

# **RUAHA CATHOLIC UNIVERSITY(RUCU)**



## Prospectus for the Academic Year 2014/2015

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**PART I**  
**GENERAL ACADEMIC INFORMATION**

## 1.0 RUAHA CATHOLIC UNIVERSITY (RUCU) PROFILE

### 1.1 BACKGROUND

Ruaha Catholic University (RUCU) is the successor of Ruaha University College (RUCO) which was established by the Tanzania Episcopal Conference (TEC) under its Trust Deed of the Registered Trustees of Ruaha University College through the generous support of well wishers (friends of RUCU) within and outside the country.

The University is governed and administered in accordance with the Catholic Church Policy on Higher Education Institutions - *Ex Corde Ecclesiae* and the provisions of the constitution establishing a University. Nonetheless, RUCU is a private and secular institution of higher learning that is open to all regardless of their faith or religious affiliation. It does not discriminate on any ground such as faith or their backgrounds, religious affiliation, race, ethnicity, gender, disability or caste.

### 1.2 LOCATION

RUCU is conveniently located centrally within Iringa Municipality along Uhuru Avenue on the Great North Road to Dodoma, at what used to be Dr. Amon J. Nsekela Bankers' Academy, in the Wilolesi area. It is at the centre of Iringa Town and has access to the regional government administrative offices, main regional business centres, the main bus terminal and other higher learning institutions, namely Mkwawa University College of Education (MUCE), University of Iringa, the Open University of Tanzania and Moshi Cooperatives University (formerly Moshi University College of Cooperative and Business Studies). Within a radius of three kilometres there are Kleruu Teachers Training College, Iringa Girls' Secondary School, Lugalo Secondary School, Highlands Secondary School and Retco Education Centre. Its central location and proximity to varied higher educational institutions and picturesque environment makes it an attractive ornament and centre of meetings in the Municipality and hub of education activities. The main entrance to RUCU is next to the National Microfinance Bank (NMB), Mkwawa Branch.



### **1.3 RUCU'S VISION**

To be a hub of education excellence and moral finesse.

### **1.4 RUCU'S MISSION**

To be a committed institution of higher learning which provides:

- Demand driven quality education to students so as to enable them become responsible professionals with moral and ethical values in the society.
- Quality teaching, research and consultancy for quality manpower output for services and leadership.

### **1.5 ACCREDITATION STATUS**

By May 2005, RUCU's predecessor (RUCO) attained a letter of Interim Authority following a recommendation by a technical evaluation team dispatched by the Higher Education Accreditation Council (now called the Tanzania Commission for Universities - (TCU).

By October 2005, RUCO attained a Certificate of Provisional Registration (CPR) No. 21. This empowered the University to recruit students for approved programmes in Law and Information and Communication Technology (ICT). This made it possible to recruit the first intake of students for Bachelor of Science in Computer Science (BSc in CS) and Bachelor of Law (LLB).

RUCO received a Certificate of Full Registration from the Tanzania Commission for Universities. The Ruaha University College Charter that spelled the day-to-day activities of the University was formally signed by His Excellency The President of the United Republic of Tanzania Jakaya Mrisho Kikwete on 31<sup>st</sup> October, 2012.

Since its establishment RUCO has fastly grown in terms of programmes on offered, students enrolled and staff employed to the extent of it being accorded the status of a fully fledged University effective from the academic year 2014/2015. The move has opened a new page, the existence of Ruaha Catholic University (RUCU) and is in line with cushioned the aspirations and expectations of many stakeholders of RUCO.

## 2.0 RUAHA CATHOLIC UNIVERSITY SENIOR OFFICERS

### 2.1 MEMBERS OF RUCU BOARD OF TRUSTEES

His Eminence Polycarp Cardinal Pengo	Archbishop of Dar es Salaam
Most Rev. Jude Thaddeaus Ruwai'chi	Archbishop of Mwanza
Most Rev. Josaphat Lebulu	Archbishop of Arusha
Most Rev. Paul Ruzoka	Archbishop of Tabora
Most Rev. Damian Dallu	Archbishop of Songea
Rt. Rev. Tarcisius Ngalekumtwa	Bishop of Iringa
Rev. Fr. Africanus Lokilo, SDS	Provincial, SDS in Tanzania
Rt. Rev. Augustine Shao	Bishop of Zanzibar
Rt. Rev. Isaac Amani	Bishop of Moshi

### 2.2 RUCU PRINCIPAL OFFICERS

1	Rev. Dr. Cephas Mgimwa	Ph.D -Innsbruck-Austria MA -Innsbruck-Austria, BA- Innsbruck-Austria	Vice Chancellor (VC)
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2	Prof. Gaudens P.Mpangala	PhD- G.D.R, MA (UDSM), BA-Univ. of E. Africa College of Dar-Es-Salaam.	Deputy Vice Chancellor Academic Affairs: (DVCAA)
3	Rev. Fr. Angelo Dutto,	MA (Catholic Univ. of America- USA), BA- (Sunya B State University of New York at Buffalo- USA).	Deputy Vice Chancellor Finance and Administration: (DVCFA)
4	Rev. Fr. Kelvin Haule	M.A (Eccl. History) Gregorian University Rome, Computerized Accounting & Office Manager Wurzburg Germany, Certificate in Computerized Book-Keeping & Accounting Manzini Swaziland.	Assistant to the Deputy Vice Chancellor Finance and Administration.
5	Dr. Sylviano C. N. Kitinya	PhD. (Durham), MSc (Dar), BSc (Dar).	Dean Faculty of ICT
6	Mr. Carl A. Mmuni	MSc. Maths, (Dar) BSc, Ed (Dar), Dip. Ed(Dar)	Associate Dean, Faculty of ICT, Acting Director of Post Graduate Studies, Research, Consultancy and Publications.
7	Dr. Lilian Mongella	PhD-(UDSM), LLM-(UDSM), LLB,	Ag. Dean Faculty of Law

		(UDSM)	
8	Judge (Rtd.) Raymond J. Mwaikasu	LLM (London), LLB (Dar).	Associate Dean, Faculty of Law
9	Rev. Dr. Kristofa Zulu Nyoni	Dip. Phil (Kibosho), Dip. Theo (Kipalapala), Bsc ED (Salesian), MSc. ED (Salesian), PhD (Salesian)	Dean Faculty of Arts and Social Sciences
10	Dr. Alex Ochumbo	PhD(UK), PGCE(UK), Mphil(Dublin), MBA(USA), BSC(Eco-USA), BA(Phil) (Dublin), BA(Theo-Nairobi).	Dean Faculty of Business and Management Sciences
11	Rev. Fr. Gerald Kabarega	MA. Educ. (Elmira) BA. Psychology (Elmira), BA Theo. (Urbaniana) Dipl. Philosophy Kibosho.	Examinations Officer
12	Ms. Baraka Chuma	MSCE, CCNA,CCIA.	Ag. Admissions Officer, Director Short Courses and Continuing Education, Ag. Admissions Officer
13	Mr Martin Noel	LLB (RUCO), LLM (UDSM)	Assistant to the Vice Chancellor  Legal Officer
14	Mr. Walter Mbunda**	MA (Dar), BA (Dar)	Personnel Officer (PO)
15	Mr. Gasper Baltazary	B. Pharm.(MUHAS)	Ag. Director: Institute of Allied Health

			Sciences
1 6	Mr. John Mahona	Dipl. Med ( Ifakara), BSc. (Biology) (OUT)	Head of Department of Medical Laboratory Science
1 7	Mr. Petro Mdegela	B. Pharm.(MUHAS)	Head of Department of Pharmacy
1 8	Mr. Juma Rugina	MBA (Tumaini Univ. Iringa), BSc Comp. Science(RUCO).	Head, Department of Computer Science
1 9	Mr Bernard Mwakisunga	MSc (Dar), BSc (Dar)	Head, Department of Environmental Health Sciences
2 0	Mr. Prosper Tegamaisho	LLB,LLM (RUCO)	Head, Department of Public Law
2 1	Ms. Scholastica Mality	LLB,LLM (RUCO)	Head, Department of Private Law
2 2	Ms. Mkanibwa Ngoboka	MAED (Dar) BAED(Dar),	Head, Department of Education
2 3	Mr. Isidore Minani **	MBA (IUCo) BBA(TUCo), IT (RUCO), CCNA(RUCO)	Head, Department of Accounting and Finance

2 4	Ms. Esther Ikasu **	MSc, (Birmingham) MBA (Mzumbe) ADBA (Mzumbe)	Head, Department of Management Sciences and Procurement
2 5	Vacant		Chief Librarian
2 6	Mr. Allan A. Lwiwa	ADCA (Mzumbe), CPA 1 I(Mzumbe)	Senior Accountant, Bursar
2 7	Ms. Lucy Mkumbwa	MSc (The Hague) BCom (Dar),	Internal Auditor
2 8	Mr. Nestory Masswe	MSc (Dar) BSc (Dar), Dip Fisheries, (Kunduchi),	Dean of Students
2 9	Mr. Benito M. Kawala	FCCA (Cuban Polytech.-North London), ECPA (NBAA), FTAA	Financial Advisor
3 0	Chesco E. Mwalongo	MBA (IUCo) BBA (IUCo), Dipl. (Medicine) (Mtwara)	Loan Liaison Officer
3 1	Rev. Fr. Amani Nyoni	Diploma in Religious Studies(Tangaza), Diploma in Education(Tangaza CUEA), B.Sacred Theology(Urbanian 2001), B.Philosoph y(Urbaniana- 1991), M.ED (CUEA)-2009, B.ED (Minnesota).	Chaplain

\*\* On Phd Studies

### **3.0 ACADEMIC PROGRAMMES OFFERED**

The **University** is currently offering programmes that specialise in four professional areas: Information and Communication Technology, Law, Arts and Social Sciences, and Business and Management Sciences leading to the Ph. D Degree, Master's Degrees, Postgraduate Diplomas, Bachelor's Degrees, Diplomas and Certificates. It also provides short courses, seminars, consultancy and research.

