. Each student has to adhere to the policies and regulations as stipulated in this Prospectus, the University Charter, TEKUSO Constitution, and Students' by-Laws.

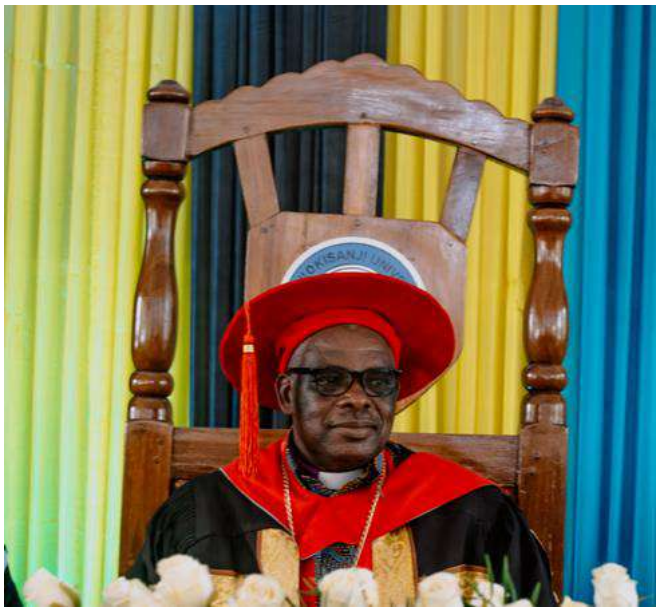
This Prospectus has been designed to provide information necessary to guide anybody who wants to study at TEKU and any other interested person who needs information about TEKU. Each student is required to think critically for whatever he/she wants to do and should not work on rumours but do a thorough investigation to find out the truth. TEKU's Motto is Wisdom and Peace. TEKU is a peaceful place; and so, when one joins TEKU he/she should make sure that he/she maintains the prevailing peace and comes out of TEKU with the required knowledge. However, all students and staff are led by the saying that "Excellence Starts with me," which inculcates the culture of responsibility and commitment to one's studies or work. You are welcome to study at TEKU to attain the education that will improve your life and the status of our country.



Prof.Hermas J. M. Mwansoko

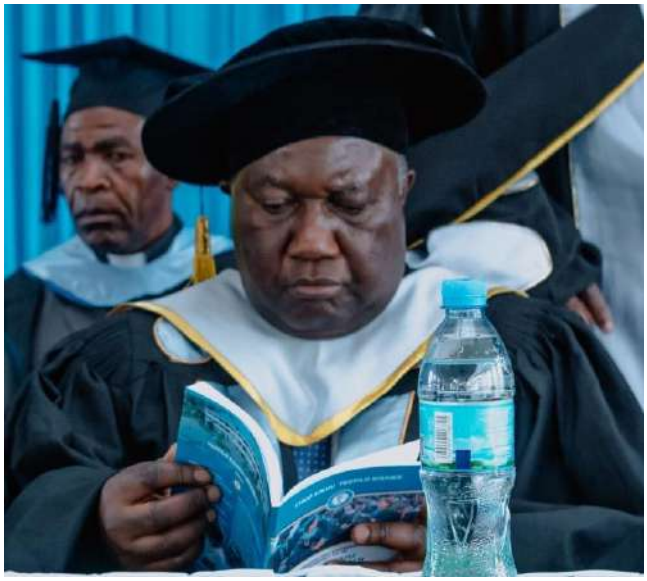
VICE CHANCELLOR

EXECUTIVE OFFICERS OF TEOFILO KISANJI UNIVERSITY



Rt. Rev. Conrad Nguvumali

The Lead Bishop of the Moravian Church in Tanzania, the Chancellor and Chairperson of the Board of Trustees of TEKU



Dr.AgreyMulimuka

Chairperson of the University Council of TeofiloKisanji University

SENIOR OFFICERS OF TEOFILO KISANJI UNIVERSITY



Prof.Hermas J. M. Mwansoko

VICE CHANCELLOR



Prof. Tuli Kassimoto
DEPUTY VICE CHANCELLOR FOR ACADEMIC AFFAIRS



Prof. Elia ShabaniMligo
DEPUTY VICE CHANCELLOR FOR PLANNING, FINANCE AND ADMINISTRATION

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A LIST OF ABBREVIATIONS AND ACRONYMS

ACSEE	Advanced Certificate of Secondary Education Examination
AHRMC	Appointments and Human Resources Management Committee
B.A (Ed)	Bachelor of Arts with Education
BD	Bachelor of Divinity
BEL	Bachelor of Education Languages
BoT	Board of Trustees
BSCCS	Bachelor of Science in Computer Science
BSCED	Bachelor of Science with Education
DASS	Department of Arts and Social Sciences
CEP	Continuing Education Programmes
CHDU	Coordinator of Higher Degrees Unit
CMT	Clinical Medicine Technicians
DAP	Directorate of Administration and Planning
DED	Department of Education
DEE	Degree Entrance Examination
DFED	Dean, Faculty of Education
DFoST	Dean, Faculty of Science and Technology
DOTH	Department of Theology
DLIS	Directorate of Library and Information Services
DoS	Dean of Students
DVCAA	Deputy Vice Chancellor Academic Affairs
DVCPFA	Deputy Vice Chancellor Planning, Finance, and Administration
EAU	Examination and Admission Unit
FED	Faculty of Education
FoST	Faculty of Science and Technology
FHASS	Faculty of Humanities Arts and Social Sciences
HAS	Health and Allied Sciences
HDU	Higher Degrees Unit
HESLB	Higher Education Students Loan Board
HRO	Human Resources Officer
ICT	Information and Communication Technology
MOH	Ministry of health
MOTHECO	Moravian Theological College
MCT	Moravian Church in Tanzania
NACTVET	National Council for Technical and Vocational Education Training
NMT	Nursing and Midwifery Technicians
PhD	Doctor of Philosophy
PO	Planning Officer
PRMO	Public Relations and Marketing Officer
PST	Pharmaceutical Sciences Technicians
RAAWU	Researchers, Academicians, and Allied Workers Union
RCPU	Research Consultancy and Publications Unit
REO	Regional Education Officer
QAU	Quality Assurance Unit
TCU	Tanzania Commission for Universities
TEKU	TeofiloKisanji University
TEKUNASA	TeofiloKisanji University Non Academic Staff Association
TEKUASA	TeofiloKisanji Academic Staff Association
TEKUSO	TeofiloKisanji University Students Organisation
USU	Undergraduate Studies Unit
UEO	University Examinations Officer
VC	Vice Chancellor

HEALTH AND ALLIED SCIENCES ACADEMIC PROGRAMMES OFFERED IN THE 2025/2026 ACADEMIC YEAR

SN	PROGRAMME CODE	PROGRAMME TITLE
1.	CMT	Ordinary Diploma in Clinical Medicine
2	NMT	Ordinary Diploma in Nursing and Midwifery
3.	PST	Ordinary Diploma in Pharmaceutical Sciences

CHAPTER 1

GENERAL INFORMATION

1.1. Background Information

Teofilo

Kisanji University (TEKU) was established in 2006 and is fully registered by the TCU as a private higher learning institution. It is owned by the Moravian Church in Tanzania under the Board of Trustees as provided in the University Charter and Trust Rules and in accordance with the Universities Act No.7, 2005. It is situated in the South -Western Tanzania in Mbeya City. The University is located at BLOCK T along Tanzania-Zambia highway about 500 metres from the main road.

Despite the commencement of some university programmes in 2007, health and allied science begun in 2016 for Nursing and Midwifery and 2022 for Clinical medicine and Pharmaceutical sciences

1.2. Vision

TeofiloKisanji University is: TEKU aspires to be a centre of excellence in facilitating acquisition of knowledge, professional skills and values in diversified disciplines that will bring about transformation of society.

1.3. Mission

The mission of the university is to provide opportunities for learning and conduct training, research and consultancy in the areas of theology, education, social sciences, natural sciences, business and any other areas as the university will find useful to the community.

1.4. TEKU Core Values

1.4.1 Community: We are committed to the cultivation of positive relationships between community, students, faculties, academic and administrative staff, and institution owners

1.4.2 Integrity: We are committed to creating an honest community with high academic and ethical standards, accountability, efficiency, transparency, creativity, innovativeness and respect to each other.

1.4.3 Diversity: We are committed to providing a conducive environment free from Discrimination with respect to sex, gender, race, religion, socioeconomic status, and Physical abilities.

1.4.4 Justice: We are committed to peace building and peaceful conflict resolution through the observance of human rights.

1.4.5Stewardship: We are committed to making decisions that ensure the long-term survival of TEKU through teamwork and maximization of the value of human, financial, and physical resources.

1.4.6 Excellence: We are committed to seeking the personal and intellectual transformation through training, research, and public service

1.5 Objectives

1. 5.1. General Objective

The general objective of TeofiloKisanji University is to be a centre for excellence for providing quality education through training in short and long course programmes and in sustainable research and consultancy activities.

1.5.2 Specific Objectives

The specific objectives are:

i. To assume a leading role in the responsibility for University education in the countryand make provisions for centres and places of learning, education (including continuing education), professional or vocational training and research;
ii. To endeavour to excel in knowledge and human resources capacity building by ensuring a balance between quantity and quality and avoiding by imparting elitist values to the products of the University;
iii. To ensure as a matter of principle, integration of research, teaching and consultancy at the immediate subject area level with a view to building a distinctive characteristic of the products of the university as scientific professionals and the services of the university and of its staff as symbols of scientific professionalism;

iv. To provide, promote and maintain centres of excellence and exemplary good management in terms of knowledge creation, skills development, effective entrepreneurship and formation of a responsible attitude for the betterment of the society;

v. To be producer and supplier of key policy makers, experts and personnel in charge of key positions in sectors including industry, public and private, governmental and non-governmental institutions;

vi. To advance the frontiers of, enhancing, preserving and transmitting knowledge;

vii. To provide opportunities and prepare students for work as professionals by providing the academic and professional and/or vocational courses of instruction and take such other steps as may appear necessary or desirable with a view as far as possible to ensuring good output.

viii. To provide learning and employment opportunities for persons from disadvantaged groups such as those with physical disabilities, orphans and the most vulnerable persons;

ix. To stimulate and promote intellectual, cultural, scientific and technological development;

x. To promote research into scientific, technological, economic, political, social, cultural, and other matters in the interests of Tanzania and mankind in general;

xi. To promote and ensure gender equity and mainstreaming in students' enrolment, staff recruitment and governance;

xii. To do in accordance with the general law of the United Republic of Tanzania and the Act,all such acts and things, whether or not incidental to these objects, and whether within or without the United Republic of Tanzania as may be requisite in order to further these objectives;

xiii. To institute and award professorships and other posts and offices and make appointments thereto in line with such organizational structure as shall be approved by the Council;

xiv. To institute and award fellowships, scholarship, bursaries, medals, prizes and other distinction awards and forms of assistance or sponsorship for the advancement and dissemination of knowledge;

xv. To provide opportunities for students to engage in productive, service and entertainment activities in medical allied health sciences, industrial, commercial and cultural spheres in and outside the University;

xvi. To Cooperate with the Government of the United Republic of Tanzania and the peoples of Tanzania in the planned and orderly development of education, science and technology in the United Republic;

xvii. To establish mutually negotiated, beneficial and durable links with institutions of learning and research within Tanzania and other countries;

xviii. To erect, equip and maintain libraries. Laboratories, workshops, Museums, art galleries, lecture halls, theatres and rooms halls of residence and other buildings and facilities required for the purpose of the University, including providing its community with a good working and living environment in the University campuses;

xix. To establish and maintain botanical gardens, demonstration zoos, including small animal zoos, aquaria, research parks and ponds, and the like as well as boutiques, hostels shops physical education and training grounds and the like for purposes of facilitating, expanding perspectives of and promoting, teaching, learning entrepreneurship and research;

xx. To provide and regulate residence, medical, recreational and containment facilities, conveniences and opportunities for officers staff, employees and students of the University including the disabled;

xxi. To demand and receive such fees as may from time to time be prescribed by the Council;

xxii. To enter into such contracts, establish such trusts and appoint such officers, staff employees, agents and independent contractors as may be required by the University;

xxiii. To establish pension superannuation and provident fund schemes for the benefit of its officers, staff or employees or any section thereof and enter into arrangements with the Government and insurance companies, trustee companies or other organizations or any person or persons for the operation of such schemes, jointly, severally or otherwise;

xxiv. To acquire property movable and immovable, and take, accept and hold any property which may become vested in it by way of purchase, exchange, grant, donation lease and sell, mortgage, lease, license, hire out exchange or otherwise dispose of any of any property held by it;

xxv. To borrow money for any purpose deemed fit by the Council and invest in land or securities such as funds as may be vested in it for the purpose of endowment, whether for general or special purposes, or such other funds as may not be immediately required for current expenditure;

xxvi. To admit graduates of other universalities to degrees of equal or similar rank in the University;

xxvii. To affiliate other institutions or admit the members, thereof to any of its privileges and accept attendance at course of study in such institutions in place of such part of the attendance at course of study in the university and upon such terms and conditions and subject to such rules as may from time to be determined by the University or to recognize any members of the teaching staff of any College or institution whether affiliated to the University or not as teachers of the University;

xxviii. To enter into an agreement with any other institution for the incorporation of that institution into the University and for taking over its property and liabilities and for any purpose not repugnant to the Charter and these Rules;

xxix. To do in accordance with the general law of the United Republic, including the Charter, and these Rules; all such acts and things whether or not incidental to these objects, powers and functions and whether within or without the United Republic as may be requisite in order to further these objects, powers and functions or any of them.

xxx. To Establish business companies to support the financial running of the institution.

1.6 Educational Philosophy

The philosophy of TeofiloKisanji University states: (i) Determination, discipline, and focus on University's vision by all TEKU employees are the key to success.

1.7 University Functions

i. To provide courses leading to degrees, diplomas, certificates, and other academic awards, including short-term training for persons requiring remedial training in order to qualify for entry into various academic programmes of TEKU

ii. To conduct examinations and confer degrees, diplomas, certificates and other awards, upon persons who have followed courses of study approved by the Senate, and additionally or alternatively, have satisfied such other requirements as may be determined by the Senate and revoke the same for good cause.

iii. To confer honorary degrees in accordance with such requirements as may be determined by the Senate.

iv. To provide for and pursue original research and scholarship, innovation and advancement of knowledge, and consultancy at the highest level whether on a full time or part time basis, by correspondence or extramural, and take such other steps as may appear necessary and desirable for the advancement and dissemination of knowledge.

v. To provide a centre for the advancement of knowledge and continuing education by preparing students' minds for clear and independent thinking with a view to developing their fundamental capabilities to the fullest extent.

vi. To endeavour, to erect, equip and maintain laboratories, offices, halls of residence, lecture theatres, libraries, and other buildings and structures required for the promotion of its objectives.

vii. To regulate and endeavour the provision of housing of its students and members of staff.

viii. To collaborate with other higher learning Institutions in the Africa and worldwide for integral development and understanding and promotion of cultures and the environment.

1.8 The Corporate Strategic Plan

1.6.1 For an operational development, TeofiloKisanji University has developed the third Corporate Strategic Plan 2022/2023 – 2026/2027 in order to guide the University operations and improve service delivery. The Plan lays emphasis on the following priority areas:

i. Financial management,
ii. Institutional transformation,
iii. Research and publications,
iv. Education and training,
v. Governance and administration,
vi. Teaching and learning,
vii. Institutional marketing,
viii. Physical Infrastructures and equipment,
ix. Institutional linkages
x. Crosscutting issues (Health and safety, HIV/AIDS, gender, child protection and environmental issues).
xi. Consultancy services

1.9 Units of the University

1.9.1Quality Assurance Unit

i. The Quality Assurance Unit acts as the central repository of the processes that underpin

the University's approach to the management of standards and quality education.

ii. It details a range of procedures and codes of good practice that help to regulate the University's approach to quality education assurance.

iii. Quality Assurance Unit contains a variety of *guidance* and *advice* that is commended to users to assist in the enhancement of quality and standards of teaching and learning activities at university.

iv. Quality Assurance Unit always aims at making TEKU produce very competitive graduates. As a result, TEKU has formed quality assurance committees in each section, department and faculty to oversee the delivery of quality teaching and other services. Thus, The primary objective of Quality Assurance Unit is:

v. Enhancement of the quality of the teaching and learning experience and the maintenance of academic standards at TEKU. This is achieved through effective cooperation between academic and administrative staff and students.

vi. To set guidelines for Monitoring the effectiveness of its quality assurance procedures to assure that they are operating in accordance with good practice, in the best interests of students, staff and the community in the maintenance of academic standards.

1.9.2. Research Consultancy and Publications Unit (RCPU)

The RCPU Unit coordinated all research, Consultancy and publication activities of the University.

1.9.3. Higher Degrees Unit (HDU)

The Unit Coordinates the Post graduate Programmes which are run by the Academic faculties. It Coordinates Postgraduate Diploma Programmes, Masters and Doctor of Philosophy programmes.

1.9.4 Undergraduate Studies Unit (USU)

The Unit coordinates all Undergraduates Programmes conducted by the Academic faculties.

1.9.5 Examination and Admissions Unit (EAU)

This Unit Coordinates examinations and Admissions activities.

1.9.6 Continuing Education Programmes:-This Unit Coordinates short courses Certifications and Diploma Programmes which are accredited by NACTVET (NTA Level 4, 5 and 6).

1.9.7 Health and Allied Sciences Programmes: This unit coordinates all Diploma health related programmes under NACTVET and Ministry of Health which includes Pharmaceutical Sciences, Nursing and Midwifery and Clinical Medicine

1.10 Governing Boards

TEKU is governed by the Board of Trustees as provided for in the Charter and Trust Rules of the University. The governing bodies of TEKU include the Council, which is responsible for policymaking monitoring, and evaluation; and the Senate, which is responsible for all academic matters.

1.11 Spokesperson of the University

The Vice Chancellor (VC) is the only spokesperson who can allow the media on campus. A person who calls a media or reports on the University issues without the consent of the VC shall be subject to disciplinary action.

1.12 Academic Faculties

The University has three academic faculties, namely; Faculty of Theology (FoTH), Faculty of Education (FED), and Faculty of Science and Technology (FoST)

1.12.1 Faculty of Humanities and Social Sciences. (FHSS)

The faculty was established in February 2020 after merging two faculties, the faculty of Theology and faculty of Arts and social Sciences the Faculty of Humanities and Social Sciences incorporates the former Faculty of Theology and Faculty of Arts and Social Sciences. The two faculties were merged in Order to improve provision of high quality services. The Faculty has two departments, The Department, of Theology and the Department of Arts and Social Sciences which originates from September 2009 when the Faculty of Arts and Social Sciences was established. The history of Department of Theology, goes back to the early years of the Moravian Theological College in the late 1960s.

The Department of Theology prepares students for the Certificate in Theology (CTH), Diploma

in Theology (DTH) and degree programme in Theology. It also offers postgraduate programmes of Master of Theology with specialization in systematic, Biblical, Historical, Liberal Arts and Pastoral Theology, and the PhD in Theology. The Department of Theology has 3 Units which are: (i). Biblical Theology (ii) Historical Theology, and Systematic Theology (iii) Practical Theology and Liberal Arts.

1.12.2 Faculty of Education (FED)

The Faculty of Education was established in 2006. The Faculty prepares students for the degree programmes of Bachelor of Arts with Education (BAED) and Bachelor of Education Languages (BEL) The faculty of Education has one department, which is: the Department of Education (DED).

1.12.3 Facultyof Science and Technology (FoST)

This faculty was established in 2012/2013 academic year and has one departments of Science and Technology

(i) Department of Science which comprises of the natural science courses and all studies related to ICT and other technological issues.

CHAPTER 2

ADMISSION AND REGISTRATION REGULATIONS FOR HEALTH AND ALLIED SCIENCES STUDENTS

2.1 Entry Requirements

i. Ordinary Diploma in Pharmaceutical Sciences

(a) Applicant must hold at least four passes (Ds and above) in O-Level examination including at least D pass in Biology and Chemistry

ii. Ordinary Diploma in Clinical Medicine

(a) Applicant must hold at least four passes (Ds and above) in O-Level examination including at least D pass in Biology and Chemistry and Physics

iii. Ordinary Diploma in Nursing and Midwifery

(a) Applicant must hold at least four passes (Ds and above) in O-Level examination including at least D pass in Biology and Chemistry and Physics

2.2 Application for Admissions

2.2.1 TEKU accepts students irrespective of creed, race, religious or political affiliation in accordance with the government policy.

2.2.2 All applications forhealth and allied sciences programmes are coordinated under NACTVET through Central admission system (CAS)

2.3 Registration

2.3.1 Successful applicants will be registered only after they have paid the requisite University non-refundable registration fee of Tshs. 40,000/- through the bank, and present a receipt from TEKU cashier to the Admissions Office.

2.3.2.A prospective student must submit a completed joining instructions from accompanied with pay-in slip of registration fee.

2.3.3 A prospective student must submit a fully completed Medical Examination form to prove

her/his fitness to pursue University programmes.

2.3.4 Any newly admitted student shall pay TEKU Development Fund of Tshs. 80,000.00 during registration.

2.3.5 The deadline for registration for first year students shall be four weeks from the first day of the beginning of classes.

2.3.6 Students shall not be allowed to change their names other than the names they had registered in the online application system and which appear in their "O" Level Certificates; and students' names shall always start with the first name.

2.3.7 A student shall be allowed to postpone studies with written approval from the AcademicBoard, or if the student fails to pay fees or any other reasons that shall be approved by the Academic Board. Request for postponement must be accompanied by a TEKU receipt of Tsh. 30,000/=

2.3.8 Postponement of the studies shall be for a period not exceeding two academic years or four semesters. This should be done four weeks after the beginning of semester classes.

2.3.9 Students shall be allowed to change a programme within two weeks of the beginning of classes. A student who wants to change a programme other than the programme applied for, He/she, shall have to pay a recommended amount under NACTVET

2.3.10. No student shall be allowed to register or attend classes at the University unless the required fees and other charges have been paid and required certificates have been submitted.

2.3.11. The maximum period of registration is five years for all programmes

2.3.12.All students, if accepted, are expected to conform entirely to University Rules and Regulations.

2.4 Registration of courses

2.4.1. All students are required to register for the courses they are required to take each semester. A student shall be eligible for registration after payment of the set amount of tuition fees.

2.4.2. Course registration shall be done online using TAIS. Each student must make sure that

he/she registers the courses properly. Wrong registration of a course shall be penalised by paying a fine of Tsh. 5,000/- per course before allowing the student to make corrections.

2.4.3. Course registration commences three days before the beginning of classes of the respective semester; and must be completed within the first two weeks of class for a semester, or the student must defer his/ her studies until a succeeding semester.

2.4.4. A student cannot register for classes if he/she owes the university any amount for a prior semester or cannot pay the instalment due for the current semester.

2.4.5 A student who has not been registered shall be considered not attending classes and shall not be allowed to do any University examinations. Unregistered students, who attempt to attend classes, reside in the dormitories, and/or access any other University services are subject to immediate expulsion from campus and can be deferred or discontinued from their studies.

2.4.6. Late registration shall be accepted after payment of Tsh. 50,000/- after the deadline of the registration period, but not more than four weeks after the beginning of classes.

2.4.7. The University has the right to make changes in the policies, prices and programmes without prior consent.

2.5Students with Special Needs

Physically handicapped candidates are accepted for studies at TeofiloKisanji University. Special facilities are installed to cater for students with special needs.

2.6 Possession of Identity Card (ID)

The possession of an Identity Card is prerequisite for accessing various University services and participating in academic and administrative services. Students shall keep the ID at all times while on TEKU premises. The ID shall be demanded on: Entering and using the Library, in borrowing books and other library services; Entering the computer room and using the computers; Entering an examination room and sitting for TEKU examinations; and Entering the TEKU premises.

CHAPTER 3

3.0 ACADEMIC POLICIES

3.1. Academic Calendar

The academic calendar is organized into semesters. Courses are coded by level of academic progression and are assigned credits. Each course is examined at the end of the semester.

3.2. Daily Class Schedule

Classes start from 07.30 hours to 22.00 hours from Monday to Friday (with exemption of class timetable from 12:00-02:00pm on Friday for Muslims faith). No classes on Saturday and Sundays and public holidays shall be conducted unless it is agreed between class members and the Course Instructor.

3.3. Compulsory and Elective Courses

Students shall take all courses assigned on the programme.

3.4. Academic Integrity

3.4.1 The academic community of TEKU believes that one of the goals of a Christian institution of higher education is to strengthen academic integrity and responsibility among its members. To this end, the University emphasizes the importance of sound judgment and a personal sense of responsibility to each student.

3.4.2 All members of the academic community are expected to observe the highest standards of academic integrity.

3.4.3 Academic dishonesty is a serious offence at TEKU because it undermines the bonds of trust and personal responsibility between and among students and faculty, weakens the credibility of the academic enterprise, and defeats those who believe in the value of academic integrity. Academic dishonesty can take several forms including:

i. **Cheating** – Intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise (test, exercise, etc.)

ii. **Fabrication** – Intentional and unintentional table creation of data/information and pretending to have obtained it from the original source. It is cooking

data/information.

iii. **Falsification** or intention of falsification of any information or citation in an academic exercise.

iv. **Facilitating academic dishonesty** – intentionally or knowingly helping or attempting to help another student commit a breach of academic integrity.

v. **Plagiarism** – representing the words or ideas of another as one's own in any academic exercise without acknowledging the source.

3.4.4 A student who commits an act of academic dishonesty shall be accountable in accordance with TEKU regulations and penalties as well as ministry of health and NACTVET guidelines

3.5 Incomplete Work

3.5.1 Students who do not complete assigned work by the end of the semester shall not be allowed to sit for the end of semester examinations and shall be required to repeat the course in the prospective semester when the course is offered.

3.5.3 A student shall be allowed to sit for University examinations after passing the course work by getting 20 marks or above out of 40 of the course work. Equally, a student shall be considered to have passed the end of semester examinations if he/she gets marks of not less than 30 marks each module out of 60 in the end of semester examinations.

3.6 Promotion to Next Academic Year

3.6.1 For promoting the student to the next academic year, a student must have passed all modules in the respective academic year. Additionally, a student must pass both the Course Work and the semester examinations by the set limits.

3.7 Discontinuation from Studies

Students will be discontinued from any course programme because of the following:

3.7.1 Failure to attend scheduled examinations, unless caused by extenuating circumstances.

3.7.2. Failure to pass scheduled examinations due to,

i. Examination irregularities.

ii. Failure to pay student Tuition fees, deposits, and charges.

iii. Disciplinary offence as described in the "TeofiloKisanjiUniversity By Laws" and disciplinary codes by Ministry of health

iv. Health problem as recommended by a competent medical Practitioner and approved by the University.

iv. The semester GPA less than 2.0

3.7.3 Students who have been discontinued from a programme on the grounds of inadequate academic performance may be readmitted to the programme only if:

i. They can prove evidence of their efforts to improve their academic standing

3.8 Grading System for Health and Allied Sciences Programmes

Grading system for basic/ technician certificate and ordinary diploma programmes

6.1 INTRODUCTRION

Course grades for under derived from percentage scores obtained in continuous assessments and examinations for Basic/Technician Certificate Programmes are as follows:

Grade Distribution for Basic Technician Certificate and Technician Certificate Programmes:

Grade	Percentage	Points	Description
A	80-100	4	Excellent
B	65-79	3	Very Good
C	50-64	2	Pass/Satisfactory
D	40-49	1	Fail Supplementary
F	0-39	0	Fail and Exclude

Grade Distribution for Ordinary Diploma Programmes

Grade	Percentage	Points	Description
A	75-100	5	Excellent
B+	70-74	4	Very good
B	65-69	3	Good
C	50-64	2	Pass/satisfactory
D	40-49	1	Poor
F	0-39	0	Failure

The Grade Point Average (GPA) for basic/technicians certificates shall be computed from credits and grade weights and classified as shown below:

CLASS OF AWARD	CUMMULATIVE GPA
First class	3.5 – 4.0
Second class	3.0 – 3.4
Pass	2.0 – 2.9

The Grade Point Average (GPA) for Ordinary diploma shall be computed from credits and grade weights and classified as shown below:

	Class of Award	Cumulative GPA
1.	First class	4.4-5.0
2.	Upper second Class	3.5-4.3
3.	Lower second class	2.7-3.4
	Pass	2.0-2.6

An award shall be given to a student who satisfies the following conditions:

i. She/he must have successfully completed all modules for which the award is to be made; and
ii. She/he has achieved the minimum cumulative Grade Point Average (GPA) equivalent to pass.

3.9.2 Computation of Cumulative GPA

i. A cumulative grade point average (Cum GPA) for each candidate shall be computed by dividing the total number of grade points earned for all modules by the total number for the award examined.

$$i.e. Cummulative\ GPA = \frac{SUM(PxN)}{\text{SUM OF N}}$$

Where P represents a grade point assigned to a letter grade scored by the students in a module and N represents the number of Credits associated with the module.

ii. The Grade Point Average (GPA) shall be computed and truncated so that it won't provide a range of decimal point.

4.0 EXAMINATIONS REGULATIONS

The General Ministry of Health (MOH) Examination Regulations for Training Institutions on registration for examinations, board of examiners, preservation of scripts, procedures for appeals, examination offences and penalties, examination fees and certification and awards shall remain as stipulated in the MoH Examination Regulations.

4.1 Eligibility for Examinations

i. A student must have been present for at least 90% of the classes to be allowed to sit for end of semester examinations.

ii. A student who fails to meet a minimum of 90% attendance in a particular semester with compelling reasons as determined by the participatory organs shall be allowed to repeat the semester otherwise he/she shall be discontinued from studies.

iii. No student shall be allowed to sit for the end of semester examinations unless his/her average continuous assessment in each module is 50% or higher.

iv. A student who fails to complete assignment(s) or research work in the scheduled time shall not be allowed to sit for the end of semester examinations.

v. Where a student who fails to fulfil the eligibility requirements stipulated, sits for the end of semester examinations, his/her examination results shall be null and void.

4.2 Conduct of Examinations

End of semester examinations shall be conducted under the control and supervision of MoH or any other body as the MoH shall appoint.