These programmes are conducted from Monday to Saturday of each week in the semester. Where necessary, lectures may be conducted on public holidays by mutual agreement between the lecturer and the students attending the course.

The academic programmes focus on seven areas as follows:

#### **3.1 SHORT COURSES**

- 3.1.1 Cisco Certified Network Associate (CCNA): a six (6) months programme.
- 3.1.2 Certificate in Information Technology (IT) Essentials: an eight months programme.
- 3.1.3 Computer Driving Certificate (CDC): a ten (10) weeks programme.
- 3.1.4 Webpage Fundamentals Certificate: a one month programme

#### **3.2 CERTIFICATE AWARDS**

- 3.2.1 Certificate in Computer Science: a one (1) year programme.
- 3.2.2 Certificate in Law: a one (1) year programme.
- 3.2.3 Certificate in Business Administration: a one (1) year programme.

3.2.4 Certificate in Library Information Studies (Library, Records and Archive Management): a one (1) year programme.

3.2.5 Certificate in Medical Laboratory Sciences: a two (2) year programme.

### **3.3 DIPLOMA AWARDS**

3.3.1 Diploma in Computer Science: a two (2) year programme.

3.3.2 Diploma in Law: a two (2) year programme.

3.3.3 Diploma in Business Administration: a two (2) year programme

3.3.4 Diploma in Medical Laboratory Technology Sciences: a three (3) year programme.

3.3.5 Diploma in Pharmaceutical Sciences: a three (3) year programme.

3.3.6 Diploma in Library Information Services: a two (2) year programme.

### **3.4 DEGREE AWARDS**

3.4.1 Bachelor of Science in Computer Science (Information Systems): a three (3) year programme.

3.4.2 Bachelor of Science in Computer Science (Software Engineering): a three (3) year programme.

3.4.3 Bachelor of Accounting and Finance with Information Technology (BAFIT): a three (3) year programme.

3.4.4 Bachelor of Environmental Health Sciences with Information Technology (BEHSIT): a three year programme.

3.4.5 Bachelor of Laws (LLB): a four (4) year programme.

3.4.6 Bachelor of Arts with Education (BAED) with teaching subjects majoring in English or Kiswahili and minor in Language/Geography/History/Economics: a three (3) year programme.

3.4.7 Bachelor of Arts with Education (BAED) with teaching subjects Mathematics and IT, Geography and IT, Economics and IT: a three (3) year programme.

3.4.8 Bachelor of Business Administration (BBA): a three (3) year Programme.

### **3.5 POSTGRADUATE DIPLOMA AWARDS**

3.5.1 Postgraduate Diploma in Law (PGDL).

3.5.2 Specialized Postgraduate Diploma in Law (SPGDL).



3.5.3 Postgraduate Diploma in Education (PDE)

### **3.6 MASTER DEGREE AWARDS**

3.6.1 Master of Laws (LL.M) in Human Rights Law

3.6.2 Master of Laws (LL.M) in Trade and Finance Law

3.6.3 Master of Laws (LL.M) in Finance and Banking Law

3.6.4 Master of Business Administration (MBA) in Accounting and Finance

3.6.5 Master of Business Administration (MBA) in Human Resources Management

3.6.6 Master of Education (MAED) in Curriculum and Instruction

3.6.7 Master of Education (MAED) in Educational Planning and Administration

3.6.8 Master of Arts (MALI) in Linguistics

### **3.7 PH.D DEGREE AWARDS**

Doctor of Philosophy (Ph. D) in Law.

## **4.0 ADMISSION INFORMATION**

### **4.1 ADMISSION ENQUIRIES**

4.1.1 Enquiries about admission into the undergraduate Degree, Diploma, or Certificate programmes should be addressed to:

The Admissions Officer

**Ruaha Catholic University**

P.O. Box 774

Iringa, Tanzania

**Tel:** +255-26-2702431

**Fax** +255-26-2702563

**E-mail:** [info@rucu.ac.tz](mailto:info@rucu.ac.tz)

**Website:** [www.rucu.ac.tz](http://www.rucu.ac.tz)

4.1.2 Likewise enquiries about admission into the Ph. D programme, Master's Programmes and Postgraduate Diploma programmes should be addressed to:

The Director of Postgraduate Studies,

**Ruaha Catholic University**

P.O. Box 774

Iringa, Tanzania

**Tel:** +255-26-2702431

**Fax** +255-26-2702563

**E-mail:** [info@rucu.ac.tz](mailto:info@rucu.ac.tz)

**Website:** [www.rucu.ac.tz](http://www.rucu.ac.tz)

## 4.2 GENERAL ADMISSION INFORMATION

For Undergraduate Degree courses, applications should be routed through the Tanzania Commission for Universities under the Central Admission System. The Diploma and Certificate programmes applications are invited from March to early May of the year for which admission is sought. These are sent straight to the University. The academic year starts in early October.

For Masters and Postgraduate Diploma programmes applications are normally invited from March to the third week of July of the year for which admission is sought. The academic year starts at the beginning of October.

For Postgraduate, Diploma, and Certificate courses applicants, duly filled-in application forms should be submitted with the following supporting documents to reach the University as early as possible:

- I. Two passport-size photographs;
- II. Names of two referees, who have known the applicant and are able to evaluate the applicant's ability for the course being sought;
- III. Copies of all educational certificates and relevant testimonials.
- IV. A copy of the birth certificate.
- VI. A medical certificate from a recognized medical practitioner;
- VII. An endorsement and/or letter from the sponsor/employer or guardian confirming his/her readiness to sponsor the applicant;
- VIII. **A fee of Tshs 20,000 should accompany the application. This should be paid directly into either the College Bank Ac. No.**

**028101001384 NBC** Iringa Branch **Account Name: Ruaha University College**, or **Ac. No. 020-0000271 Tanzania Postal Bank**, **Ac. Name: Ruaha University College**. Non-Tanzanians should pay Euro 22 into Bank **Account No. 019J2071042600** held at CRDB Iringa Branch, **Ac. Name: Ruaha University College**. The pay-in slip should be attached to the application.

- IX In the case of undergraduate degree programmes, successful candidates are to come up with the documents in (I) to VII) above at the time of registration as might be instructed in the admission letter.

4.2.3 Candidates for undergraduate courses Certificates and Diplomas are expected, if notified, to sit for the University Aptitude test. A fee (currently of Tshs 30,000) will be charged for each candidate.

4.2.4 When an admission dossier is completed and where applicable, the final results of the aptitude tests are obtained, the University will proceed to its evaluation. If prove satisfactory, the **University** will notify the applicant of his/her acceptability and will send appropriate joining instructions, either directly or through the applicant's sponsor or guardian.

4.2.5 Enrolment may be deferred for one academic year, after which a new application form will have to be filled.

4.2.6 All new students must arrive one week before the start of classes ready for orientation programme.

4.2.7 Travel and other arrangements:

- i) Students should make their own travel arrangements to **RUCU** and should make sure that they have enough pocket money for needful expenses.
- ii) Students from countries other than Tanzania are expected to conform to all immigration formalities in their countries before they depart for Tanzania. They must also obtain a study or residence permit from the nearest Tanzanian Embassy or High Commission before they arrive at the **University**. It is advisable when travelling to Tanzania to keep one's documents readily available as well as evidence from **RUCU** confirming an offer of admission. One should also have details of financial support, in case these documents are required at the port of entry by the immigration authority.

### **4.3 GENERAL ENTRY REQUIREMENTS**

The applicants for programmes at **RUCU** must fulfil the general as well as the specific requirements for admission.

#### 4.3.1 Short Courses

Specific admission requirements for each short course may be found in the Directorate of Short Courses and Continuing Education chapter of this prospectus.

#### 4.3.2 Certificate Awards

A candidate shall be eligible for consideration for admission to a Certificate programme if he/she has obtained a Certificate of Secondary Education Examination (CSEE) or East Africa Certificate of Education (EACE) 'O' level and has a pass.

Further specific admission requirements are detailed in the programme details under the relevant Faculty or Institute chapter of this prospectus.

#### 4.3.3 Diploma Admissions:

A candidate shall be eligible for consideration for admission to a Diploma programme if he/she has obtained a Certificate of Secondary Education Examination (CSEE) or East Africa Certificate of Education (EACE) 'O' level with passes in at least four approved subjects.

Further specific admission requirements are detailed in the programme details under the relevant Faculty or Institute chapter of this prospectus.

#### 4.3.4 Degree Admissions:

Minimum Entrance Requirements for a First Degree admissions are as follows:

- i) Certificate of Secondary Education (C.S.E.E) or equivalent with passes in FIVE approved subjects, obtained prior to the sitting of the Advanced Certificate of Secondary Education (A.C.S.E.E) or equivalent.
- ii) **At least two Principal level passes and a total of 4.5 or more points (where A= 5, B= 4, C= 3, D=2, E=1 and S= 0.5) in approved subjects in the Advanced Certificate of Secondary Education (A.C.S.E.E).**
- iii) **Equivalent qualifications such as ordinary or advanced diploma/certificate or degrees or Mature Age/Pre-entry courses considered to be appropriate for the programme to be pursued.**

Further specific admission requirements are detailed in the programme details under the relevant Faculty chapter of this Prospectus.

#### 4.3.5 Postgraduate Diploma Awards

To be considered for admission to the Postgraduate Diploma, a candidate must be a holder of a First Degree of the then Ruaha University College or a recognised University or have satisfied the requirements for the award of the Degree with a GPA of at least 2.0

Further specific admission requirements are detailed in the programme details under the Directorate of Postgraduate Studies, Research, Consultancy and Publications booklet or under Faculty Programmes.