4.3 Guidance for Invigilators

4.3.1 Before the examination:

i. Invigilators shall personally collect from the head of the department sealed envelopes containing examination papers and any other materials prescribed in the rubrics at least thirty minutes before the examination

ii. Invigilators shall be present in the examination room at least twenty minutes before commencement of the examination.

iii. Invigilators shall admit candidates into the examination room at least twenty minutes before commencement of the examination and ensure that candidates are seated in their right places.

4.3.2 During the examination:

i. No candidate shall be allowed out of the examination room during the first thirty minutes of the examination

ii. No candidate shall be allowed to leave the examination room during the last thirty minutes.

iii. Invigilator shall allow five minutes for the candidates to read the examination paper and ensure they have the right paper with correct number of pages.

4.3.3 At the end of examination:

i. Invigilator shall tell the candidates to stop attempting the examination and assemble their work/scripts

ii. Candidates shall hand in their scripts to the invigilator and sign an examination attendance form

iii. No candidate shall be allowed to leave the examination room before their scripts are collected

iv. No candidate shall be allowed to leave with any examination materials found in the examination room.

v. Invigilators shall enter the total of scripts collected and sign in the examination attendance form (Appendix 1) and submit the scripts and the examination attendance form to the head of the department.

4.4.4 Absence from Examinations

i. A student who fails to appear for a scheduled examination with valid reason (s) shall be allowed to sit for that particular examination when next scheduled. The student shall not

be allowed to proceed to the next semester if the missed examination(s) is for a prerequisite module.

ii. When a candidate misses an examination without valid reason(s), as determined by participatory organs (i.e. academic committees/boards), the candidate shall be discontinued from the studies

4.5 Falling Sick Immediately Before or During Examination

A candidate who falls sick immediately before or during the time of a scheduled examination and is medically unable to proceed (i.e. as certified by a medical officer) shall be allowed to postpone the examination until next scheduled. Any student, who is sick and nevertheless decides to take or proceed with an examination, does so at his/her own risk and must abide by the results of the examination.

4.6 Reporting Late for Examinations

i. A candidate, who without valid reason(s), reports late for an examination (more than thirty minutes after commencement of examination) shall not be allowed into the examination room but will be allowed to sit for that particular examination when next scheduled. The candidate shall not be allowed to proceed to the next semester if the missed examination(s) is/are for pre-requisite module(s).

ii. A candidate, who for valid reason, reports late for an examination (more than thirty minutes after commencement of examination) and pleads in writing to take the examination may, subject to the discretion of the invigilator, be allowed to do the examination within the remaining time at his/her own risk. All cases of late arrivals for examinations shall be reported in writing by the invigilator to head of department.

4.7 Students Progression and Disposal

i. The semester shall be the basic academic audit unit. All modules offered during the semester shall be assessed within that semester, at the end of each module external examiners or moderators shall be invited at the end of the semester. A student shall be allowed to proceed to the next semester if he/she passes end of module examinations in all modules prescribed in a semester.

ii. For every module there shall be at least two continuous assessment (CA) tests and regular assessment of competencies which shall constitute 60% of summative assessment. The end of module examination shall constitute another 40% of the summative assessment.

4.8 Supplementary Examination

i. A candidate who fails one or more modules shall be allowed to sit for supplementary examination if his/her GPA in that semester is not less than 1.8.

ii. A candidate who fails one or more modules must sit for supplementary examinations when scheduled before proceeding to the next semester. The student who passes a supplementary examination will be awarded a maximum of "C" grade regardless of his/her score (equivalent to 50% score). The passing of supplementary examination shall take into account the continuous assessment scores.

4.9 Repeating the Semester

i. A candidate who fails to obtain an average of 50% in his/her continuous assessment shall repeat the semester.

ii. A candidate who fails supplementary examination(s) shall repeat the semester. A candidate who fails a repeated semester shall be discontinued from studies.

iii. A candidate who fails to meet a minimum of 90% attendance in a particular semester with acceptable grounds as determined by the participatory organs shall repeat the semester.

4.10 Discontinuation

i. A candidate who fails to meet a minimum of 90% attendance in a particular semester without acceptable grounds shall be discontinued from studies.

ii. When a candidate misses examination(s) without valid reason(s) shall be discontinued from the studies.

iii. A candidate who obtains a semester GPA of less than 1.8 shall be discontinued from studies.

iv. A candidate who does not appear for supplementary examination(s) without compelling reason(s) approved by participatory organs shall be discontinued from studies.

v. A candidate found guilty of an examination irregularity shall be discontinued from studies.

vi. A candidate who has been disqualified from an examination following his/her walking out of the examination room in protest shall be discontinued from studies.

4.11 Examination Irregularities or Academic Dishonesty

Examination irregularities shall include but not limited to:

i. A candidate found with unauthorized materials/information at any time during the examination process. Such unauthorized materials will include written pieces of papers, mobile/cellular phones or any other unauthorized materials.

ii. A candidate attempting to copy from another candidate's work or permitting another candidate to do so.

iii. A candidate communicating with another candidate by giving or obtaining unauthorized assistance or attempting to do so.

iv. A candidate removing question papers, scripts or any other examination materials found in the examination room.

v. A candidate starting to attempt examination before being authorized to do so.

vi. A candidate continuing to attempt the examination after being ordered to stop.

vii. A candidate refusing to obey a lawful order given by an invigilator.

viii. A candidate destroying or attempting to destroy evidence of suspected irregularities.

ix. A candidate found to have committed plagiarism.

x. A candidate behaving in such a manner as to disrupt the examination process

xi. An invigilator violating examinations regulations

4.12 Procedure for Dealing with Examination Irregularities

In case of alleged examinations irregularity:

i. The candidate shall be stopped by the invigilator from continuing with the examination and be required to sign an examination irregularity report and the materials pertinent to the incidence to confirm that they are his/hers. However, the candidate shall be allowed to sit for the remaining examinations.

ii. The invigilator shall counter sign and submit to the head of department the examination irregularity report together with the candidate's examination script and all pertinent materials immediately after the end of examination for further transmission through appropriate participatory organs for action as stipulated in the examination offences and penalties of the MoH Examination Regulations.

4.13 Instruction to Students

i. Candidates shall be admitted into examination room twenty minutes before the examination starts.

ii. No candidate shall be permitted to enter the examination room 30 minutes after commencement of the examination.

iii. Candidates without examination numbers and identity cards shall not be allowed into the examination room.

iv. Candidates are responsible for consulting examinations time table for any changes.

v. Candidates are not allowed to enter examination room with books, bags, purses, notes, rough papers, mobile phones, or other such items.

vi. When candidates are allowed to bring specified items in the examination room, no borrowing from one another will be allowed during examination time, and the items allowed will be liable to inspection by the invigilator.

vii. Candidates shall follow the examination instructions.

viii. Candidates shall write only their examination numbers on every page used. Candidates shall not write their names anywhere in the script.

ix. No candidate shall be allowed to leave the examination room during the last thirty minutes.

x. At all times during the examination the candidate's examination number/identity card shall be conspicuously placed on the desk in front of the student by the student.

xi. Smoking, beverages and food shall not be allowed into the examination room. Any special needs for eating, drinking or medication shall be reported to the invigilator before start of the examination.

xii. At the end of examination, and on the instruction of the invigilator, candidates shall be required to stop writing, and organize their work. The candidate shall personally hand in his/her scripts to the invigilator and sign to that effect.

xiii. Candidates are allowed to bring pens, pencils and other materials explicitly prescribed by the department into the examination room.

xiv. For a candidate wishing to answer a call of nature may, with permission of invigilator and under escort, leave the examination room for a period of time not exceeding five (5) minutes. Only one candidate at a time will be allowed to leave the examination room and will be monitored at all times.

xv. A candidate who walks out of the examination in protest shall be disqualified from that particular examination.

xvi. Candidates must understand that the ultimate responsibility for taking supplementary examination(s) at the correct time rests on him/her.

xvii. Invigilator(s) shall have the power to:

- Specify and change the sitting arrangement in the examination room
- Inspect candidates to make sure they are not in possession of unauthorized materials. Inspection of candidates shall observe gender issues.
- Confiscate any unauthorized material and to remove from the examination room any candidate found with such material.
- Remove from the examination room any candidate who disrupts the examination process

4.14 Release and publication of Examination Results

The release and publication of results shall bind to the examinations guideline of 2022 and relevant authority mentioned under the guideline

4.15 Examination Components Contribution

Due to the nature of pharmacy training, this programme is constituted by theory modules and practical modules. For each module there shall be at least two continuous assessment (CA) tests and regular assessment of competencies which shall constitute 40% of summative assessment. The end of module examination shall constitute another 60% of the summative assessment.

Summary of contribution of components of assessment to final mark

Module	**Continuous Assessment Tests (%)**	**End of Semester Examination (%)**	**Grand Total (%)**
Theory Modules	**40**	**60**	**100**
Practical Modules	**40**	**60**	**100**

4.16 Examination Appeals

The appeals of candidates, who have not satisfied the examiners, should follow the process described in the training regulation of examinations guideline of 2022

4.2 Research Project

4.2.1 Each academic Programme ought to have a course in Research Methods and Research Project. Each student is supposed to undertake ONE research project during the studies in their related subject under supervision.

4.2.2 The project shall be undertaken in a group of 5 students or less. For those taking education, either this can be in Education or in any subject in which the student is majoring.

4.2.3 The research topics will be provided by the respective heads of departments in collaboration with the course instructors.

4.2.4 Students will be required to undertake a detailed research project on selected research topics in the third year

4.2.5 The research reports shall be submitted at the end of the sixth semester prior to beginning of the university examinations.

4.2.6 A Research report shall follow the specific guideline for the research protocol

4.2.7 A student who cheats in the process of undertaking or preparing the research work shall be considered to have committed an examination irregularity and is subject to discontinuation from studies. This, among many others, includes plagiarism, copying from a submitted research report, *"cooking"* data or information, etc.

4.3. Graduation Requirements

3.16.1 Students must pass all courses as set forth in the syllabus with a minimum grade of "C."

3.16.2 Fulfil all other conditions prescribed by the TEKU Senate.

3.16.3 Students must have paid all the fees, deposits, and outstanding charges.

4.4 Postponement from Continuing with Studies

A Student who wants to postpone their studies due to various reasons should do the following:

4.4.1 A student may, in extenuating circumstances approved by DVCAA, postpone Examinations or studies.

4.4.2 The student shall report the matter in writing to the DVCAA through the coordinator of the unit

4.4.3 Unless under extenuating circumstances no postponement of examination shall be entertained in less than two weeks before the commencement of examinations.

4.4.4 A Student who wants to postpone will pay postponement fee of **Tsh. 30,000/=**

4.5 Preservation of Examination Papers

4.5.1 The University shall preserve student's examination papers for the purpose of reference

for a period of **three (3) years**.

4.5.2 The Vice Chancellor on the recommendation of the DVCAA shall be responsible to order final disposal of any batch of examination answer booklets. Hence, students cannot appeal after lapse of this period.

4.6. Academic Prizes

4.6.1 Academic Awards for Students

i. TEKU Prize. Academic prizes shall be offered to students with outstanding academic performance during the whole programme. For the TEKU Academic Prize, this will apply to a student with highest overall GPA. The nature of the prizes will be dictated by the availability of funds.

4.6.2 Academic Prizes for Academic Staff

Academic prizes shall be offered to the academic staff with an outstanding performance in the academic issues. This might include publications in a journal or in a book form. The prizes will be dictated by the availability of funds.

4.6.3 Convocation

The Convocation is an assembly comprising of all TEKU academicians, members of the Board of Trustees, Council members, Senate members, and all academic staff (MOTHECO and TEKU). Other members include all graduates of TEKU (TEKU and MOTHECO), all grandaunts of each year and all students of TEKU. The Convocation shall be held once every year, a day proceeding the Graduation day.

4.6.4. Alumni

All TEKU graduates will form an Alumni association to foster a spirit of loyalty and promote general welfare of TEKU and support the university's goals and strengthen the ties between the alumni, community and TEKU. The alumni are the ambassadors of TEKU.

CHAPTER 5

STUDENTS' LIFE AT TEOFILO KISANJI UNIVERSITY



Students diligently studying in a pleasant atmosphere

5.1 Orientation for New Students

This is held in the week before the first semester begins. Activities include addresses by the University Authorities and meetings with Faculty Deans as well as Heads of Departments. Students are also exposed to existing rules and regulations in force at the University.

5.2 Students' Organization

There is a central government of the student's body called TeofiloKisanji University Students Organization (TEKUSO), which promotes and safeguards the interests of all students. This organization is the major link between the University administration and students. It has a parliament with an elected speaker, and ministers as well as deputy ministers in selected areas

under the President, Vice-President, Prime Minister and General Secretary. All students must abide to the TEKUSO constitution and bylaws.

5. 3 Student Policies

5.3.1 Residence

Students may be offered accommodation in the University hostels of residence on application and at a fee prescribed by the University, which shall be paid on annual basis at the beginning of academic year. Hostels are available on-campus with luxurious rooms.

The student is prohibited to:

(a) Wear uniforms of any political party on campus or while on campus by words or actsbring the University or the Government into dispute based on his/her political belief or affiliation.

(b) Contest for elections in any political party while studying at TEKU

(c) Use the name of the University for any document without official permission.

i. Breach to any of the above conditions (5.3.19 ii above), disciplinary action shall be taken, which may be either suspension or dismissal from studies.

5.3.2 Channelling of Issues by Students

Students ought to channel their issues through TEKUSO organs, which are under the leadership of the TEKUSO President.

5.4 Services available at TEKU

5.4.1 Information and Communication Technology (ICT) Facilities and Services

The University is well equipped with modern computer facilities and services. There are three computer labs and all are internet connected.

5.4.2 Kindergarten

There is a Kindergarten school within the compound, which serves children of TEKU community and the community surrounding TEKU.

5.4.3 Sports, Games and Leisure

There are playgrounds for football, netball, basketball and other sports such as athletics.

Both students and members of staff are allowed to use the sports and leisure facilities.

5.4.4 Bookshop and Photocopy Services

TEKU Bookshop is within the compound and has a variety of books. There are also photocopy services available in the Bookshop.

5.4.5 Stationery and Secretarial Services

Stationery and secretarial services are available in the bookshop and in the University Library.

5.4.6 Chaplaincy

Within the University Old Campus, there is a chapel to cater for all students. The Chapel services are offered on mornings as well as Sundays. The Chapel belongs to the Moravian Church in Tanzania (MCT). Special services such as Weddings etc. can be arranged with the Chaplain.

5.4.7 Accommodation

The University has services of hostels for students at affordable prices. Besides the ordinary hostels at the Old Campus, the University has modern hostels namely Hekima, Uzima and Amani. The University has invested in those hostels to ensure the availability of conducive residing conditions to students to facilitate learning and security to students.

5.4.8 Conference Halls Facilities

The University has halls to render services to people with social functions like weddings, Seminars, workshops etc readily available at affordable prices.

5.4.9 Medical Services and Health Insurance

All students are required to have health Insurance offered by the National Health Insurance Fund (NHIF) Hence each student have to pay 50,400 for the NHIF per year.

A dispensary assists students and the community. A student shall be required to pay for the services provided at the dispensary. In case of seriousness, a person is then referred to the Regional Referral Hospital or Mbeya Zonal Referral Hospital for further investigation and treatment. A nurse is in-charge of the dispensary.

CHAPTER 6

FINANCIAL MATTERS

6.1 Policy on Payment of Tuition Fees

6.1.1 A student is not allowed into any lecture or tutorial session without being registered with the University.

6.1.2 Any student attempting to attend classes or access any other University facility without paying fees, is subject to expulsion.

6.1.3 Any student who shall indulge in forgery of university payments shall be dismissed from the university.

6.1.4 Tuition fees once paid is not refundable.

6.1.5 All those requiring refund for payments other than tuition fee should keep their receipt.

6.1.6 All refunds shall be paid back after completion of studies.

6.2 TEKU Fee Structures

The following tables present estimates of typical costs to pursue a three-year health progrmmes programme at the University (in Tshs.). The actual costs will vary depending upon the specific year and needs of the student. This information is presented for information only to potential students and their sponsors. All fees can be revised from time to time as per Council approval.

6.2.1 Fee structure for health and allied sciences students

6.2.1A. Fee structure for the first years

Jedwalinamba 1.

KIPENGELE	**JUMLA**	**NAMBA ZA MALIPO**
Ada	1,500,000.00	***Nambayamalipouliyopewa***
Usajili	40,000.00	

Fedhayatahadhari	30,000.00	***Nambayamalipouliyopewa***
Kitambulisho	10,000.00	

KIPENGELE	**MWAKA 2**	**MWAKA 3**	**UPGRADING**
Ada	**1,500,000.00**	**1,500,000.00**	**1,500,000.00**
Usajili	40,000.00	40,000.00	40,000.00

Mfukowamaendeleoya TEKU	80,000.00

Mahitaji au gharamahapachinimlezi/mzaziampatiemwanafunziatapewamaelekezobaadayakufikachuoni	**Kiasi**
1. VitabuvyamazoezihospitalininaFamasijamii (famasiatu)	5,000.00
2. Vitabuvyamazoezihospitalini (Utabibu)	7,500.00
3. Vitabuvyamazoezihospitalini (UuguzinaUkunga)	@ 15,000.00

Vifaavyamaabarayavitendo	50,000.00	
Fedhayamasomokwavitendo (Hospitalini, famasijamiina Community field)	150,000.00	
Usafirikwendahospitalinakurudi (mazoeziyavitendo)	100,000.00	
Sareyamwanafunziwakoziyaafya (Kwa wanaumewatapatasuruali 2, mashatimawilinakotijeupelenyenemboyachuo/ swetajeupe) kwawanawakewatapatamagauni 2, kotijeupelenyenemboyachuo/swetajeupe)	100,000.00	
Mitihaniyandani	145,000.00	
UdhibitiUbora TCU (Inalipwa TCU kupitiachuoni)	20,000.00	
MtihaniwamwishowaWizarayaafya (Inalipwawizarayaafyakupitiachuoni)	150,000.00	
JUMLA KUU	**2,375,000.00**	

6.2.1B Fee structure for continuing students

Fedhayatahadhari	30,000.00	30,000.00	30,000.00
Kitambulisho			10,000.00
Mfukowamaendeleoya TEKU	80,000.00	80,000.00	80,000.00
Mahafarinajoho		50,000.00	50,000.00
Vifaavyamaabarayavitendo	50,000.00	50,000.00	50,000.00
Fedhayamasomokwavitendo (Hospitalini, famasijamiina Community field)	150,000.00	150,000.00	150,000.00
Mitihaniyandani	145,000.00	145,000.00	145,000.00
Fedha za usimamiziwautafiti		50,000.00	50,000.00
UdhibitiUbora TCU (Inalipwa TCU kupitiachuoni)	20,000.00	20,000.00	20,000.00
MtihaniwamwishowaWizarayaafya(Inalipwawizarayaafyakupitiachuoni)	150,000.00	150,000.00	150,000.00
Usafirikwendahospitalinakurudi(mazoeziyavitendo)	100,000.00	100,000.00	100,000.00
JUMLA KUU	**2,265,000.00**	**2,365,000.00**	**2,375,000.00**

HUDUMA YA MALAZI (BWENI)

Mwanafunziatakayekaabwenini (kwenye Hostel za Chuo) anatakiwakulipiagharamayatsh. 264,000/= kwamkupuo (Awamumoja)kwamwakamzima).

BANK DRAFTS IN US DOLLARS

Can be made by sponsors or students from foreign banks if the payment is pre-approved in writing by the Finance Department. The sponsor or student must clearly identify the sending bank by providing the required contact information (bank name, name of contact at bank, address, phone number, and e-mail address), and the payment must be confirmed with the sending bank in advance by the Finance Department. Any transaction charges assessed by clearing or depository banks must be charged against the draft or paid by the student.

PLEASE NOTE:

To reduce the substantial risks of handling and holding large sums of cash, the Finance Department cannot accept any cash payments. **SORRY**, No personal drafts or cheques can be accepted.

6.3 Financial Regulations and Policies

6.3.1 Scholarships/Sponsorship

Applicants who have applied for and anticipate receiving scholarships or sponsorship support from church organizations, government agencies, parastatal, public or private organizations, private companies or individuals, must notify the Bursar and provide relevant copies of correspondence and scholarship documentation (including phone, fax, mail, and e-mail contact information for the sponsor). Sponsorship payments should be made directly to the University, to the attention of the Bursar.

CHAPTER 7

THE UNIT OF LIBRARY &INFORMATIONSERVICES (ULIS)



Students making effective use of the Library services

7.1 Introduction

The University provides various facilities and services to students and the community at large. Facilities and services are organized under different organs of the University like faculties directorates, departments and units.

7.2 University Library Facilities and Services

7.2.1 The University Unit of the Library and information services (ULIS).

7.2.2. The Library has a large collection of books on all subject areas of theology, social sciences, education, languages, mathematics, ICT, economics, arts etc. The collection of books comprise of more than 33,133 volumes of hard copies as well as about 7,500 entries of e– resources for reference and circulation. Subscribed 22,114 journals also form part of the library collection.

7.2.3.TEKU is a member of **COTUL** (Consortium of Tanzania Universities and Research

Libraries) which enables the University to subscribe over 45 databases to access hundreds of online Journals in order to help library patrons to do well in their research.

7.2.4.Computers have been networked and are also internet connected; printing and photocopying services are available. In order to accomplish efficient services of all these library resources and facilities, library users are requested to abide to the set rules and regulations. Library users are also expected to make suggestion to any amendments they think could improve library services for the community.

7.2.5. The Library is in operation as follows:-

Opening hours

Day	**Duration**
Monday to Friday	08:30 - 22.00 hours
Saturdays	09:00 - 18:00 hours
Public Holidays	The Library is closed

7.2.6 The Library is closed on all public holidays and during the vacation,

7.3 Membership

The library provides membership to students, academic and non-academic staff. Members from outside TEKU shall pay a membership fee of twenty five thousand shillings (TShs. 25,000.00) per year. They will apply for membership in writing to become users of the library. Entrance into the Library is by identity cards.

7.4 Borrowing Tickets

Students and non-academic staff are issued with 3 tickets and academic staff with 5 tickets. Members from outside TEKU shall be issued with 1 ticket.

NB: Finalists are required to return all 3 borrowing tickets issued to them after completion of their studies.

7.5. Lending Rules

7.5.1 Borrowers are required to produce identity card and library tickets when borrowing library

materials.

7.5.2 Library materials borrowed must be returned on or before the due date.

7.5.3. No book or any other library material may be taken out of the library unless it has been officially issued to the borrower at the issue desk.

7.5.4 Normal loan period for students is 2 weeks, academic staff is one month; and 2 hours for Special reserve materials during the normal working hours. An issue may be renewed for a further period if the document is not reserved for other readers.

7.5.5. Library materials borrowed for overnight or weekend use must be returned at 9:00 am when the library opens.

7.5.6 The Librarian has the right to recall any book before the date on which it is due.

7.5.7 All borrowers must at the end of each semester settle any overdue loans before they are permitted to borrow library materials again in the following semester.

7.5.8 Any student holding overdue library materials shall not be allowed to borrow books until the library materials are returned and overdue fines have been paid.

7.5.9 In the case of finalist students, examination and provisional statement of results, transcripts and certificates will be withheld by the Deputy Vice Chancellor Academic Affairs until unreturned library items have been recovered, or fines for overdue, or the value of materials and penalty have been paid by the borrower.

7.5.10 All books must be returned when stocktaking is taking place.

7. 6 Library Regulations

7.6.1 Smoking, eating and drinking are not allowed in the library.

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

7.6.3 Idle conversation, loud laughter, and other unnecessary noise disturbing library users must be avoided. Discussions are strictly forbidden in the library. All those who want to discuss must go to the noise-free area.

7.6.4 **SILENCE** must strictly be observed in the library. **MOBILE PHONES,** pagers and watch

alarms should be **SWITCHED OFF** or put in silence mode before entering the library.

7.6.5 Tsh. 2,000/= fine shall be imposed to users contravening use of mobile phone in the library.

7.6.6 Failure to observe silence will result into expulsion from the library and other disciplinary measures taken.

7.6.7 Library books and other materials are to be handled with care. Mutilation and damage of library material by marking, or tearing should be avoided.

7.6.8 Theft and mutilation of library materials are criminal offences. Anyone caught attempting to steal, stealing or to have stolen library materials shall be reported to relevant security (including the police) and TEKU disciplinary organs for further actions that may include prosecution, banned from using the library and/or discontinuation from studies.

7.6.9 Abusive language or gestures, harassing or threatening behaviour to the library staff and/or users are not acceptable.

7.6.10 On leaving the library, all users are required to produce for inspection all books and other items out of the library.

7.6. 11 Reservation of seats is not permitted.

7.6.12 Users must be decently dressed and conduct themselves properly in the library. Noisy shoes should not be worn in the library.

7.6.13 Library membership cards are not transferable.

7.6.14 The library will not accept responsibility for loss or misplaced personal belongings.

7.6.15 Any loss of borrowing tickets must be reported immediately to the library staff. The lost ticket may be replaced by new ticket at Tsh. 2000/= non refundable.

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

7.7 Fine and Penalties

7.7.1 Library materials must be returned by the due date or earlier. Failure to do so will be treated as a serious offence. The borrower will be required to pay fine for overdue.

7.7.2 Fine imposed on borrowers for late return of Library materials includes:

A fine of Tsh. 500/= (students) and Tsh. 1000/= (others) which shall be paid 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 days will be considered failure to pay the fine will result to denial to use the library.

7.7.3Special Reserve Materials: Fine of Tsh. 500/= shall be paid after every additional hour.

7.7.4Loss and Damage: A borrower will be held responsible for materials out on loan. If the material is lost, an immediate report should be made to the librarian and the borrower is required to pay one and a half (1.5) of the cost of the damaged or lost material.

7.7.5 Theft: The penalty for any act of book theft a student's shall be discontinued from studies

and a letter shall be written copied to the Deans/ Directors or Heads of the Departments.

CHAPTER 8

ACADEMIC DEPARTMENTS IN THE UNIT

The unit has three departments namely

i. Pharmaceutical sciences
ii. Clinical medicine
iii. Nursing and midwifery

The modules in all departments are categorized as core and fundamentals

These modules are taught in such a way to ensure that students gain an appreciation of the nature and complexities of real life in provision of health services. In order to achieve an integration of these modules there will be considerable use of various teaching and learning Methods.

8.1.3 Fundamental Modules

Fundamental modules provide range of skills, knowledge and principles appropriate for Pharmaceutical Sciences while contributing to the effective study of the main theme of the programme. The fundamental modules provide a viable foundation for further studies and lifelong learning.

8.1.4 Core Modules

The core modules provide the development of the main theme of the programme. They broadly represent the main areas of activity in Pharmaceutical Sciences area. These modules are taught together with fundamental modules so as to ensure that students gain an appreciation of the nature and complexities of real life in health service delivery.

8.1.5 Module Coding

The system of coding has adopted a combination of letters and numbers, which have a specific meaning. For example the following modules offered in the first semester by the department of Pharmaceutical Sciences may be coded respectively as NMT 04102 where:

- **NM-** Represents the name of the programme “Nursing and Midwifery”
- **T** –Represents the qualification at the respective level “Technician”
- **04 -** Represents the respective NTA Level “NTA level 4”
- **1 -**Indicates the semester in which the module is conducted “Semester 1”

- **02 -** Represents the serial number to which a particular module is assigned in the respective programme "Module 2"

8.1.6 The Distribution of Modules in the Semester

The distribution of Module in the semester is as indicated in Table No: 1, 2 and 3

8.2.6 The Distribution of Modules in the Semester

The distribution of Module in the semester is as indicated in Table No: 1 and 2.

Table 1: Module Details for Semester 1

SN	Module Code	Module Name	Classification	Credits
Basic Technician Certificate In Nursing and Midwifery				
1.	NMT04101	Infection Prevention and Control	Core	15
2.	NMT04102	Professionalism in Nursing	Core	7
3.	NMT04103	Human Anatomy and Physiology	Core	14
4.	NMT04104	Basic Computer Applications	Fundamental	6
5.	NMT04105	Communication Skills	Fundamental	10
6.	NMT04106	Parasitology and Entomology	Core	5
Technician Certificate In Nursing and Midwifery				
1.	NMT05101	Reproductive Health Care	Core	5
2.	NMT05102	Child Health Services	Core	4
3.	NMT05103	Care of Sick Child	Core	17
4.	NMT05104	Basic Care of Patient with Medical Condition	Core	18
5.	NMT05105	Basic Care of Patient with Surgical Condition	Core	10
6.	NMT05106	Basic of Mental Health Nursing	Core	6
7.	NMT05107	Care of Woman During Antenatal Period	Core	7
Ordinary Diploma Certificate In Nursing and Midwifery				
1.	NMT06101	Care of Woman with Abnormal Pregnancy Labour and Puerperium	Core	19
2.	NMT06102	Care of Woman with Obstetric Emergence Condition	Core	6
3.	NMT06103	Care of Newborn with Abnormal Condition	Core	5
4.	NMT06104	Supervision in Nursing and Midwifery Practice	Core	12
5.	NMT06105	Basic of Epidemiology and Biostatistics	Fundamental	6
6.	NMT06106	Fundamentals of Research	Fundamental	9

Table 2: Module Details for Semester 2

SN	Module Code	Module Name	Classification	Credits
Basic Technician Certificate In Nursing and Midwifery				

1.	NMT04207	Application of Nursing Process and Theories in Nursing Care	Core	13
2.	NMT04208	Basic Clinical Nursing	Core	20
3.	NMT04209	Basic Pharmacology	Core	10
4.	NMT04210	Basics of Health Information Management	Core	4
5.	NMT04211	Disaster and Emergency Preparedness	Core	13
6.	NMT04212	Entrepreneurship	Fundamental	3
Technician Certificate In Nursing and Midwifery				
1.	NMT05208	Care of a Woman in Normal Labour and Puerperium	Core	13
2.	NMT05209	Pre Referral Management of a Woman with Abnormal Pregnancy	Core	4
3.	NMT05210	Care of a Normal New born	Core	6
4.	NMT05211	Management of Communicable Diseases	Core	20
5.	NMT05212	Community Health Nursing	Core	20
Ordinary Diploma In Nursing and Midwifery				
1.	NMT06207	Care of Patients with Medical Conditions	Core	20
2.	NMT06208	Care of Patients with Tumours and Cancer	Core	4
3.	NMT06209	Care of Patients with Surgical Conditions	Core	14
4.	NMT06210	Care of Patients with Reproductive Surgical Conditions	Core	5
5.	NMT06211	Mental Health Nursing	Core	20

8.2.7 Scheme of Study

The scheme of study for semesters is as indicated in table 3 and 4.