#### 4.3.6 *Master's Awards*

To be considered for admission to a Master's programme, a candidate must be a holder of a First Degree of the then Ruaha University College or of any other recognised University with a GPA of at least 2.7

#### 4.3.7 *Ph.D Awards*

To be considered for admission to the Ph. D programme, a candidate must be a holder of a Master's degree of this University or of any other recognised University.

## 5.0 REGISTRATION INFORMATION

1. No student will be allowed to register or attend classes unless the required fees have been paid. Fees are payable in full at the beginning of the academic year or in two instalments that is at the beginning of each semester.
2. Fees paid will not be refunded if a student withdraws or leaves the University without permission.
3. However, if a student receives prior permission from the Deputy Vice Chancellor for Academic Affairs to withdraw or to be away from the University, and provided that the application in writing to withdraw or to be away from the university is submitted within the first two weeks of the academic year or semester, eighty percent (80%) of the fees may be refunded otherwise no refund will be made after the expiry of the first two weeks.
4. New students must register during the orientation period. To register a new student must submit the originals of all documents he/she originally submitted as credentials in support of his/her application for admission. After the orientation period has expired, students will have to pay T Shs. 50,000/= for late registration.

5. Any change of registration of a course of study by new students is to be channelled through the respective Dean of the Faculty and is to meet TCU's approval through the **Deputy Vice Chancellor for Academic Affairs (DVCAA)** for the Undergraduate Degree courses and for other courses by the **Deputy Vice Chancellor for Academic Affairs (DVCAA)** through the respective Dean or Director. This has to be done in the first two weeks after registration.
6. Continuing students must complete registration formalities within the first two weeks of each semester of the academic year. Any late registration is liable to a fine of TShs. 50,000/=.
7. Students will be registered under the names appearing on the certificates submitted for their applications. Once registered, names cannot be changed unless legal procedures are followed and no change of names will be allowed in the final year of study.
8. Students must register for the course programme onto which they have been accepted.
9. No student will be allowed to postpone studies after the academic year has begun except under special circumstances. Permission to postpone studies will be considered after the student has produced satisfactory evidence for postponement. Special circumstances include ill health or serious social problems.
10. No student will be allowed to postpone studies during the two weeks preceding final examinations, but, for valid reasons, the postponement of examinations may be considered and this will have to be sanctioned by the **Deputy Vice Chancellor for Academic Affairs (DVCAA)**
11. A student discontinued from a course on academic grounds shall not be re-admitted for the same course until two years have elapsed.
12. A student discontinued from studies on disciplinary grounds shall not be re-admitted to the University.
13. Students are allowed to be away from studies for a maximum period of two years in the case of the Advanced Diploma and other undergraduate courses, if they are to be readmitted to the same year of studies where they left off.
14. Students shall commit themselves in writing to abide by the University's Rules and Regulations prescribed at the University's discretion. A copy of the students' Rules and Regulations shall be made available with adequate notice being given to students.
15. Students shall be issued identification cards, which they must carry at all times and which shall be produced when demanded by the

appropriate University officers. The identity card is not transferable and any fraudulent use may result in the loss of student privileges, suspension or legal action being taken.

16. The loss of an identity card should be reported to the office of the Dean of Students. A new card can be obtained after the payment of the appropriate fee (currently Tshs. 10,000).
17. A student enrolled for a course programme at RUCU may not enrol concurrently in any other institution without the special permission in writing given by the Deputy Vice Chancellor for Academic Affairs or, in the special case where examinations are held under inter-institutional arrangements or cooperation.
18. No exemption will be given from university courses which a student may claim to have done elsewhere if the TCU credit transfer guidelines do not allow it.

## 6.0 FINANCIAL INFORMATION

Fees and other financial obligations are the sole responsibility of the student and/or the sponsor or guardian. Where sponsorship is by HESLB, the processing of such loans will be in accordance with the guidelines given by the Loans Board from time to time. The cost of each course will be clearly stated in the joining instructions. The fees are paid in full at the beginning of the academic year or the tuition fee may be paid in two equal instalments at the beginning of each semester. All payments by a local institution or individuals shall be made in the Tanzanian Currency.

Foreign based institutions or sponsors, whether sponsoring a local or foreign student, shall make payments in convertible currencies. These are to be paid into a foreign bank account held at the **CRDB Bank (Iringa), Account No 09J2071042600 and SWIFT CODE: CORUTZTZ in Euro.**

Tuition Fees and direct University fees shall be paid through the University accounts as it is explained in the joining instructions or application form. The RUCU accounts are:

**A/C No 020-0000271**

**Tanzania Postal Bank - Account Name: Ruaha University College**

**Or A/C No 028103005680**

**NBC (Iringa) - Account Name: Ruaha University College**

**Or A/C No 01J1071042600 - Account Name: Ruaha University College**

**CRDB (Iringa Branch)**

**Or A/C No 0437340009 - Account Name: Ruaha University College**

**Exim Bank (Iringa Branch)**

Fees may be revised from time to time without prior notice.

The following fee structures shall be applicable during the **2014/2015** academic year.

1. Only the **tuition fee** may be paid in **two equal instalments**, i.e. one half in Semester 1 and the other half in Semester 2.
2. Students are to pay half of the tuition fee instalment in full at the start of that particular semester.
3. Students must pay all direct university costs at the beginning of semester one.
4. The costs involved in the completion of Practicum/Fieldwork/Projects will be borne by the student.
5. The duration for such activities is about 56 days at TShs. 10,000/= per day.



6. The cost of borrowing or purchasing a graduation gown is not included in the above fee structure.
7. Grade/progress report will be supplied on request at a charge of TShs. 5,000/=.
8. Registration after the set dates for registration will carry a penalty of T Shs 50,000/=
9. For any student repeating any number of courses in a semester will have to pay fees to be computed as follows: **Number of Courses to be Repeated x Amount of Tuition Fee to be paid in the Semester divided by the Total Number of Courses in the Semester.**
10. For any student repeating any number of courses, Direct University Costs will be computed as follows: **Half the Total Amount of Direct Costs Payable to the University for the whole year.**
11. All off-campus students do not pay accommodation fees.
12. Books, stationery and meals allowances are to be paid directly to the student and may vary according to sponsor's policies. These, if paid through RUCU accounts will not be refundable under any circumstances.
13. **Refunds of any kind shall only be made after the completion of the programme.**

## 6.1 FEE STRUCTURE FOR SHORT COURSES

S/ N	Course Title	Application Fee	Course Fee	Course Duration
1.	Cisco Information Technology (IT)	10,000/=	597,000/=	8 Months
2.	Cisco Certified Network Associate (CCNA)	10,000/=	530,000/=	6 Months
3.	Secretarial and Office Management	10,000/=	450,000/=	6 Months
4.	Computer Driving Certificate (CDC)	10,000/=	200,000/=	2 Months
5.	Web Design	10,000/=	150,000/=	2 Months

## 6.2 FEE STRUCTURE FOR CERTIFICATE COURSES

### Certificate in Computer Sciences

### Business Administration and Library

<b>C.S. - BUS. - LIBRARY</b>		
<b>A. DIRECT UNIVERSITY COSTS</b>	<b>ON CAMPUS</b>	<b>OFF CAMPUS</b>
Tuition Fee	650,000	650,000
Examination fee	30,000	30,000
General Service Fee	20,000	20,000
Registration fee	20,000	20,000
Student Identity Card Fee	5,000	5,000
Student Activities Fee	10,000	10,000
TCU Quality Assurance	20000	20000
Graduation fee	35,000	35,000
<b>Sub Total</b>	<b>790,000</b>	<b>790,000</b>
<b>B. OTHER STUDENT COSTS</b>		
Healthy Insurance fee	60000	60000
Internet Service fee	10000	10000
Accommodation	300,000	-
<b>Sub Total</b>	<b>370,000</b>	<b>70000</b>
<b>TOTAL PAYABLE DIRECT TO THE UNIVERSITY</b>	<b>1,160,000</b>	<b>860,000</b>
<b>C. DIRECT STUDENT COSTS</b>		
Book/Stationery Cost	100,000	100,000
Meal allowance	1,800,000	1,800,000
<b>TOTAL PAYABLE DIRECT TO THE STUDENT</b>	<b>1,900,000</b>	<b>1,900,000</b>
<b>Grant Total</b>	<b>3,060,000</b>	<b>2,760,000</b>

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**CERTIFICATE IN LAW**

<b>FEES STRUCTURE FOR CERTIFICATE COURSES 2014/2015</b>		
<b>A. DIRECT UNIVERSITY COSTS</b>	<b>ON CAMPUS</b>	<b>OFF CAMPUS</b>
Tuition Fee	0 650,00	0 650,00
Examination fee	0 30,00	0 30,00
General Service Fee	0 20,00	0 20,00
Registration fee	0 20,00	0 20,00
Student Identity Card Fee	0 5,00	0 5,00
Student Activities Fee	00 10,0	00 10,0
Contribution to RUCU Law Society	00 10,0	00 10,0
TCU-Quality assurance fee	20,000	20,000
Graduation fee	0 35,00	0 35,00
<b>Sub Total</b>	<b>800,000</b>	<b>800,000</b>
<b>B. OTHER STUDENT COST</b>		-
Health Insurance	60,000	60,000
Internet Service Fee	10,000	10,000
Accommodation	0 300,00	
<b>Sub Total</b>	<b>000 370,</b>	<b>00 70,0</b>
<b>TOTAL PAYABLE DIRECT TO THE UNIVERSITY</b>	<b>1,170,000</b>	<b>870,000</b>
<b>C. DIRECT STUDENT COST</b>		
Book/Stationery Cost	00 100,0	00 100,0

Meal allowance	1,800,00	1,800,00
<b>TOTAL PAYABLE DIRECT TO THE STUDENT</b>	<b>1,900,000</b>	<b>1900,000</b>
<b>Grant Total</b>	<b>3,070,000</b>	<b>2,770,000</b>