Table 3: Semester I

Module Code	ModuleTitle	Hoursperweek					
		Lecture	Tutorial	Practical		Assignment	ModuleCredit
				Skills Lab	Clinical		
Basic Technician Certificate In Nursing and Midwifery							
NMT04101	Infection Preventionand Control	3	1	3	2	1	15
NMT04102	Professionalismin Nursing	1.5	0.5	1	1	0.5	7
NMT04103	Human Anatomy andPhysiology	4	2	2	-	1	14
NMT04104	BasicComputer Application	1	0.5	2	-	0.5	6
NMT04105	Communication Skills	2	1	1	2	1	10
NMT04106	Parasitologyand Entomology	1	0.5	1	-	0.5	5
		12.5	5.5	10	5	4.5	57

Total hours per week = 38							
Technician Certificate In Nursing and Midwifery							
Module Code	ModuleTitle	Hoursperweek					
		Lecture	Tutorial	Practical		Assignment	Module Credit
				Skills Lab	Clinical		
NMT05101	ReproductiveHealth Care	1	-	0.5	1	0.5	**5**
NMT05102	ChildHealthServices	1	-	0.5	1	0.5	**4**
NMT05103	CareofaSick Child	3	1	2	4	1	**17**
NMT05104	BasicCareof Patient WithMedical Conditions	3	1	2	4	2	**18**
NMT 05105	BasicCareofPatient with Surgical Conditions	2	0.5	1	2	1.5	**10**
NMT05106	Basicsof Mental HealthNursing	1	0.5	-	1	1.5	**6**
NMT 05107	CareofaWoman DuringAntenatal Period	1	0.5	1	2	0.5	**7**
Total hours per week = 45							
Ordinary Diploma In Nursing and Midwifery							
Module Code	Moduletitle	Hoursperweek						
		Lecture	Tutorial	Practical		Assignment	Research project	Module credits
				Skill Lab.	Clinical			
NMT06101	CareofaWomanwith Abnormal Pregnancy, LabourandPuerperium	3	1	2.5	5	1	-	**19**
NMT06102	CareofaWoman with ObstetricEmergency conditions	1	-	1	1.5	0.5	-	**6**
NMT06103	CareofNewbornswith AbnormalConditions	1	-	0.5	1	0.5	-	**5**
NMT06104	SupervisioninNursing andMidwiferyPractice	2	1	-	4	1	-	**12**
NMT06105	Basics of Epidemiologyand Biostatistics	2	1	-	-	1	-	**6**
NMT06106	Fundamentals of Research	2	1	-	-	-	3	**9**
Total hours per week = 38								

Table 4: Semester II

Module Code	ModuleTitle	Hoursperweek					
		Lecture	Tutorial	Practical		Assignment	ModuleCredit
				Skills Lab	Clinical		
Basic Technician Certificate In Nursing and Midwifery							
NMT04207	Application of Nursing Process and Theories in Nursing Care	2	1	2	3	0.5	13
NMT04208	Basic Clinical Nursing	2	1	3	6	1	20
NMT04209	Basic Pharmacology	2	1	1	2	0.5	10
NMT04210	Basics of Health Information Management	1	-	-	2	-	4
NMT04211	Disaster and Emergency Preparedness	2	0.5	3	2	0.5	13
NMT04212	Entrepreneurship	1	0.5	-	0.5	0.5	3
Total hours per week = 42							

Technician Certificate In Nursing and Midwifery								
Code	**Module title**	Hoursperweek						Module Credits
		Lecture	Tutorial	Practical		Assignment	Field work	
				Skills Lab	Clinical			
NMT05208	CareofaWomaninNormalLabourandPuerperium	2	0.5	1	4.5	1	-	**13**
NMT05209	Pre Referral Management of a Woman with Abnormal PregnancyLabourandPuerperium	1.5	-	-	1	0.5	-	**4**
NMT05210	CareofaNormal NewBorn	1	-	0.5	2	0.5		**6**
NMT05211	Management of Communicable Diseases	3	1.5	-	3	1.5	4	**20**
NMT05213	CommunityHealth Nursing	3	-					
Total hours per week = 42								

Ordinary Diploma In Nursing and Midwifery		
Code	Moduletitle	Hoursperweek

		Lecture	Tutorial	Skill Lab.	Clinical	Assignment	Module credits
NMT06207	CareofPatientswith MedicalConditions	3	2	-	6	2	**20**
NMT06208	CareofPatientswith TumorsandCancer	1	-	-	2	0.5	**4**
NMT06209	CareofPatientswith SurgicalConditions	2	1	1	4	1	**14**
NMT06210	Care of Patients with ReproductiveSurgical Conditions	1	-	-	1.5	0.5	**5**
NMT06211	MentalHealth Nursing	3	2	-	6	2	**20**
Totalhoursperweek=42							

8.3 CLINICAL MEDICINE DEPARTMENT

Basic Technician Certificate In Clinical Medicine				
Semester I				
1	CMT04101	Communication Skills and Customer Care	6	Fundamental
2	CMT04102	Human Anatomy	12	Core
3	CMT04103	Human Physiology	10	Core
4	CMT04104	Epidemiology and Biostatistics	13	Core
5	CMT04105	Computer Applications	7	Fundamental
6	CMT04106	Medical Ethics and Professionalism	5	Core
7	CMT04107	Microbiology, Parasitology and Entomology	10	Core
Semester II				
8	CMT04208	Clinical Nutrition	10	Core
9	CMT04209	Clinical Skills	15	Core
10	CMT04210	Pathology	12	Core
11	CMT04211	Clinical Laboratory	10	Core
12	CMT04212	Basic Patient Care	10	Core
Technician Certificate In Clinical Medicine				
Semester I				
1	CMT05101	Clinical Pharmacology	10	Core
2	CMT05102	Internal Medicine I	11	Core
3	CMT05103	Paediatrics and Child Health I	12	Core

4	CMT05104	Obstetrics and Gynaecology I	11	Core
5	CMT05105	Health Promotion	10	Core
6	CMT05106	Counselling	8	Core
Semester II				
7	CMT05207	Reproductive and Child Health	9	Core
8	CMT05208	Obstetrics and Gynaecology II	12	Core
9	CMT05209	Surgery	12	Core
10	CMT05210	Internal Medicine II	12	Core
11	CMT05211	Paediatrics and Child Health II	13	Core
Ordinary Diploma In Clinical Medicine				
Semester I				
1	CMT06101	Entrepreneurship and Life Skills	6	Fundamental
2	CMT06102	Leadership and Management	12	Fundamental
3	CMT06103	Operational Research	14	Fundamental
4	CMT06104	Basics of Forensic Medicine	8	Core
5	CMT06105	Surgical Specialities	16	Core
Semester II				
6	CMT06206	Apprenticeship In Obstetrics and Gynaecology	16	Core
7	CMT06207	Apprenticeship In Surgery	16	Core
8	CMT06208	Apprenticeship In Internal Medicine	16	Core
9	CMT06209	Apprenticeship In Paediatrics and Child Health	16	Core

Table 1: Module Details for Basic Technician Certificate in Pharmaceutical Sciences

Code	ModuleTitles	Credits	Classification	Semester I	Semester II
PST04101	Dispensing	8	Core	√	
PST04102	DiseaseControlandPrevention	10	Core	√	
PST04103	HumanAnatomyandPhysiology	12	Core	√	
PST04104	PharmaceuticalDosageForms	4	Core	√	
PST04105	PharmaceuticalCalculations	11	Core	√	
PST04106	CommunicationSkills	4	Fundamental	√	
PST04107	BasicComputerApplications	6	Fundamental	√	
PST04208	LawandEthicsinPharmacyPractice	4	Core		√
PST04209	CompoundingofPharmaceuticalLiquid Preparations	20	Core		√
PST04210	PharmaceuticalInorganicChemistry	12	Core		√
PST04211	BasicPharmacology	12	Core		√
PST04212	MedicalStoresManagement	12	Core		√
PST04213	PharmacyPractice	5	Core		√
	TOTALCREDITS	**120**			

Table 2: Module Details for Technician Certificate in Pharmaceutical Sciences

Code	ModuleTitles	Credits	Classification	Semester I	Semester II
PST05101	MedicinesandMedicalSuppliesManagement	12	Core	√	
PST05102	LawandPoliciesinPharmacyPractice	7	Core	√	
PST05103	PharmaceuticalMicrobiology	12	Core	√	
PST05104	PharmacologyandTherapeutics	12	Core	√	
PST05105	RationalUseofMedicines	4	Core	√	
PST05106	PharmaceuticalOrganicChemistry	12	Core	√	
PST05207	QualityAssuranceofPharmaceuticalProducts	12	Core		√
PST05208	PharmaceuticsTheoryandCompounding	20	Core		√
PST05209	HealthInformationManagement	12	Fundamental		√
PST05210	BasicPharmacognosy	12	Core		√
PST05211	PharmacyPractice	5	Core		√
TOTALCREDITS		**120**			

Table 3: Module Details for Ordinary Diploma in Pharmaceutical Sciences

Code	ModuleTitles	Credits	Classification	Semester I	Semester II
PST06101	Leadership and Management	9	Fundamental	√	
PST06102	Counselling and Guidance Skills	8	Fundamental	√	
PST06103	Pharmaceutical Production	14	Core	√	
PST06104	Health and Medicines Policy	7	Core	√	
PST06105	Health Financing	9	Core	√	
PST06106	Basic Pharmacotherapy	6	Core	√	
PST06107	Basic Veterinary Pharmacology	6	Core	√	

PST06208	Pharmaceutical Public Health	8	Core		√
PST06209	Entrepreneurship	12	Fundamental		√
PST06210	Operational Research	24	Fundamental		√
PST06211	Monitoring And Evaluation of Medicines Use	12	Core		√
PST06212	Pharmacy Practice	5	Core		√
TOTALCREDITS		**120**			

8.2.7 Scheme of Study

The scheme of study for semesters is as indicated in table 3 and 4.

Table 3: Semester I

BASIC TECHNICIAN CERTIFICATE IN PHARMACEUTICAL SCIENCES						
Module Code	**ModuleTitle**	**SchemeofStudy(Hoursperweek)**				**Credits / Semester**
		Theory	**Tutorials**	**Practical**	**Assignment**	
PST04101	Dispensing	2	-	1	1	8
PST04102	DiseaseControlandPrevention	4	-	-	1	10
PST04103	HumanAnatomyandPhysiology	4	1	-	1	12
PST04104	PharmaceuticalDosageForms	2	-	-	1	4
PST04105	PharmaceuticalCalculations	4	1	-	1	11
PST04106	CommunicationSkills	1	-	-	1	4
PST04107	BasicComputerApplications	1	-	2	1	6
SUB-TOTAL		**18**	**2**	**3**	**7**	**55**
TECHNICIAN CERTIFICATE IN PHARMACEUTICAL SCIENCES						
Module Code	**ModuleTitle**	**SchemeofStudy(Hoursperweek)**				**Credits / Semester**
		Theory	**Tutorials**	**Practical**	**Assignment**	
PST05101	Medicines and MedicalSupplies Management	4	-	1	1	12
PST05102	LawandPoliciesinPharmacyPractice	2	-	-	1	7
PST05103	PharmaceuticalMicrobiology	4	1	-	1	12
PST05104	PharmacologyandTherapeutics	4	1	-	1	12
PST05105	RationalUseofMedicines	2	-	-	1	4
PST05106	PharmaceuticalOrganic Chemistry	4	1	-	1	12
SUB-TOTAL		**20**	**3**	**1**	**6**	**59**
ORDINARY DIPLOMA IN PHARMACEUTICAL SCIENCES						
Module Code	**ModuleTitle**	**SchemeofStudy(Hoursperweek)**				**Credits/ Semester**
		Theory	**Tutorials**	**Practical**	**Assignment**	
PST06101	LeadershipandManagement	4	1	-	1	12

PST06102	CounsellingandGuidanceSkills	2	1	-	1	8
PST06103	PharmaceuticalProduction	5	1	4	1	20
PST06104	HealthandMedicinesPolicy	2	-	-	1	7
PST06105	HealthFinancing	4	1	-	1	12
PST06106	BasicPharmacotherapy					6
PST06107	BasicVeterinaryPharmacology					6
SUB-TOTAL		**17**	**4**	**4**	**5**	**59**

Table 4: Semester II

BASIC TECHNICIAN CERTIFICATE IN PHARMACEUTICAL SCIENCES						
Code	**ModuleTitle**	**SchemeofStudy(Hoursperweek)**				**Credits / Semester**
		Theory	**Tutorials**	**Practical**	**Assignment**	
PST04208	LawandEthicsinPharmacyPractice	2	-	-	1	4
PST04209	CompoundingofPharmaceutical Liquid Preparations	2	-	6	1	20
PST04210	PharmaceuticalInorganicChemistry	2	1	-	1	12
PST04211	BasicPharmacology	4	1	-	1	12
PST04212	MedicalStoresManagement	4	1	2	1	12
TOTAL		**14**	**3**	**8**	**5**	**60**

Code	**ModuleTitle**	**SchemeofPractice(Hrsperweekoversixweeks)**				**Credits**
		Dispensing	Drugs Store	Industrial	SterilePreparations	
PST04213	Pharmacy Practice	120	120	0	0	5

TECHNICIAN CERTIFICATE IN PHARMACEUTICAL SCIENCES						
Code	**ModuleTitle**	**SchemeofStudy(Hoursperweek)**				**Credits / Semester**
		Theory	**Tutorials**	**Practical**	**Assignment**	
PST05207	QualityAssuranceofPharmaceutical Products	2	1	2	1	12
PST05208	Pharmaceutics Theoryand Compounding	2	1	6	1	20
PST05209	HealthInformationManagement	4	1	2	1	12
PST05210	BasicPharmacognosy	4	1	-	1	12
TOTAL		**12**	**4**	**10**	**4**	**56**

Code	**ModuleTitle**	**SchemeofPractice(Hrsperweekoversixweeks)**				**Credits**
		Dispensing	Drugs Store	Industrial	Non-SterilePreparations	
PST05211	Pharmacy Practice	120	120	0	0	5

ORDINARY DIPLOMA IN PHARMACEUTICAL SCIENCES

Code	ModuleTitle	SchemeofStudy(Hoursperweek)				Credits / Semester
		Theory	Tutorials	Practical	Assignment	
PST06208	PharmaceuticalPublicHealth	2	1	-	1	8
PST06209	Entrepreneurship	4	1	-	1	12
PST06210	OperationalResearch	8	1	-	5	24
PST06211	MonitoringandEvaluationofMedicines Use	4	1	-	1	12
TOTAL		**18**	**4**	**-**	**8**	**56**

Code	ModuleTitle	SchemeofPractice(Hrsperweekoversixweeks)				Credits
		Dispensing	Drugs Store	Industrial	Non-SterilePreparations	
PST06212	Pharmacy Practice	120	120	0	0	5

CHAPTER 9

CHAPTER 10
MEMBERS OF UNIVERSITY ORGANS

10.1. Board of Trustees (BoT)

1.Rt. Rev. C.N.Sikombe	Chairperson and Chancellor	+255 784 429 055
2.Rev. M. Kategile	Ag, G. Secretary MCT	+255 757827125
3. Rt Rev E. Yona	Member	+255 763 919 099
4.Mr G. S.Sikali	Member	++55 752 786 650
5.Rt Rev. R.Y. Pangani	Member	+255 764 570 120
6 .Mr .J. D Mlimuka	Member	+255 626 777 228
7.Ms E.Y, Wavenza	Member	+255 754 542 497
8. Rev. E.A. Mwasamboma.	Member	+255 752 536 430
9.Prof. H. J. M. Mwansoko	Vice Chancellor	+255 713 211 056

10.2 University Council

1. Dr. A. Mlimuka	Chairperson	+255 784 603 517
2. Prof H. J. M. Mwansoko	Secretary	+255 713 211 056
3. Prof T. Kassimoto	Member	+255 754 567 374
4. Prof E. S. Mligo	Member	+255 753 489 160
5. Rt. Rev.L. Mwankuga	Member	+255 754 883 767
6. Rev. M. Kategile	Member	+255 757 827 125
7. Mr A. Ngimba	Member	+255 754 562 396
8. Mr. G. Emmanuel	Member	+255 756 521 118
9. Mr. J.G.Kabuje	Member	+255 767 062 020
10. . Prof. A .N. Mvuma	Member	+255 755 425 470
11. Dr.N .Ntawigaya	Member	+255 765 101 477
12. Dr M. Mpelwa	Member	+255 753 029 200
13. Dr J. Msindai	Member	+255 752 435 175
14 Rev Dr R. Mbao	Member	+255 767 166 853
15. Rev A. T. Mbulwa	Member	+255759 001 898
16. rev E. Simpanzye	Membe	+255 766 759 166
17. Ms. S. Seif	Member	+255 716 574 028
18. Ms. L. Mashalo	Member	+255 767 097 463
19 Mr. J..Kutawa	Member	+255 758 792 126
20. Mr. A. Temba	Member	+255 758 220 825
21. Mr. D. Simon	Member	+255 754 871 938
22. Ms M. Gwalema	Recording Secretary	+255 629 751 499

10.3 University Senate

1.Prof. H. J. M. Mwansoko	Chairperson	+255 713 211 056
2. Prof. T. Kassimoto	Member	+255 754 567 374
3. Prof E. S. Mligo	Member	+255 753 489 160
4. Rev. M. Kategile	Member	+255 757 8271255
5. Dr.N .Ntawigaya	Member	+255 765 101 477
6. Mr. G. Emmanuel	Member	+255756 521 118

7. Ms A. Abdul	Member	+266 717 857 280
8. Mr. A. Temba	Member	+255 758 220 825
9. . Ms. L. Mashalo	Member	+255 767 097 463
10.. Dr J. Msindai	Member	+255 784 478 335
11. Rev. Dr. Mbao	Member	+255 767 166 853
12. Ms. S. Seif	Member	+255 716 574 028
13. Mr. Festus Andrew	Member	+255 781 724 200
14. Mr Moses Yekonia	Member	+255 613 910 269
15. 16. Rev R. Meza	Member	+255 756 170 610
17.Mr. J.G.Kabuje	Member	+255 767 062 020
18. Ms M. Gwalema	Member	+255 629 751 499

10.4 University Management

1. Prof H. J. M. Mwansoko	Chairperson	+255 713 211 056
2. Prof T.Kassimoto	Member	+255 754 567 374
3. Prof E. S. Mligo	Member	+255 753 489 160
4.. Dr. J. P. Msindai	Member	+255 784 478 335
5. .Dr.N .Ntawigaya	Member	+255 765 101 477
6. Rev. M. Kategile	Member	+255 757 827 125
7. .Ms. M. Gwalema	Secretary	+255 756 847 436
8. .Rev. M. Kasyele	Member	+255 768 507 929
9. . Mr O. Ndemeke	Member	+255 784 359 227
10. Mr. I.S. Mwakamoja	Member	+255 752 132 314
11. Rev. Dr. R. Mbao	Member	+255 767 166 853
12. . Rev R. Meza	Member	+255 756 170 610
13. Mr. A. Temba	Member	+255 758 220 825
14. Mr A.Senka	Member	+255. 757 137 313

CHAPTER 11

UNIVERSITY PERSONNEL

11.1 Senior Personnel of Teofilo Kisanji University

a). Vice Chancellor

Prof. Hermas. J. M. Mwansoko, PhD (Linguistics - York University, UK), MA (Philology - Moscow USSR), Diploma (Journalism - Lumumba University)

b). Deputy Vice Chancellor Academic Affairs

Prof. T. Kassimoto PhD (University of Zimbabwe); MA & BA (Education - UDSM)

c). Deputy Vice Chancellor for Panning, Finance and Administration

Rev. Prof. E. S. Mligo PhD (Theol.)University of Oslo Norway, M. Phil. (University of Oslo Norway) BD, Tumaini University – Arusha Tanzania

11..2 Faculties, Departments and Units Personnel

11.2.1 Faculty of Humanities and Social Sciences (FHSS)

a). Dean

. **Rev. Dr. R. Mbao** PhD (Theol.) (TUMA), MTh (TUMA), BD (MOTHECO)

b). Head of Department of Theology

Rev . Mary Kategile MTh. – Bethlehem (USA), BD (MOTHECO) PGDE (TEKU) Dip. Dress making (Bethlehem PA)

c). Head of Department of Arts and Social Sciences

Rev. Dr. T. Mwenisongole PhD Theology (UNISA) MTh (Bethlehemu USA) BD Makumira**11.2.2 Faculty of Education (FED)**

11.2.2 Faculty of Education

a). Dean Faculty of Education (DFED)

Dr. N. Ntawigaya PhD (Education)OUT, MA, (OUT) BAED (TEKU)

b).Head of Department of Education

Rev.Watson L. Masiba MED(Applied Social Psychology) UDSM BD (TUMA) PGDE (UDSM)

11.2.3 Faculty of Science and Technology (FoST)

a). Dean of Faculty

Dr. J. Msindai PhD, Dip (University of London); MSc Lumumba University Moscow

b). Head of Department of Science and Technology

Dr M.Mpelwa PhD (Oilfield ChemistryYangtse Univ. China, ,

MSC Oil&Gas Chemistry) Abedeen Univ. UK, BSC (Chemistry) UDSM.

11.2.4 Coordinator Quality Assurance Unit

Mr. A. L. Temba — Msc (Geography information system UDSM) BA Geography Environmental Studies (UDSM)

11.2.5 Coordinator Library and Documentation Unit (CLDU)

a) Coordinator of the Unit

Ms. S. Alphonce, — MA Information Studies, (UDSM), BA General – (UDSM

11.2.6: Undergraduate Studies Unit

Coordinator Undergraduate Studies Unit(CUSU)

Ms R. Kategela — MA(Kiswahili)(UDSM); BEL(TEKU).

11. 2.7 Chaplaincy

Chaplain

Rev. F. Mtepa — MTh (TEKU); BD (MOTHECO),

11.2.8 Continuing Education Programmes (CEP)

a). Coordinator of the programmes.

Rev. Revocatus Meza — MTH (Theology) (Bethlehem, Pennsylvania), PGDE (TEKU); BD Moravian Theological College

b). Assistant Coordinator

Mr Sule , M. — MSC (Community Economic Dert), (S. New Hampshire University BA (Londuse Planning) UDSM

11.2.9 Coordinator of Health and Allied Sciences Unit (CHASU)

Mr. RiberatusPhilipo — BSc. Nursing (UDOM); PGDE (TEKU)

1**1.2.10 Students Services UNIT(SSU)**

Dean of Students

Ms Stella Seif — MA(Applied Social Psychology)(UDSM); BED(Psychology)(UDSM); Dip. Education (Korogwe)

11.2.11. Legal Issues Unit(LIU)

Legal Counsel

Ms. M. Gwalema, — LLM (Mzumbe), LLB (Mzumbe)

11.2.12 Admissions and Examinations Unit(AEU)

a). Coordinator tor Admissions Unit (CAU)

Rev. M. Kasyele — MTh (Makumira), PGDE (TEKU), BD (Makumira)

b) **Coodinator of Examination Unit(CEU)**

Mr. F. Nyoni — PGDE (SAUT), BSCCS (SJIIT)

c). Data Centre Unit (DCU)
11.2.13: Data Manager

Mr. H. D. Mwahasanga BSC Computer Science (AA)

11.2.14. Administration and Human Resources Unit (AHRU)

Coordinator of the Unit
Mr. I. B. Mwakamoja BED (Comerce&Acountancy) MU, Diploma in Accountancy TIA

11.2.15 Planning and Development Unit (PDU)
Coordinator of the Unit
Mr. A. Senka MBA (University Wales) BA Economics (UDSM)

11.2.16 Public Relations Unit (PRU)
Coordinator of the Unit
Ms. Nina Kibasa MSc–Journalism (MOI), BAJournalism (UDSM)

11.3.0 Personnel in Faculties, Departments and Units
11.3.1 Faculty of Education (FED)

a). Dean Faculty of Education (DFED)
Dr. N. Ntawigaya PhD (Education) OUT, MAED (OUT) BAED (TEKU

b). Head of Department of Education
Rev.Watson L. Masiba BD (TUMA) PGDE (UDSM) MED (Applied Social Psychology) UD

11.2.11. Legal Issues Unit(LIU)
Legal Counsel
Ms. M. Gwalema, LLM (Mzumbe), LLB (Mzumbe)

b) **Coodinator of Examination Unit(CEU)**
Mr. F. Nyoni PGDE (SAUT), BSCCS (SJIIT)

c). Data Centre Unit (DCU)
11.2.13: Data Manager
Mr. H. D. Mwahasanga BSC Computer Science (AA)

11.2.16 Public Relations Unit (PRU)
Coordinator of the Unit
Ms. Nina Kibasa MSc–Journalism (MOI), BAJournalism (UDSM)

11.3.0 Personnel in Faculties, Departments and Units
11.3.1 Faculty of Education (FED)

a). Dean Faculty of Education (DFED)

Dr. N. Ntawigaya PhD (Education) OUT, MAED (OUT) BAED (TEKU)

b). Head of Department of Education

Rev.W. L. Masiba BD (TUMA) PGDE (UDSM) MED

C) Staff of the Faculty of Education

Prof. T. Kassimoto (UDSM).	PhD (Education) (UZ) MAED (UDSM) BAED
Dr. N. Ntawigaya (TEKU)	PhD (Education)OUT, MAED (OUT) BAED
Dr. S. Mhando	PhD-Education (UDSM), MAED (UDSM), BED (UDSM).
Mr. O. Boaz	BAED(UDSM), MA (Education) UDSM.
Ms S. Seif	MA (Applied Social Psychology)(UDSM); BED (Psychology) (UDSM); Dip. Education (Korogwe)
Mr. D. Simon	MAED (UDSM), BAED (UDSM)
Rev.W. L. Masiba	BD (TUMA) PGDE (UDSM), MED (Applied Social Psychology) UDSM
Mr. C. Mfuse	MA (Education) RUCU, BAED (UDSM)
Ms. M. Jumbe	MEEAE (MWECAU), BAED (ETU)

11.3. 2 Faculty of Humanities and Social Sciences (FHSS)

(a) **Dean Faculty of Humanities and Social Sciences**

Rev. Dr. Mbao PhD (Theol.) (TUMA), MTh (TUMA), BD (MOTHECO)

(b) Head, Department of Arts and Social Sciences

Rev. Dr. T. Mwenisongole PhD Theology (UNISA) MTh (Bethlehemu USA) BD Makumira.

(c) Head, Department of Theology

Rev. M. Kategile MTh. – Bethlehem (USA), BD (MOTHECO) PGDE (TEKU) Dip. Dress making (Bethlehem PA)

(d) Academic staff

Rev. Prof. E. S. Mligo PhD (Theol.)University of Oslo Norway, M. Phil. (University of Oslo Norway) BD, Tumaini University – Arusha Tanzania

Rev. Dr. Mbao PhD (Theol.) (TUMA), MTh (TUMA), BD (MOTHECO)

Rev. Dr. T. Mwenisongole PhD Theology (UNISA) MTh (Bethlehemu USA) BD Makumira.

Rev. M. Kategile MTh. – Bethlehem (USA), BD (MOTHECO) PGDE (TEKU) Dip. Dress making (Bethlehem PA)

Rev. M. Kasyele MTh (TUMA), BD (Makumira, PGDE (TEKU)

Rev. Revocatus Meza MTH (Theology) (Bethlehem, Pennsylvania), PGDE (TEKU); BD Moravian Theological College

Rev. E. Majani	MA (Theology) (TEKU); Bachelor of Divinity (TEKU); PGDE (TEKU)
Rev. Ekisa L. Shibanda	MTH (Theology); BD (TEKU)

11. 3.3 Departments of Arts and Social Sciences (DASS)

Head of Department

Rev. Dr. T. Mwenisongole BD Makumira.	PhD Theology (UNISA) MTh (Bethlehemu USA)

(e) **Staff of the Department of Arts and Social Sciences**

Prof H. Mwansoko	PhD (Linguistics - York University, UK), MA (Philology - Moscow USSR), Diploma (Journalism - Lumumba University)
Ms R. Kategela	MA(Kiswahili)(UDSM); BEL(TEKU).
Ms J. Ayo	MA(Kiswahili)TUMA; BAED(TUMA)
Ms E. Jovinus	MA(kiswahili)(TUMA); BAED(TUMA)
Mr. R. Bakari	MA (History) UDSM, BAED (SAUT)
Mr. B. Lilawola	MA (History, UDSM, BAED (UDSM)
Mr. S. Mkumbwa (TEKU).	MA (History) (UDSM), BAED(Education)
Mr. Z. Michael (UDOM)	Msc– Natural Resources Mngt (UDSM), BAED
Ms. H.Y Mgoli BAED (UDSM)	MA (Geography and Env . Mng) UDSM,
Mr. G.J. Matekele	MA in Geography and Environmental Science(UDSM), Bachelor of Arts with Education (UoA).
Mr. A.L. Temba Env, Studies (UDSM)	MSC (Geographical Inf .Systems , BA Geog +
Mr. P. Wolfgang BAED(Geography) (UDSM).	M.Sc. Natural resources Management (UDSM),
Mr N. Simbeye	MBA(Mzumbe), Adv. Diploma (Business Administration and Management)SIMUCO
Mr.F.G. Mahe	MA (Sociology) SAUT , BA Sociology UDSM
MR N. Mkumbwa	MAED (Linguistics),UDSM, BAED (UDSM
Mr. F. Mwang'onda	MA (Linguistics) (SAUT), BAED (AJCU)
Mr U. Nziku	MA(Linguistics) UDSM, BAED (UDSM)

11.3.4 Faculty of Science and Technology

(a) **Dean of the Faculty**

Dr. J. Msindai	PhD (Univ Michigan), MA (Un, Michigan), BSc (UDSM)

b) Head Department of Science and Technology

Dr M.Mpelwa	PhD (Oilfield ChemistryYangtse Univ. China,) MSC Oil&Gas Chemistry) Abedeen Univ. UK, BSC (Chemistry) UDSM.