**CERTIFICATE IN MEDICAL LABORATORY SCIENCES**

	Year 1		Year 2	
<b>A. DIRECT UNIVERSITY COSTS</b>	<b>ON CAMPUS</b>	<b>OFF CAMPUS</b>	<b>ON CAMPUS</b>	<b>OFF CAMPUS</b>
Tuition Fee	850,00	850,00	850,00	850,00
Examination fee	30,00	30,00	30,00	30,00
General Service Fee	20,00	20,00	-	-
Field practical fee	-	-	75,00	75,00
Registration fee	20,00	20,00	20,00	20,00
Student Identity Card Fee	5,00	5,00	-	-
Student Activities Fee	10,00	10,00	10,00	10,00
TCU Quality Assurance	20000	20000	20000	20000
Graduation fee	-	-	35,00	35,00
<b>Sub Total</b>	<b>955,00</b>	<b>955,00</b>	<b>1,040,00</b>	<b>1,040,00</b>
<b>B. OTHER STUDENT COST</b>				
Accommodation	300,00	-	300,00	-
Internet service fee	10000	10000	10000	10000
Health Insurance fee	60,000	60000	60,000	60000
<b>Sub Total</b>	<b>370,00</b>	<b>70,000</b>	<b>370,00</b>	<b>7000,00</b>
<b>TOTAL PAYABLE DIRECT TO THE UNIVERSITY</b>	<b>1,325,000</b>	<b>1,025,000</b>	<b>1,410,000</b>	<b>1,110,000</b>
<b>C. DIRECT STUDENT COST</b>				
Book/Stationery Cost	100,00	100,00	100,00	10,000
Meal allowance	1,800,00	1,800,00	1,800,00	1,800,000

<b>TOTAL PAYABLE DIRECT TO THE STUDENT</b>	<b>1,900,000</b>	<b>1,900,000</b>	<b>1,900,000</b>	<b>1,900,000</b>
<b>Grant Total</b>	<b>3,225,000</b>	<b>2,925,000</b>	<b>3,310,000</b>	<b>3,010,000</b>

### 6.3 FEE STRUCTURE FOR DIPLOMA COURSES

#### DIPLOMA IN COMPUTER SCIENCE

#### BUSINESS ADMINISTRATION

	Year 1		Year 2	
		OFF-CAMPUS	ON CAMPUS	OFF-CAMPUS
<b>A. DIRECT UNIVERSITY FEES ON CAMPUS</b>				
Tuition Fee	880,000	880,000	880,000	880,000
Examination fee	60,000	60,000	60,000	60,000
General Service Fee	30,000	30,000	0	0
Registration fee	20,000	20,000	20,000	20,000
Field Practical fee			75,000	75,000
Student Activities Fee	10,000	10,000	10,000	10,000
Student Identity Card Fee	5,000	5,000	0	0
TCU Quality service	20,000	20,000	20,000	20,000
Graduation fee	0	0	35,000	35,000
<b>Sub Total</b>	<b>1,025,000</b>	<b>1,025,000</b>	<b>1,100,000</b>	<b>1,100,000</b>
<b>B. OTHER UNIVERSITY FEES</b>				
Accommodation Fee	300,000	0	300,000	0
Health Insurance fee	60,000	60,000	60,000	60,000
Internet Service fee	10,000	10,000	10,000	10,000
<b>Sub Total</b>	<b>370,000</b>	<b>70,000</b>	<b>370,000</b>	<b>70,000</b>
<b>TOTAL PAYABLE DIRECT TO THE UNIVERSITY</b>	<b>1,395,000</b>	<b>1,095,000</b>	<b>1,470,000</b>	<b>1,170,000</b>
<b>C. DIRECT STUDENT COSTS</b>				
Books/Stationery Cost	200,000	200,000	200,000	200,000
Meal allowance	1,800,000	1,800,000	1,800,000	1,800,000

		0		
<b>TOTAL PAYABLE DIRECT TO THE STUDENT</b>		<b>2,000,00</b>	<b>2,000,00</b>	<b>2,000,00</b>
		<b>0</b>	<b>0</b>	<b>0</b>
<b>Grand Total</b>	<b>3,395,000</b>	<b>3,095,000</b>	<b>3,470,000</b>	<b>3,170,000</b>

### DIPLOMA IN LAW

	Year 1		Year 2	
	ON CAMPUS	OFF-CAMPUS	ON CAMPUS	OFF-CAMPUS
<b>A. DIRECT UNIVERSITY FEES</b>				
Tuition Fee	880,000	880,000	880,000	880,000
Examination fee	60,000	60,000	60,000	60,000
General Service Fee	30,000	30,000	0	0
Registration fee	20,000	20,000	20,000	20,000
Student Activities Fee	10,000	10,000	10,000	10,000
Student Identity Card Fee	5,000	5,000	0	0
Contribution to RUCU Law Society	10,000	10,000	10,000	10,000
Graduation fee	0	0	35,000	35,000
TCU Quality service fee	20,000	20,000	20,000	20,000
<b>Sub Total</b>	<b>1,035,000</b>	<b>1,035,000</b>	<b>1,035,000</b>	<b>1,035,000</b>
<b>B. OTHER UNIVERSITY FEES</b>				
Accommodation Fee	300,000	0	300,000	0
Health insurance service	60,000	60,000	60,000	60,000
Internet service fee	10,000	10,000	10,000	10,000
<b>Sub Total</b>	<b>370,000</b>	<b>70,000</b>	<b>370,000</b>	<b>70,000</b>

<b>TOTAL PAYABLE DIRECT TO THE UNIVERSITY</b>	<b>1,405,000</b>	<b>1,105,000</b>	<b>1,405,000</b>	<b>1,105,000</b>
<b>C. DIRECT STUDENT COSTS</b>				
Books/Stationery Cost	200,000	200,000	200,000	200,000
Meal allowance	1,800,000	1,800,000	1,800,000	1,800,000
<b>TOTAL PAYABLE DIRECT TO THE STUDENT</b>	<b>2,000,000</b>	<b>2,000,000</b>	<b>2,000,000</b>	<b>2,000,000</b>
<b>Grand Total</b>	<b>3,405,000</b>	<b>3,105,000</b>	<b>3,405,000</b>	<b>3,105,000</b>

## Diploma in Medical Laboratory Sciences

### DIPLOMA IN Pharmaceutical Science

A. DIRECT UNIVERSITY COSTS	Year 1		Year 2		Year 3	
	ON CAMPUS	OFF-CAMPUS	ON CAMPUS	OFF-CAMPUS	ON CAMPUS	OFF-CAMPUS
Tuition Fee	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000
Examination fee	60,000	60,000	60,000	60,000	60,000	60,000
General Service Fee	30,000	30,000	0	0	0	0
Registration fee	20,000	20,000	20,000	20,000	20,000	20,000
Field Practical fee	0	0	0	0	50,000	50,000
Student Activities Fee	10,000	10,000	10,000	10,000	10,000	10,000
Student Identity Card Fee	5,000	5,000	0	0	0	0
TCU Quality service	20,000	20,000	20,000	20,000	20,000	20,000
Graduation fee	0	0	0	0	35,000	35,000
<b>Sub Total</b>	<b>1,145,000</b>	<b>1,145,000</b>	<b>1,110,000</b>	<b>1,110,000</b>	<b>1,195,000</b>	<b>1,195,000</b>
<b>B. OTHER UNIVERSITY FEES</b>						
Accommodation	300,000	0	300,000	0	300,000	0

Health insurance service	60,000	60,000	60,000	60,000	60,000	60,000
Internet service fee	10,000	10,000	10,000	10,000	10,000	10,000
<b>Sub Total</b>	<b>370,000</b>	<b>70,000</b>	<b>370,000</b>	<b>70,000</b>	<b>370,000</b>	<b>70,000</b>
<b>TOTAL PAYABLE DIRECT TO THE UNIVERSITY</b>	<b>1,515,000</b>	<b>1,215,000</b>	<b>1,480,000</b>	<b>1,180,000</b>	<b>1,565,000</b>	<b>1,265,000</b>
<b>C. DIRECT STUDENT COSTS</b>						
Books/Stationery	200,000	200,000	200,000	200,000	200,000	200,000
Meal allowance	1,800,000	1,800,000	1,800,000	1,800,000	1,800,000	1,800,000
<b>TOTAL PAYABLE DIRECT TO THE STUDENT</b>	<b>2,000,000</b>	<b>2,000,000</b>	<b>2,000,000</b>	<b>2,000,000</b>	<b>2,000,000</b>	<b>2,000,000</b>
<b>Grand Total</b>	<b>3,515,000</b>	<b>3,215,000</b>	<b>3,480,000</b>	<b>3,180,000</b>	<b>3,565,000</b>	<b>3,265,000</b>

#### 6.4 FEE STRUCTURE FOR DEGREE COURSES

##### Bachelor of Science in Computer Science software engineering and information system

	Year.1		Year 2		Year 3	
	ON CAMPUS	OFF CAMPUS	ON CAMPUS	OFF CAMPUS	ON CAMPUS	OFF CAMPUS
<b>A. DIRECT UNIVERSITY FEES</b>						
Tuition Fee	1,250,000	1,250,000	1,250,000	1,250,000	1,250,000	1,250,000
Examination fee	70,000	70,000	70,000	70,000	70,000	70,000
General Service Fee	50,000	50,000	0	0	0	0
Registration fee	20,000	20,000	20,000	20,000	20,000	20,000
Student Activities Fee	10,000	10,000	10,000	10,000	10,000	10,000
Field/Teaching Practical Supervision Fee	75,000	75,000	75,000	75,000	0	0
Student Identity Card Fee	5,000	5,000	0	0	0	0
TCU Quality service	20,000	20,000	20,000	20,000	20,000	20,000
Graduation Fee	0	0	0	0	35,000	35,000
<b>Sub Total</b>	<b>1,500,000</b>	<b>1,500,000</b>	<b>1,445,000</b>	<b>1,445,000</b>	<b>1,405,000</b>	<b>1,405,000</b>
<b>B. OTHER UNIVERSITY FEES</b>						