(**c) Academic Staff**

Dr. J. Msindai	PhD (UnivMichigan), MA (Un, Michigan), BSc (UDSM)
Dr M.Mpelwa	PhD (Oilfield ChemistryYangtse Univ. China, , MSC Oil&Gas Chemistry) Abedeen Univ. UK, BSC (Chemistry) UDSM.
Dr A. Mwijage	PhD (Ecology &Conservation)AbedeenUniv. UK,; MSc(Pest Management)Univ. of London UK;

BSc(Agriculture) SUA

Ms C. Renson MSc(BioChemistry),UDSM, BScEd (biology& Chemistry) MWECAU

Mr. N Tibashairwa MSc (Biohemistry) UDSM , BSC (Ed) MWECAU

Mr. F. D.Shayo Msc Ed (Biology) UDSM, BED Science (MWECAU

Mr. B. Nampela Msc Ed (Biology)UDSM , BSC Ed Biology UDSM)

Mr. G. M. Shayo MScEd 9chemistry)UDSM ;BScEd(Chemistry) UBSM.

Mr. G. Biswalo Msc(Chemistry)Marwal Univ. India

Mr. M. John MSC(GeoChemistry& Globe dynamics) Badji Mokhtar Univ. Algeria; BSCGeo Chemistry &Environment)Badji Mokhtar Univ. Algeria

Mr. D. Lumumba MSc Information Security) IAA; BSC Computer Science (RUCU),.

Mr. A. Geofrey MSc (Comp Sc.) , UDOM , BSc (Comp .SC.) UDSM.

Mr. G. Anganile MSc (Computer Science) UDOM; BSC Computer Science (UDOM)

Mr A. Chikoka MSc (Mathematics) UDSM; BSc(Mathematics and Statistics) UDSM

Mr A. S. Mwaihabi MA(Statistics)UDSM, BED (Maths) Brock Univ.

Mr. M. Lufingo MSc. Environmental Science and Engineering -(NM– A) Bsc Chemistry (UDOM)

. Mr Nsemwa MSc (Environ. Mngt(Egypt), BSc Env. (TEKU)

Tutorial Assistants

Mr T. Nkelebe BSC (Biotech&LabSC) (SUA)

Ms J. Mng'anya BSc ED (Chem &Biol) (TEKU**)**

(d) Laboratory Technicians

Mr. N. Rugudagiza, Diploma in Lab Technology (UDSM)

Ms M. Revocatus Cert. Lab Science(VETA)

Ms E. Nixon Cert Labv Sc. (VETA)

11.3.5. Continuing Education Programme (CEP)

Programme Coordinator

Rev. Meza, R. MTh (Bethlehem), BD (MOTHECO), PGDE (TEKU)

Associate Coordinator

Mr.Sule M.T. (Ms.CED), (SNHU), BA (Hons) (UDSM), (PBF) (UNZA).

Examination Officer

Mr. Sanga,F.A. MA (Business Adm) OUT, BCOM (UDSM), BHRM

HOD of information Tech.

Ms. Abdul, M. A. BSCS (UDOM)

Academic staff

Ms. Gwamaka, B.	BALIS (TURDACO)
Mr. Sanga, S.F.	BSc IT (IFM)
Mwanguku, F.K.	BSc.CS (St. John-Dodoma)
Mathew, E.G	BSc.CS (TEKU)

HOD Humanities

Mr. Charles, C.E.	BHRM (TIA)

Academic Staff

Mr. Didas, P.	LLB (SAUT)
Jengela E.M.	BPLM (TIA)
Mr. Sichone, Y.	BBA (UDSM), MBA (UOI)
Mfilinge, S.P.	BPLM (TIA)
Haule, A.	Adv.Dip (TIA),CPA

HOD Community Dev.

Ms. Kingililwe, M.	BASO ((TEKU)

Academic staff

Mr. Mdolloh W.T.	(PDGE) (TEKU), BASO (UDSM)
Mr.Sule M.T.	(Ms.CED), (SNHU), BA (Hons) (UDSM), (PBF) (UNZA).
Saba, A.N.S.	BASC (UMU)

HOD Journalism

Mr. Mbugi, N.	BAJ (UOI) PGDE (SAUT)

Academic staff

Ms. Kuyumbe, C.B.	BAMC (SAUT)

10.2.11. Health and Allied Sciences Unit (HAS-Unit)

(a) Coordinator of the Unit

Mr. RiberatusPhilipo	BSc. Nursing (UDOM); PGDE (TEKU),

(b) Academic officer of the Unit

Mr. Dawson Protace	BSc. Nursing (UDOM)

(c) Head of Department

Mr. Clever Gwimile (NMT)	BSc. Nursing (St. John's University of Tanzania)
Mr. John Michael Henry (PST)	Bs. Pharmacy (St. John's University of Dodoma)
Dr.SudiHamisiMatitu (CMT)	Doctor of Medicine (UDSM)

(d) HAS-Unit Staff

Mr. Claud Kevela	BSc. Nursing (St. John's University of Tanzania)
Dr. Gibson Kilingo	Doctor of Medicine (University of Constantine 03, Algeria)
Ms. Secilia Daniel	Bachelor Degree in Information Technology (CBE)
Ms. Sarafina Frank Mfikwa	Medical laboratory technologist (RUCU)
Mr. Wallen J Haule	BSc. Nursing (UDOM)
Ms. Bless Emmanuel Mwailubi	Dip. In Nursing and Midwifery (TEKU)
Ms. HasnaHamisiSaidi	BSc. Nursing (KAIRUKI)
Dr. Meshack Simon	Doctor of Medicine (UDOM)
Dr.Agrey Godfrey Masonga	Doctor of Medicine (KCMC)
Ms. Sarah Mhagama	Diploma in Pharmacy (RUCU)
Mr. Gibson Jonathan Mwakisulu	Bs. Pharmacy (MUHIMBILI)
Mr. Daniel John	Bs. Pharmacy (MUHIMBILI)

Mr. Mwenda Zaire	Bs. Pharmacy (St. John's University of Dodoma)
Mr. Deo Stephano Mabhuye	Bs. Pharmacy (St. John's University of Dodoma)
Mr. Petro Masanja	Diploma in Pharmacy (DECCA)
Ms. Ansfrida Alfred	BSc. Nursing (UDOM)
Dr.Nicholaus Salvatory Mbishi	Doctor of Medicine (ST JOSEPH)
Mr. Clever Gwimile	BSc. Nursing (St. John's University of Tanzania)
Mr. John Michael Henry	Bs. Pharmacy (St. John's University of Dodoma)
Dr.SudiHamisiMatitu	Doctor of Medicine (UDSM)
Mr. Dawson Protace	BSc. Nursing (UDOM)

11. **3.6 Library and Documentation Unit (LDU)**

(a) Coordinator

Ms. S. Alphonce,	MA Information Studies, (UDSM), BA General – (UDSM

(b) Library Staff

Ms. S. Alphonce,	MA Information Studies, (UDSM), BA General – (UDSM
Mr. E. Kihwaga	MSC (Information Sciences Library Information Studies) (Moi University) BSC (Env. Studies) SUA
Mr. J. Mboma	Diploma in Librarianship (SLADs Bagamoyo), Degree- (OUT)
Mr. A. P. Mwansepe	Diploma in Librarianship (TEKU),
Ms. N. Mwangomo	Diploma in LIS, (TEKU), Certificate in Library Management (TLS)
Ms. E. Duma	Diploma in LIS (TEKU) Certificate in Library Management (TLS)
Ms. T.Mganga	Diploma in LIS and Information Science, Certificate in LibraryManagement (TEKU).
Ms. J, Kyando,	Diploma in Library archives and Documentations studies, Degree- (OUT) Certificate in Library SLADS), BLIM (Candidate) OUT
Ms. B. Kasyele	Diploma in LIS (TEKU) Certificate in Library and Information Services (TEKU).
Mr. S. Mwakatwila	Diploma in Librarianship (SLADs Bagamoyo)

11.3. 7. Accounts Unit

(a) Bursar

Mr. O. Ndemeke.	BAF (St. Johns)

(b) Assistant Accountants

Mr. O. Ndemeke	BAF (St. Johns)
Mr M. P.Brown	BAC (SAUT)
Mr. D. Nzali	BBA (SAUT), DBA (CBE)
Mr. W. Lomba	BBA(TIA)

(c) Cashier

Ms. F. Mwakilachile	DBA (TEKU)

(d) Procurement /Stores Officer

Ms. C. B. Shayo BBA-PSM (MUST)

(e) Internal Auditor

Mr A. Mwakamisa Adv Diploma(Accountancy) IFM

11.3.10. Personnel of Information and Communication Technology (ICT Unit

(a) Coordinator of the Unit

Mr. Hisan D.Mwahasanga BSC (Computer Science)IAA

(b) ICT Staff

Ms. S. Komba B.Sc - Computer St. Joseph (DSM)
Mr. F. P. Nyoni PGDE (SAUT) BSc (St. Joseph)
Mr. H.D Mwasanga BSC (Computer Science)IAA
Ms. C.L. Malima Dip. Computer Science (St Joseph Dar)
Mr. C. Mwageni Bsc . ICT (OUT)

CHAPTER 11

TEOFILO KISANJI UNIVERSITY

"TRAINING FOR BETTER LIFE"

ALMANAC FOR UNDERGRADUATE PROGRAMMES 2025/2026 ACADEMIC YEAR.

JULY 2025

5th July	**:**	Council Meeting
1st -6th July	**:**	Preparations for University 2nd Semester Examinations
7th July	:	International Trade Fair- Public Holiday
29th June– 1st July	:	Continuous Assessment Submission
7th - 15th July	**:**	2nd Semester University Examinations
15th July 2025	:	Opening of the first Admission Window
15th July	**:**	Start of long vacation
24th July	**:**	Deadline of submission of 3rd year student research Reports
22nd July	**:**	Deans and Directors Committee Meeting
24th -31st July	**:**	Marking of Examinations
28thJuly- 6th Sept	**:**	Teaching Practice/Practical Training

AUGUST 2025

4th Aug-6th Aug	**:**	Submission of Examination Results
8th August	:	National Farmers Day- Public Holiday
7-11th Aug	**:**	External Examiners
11th Aug	**:**	Undergraduate Studies Committee Meeting
14th Aug	**:**	Faculty Board Meetings to scrutinize examination results
15th August	**:**	Higher Degrees Committee
18th August	**:**	Admission and Examination Committee Meeting
21st August	:	Faculty Board Meetings to scrutinize applicants of the first window
21st -26th August	:	Submission of applicants admitted in the first application window

22nd August : Senate Meetingto approve 2nd semester examination results for all programmes and New applicants in various Programmes.

26th August : Release of Examination Results

SEPTEMBER 2025

3rd September		Announcement of students admitted in the first Application window
3rd -21st September	**:**	Second application window
3rd -21st September	**:**	Confirmation window for applicants admitted in The first application window
6th September	**:**	End of Teaching Practice/Practical Training
15th -19th September.	**:**	Supplementary Examinations/Special Examinations for all Programmes
16th – 21st September	**:**	Marking of Supplementary/Special Examinations
18th September	:	Quality assurance Committee
22nd September	**:**	Faculty Board Meetings
24th September	**:**	Extra Ordinary Senate Meeting
26th-30th September	:	Submission of students admitted in the second Application window
6th Sept – 10th Nov.	**:**	Long Vacation

OCTOBER 2025

6th October	:	Announcement of students admitted in the second Application window
6th –19th October	:	Confirmation of students admitted in the second Application window
14th October	:	Mwl Nyerere's Day- Public Holiday
11th October	**:**	Higher Degrees Committee Meeting
15th October	**:**	Deans and Directors Committee Meeting
10th October	**:**	Joint Academic Meeting
20th -24th October	**:**	Viva Voce forHigher Degrees students

NOVEMBER 2025

3rd -9th November	**:**	Reporting and Registration of New students
3rd November	:	Transfer window opens for newly admitted applicants (first year internal and inter- institutional transfers)
10th-11th November	:	Registration of Continuing students
12th November	:	Classes begin for 2025/2026 academic year
12th -30th November	:	Classes continue for continuing students
10th -15th November	:	Orientation week for new students.
17th -24th November	:	Submission of credit transfers applications to TCU
21st November:		Board of Trustees Meeting/ and Convocation
22nd November:		18th Graduation Ceremony
24th November	:	Deadline for submission of First year internal and inter-Institutional transfers
27th -31stNovember .	:	Presentation of research proposals for Higher degrees.

DECEMBER 2025

1st -24th December	**:**	Classes continue
4th Dec ember	:	Submission of credit transfer feedback from TCU
4th December	:	Submission of first year internal and inter-institutional transfers feedback from TCU
4thDec ember	**:**	Undergraduate Studies Committee
8th Dec ember	:	Higher Degrees Committee

5th Dec ember	**:**	Appointments and Human Resources Management Committee Meeting.
9th Dec	:	Independence Day – Public Holiday
12th Dec	:	Planning and Finance Committee Meeting
19thDec	**:**	Audit Committee Meeting.
15th- 19th Dec	**:**	1stTest for first semester 2025./2026 academic year
25th Dec-1st Jan 2026	:	Christmas Holidays
31st Dec 2025	:	Deadline for submission of the 2025/2026 academic year enrolment data to TCU.

JAN 2026

2ND January.	**:**	Classes resume
2nd – 31st January	**:**	Classes Continue
12th Jan-13thFebruary	**:**	Corrections of Dissertations of Higher Degrees
6th January	**:**	Deans and Directors Committee Meeting
12th January	**:**	Zanzibar Revolution Day (Public Holiday)
10th January	**:**	Council Meeting.

FEBRUARY 2026

3rd -14th February	**:**	Classes Continue
13th February-30th July:		Writing and Production of published articles in international and national journals
9th -13th February	**:**	2nd Test for 1st Semester
12th February	**:**	Joint Academic Staff meeting
14th February	**:**	Faculty Board Meetings
23rd-27thFebruary	**:**	Submission of Continuous Assessment Results for first Semester
23rd – 27th February	**:**	Preparation for University Examinations

MARCH 2026

2nd -10th March	:	1st Semester University Examinations
10th March	**:**	End of First Semester
10th -23rd March	**:**	Marking of examinations
12th March	:	Higher Degrees Committee
16th March	**:**	Quality Assurance Committee
13th March	**:**	Deans and Directors Committee Meeting
18thMarch	**:**	Undergraduate Studies Committee
19th -20th March	**:**	Eid Al Fitr
23rd -24th March	**:**	Registration for second semester and beginning of second semester
24th March -2nd April	:	Classes Continue
26th March	:	Submission of Examinations Results to Faculty
30th March	**:**	Faculty Board Meetings.

APRIL 2026

1st -2nd April	**:**	Classes Continue
3rd-6th April	**:**	Easter Holidays
7th April	**:**	Karume Day- Public Holiday.
8th-30th April	**:**	Classes Continue
10th April	**:**	Admission and Examinations Committee
17th April	**:**	Senate Meeting
20th April	:	Release of Examination Results
21stApril	**:**	Deans and Directors Committee Meeting
26th April	**:**	Union Day (Public Holiday)

MAY 2026

1st May	**:**	Workers Day (Public Holiday)

2nd -31st May	**:**	Classes Continue
4th -9th May	:	1st Test for second Semester
13th May	**:**	Undergraduate Studies Committe
15th May	**:**	Appointments and Human Resources Management Committee Meeting.
22nd May		Planning and Finance Committee Meeting
29th May	**:**	Audit Committee Meeting.

JUNE 2026

1st – 30th June	**:**	Classes Continue
9th -12th June	:	2ndTest for 2ndsemester
15th June	**:**	Joint Academic Staff Meeting
19th June	**:**	Higher Degrees Committee Meeting
26th June	**:**	Quality Assurance Committee Meeting
26th -29th June	**:**	Submission of Continuous Assessment results
30th June	:	Submission of Higher Degrees dissertations /Thesis to Faculties

JULY 2026

1st -4th July	**:**	**Classes Continue**
5th July	**:**	Council Meeting
7th July	:	International Trade Fair- Public Holiday
6th -10th July	**:**	Preparations for University 2nd Semester Examinations
13th - 20th July	**:**	2nd Semester University Examinations
15th July 2026	:	Opening of the Admission Window
20th July	**:**	Beginning of long vacation
31st July	**:**	Deadline of submission of 3rd year student research Reports
22nd July	**:**	Deans and Directors Committee Meeting
21st -31st July	**:**	Marking of Examinations

AUGUST 2026

3rd Aug – 11th Sept	**:**	Teaching Practice/Practical Training
7th - 8th August	**:**	Submission of Examination Results
8th August	**:**	National Farmers Day- Public Holiday
14th --18 August	**:**	External Examiners
10th August	**:**	Undergraduate Studies Committee Meeting
14th August	**:**	Faculty Board Meetings
18th August	**:**	Admissions and Examinations Committee Meeting
17th August	**:**	Higher Degrees Committee.
21st **-26th August**	:	Submission of applicants admitted in the first application window

24th August	**:**	Senate Meeting.
26th August	**:**	Release of Examination Results

SEPTEMBER 2026

3rd September	**:**	Announcement of students admitted in the first application window
3rd -21st September	**:**	Second application window
3rd -21st September	**:**	Confirmation window for applicants admitted in the first application window
11th September	**:**	End of Teaching Practice/Practical Training
21st -25th September	**:**	Supplementary Examinations/Special Examinations
25th – 30th September	**:**	Marking of Supplementary/Special Examinations
18th September	**:**	Quality assurance Committee
26th-39th September	**:**	Submission of students admitted in the second application window
11th September –Ocober	**:**	Long Vacation

OCTOBER 2026

6th October	:	Announcement of students admitted in the second Application window
6TH –19TH October	:	Confirmation of students admitted in the second Application window
5th October	:	Submission of supplementary/Special examination Results
7th October	**:**	Faculty Board Meetings
7th October	**:**	Higher Degrees Committee Meeting
9th October	**:**	Admissions and Examinations Committee Meeting
12th October	:	Undergraduate Studies Committee Meeting
14th October	:	Mwl Nyerere Day - Public Holiday
15th October	**:**	Extra Ordinary Senate Meeting
16th October	**:**	Joint Academic Meeting
19th-20th October	**:**	Reporting and Registration for New Students
21st October	**:**	Deans and Directors Committee Meeting
21st – 23rd October	**:**	Orientation week for 1st Year Students. 2026/2027 Academic year
19th -23rd October	**:**	Viva Voce/ Proposal presentation for Higher Degrees students 2026/2027
26th -27th October	**:**	Reporting and Registration for Continuing Studentsforn Academic year 2026/2027
28th October	**:**	Classes begin for 2026/2027 academic Year

NOVEMBER 2026

1st -30thN0vember	:	Classes Continue for all students
20th November	**:**	Board of Trustees Meeting/ and Convocation
21st November:		19th Graduation Ceremony

December 2026

1st -24th December	**:**	Classes continue
4thDecember	**:**	Undergraduate Studies Committee
8th Dec ember	:	Higher Degrees Committee
9th December	:	Independence Day –Public Holiday
15th December	**:**	Appointments and Human Resources Management Committee Meeting.
18th December	**:**	Audit Committee Meeting.
22nd December	:	Planning and Finance Committee Meeting
14th- 18th December	**:**	1stTest for first semester 2026/2027
25th Dec-1st Jan 2027	:	Christmas Holidays

Jan 2027

4th January	**:**	Classes resume
4th – 31st January	**:**	Classes Continue
6th January	**:**	Deans and Directors Committee Meeting
12th January	**:**	Zanzibar Revolution Day (Public Holiday)
8th January	**:**	Council Meeting.

N.B: Every Friday of the Week (Except on Public Holidays) is for Management Committee Meeting.

ACADEMIC CALENDAR FOR HEALTH SCIENCE PROGRAMS IN ACADEMIC YEAR 2025/2026

DATE	EVENT	RESPONSIBLE TEAM
31st October 2025	Departmental meetings (CMT, PST & NMT)	Departmental Tutors
3rd – 9th November 2025	• **Reporting and registration of students for Academic Year 2025/2026** • **Students' Orientation Program (Curricula, Guidelines and regulations)**	All Students and Admission Team
5th November 2025	Administrative & Academic meeting	All health science staffs
10th November 2025	**Beginning of First Semester Block Studies for Academic Year 2025/2026**	**Students and Tutors**
10th Nov – 12th Dec 2025	Block Studies	CMT & NMT Students and Tutors
10th Nov 2025 – 5th Jan 2026	Block Studies	PST Students and Tutors
17th – 21st Nov 2025	Internal Continuous Quality Improvement (CQI)	CQI team
19th November 2025	Disciplinary committee meeting	Disciplinary committee members
20th November 2025	Gender desk meeting	Gender Desk Committee members
22nd November 2025	Graduation Ceremony	Graduates and University
24th – 28th Nov 2025	Class supervisors' meetings	Students and Academic Advisors
24th Nov – 21st Dec 2025	**Semester II Supplementary Examinations**	**Specific Students, MoH and NACTVET**
24th – 28th November 2025	External Continuous Quality Improvement (CQI)	CQI team
1st December 2025	Clinical coordinators meeting	Clinical supervisors
8th – 11th December 2025	Students-tutors evaluation	Assessment Coordinator and All students
11th December 2025	Administrative meeting	HODs and supervisors
	Students Assembly (Evaluation feedback)	All Students and Tutors
15th December 2025	Deadline for submission of Continuous assessment tests (CA 1, 2 and Special)	All program tutors
15th Dec 2025 – 27th Feb 2026	Clinical/Practical practices	All NMT & CMT Students
20th December 2025	Examination committee meeting	Examination committee members
23rd Dec 2025 – 2nd Jan 2026	**Christmas Break**	**All students**
29th Dec 2025 – 3rd Nov 2026	Moderation and printing of written examination for Continuous assessment tests	Examination Committee
5th – 9th January 2026	**Continuous Assessment Test I**	All students

10th – 23rd January 2026	Community Field Work for Health Promotion	CMT NTA Level 5 Students
12th – 16th January 2026	**Continuous Assessment Test I**	All PST students
19th Jan – 20th Feb 2026	Block Studies and/or Practical practices	PST Students and Tutors
16th January 2026	Deadline for submitting research proposal	NMT NTA Level 6 students
	Research Proposal Presentation	CMT NTA Level 6 students
19th – 24th January 2026	Class supervisors' meetings	Students and Academic Advisors
26th – 30th January 2026	Students-tutors evaluation	Assessment Coordinator and All students
28th January 2026	Gender desk meeting	Gender Desk Committee members
29th January 2026	Disciplinary committee meeting	Disciplinary committee members
30th January 2026	Administrative meeting	HODs and supervisors
	Students Assembly (Evaluation feedback)	All Students and Tutors
2nd – 5th February 2026	**Continuous Assessment Test II**	All NMT & CMT students
6thFebruary 2026	Departmental sections meetings (CMT, PST & NMT)	Departmental Tutors
9th – 13th February 2026	**Continuous Assessment Test II**	**All PST students**
13th February 2026	Deadline for submission of End of Semester I examinations	All tutors
16th – 24th February 2026	**Practical Continuous Assessments**	**All NMT and CMT students**
20th February 2026	Examination committee meeting	Examination committee members
23rd – 27th February 2026	**Special Continuous Assessment Tests**	**Specific students and Tutors**
23rd – 28th February 2026	Conducting Research and writing reports	NMT and CMT Level 6 students
	Moderation, duplication and packing of End of Semester I examination	Examination Committee
2nd March 2026	Deadline for submitting research reportand report presentation	NMT and CMT NTA Level 6 students
	Deadline for submitting end of semester 1 related projects/cases/fieldworks	Specific students
2nd – 8th March 2026	Internal verification of Continuous Assessments	All tutors/Internal Verifiers
	Preparing report for submission to External Examination Supervisor	Head of Departments
	Student preparations for end of semester I examination	Students
5th March 2026	Institutional Academic Meeting to Discuss Semester I CA results for NTA level 4, 5 & 6 and presenting departmental/section written reports	All health science staffs , Class representatives (CRs)
6th March 2026	General Students Assembly	All students and health science staffs, dean of students, TEKUSO

		representatives
9th – 27th March 2026	**End of Semester I Examinations**	HTIs, MoH and NACTEVET
27th March 2026	Departmental meetings (CMT, PST & NMT)	Departmental Tutors
30th March 2026	**Beginning of Second Semester for Academic Year 2025/2026**	**Students and Tutors**
	Administrative & Academic meeting	All health science staffs
30th March – 24th April 2026	Brock Studies	PST 6 & 5 students and Tutors
30th March – 1st May 2026	Brock Studies	PST 4 students and Tutors
30th March – 15th May 2026	Brock Studies	All NMT & CMT students
8th April 2026	Gender desk meeting	Gender Desk Committee members
13th – 24th April 2026	**End of Semester I Supplementary Examinations**	**Specific students**
17th April 2026	Deadline for submission of CA Tests for Semester 2 (CA 1, 2 and Special)	All tutors
20th April 2026	Examination committee meeting	Examination committee members
28th April – 2nd May 2026	Moderation, duplication and packing of written examination for CA Tests	Examination Committee
24th April 2026	Clinical supervisors' meeting	Clinical supervisors
27th – 30th April 2026	Students-tutors evaluation	Assessment Coordinator and All students
27th April – 5th June 2026	Pharmacy practice	PST 6 & 5 students
1st May 2026	Administrative meeting	HODs and supervisors
	Students Assembly (Evaluation feedback)	All Students and Tutors
4th – 8th May 2026	**Continuous Assessment Test I**	**Only PST 4 students**
11th May – 29th June 2026	Practical practices (Compounding)/Block studies	Only PST 4 students
11th – 15th May 2026	Class supervisors' meetings	Students and Class supervisors
18th – 22nd May 2026	**Continuous Assessment Test I**	**All NMT and CMT students**
23rd May – 19th June 2026	Community Field Work with Hospital Clinical Rotation	**NMT NTA Level 5 students**
25rd May – 24th July 2026	Clinical/Practical practices	All NMT & CMT Students
29th May 2026	Departmental sections meetings (CMT, PST & NMT)	Departmental Tutors
1st – 4th June 2026	Students-tutors evaluation	Assessment Coordinator and All students
5th June 2026	Administrative meeting (Evaluation feedback)	HODs and Section supervisors
	Students Assembly (Evaluation feedback)	All Students and Tutors

1st June – 10th July 2026	Pharmacy practice	Only PST 4 students
6th June 2026	Disciplinary committee meeting	Disciplinary committee members
8th – 12th June 2026	**Continuous Assessment Test I**	**Only PST 5 & 6 students**
15th June – 10th July 2026	Block studies & Practical practices	PST 6 & 5 students and Tutors
19th June 2026	Gender desk meeting	Gender Desk Committee members
22nd – 26th June 2026	**Continuous Assessment Test II**	**All NMT and CMT students**
1st – 7th July 2026	Class supervisors' meetings	Students and Class supervisors
10th July 2026	Departmental sections meetings (CMT, PST & NMT)	Departmental Tutors
13th – 24th July 2026	**Practical Continuous Assessments**	**All NMT & CMT Students**
13th – 17th July 2026	**Continuous Assessment Test II**	**All PST students**
24th July 2026	Deadline for submitting end of semester 2 related projects/cases/fieldworks	Specific students
	Departmental sections meetings (CMT, PST & NMT)	Departmental Tutors
27th – 31st July 2026	**Special Continuous Assessment Tests**	**Specific students and Tutors**
27th July – 7th August 2026	Internal verification of Continuous Assessments	All tutors/Internal Verifiers
	Preparing report for submission to External Examination Supervisor	Head of Departments
	Student preparations for end of semester one examination	Students and Tutors
4th August 2026	Institutional Academic Meeting to Discuss Semester II CA results for NTA level 4, 5 & 6 and presenting departmental/section written reports	All health science staffs , Class representatives (CRs)
5th August 2026	General Students Assembly	All students and health science staffs, dean of students, TEKUSO representatives
10th Aug – 12th Sept 2026	**END OF SEMESTER II FINAL EXAMINATIONS**	HTIs, MoH and NACTEVET
ANNUAL LEAVE		All Students
28th Sept – 10th Oct 2025	• Reporting and registration of new students admitted in Academic Year 2026/2027 • Students' Orientation Program (Curricula, Guidelines and regulations)	Students and Admission Team
1st October 2026	Departmental sections meetings (CMT, PST & NMT)	Departmental Tutors
2nd – 10th October 2026	• **Reporting and registration of students for Academic Year 2026/2027**	Students and Admission Team

	• **Students' Orientation Program (Curricula, Guidelines and regulations)**	
5th October 2026	Administrative & Academic meeting	All health science staffs
12th October 2026	**Beginning of First Semester Block Studies for Academic Year 2026/2027**	**Students and Tutors**

PUBLIC HOLIDAYS

DATE	EVENT	DATE	EVENT
Tue, 9 Dec 2025	Independence Day	Mon, 6 Apr 2026	Easter Monday
Wed, 24 Dec 2025	Christmas Eve	Tue, 7 Apr 2026	Karume day
Thu, 25 Dec 2025	Christmas Day	Sat, 26 Apr 2026	Union Day
Fri, 26 Dec 2025	Boxing Day	Fri, 1 May 2026	Labour Day
Thu, 1 Jan 2026	New Year's Day	Wed, 27 May 2026	Eid al-Adha (tentative)
Mon, 12 Jan 2026	Zanzibar Revolution Day	Tue, 7 Jul 2026	Saba Saba
Fri, 20 Mar 2026	Eid El Fitri (tentative)	Sat, 8 Aug 2026	Farmer's Day
Sat, 21 Mar 2026	Eid El Fitri Holiday (tentative)	Wed, 26 Aug 2026	Maulid (tentative)
Fri, 3 Apr 2026	Good Friday	Wed, 14 Oct 2026	Mwalimu Nyerere Day
Sun, 5 Apr 2026	Easter Sunday		