Accommodation Fee	300,000	0	300,000	0	300,000	0
Internet service fee	10,000	10,000	10,000	10,000	10,000	10,000
Health Insurance Service	60,000	60,000	60,000	60,000	60,000	60,000
<b>Sub Total</b>	<b>370,000</b>	<b>70,000</b>	<b>370,000</b>	<b>70,000</b>	<b>370,000</b>	<b>70,000</b>
<b>TOTAL PAYABLE DIRECT TO THE UNIVERSITY</b>	<b>1,870,000</b>	<b>1,570,000</b>	<b>1,815,000</b>	<b>1,515,000</b>	<b>1,775,000</b>	<b>1,475,000</b>
<b>C. DIRECT STUDENT COST</b>						
Books/ Stationery Cost	200,000	200,000	200,000	200,000	200,000	200,000
Meal Allowance	1,800,000	1,800,000	1,800,000	1,800,000	1,800,000	1,800,000
<b>TOTAL PAYABLE DIRECT TO THE STUDENT</b>	<b>2,000,000</b>	<b>2,000,000</b>	<b>2,000,000</b>	<b>2,000,000</b>	<b>2,000,000</b>	<b>2,000,000</b>
<b>Grand Total</b>	<b>3,870,000</b>	<b>3,570,000</b>	<b>3,815,000</b>	<b>3,515,000</b>	<b>3,775,000</b>	<b>3,475,000</b>

### Bachelor of Laws

	Year.1		Year 2		Year 3	Year 4
<b>A. DIRECT UNIVERSITY FEES</b>	<b>ON CAMPUS</b>	<b>OFF CAMPUS</b>	<b>ON CAMPUS</b>	<b>OFF CAMPUS</b>	<b>ON CAMPUS</b>	<b>ON CAMPUS</b>
Tuition Fee	1,250,000	1,250,000	1,250,000	1,250,000	1,250,000	1,250,000
Examination fee	70,000	70,000	70,000	70,000	70,000	70,000
General Service Fee	50,000	50,000	0	0	0	0
Registration fee	20,000	20,000	20,000	20,000	20,000	20,000
Research Supervision Fee	0	0	0	0	0	75,000
Student Activities Fee	10,000	10,000	10,000	10,000	10,000	10,000
Student Identity Card Fee	5,000	5,000	0	0	0	0
Contribution to RUCU Law Society	10,000	10,000	10,000	10,000	10,000	10,000
TCU Quality service	20,000	20,000	20,000	20,000	20,000	20,000
Graduation Fee	0	0	0	0	0	35,000
<b>Sub Total</b>	<b>1,425,000</b>	<b>1,425,000</b>	<b>1,380,000</b>	<b>1,380,000</b>	<b>1,380,000</b>	<b>1,490,000</b>

<b>B. OTHER UNIVERSITY FEES</b>						
Accommodation Fee	300,000	0	300,000	0	300,000	0
Internet Service fee	10,000	10,000	10,000	10,000	10,000	10,000
Health insurance service	60,000	60,000	60,000	60,000	60,000	60,000
<b>Sub Total</b>	<b>370,000</b>	<b>70,000</b>	<b>370,000</b>	<b>70,000</b>	<b>370,000</b>	<b>70,000</b>
<b>TOTAL PAYABLE DIRECT TO THE UNIVERSITY</b>	<b>1,795,000</b>	<b>1,495,000</b>	<b>1,750,000</b>	<b>1,450,000</b>	<b>1,750,000</b>	<b>1,560,000</b>
<b>C. DIRECT STUDENT COST</b>						
Books/ Stationery Cost	200,000	200,000	200,000	200,000	200,000	200,000
Meal Allowance	1,800,000	1,800,000	1,800,000	1,800,000	1,800,000	1,800,000
<b>TOTAL PAYABLE DIRECT TO THE STUDENT</b>	<b>2,000,000</b>	<b>2,000,000</b>	<b>2,000,000</b>	<b>2,000,000</b>	<b>2,000,000</b>	<b>2,000,000</b>
<b>Grand Total</b>	<b>3,795,000</b>	<b>3,495,000</b>	<b>3,750,000</b>	<b>3,450,000</b>	<b>3,750,000</b>	<b>3,560,000</b>

**Bachelor of Accounting and Finance with IT**

**Bachelor of Business Administration**

<b>BAFIT &amp; BBA</b>						
	<b>Year.1</b>		<b>Year 2</b>		<b>Year 3</b>	
<b>A. DIRECT UNIVERSITY FEES</b>	<b>ON CAMPUS</b>	<b>OFF CAMPUS</b>	<b>ON CAMPUS</b>	<b>OFF CAMPUS</b>	<b>ON CAMPUS</b>	<b>OFF CAMPUS</b>
Tuition Fee	1,250,000	1,250,000	1,250,000	1,250,000	1,250,000	
Examination fee	70,000	70,000	70,000	70,000	70,000	70,000
General Service Fee	50,000	50,000	0	0	0	0
Registration fee	20,000	20,000	20,000	20,000	20,000	20,000
Student Activities Fee	10,000	10,000	10,000	10,000	10,000	10,000
Field/Teaching Practical Supervision Fee	0	0	75,000	75,000	75,000	75,000
Student Identity Card Fee	5,000	5,000	0	0	0	0
TCU Quality service	20,000	20,000	20,000	20,000	20,000	20,000

Graduation Fee	0	0	0	0	35,000	35,000
<b>Sub Total</b>	<b>1,425,000</b>	<b>1,425,000</b>	<b>1,445,000</b>	<b>1,445,000</b>	<b>1,480,000</b>	<b>1,480,000</b>
	0	0	0	0	0	0
<b>B. OTHER UNIVERSITY FEES</b>						
Accommodation Fee	300,000	0	300,000	0	300,000	0
Internet service fee	10,000	10,000	10,000	10,000	10,000	10,000
Health insurance fee	60,000	60,000	60,000	60,000	60,000	60,000
<b>Sub Total</b>	<b>370,000</b>	<b>70,000</b>	<b>370,000</b>	<b>70,000</b>	<b>370,000</b>	<b>70,000</b>
<b>TOTAL PAYABLE DIRECT TO THE UNIVERSITY</b>	<b>1,795,000</b>	<b>1,495,000</b>	<b>1,815,000</b>	<b>1,515,000</b>	<b>1,850,000</b>	<b>1,550,000</b>
	0	0	0	0	0	0
<b>C. DIRECT STUDENT COST</b>						
Books/ Stationery Cost	200,000	200,000	200,000	200,000	200,000	200,000
Meal Allowance	1,800,000	1,800,000	1,800,000	1,800,000	1,800,000	1,800,000
<b>TOTAL PAYABLE DIRECT TO THE STUDENT</b>	<b>2,000,000</b>	<b>2,000,000</b>	<b>2,000,000</b>	<b>2,000,000</b>	<b>2,000,000</b>	<b>2,000,000</b>
	0	0	0	0	0	0
<b>Grand Total</b>	<b>3,795,000</b>	<b>3,495,000</b>	<b>3,815,000</b>	<b>3,515,000</b>	<b>3,850,000</b>	<b>3,550,000</b>
	0	0	0	0	0	0

### Bachelor of Arts in Education

	<b>BAED</b>					
	<b>Year 1</b>		<b>Year 2</b>		<b>Year 3</b>	
	<b>ON CAMPUS</b>	<b>OFF CAMPUS</b>	<b>ON CAMPUS</b>	<b>OFF CAMPUS</b>	<b>ON CAMPUS</b>	<b>OFF CAMPUS</b>
<b>A. DIRECT UNIVERSITY FEES</b>						
Tuition Fee	1,250,000	1,250,000	1,250,000	1,250,000	1,250,000	1,250,000
Examination fee	70,000	70,000	70,000	70,000	70,000	70,000
General Service Fee	50,000	50,000	0	0	0	0
Registration fee	20,000	20,000	20,000	20,000	20,000	20,000
Student Activities Fee	10,000	10,000	10,000	10,000	10,000	10,000
Field/Teaching Practical Supervision Fee	75,000	75,000	75,000	75,000	0	0
Student Identity Card Fee	5,000	5,000	0	0	0	0

TCU Quality service	20,000	20,000	20,000	20,000	20,000	20,000
Graduation Fee	0	0	0	0	35,000	35,000
<b>Sub Total</b>	<b>1,500,000</b>	<b>1,500,000</b>	<b>1,445,000</b>	<b>1,445,000</b>	<b>1,405,000</b>	<b>1,405,000</b>
<b>B. OTHER UNIVERSITY FEES</b>						
Accommodation Fee	300,000	0	300,000	0	300,000	0
Internet Service fee	10,000	10,000	10,000	10,000	10,000	10,000
Health insurance fee	60,000	60,000	60,000	60,000	60,000	60,000
<b>Sub Total</b>	<b>370,000</b>	<b>70,000</b>	<b>370,000</b>	<b>70,000</b>	<b>370,000</b>	<b>70,000</b>
<b>TOTAL PAYABLE DIRECT TO THE UNIVERSITY</b>	<b>1,870,000</b>	<b>1,570,000</b>	<b>1,815,000</b>	<b>1,515,000</b>	<b>1,775,000</b>	<b>1,475,000</b>
<b>C. DIRECT STUDENT COST</b>						
Books/ Stationery Cost	200,000	200,000	200,000	200,000	200,000	200,000
Meal Allowance (Minimum)	1,800,000	1,800,000	1,800,000	1,800,000	1,800,000	1,800,000
<b>TOTAL PAYABLE DIRECT TO THE STUDENT</b>	<b>2,000,000</b>	<b>2,000,000</b>	<b>2,000,000</b>	<b>2,000,000</b>	<b>2,000,000</b>	<b>2,000,000</b>
<b>Grand Total</b>	<b>3,870,000</b>	<b>3,570,000</b>	<b>3,815,000</b>	<b>3,515,000</b>	<b>3,775,000</b>	<b>3,475,000</b>

**BACHELOR OF SCIENCE IN ENVIRONMENTAL HEALTH SCIENCES WITH INFORMATION TECHNOLOGY**

	<b>Year.1</b>		<b>Year 2</b>		<b>Year 3</b>	
<b>A. DIRECT UNIVERSITY FEES</b>	<b>ON CAMPUS</b>	<b>OFF CAMPUS</b>	<b>ON CAMPUS</b>	<b>OFF CAMPUS</b>	<b>ON CAMPUS</b>	<b>OFF CAMPUS</b>
Tuition Fee	1,450,000	1,450,000	1,450,000	1,450,000	1,450,000	1,450,000
Examination fee	70,000	70,000	70,000	70,000	70,000	70,000
General Service Fee	50,000	50,000	0	0	0	0
Registration fee	20,000	20,000	20,000	20,000	20,000	20,000
Student Activities Fee	10,000	10,000	10,000	10,000	10,000	10,000
Field/Teaching Practical Supervision Fee	75,000	75,000	75,000	75,000	0	0
Student Identity Card Fee	5,000	5,000	0	0	0	0

Graduation Fee	0	0	0	0	35,000	35,000
TCU Quality service	20,000	20,000	20,000	20,000	20,000	20,000
<b>Sub Total</b>	<b>1,700,000</b>	<b>1,700,000</b>	<b>1,645,000</b>	<b>1,645,000</b>	<b>1,605,000</b>	<b>1,605,000</b>
<b>B. OTHER UNIVERSITY FEES</b>						
Accommodation Fee	300,000	0	300,000	0	300,000	0
Internet Service fee	10,000	10,000	10,000	10,000	10,000	10,000
Health Insurance service	60,000	60,000	60,000	60,000	60,000	60,000
<b>Sub Total</b>	<b>370,000</b>	<b>70,000</b>	<b>370,000</b>	<b>70,000</b>	<b>370,000</b>	<b>70,000</b>
<b>TOTAL PAYABLE DIRECT TO THE UNIVERSITY</b>	<b>2,070,000</b>	<b>1,770,000</b>	<b>2,015,000</b>	<b>1,715,000</b>	<b>1,975,000</b>	<b>1,675,000</b>
<b>C. DIRECT STUDENT COST</b>						
Books/ Stationery Cost	200,000	200,000	200,000	200,000	200,000	200,000
Meal Allowance	1,800,000	1,800,000	1,800,000	1,800,000	1,800,000	1,800,000
<b>TOTAL PAYABLE DIRECT TO THE STUDENT</b>	<b>2,000,000</b>	<b>2,000,000</b>	<b>2,000,000</b>	<b>2,000,000</b>	<b>2,000,000</b>	<b>2,000,000</b>
<b>Grand Total</b>	<b>4,070,000</b>	<b>3,770,000</b>	<b>4,015,000</b>	<b>3,715,000</b>	<b>3,975,000</b>	<b>3,675,000</b>

## 6.5 FEE STRUCTURE FOR POSTGRADUATE DIPLOMA STUDIES

### POST GRADUATE DIPLOMA IN LAW (PGDL) / SPECIALISED POST GRADUATE DIPLOMA IN LAW (SPGDL)

#### (I) DIRECT UNIVERSITY COSTS FOR PGDL / SPGDL PROGRAMME:

Description	For Tanzania Students (Tshs)	For International Students (US

		<b>Dollars)</b>
Tuition fee per year	1,890,000	1,701
Other direct university fees (including registration, examinations, postgraduate paper supervisor, general service fund, student activities, graduation certification fees and identity card), TCU Quality service	360,000	324
*Campus Accommodation fees per room per year	450,000	405
*Health Insurance service	60,000	4 5
*Internet service fee	10,000	0 1
<b>Total</b>	<b>2,770,000</b>	<b>2,493</b>

**\*Optional**

(ii) PGDL / SPGDL Direct Student Costs

	<b>T.Shs</b>	<b>US Dollars</b>
Stipend	3,600,000	3,240
Postgraduate Papers	400,000	360
Books	350,000	315
Stationery	100,000	90
<b>Total</b>	<b>4,450,000</b>	<b>4,005</b>
<b>Grand Total</b>	<b>7,220,000</b>	<b>6,498</b>

## **Post Graduate Diploma in Law (PGDL) PROGRAMME PROGRAMME FEES STRUCTURE BREAKDOWN**

### **T. 1<sup>st</sup> Year Direct University Cost**

<b>DESCRIPTION</b>	<b>T.Shs.</b>
Tuition fee	1,890,000
Registration fee	20,000
Examination Fees	150,000
*Health insurance Service fee	60,000
*Internet Service fee	10,000
General Service Fund	50,000
TCU-Quality Assurance fee	20,000
Student Activities	10,000
Identity Card	5,000
Graduation fee	35,000
Postgraduate paper Supervision	70,000
*Campus Accommodation fees per room per year	450,000
<b>TOTAL</b>	<b>2,770,000</b>

**\*Optional**

## **6.6 FEE STRUCTURE FOR MASTERS' PROGRAMMES**

### **Master of Laws (LL.M)**

(i) Direct University Costs for LL.M programme:

<b>Description</b>	<b>For Tanzanian Students</b>	<b>For International Students (US</b>

	<b>(T.Shs)</b>	<b>Dollars)</b>
Tuition fee per year	2,550,000	2,295
Other direct university fees (including registration, examinations, dissertation supervision, general service fund, student activities, graduation certification fees and identity card),TCU Quality service	1,010,000	909
Campus Accommodation fees per room per year	450,000	405
Health insurance service	60,000	54
Internet service fee	10,000	10
<b>Total</b>	<b>4,080,000</b>	<b>3,672</b>

(ii) LL.M Direct Student Costs

	<b>T.Shs</b>	<b>US Dollars</b>
Meals (minimum Tsh 5,000/day or \$5/day)	1,800,000	1,620
Field Research	1,500,000	1,350
Books	500,000	450
Stationery	250,000	225
Thesis Production	300,000	270
<b>Total</b>	<b>4,350,000</b>	<b>3,915</b>
<b>Grand Total</b>	<b>8,430,000</b>	<b>7,587</b>

**MASTER OF LAWS (LL.M) PROGRAMME  
PROGRAMME FEES STRUCTURE**

**(T) Direct University Cost:**



<b>DESCRIPTION</b>	<b>Tsh.</b>
Tuition fee	2,550,000
Registration fee	20,000
Examination Fees	170,000
Dissertation Supervision	700,000
General Service Fund	50,000
Student Activities	10,000
TCU-Quality Assurance Fee	20,000
Graduation Fees	35,000
Identity Card	5,000
*Campus Accommodation fees	450,000
*Internet Service Fee	10,000
*Health Insurance Service	60,000
<b>TOTAL</b>	<b>4,080,000</b>

**(ii) LL.M Direct Student Costs**

<b>DESCRIPTION</b>	<b>Tsh.</b>
Meals (Minimum Tsh. 5,000/day or \$5/day)	1,800,000
Field Research	1,500,000
Books	500,000

Stationery	250,000
Dissertation Supervision	300,000
<b>TOTAL</b>	<b>4,350,000</b>
<b>GRAND TOTAL</b>	<b>8,430,000</b>

### MASTERS OF EDUCATION (MAED):

#### (i) Direct University Costs:

1<sup>st</sup> Year (two semesters)

Description	For Tanzania n Students (T.Shs)	For Internatio nal Students (US Dollars)
Tuition fee per year	2,650,000	2,385
Other direct university fees (including registration, examinations, general service fund, student activities, and identity card ), TCU Quality service	255,000	230
*Campus Accommodation fees per room per year	450,000	405
*Health Insurance service	60,000	54
*Internet service fee	10,000	10
<b>Total</b>	<b>3,425,000</b>	<b>3,082</b>

\*Optional

2<sup>nd</sup> Year (one semester)

Description	Tshs	US Dollars
Tuition fee per half year	970,000	873

Other direct university fees (including registration, examinations, student activities, dissertation supervision and graduation certification fees), TCU Quality service	785,000	706
*Campus Accommodation fees per room per half year	225,000	203
*Health insurance fee	60,000	54
*Internet service fee	10,000	10
<b>Total</b>	<b>2,050,000</b>	<b>6 1,84</b>

**\*Optional**

(II) Direct Student Costs

1<sup>st</sup> Year (two semesters) & 2<sup>nd</sup> Year (1 semester)

	<b>Tshs</b>	<b>US Dollars</b>
Meals (minimum T.Sh 5,000/day)	2,700,000	2,430
Field Research	1,500,000	1,350
Books	450,000	405
Stationery	300,000	270
Thesis Production	300,000	270
<b>Total</b>	<b>5,250,000</b>	<b>4,725</b>

**MASTER OF EDUCATION (MAED) PROGRAMME**

**PROGRAMME FEES STRUCTURE BREAKDOWN**

**(i) 1<sup>st</sup> Year Direct University Cost**

<b>DESCRIPTION</b>	<b>SHS</b>
Tuition fee	2,650,000
Registration fee	20,000
Examination Fees	150,000
General Service Fund	50,000
TCU-Quality assurance fee	20,000
Student Activities	10,000
Identity Card	5,000
*Campus Accommodation fee	450,000
*Health Insurance Service fee	60,000
*Internet Service fee	10,000
<b>TOTAL</b>	<b>3,425,000</b>

**\*Optional**

**(ii) 2<sup>nd</sup> Year (Semester One) Direct University Costs**

<b>DESCRIPTION</b>	<b>TSH</b>
Tuition fee	970,000
Registration fee	20,000
TCU-Quality assurance fee	20,000
Student Activities	10,000
Graduation Fees	35,000
Dissertation Supervision	700,000
*Campus Accommodation fee	225,000
*Health Insurance Service fee	60,000
*Internet Service fee	10,000
<b>TOTAL</b>	<b>2,050,000</b>

**\*Optional**

**(ii) Direct University Costs:**

**MASTERS OF BUSINESS ADMINISTRATION (MBA)- HUMAN RESOURCE AND ACCOUNTING AND FINANCE**

1<sup>st</sup> Year (two semesters)

<b>Description</b>	<b>For Tanzania n Students (T.Shs)</b>	<b>For Internatio nal Students (US Dollars)</b>
Tuition fee for year 1	2,650,000	2,385
Other direct university fees (including registration, examinations, general service fund, student activities, and identity card ), TCU Quality service	255,000	230
*Campus Accommodation fees per room per year	450,000	405
*Health Insurance service	60,000	54
*Internet service fee	10,000	10
<b>Total</b>	<b>3,425,000</b>	<b>3,082</b>

**\*Optional**

2<sup>nd</sup> Year (one semester)

<b>Description</b>	<b>Tshs</b>	<b>US Dollars</b>
Tuition fee for one semester	970,000	873
Other direct university fees (including registration, examinations, student activities, dissertation supervision and graduation certification fees), TCU Quality service	785,000	706
*Campus Accommodation fees per room per half year	225,000	230
*Health insurance fee	60,000	54
*Internet service fee	10,000	10
<b>Total</b>	<b>2,050,000</b>	<b>1,845</b>

**\*Optional**

(II) Direct Student Costs

1<sup>st</sup> Year (two semesters) & 2<sup>nd</sup> Year (1 semester)

	<b>Tshs</b>	<b>US Dollars</b>
Meals (minimum T.Sh 5,000/day)	2,700,000	2,430
Field Research	1,500,000	1,350
Books	450,000	405
Stationery	300,000	270
Thesis Production	300,000	270
<b>Total</b>	<b>5,250,000</b>	<b>4,725</b>

**MASTER OF BUSINESS ADMINISTRATION (MBA)  
PROGRAMME**

**PROGRAMME FEES STRUCTURE**

**(iii) 1<sup>st</sup> Year Direct University Cost**

<b>DESCRIPTION</b>	<b>Tsh.</b>
Tuition fee	2,650,000
Registration fee	20,000
Examination Fees	150,000
General Service Fund	50,000
TCU-Quality assurance fee	20,000
Student Activities	10,000
Identity Card	5,000
*Campus Accommodation fees	450,000
*Health insurance fee	60,000
*Internet service fee	10,000
<b>TOTAL</b>	<b>3,425,000</b>

**\*Optional**

**(iv) 2<sup>nd</sup> Year (One Semester) Direct University Costs**

<b>DESCRIPTION</b>	<b>Tsh.</b>
Tuition fee	970,000

Registration fee	20,000
TCU-Quality assurance fee	20,000
Student Activities	10,000
Graduation Fees	35,000
Dissertation Supervision	700,000
*Campus Accommodation fees	225,000
*Health insurance fee	60,000
*Internet service fee	10,000
<b>TOTAL</b>	<b>2,050,000</b>

\* Optional

## 6.7 FEE STRUCTURE FOR PH.D PROGRAMME

(i) Direct University Costs for PhD in Law Programme

Description	1 <sup>st</sup> Year	2 <sup>nd</sup> Year	3 <sup>rd</sup> Year
Tuition fee per year	1,775,000	1,975,000	1,875,000
Other direct university fees (including registration, examinations, thesis supervision, general services fund, student activities, graduation certification fee and identity card, TCU Quality service	1,205,000	930,000	1,380,000
Health insurance service	60,000	60,000	60,000
Internet service fee	10,000	10,000	10,000
<b>Total ( T.Sh.)</b>	<b>3,050,000</b>	<b>2,975,000</b>	<b>3,325,000</b>
<b>Total (Us Dollars)</b>	<b>2,745</b>	<b>2,678</b>	<b>2,993</b>

(ii) Direct students costs:

	TSh	US Dollars
Stationery	200,000	180

Books	800,000	720
Stipend	3,600,000	3,240
<b>Total per year</b>	<b>4,600,000</b>	<b>4,140</b>

(iii) Funds for Research activities\*

	<b>TSh</b>	<b>US. Dollars</b>
Research Fund	5,000,000	4,500
Thesis Production	600,000	540

## **PH.D IN LAW PROGRAMME PROGRAMME FEES STRUCTURE.**

### **Direct University Cost:**

<b>DESCRIPTION</b>	<b>YEAR 1</b>	<b>YEAR 2</b>	<b>YEAR 3</b>
Tuition fee	1,775,000	1,975,000	1,875,000
Registration fee	20,000	0	0
Research Proposal Presentation	200,000	0	0
Dissertation Supervision	900,000	900,000	900,000
Dissertation Defence	0	0	400,000
General Service Fund	0,000	0	0
TCU-Quality Assurance Fee	20,000	20,000	20,000
Student Activities	10,000	10,000	10,000
Graduation Certification Fees	0	0	50,000
Identity Card	5,000	0	0
<b>TOTAL</b>	<b>2,980,000</b>	<b>2,905,000</b>	<b>3,255,000</b>

## **7.0 GENERAL EXAMINATION REGULATIONS**

### **7.1 FORM OF EXAMINATION**

Examinations may be written, practical or oral. The weighting of each examination shall be determined under faculty/departmental examination



regulations as approved by the Senate upon the recommendation of the Faculty Board.

## **7.2 TIME OF EXAMINATION**

University examinations will be conducted at the end of every semester in accordance with University regulations. Students must bring their examination cards and identity cards with them to the examination room.

## **7.3 REGISTRATION FOR EXAMINATION**

Bona fide students are entitled to sit university examinations for the courses they are registered on unless otherwise advised in writing by the competent university authority. If a candidate sits an examination for a course on which he/she is not registered, his/her result in that examination will be null and void.

## **7.4 ELIGIBILITY FOR EXAMINATIONS**

- 7.4.1 No candidate will be allowed to sit for an examination in any subject if he/she has not completed the relevant coursework with a minimum score of 16 marks out of 40 marks (ie. tests and assignments). In this situation, if a student sits for the examination the result will be null and void.
- 7.4.2 No candidate shall be allowed to sit for an examination on any subject if he/she has not completed the necessary requirements of the courses by attendance or otherwise as stipulated by the specific Faculty or Departmental regulations governing a course of study. If such a candidate enters the examination room and sits for the paper, his/her results in that paper will be null and void.
- 7.4.3 For a student to qualify to sit for a final examination the absence from classes is limited to a maximum of six hours per course. This translates into two weeks of lectures.
- 7.4.4 A candidate whose coursework or progress during any semester or term of an academic year is considered unsatisfactory may be required by the Senate to withdraw from studies or to repeat any part of the course on recommendation by the appropriate Faculty Board before he/she can be admitted to an examination.
- 7.4.5 No candidate will be allowed to do end of semester examinations if he/she has not completed payment of fees due in that semester.

## **7.5 ABSENCE FROM THE EXAMINATIONS**

A candidate who deliberately does not appear for a scheduled examination without a compelling reason shall be considered to have failed the course and

will be subjected to repeating the course. If a compelling reason is given, written permission by the DVCAA will be issued to the student allowing him/her to sit for the examination at the next supplementary/special examinations sessions.

When a student misses an examination without a compelling reason, the student concerned must submit an application for repeating the course to the DVCAA through the respective Faculty Dean. The student will have to pay for the repeated course as it is applicable for any student repeating a course.

## **7.6 FALLING SICK IMMEDIATELY BEFORE OR DURING AN EXAMINATION**

If a candidate falls sick immediately before or during the time of a scheduled examination and is medically unable to proceed (ie. as certified by the University Medical Officer), he/she will be advised by the Faculty Dean to postpone the examination until when the same is offered during the supplementary/special examination session. Any student who is sick and nevertheless decides to take an examination, takes it at his/her own risk and must abide by the results of that examination.

## **7.7 REPORTING LATE FOR EXAMINATIONS**

- 7.7.1 A candidate who, without a compelling reason, reports late for an examination will be regarded as having failed that examination but will be allowed to do a supplementary examination. A Pass beyond "C" grade obtained in a supplementary examination shall be reduced and recorded as a passing grade of 'C'. He/she shall be entitled to repeating a course in the case of failing the supplementary examination.
- 7.7.2 A candidate who, for a compelling reason, reports late for an examination and requests in writing to sit for the examination may, subject to the discretion of the invigilator, be allowed to do the examination at his/her own stake. If such a candidate fails in that examination, he/she will be allowed to take a supplementary examination. If permission is not granted by the invigilator to do the examination, such a candidate will be allowed to do a special examination during the supplementary/special examinations session and a late examination fee will be charged.
- 7.7.3 All cases of candidates arriving late for examinations will be reported in writing to the Head of Department for the course examined.

## **7.8 DATES OF EXAMINATIONS**

Examinations in all Faculties shall be held at a time to be determined by the Senate, which shall normally be during the last week(s) of a semester, and/or last month of the academic year.

## **7.9 A “BAD FAIL” IN AN EXAMINATION**

A Bad Fail (a mark below 35) in an examination stands in its own right as the student’s grade. The accumulation of work done during the semester is not counted in this case. In which case the student getting such a score will have to repeat the course.

## **7.10 SUPPLEMENTARY EXAMINATION/SPECIAL EXAMINATION**

### **7.10.1 SUPPLEMENTARY EXAMINATIONS:**

Candidates who are permitted to take a supplementary examination will be re-examined in the designated subjects at a time to be determined by the University. Normally this will be during the Supplementary/Special session as indicated by the University Almanac. A Pass beyond “C” grade obtained in a supplementary shall be reduced and recorded as pass grade of ‘C’. The final marks of any supplementary examination will be computed out of 100% without taking into account any coursework.

Candidates for supplementary examination will be required to pay T.Sh. 10,000 per subject.

A candidate who fails the supplementary examination of a core subject shall be allowed to carry over that subject once. A student failing a supplementary examination for a repeated (carried over) compulsory course shall be discontinued from studies at the University. In any other case if after taking a supplementary examination a student fails in that examination and does not obtain an overall GPA of at least 2.0, he/she shall be discontinued from studies.

A student cannot repeat (carry over) any elective courses, except in certain circumstances, for example, when those units are needed to comply with the minimum requirements for a degree award.

### **7.10.2 SPECIAL EXAMINATIONS**

Special examinations will only be administered to:

- i. A student who has paid full fees due in the semester in question
- ii. A student who has been in attendance of the lectures in all courses offered in the semester in question as per the respective program and suddenly has fallen sick to the extent of being hospitalised; has been bereaved of the father, mother, wife, husband, son, daughter, brother, sister or guardian on which the student is dependent on.
- iii. No special examination will be administered to any student on reasons of failure of payment of fees in any semester.
- iv. A student failing in a special examination of a certain course, will have to carry over the course in the semester it is being offered.

### **7.11 REPEATING THE YEAR**

No candidate will be allowed to repeat any one-year of study more than once.

### **7.12 DELAY IN THE COMPLETION OF THE RESEARCH THESIS**

A student who fails to complete his/her research thesis by the specified date will not be given more than one additional year to complete it.

### **7.13 CONDUCT OF EXAMINATIONS**

University examinations shall be conducted under the supervision of the Deputy Vice Chancellor for Academic Affairs, the Deans of Faculties, and the Heads of Departments, or other such officer(s) of the University as the Deputy Vice Chancellor for Academic Affairs shall appoint.

### **7.14 APPOINTMENT OF EXTERNAL EXAMINERS**

The external examiners for University examinations shall be appointed by the Senate upon recommendation of the Faculty Board.

### **7.15 BOARD OF EXAMINERS**

Every University examination shall be conducted by a Board of Examiners, consisting of:

- (a) One or more external examiners appointed from outside the University by the Senate together with the teachers who participated in teaching the candidates in the subjects under examination.
- (b) For this purpose, where the practice requires that graded papers should be sent to external moderators for moderation and returned, the Departmental meeting held thereafter for evaluating the grades shall constitute an Examiners Board, even without the presence of external moderators.
- (c) Examiners may be appointed from within the university for supplementary/special examinations under the supervision of a moderator who took no part in teaching the candidates the subject(s) under examination.

### **7.16 EXAMINATION REGULATIONS FOR CANDIDATES**

These instructions should be read together with the above University General Examination Regulations.

1. Candidates must ensure that they have been issued Examination Numbers before examinations begin.
2. Candidates are responsible for consulting Examination Time Tables for any changes.
3. (i) Candidates shall be seated in the examination room 15 minutes before the examination begins  
(ii) No candidate shall be permitted to enter the examination room after a lapse of thirty (30) minutes from commencement of the examination, save for compelling reasons.  
(iii) No candidate shall be allowed to leave his/her examination seat during the examination except under the following circumstances:
  - (a) A candidate may be allowed to leave the examination room only after an elapse of 30 minutes since the commencement of the examination but will not be allowed to leave the examination room in the last 30 minutes of the examination time.
  - (b) Candidates wishing to answer a call of nature may, with the permission of the invigilator and under escort, leave the examination room for a reasonable period. Only one candidate at a time will be allowed to leave the examination room and he/she shall be monitored all times.
  - (c) For the avoidance of doubt a reasonable time means at least a period not exceeding five minutes, but in excess of that each individual case shall be considered on its own merit, provided that such period shall not exceed 15 minutes.
4. Candidates must not begin writing before they are told to do so by the Invigilator.
5. Candidates are allowed to bring only pens, pencils and other materials explicitly prescribed by the Department into the examination room.
6. Candidates are not allowed to enter the examination room with books, mobile phones, handbags, clipboards, purses, papers, magazines and/or other such items. They may use their own calculators, but should use the department's logarithmic tables.
7. When candidates are allowed to bring specified items into the examination room, no borrowing from one another will be allowed during examination time. Items allowed into the examination room will be liable to inspection by the invigilator.
8. Each answer in an examination must begin on a fresh page of the examination booklet. All rough work must be done in the last pages of the answer booklet and subsequently crossed out. Candidates are not allowed to write their names anywhere in the examination booklet.

9. Silence must be observed in the examination room.
10. No food or drink shall be allowed into the examination room.
11. Invigilators have the power to specify or change the sitting arrangement in the examination room; to demand the inspection of a candidate; to confiscate any unauthorized material brought into the examination room; and have the power to expel any candidate who creates a disturbance from the examination room.
12. In the case of alleged cheating, the candidate and one or more Invigilators shall be required to sign an Examination Incident Form which, together with other signed exhibits, as the case may be, and the candidate's examination booklet, shall be submitted to the **Head of Department**.
13. A candidate caught contravening Examination Regulations will not be allowed to continue with the examination for which he/she is sitting, but will not be barred from other examinations for which he/she is scheduled.
14. Candidates are strongly warned that cheating or being caught with unauthorised materials contravenes the University General Examination Regulations and leads to discontinuation from studies.
15. All candidates shall sign the Attendance Form at the beginning and end of every examination.
16. No candidate will be permitted to enter the examination room after a lapse of thirty minutes from the commencement of the examination, and no candidate will be allowed to leave his/her place during the examination, except as indicated below:
  - (a) No candidate will be allowed to leave the examination room until half an hour has expired and no candidate will be allowed to leave the examination room during the last half hour of the examination time.
  - (b) A candidate wishing to answer a call of nature may, with the permission of the invigilator and under escort, leave the examination room for a reasonable period. Only one candidate at a time will be allowed to leave the examination room and he/she will be monitored at all times.

17. A candidate who walks out of an examination in protest shall be disqualified from that particular examination.
18. At the end of the examination period, and on instruction from the Invigilator, candidates must stop writing and organise their papers, which they should personally hand to the invigilator.
19. Candidates are not allowed to take any examination material out of the examination room, except examination question papers, unless specifically permitted to do so by the invigilator.
20. Students who are required to do supplementary examinations or special examinations will be officially notified (by their respective Examination Number) on the University's notice board. Students should also leave their addresses in the offices of heads of Departments, but are warned against leaving more than one contact address.
21. Students must understand that the ultimate responsibility for taking a supplementary examination at the correct time rests with the student.

## **7.17 EXAMINATION IRREGULARITIES OR ACADEMIC DISHONESTY**

- 7.17.1 Any case of examination irregularity committed by a student, invigilator or any member of staff shall be referred to the Examinations Irregularities Committee. The Committee has the power to summon students and members of staff, as it deems necessary. The chairman shall submit a report of its findings and recommendations to the Senate, through the Deputy Chancellor for Academic Affairs for final approval or otherwise.
- 7.17.2 For purposes of clarification examination irregularities shall include, but are not limited to, the following:
  - (a) A candidate found with unauthorized material/information at any time during the examination process;
  - (b) A candidate copying from another candidate's work;
  - (c) A candidate cheating by using or copying from unauthorized material;
  - (d) A candidate communicating with another candidate by giving or obtaining unauthorized assistance or attempting to do so;

- (e) A candidate refusing to obey a lawful order given by an invigilator;
- (f) A candidate behaving in such manner as to disrupt the examination process.
- (g) An invigilator violating examination regulations.
- (h) A candidate staying in the toilet for more than 10 - 15 minutes after having been allowed to go out for call of nature.
- (i) A candidate going out of an examination room and engaging in any other activity during the examination time before handing over his/her answer book.

7.17.3 A student who upon proof commits plagiarism in any academic course assessment : the work to be assessed and the evidence shall be tabled to the dean of the faculty through the respective head of the department for consideration and decision making. Where the student shall:

- a) At first instance be subjected to a warning and zero marking and in which case the student will have to re-do the assigned work.
- b) Upon repeat of the same act, the student shall be discontinued from studies.
- c) If the act is on dissertation , thesis or any research work, the supervisor is bound to advise the student to adjust his/her work by acknowledging, putting inverted commas and footnotes over areas that need to be corrected.

## **7.18 PREPARATION OF UNIVERSITY EXAMINATIONS**

7.18.1 In accordance with the provisions of the University General Examination Regulations, Heads of Departments or their designated appointed in accordance with the provisions of the said regulations shall be responsible for the setting, supervision and other examination processes in the Department.

7.18.2 Lecturers must hand in to the Head of Department in a sealed envelope examination questions, marking schemes and course outlines for safe custody.



7.18.3 The Examination Office shall supervise the photocopying, packing of examination questions and the conduct of examinations. Checking and editing shall be done by the Heads of department.

7.18.4 Heads of Department shall be responsible for ensuring that examinations are prepared and conducted in a strictly confidential manner.

## **7.19 GUIDANCE FOR INVIGILATORS**

### **7.19.1 Before the Examination:**

1. Invigilators should personally collect from the Examination Office the sealed envelopes containing the question papers and any other material prescribed in the rubrics at least thirty minutes before the examination.
2. Invigilators shall be present in the examination room at least twenty minutes before the commencement of the examination.
3. Invigilators should admit candidates to the examination room at least fifteen minutes before the commencement of the examination and ensure that students take the right places.
4. During these fifteen minutes the invigilator should:
  - a) Make an announcement to the effect that unauthorized materials are not allowed in the examination room.
  - b) Make an announcement to the effect that candidates should satisfy themselves that they are in possession of the correct paper.
  - c) Tell the students to note any special rubric at the heading of the paper.
  - d) Tell students when they may begin writing. Candidates will normally be allowed five minutes to read the paper.

### **7.19.2 During the Examination:**

1. Invigilators should not admit candidates to the examination room when thirty minutes have elapsed from the commencement of the examination and should not permit candidates to leave the examination room until half an hour has expired.

2. By the end of thirty minutes from the commencement of the examination, the Invigilators should have a written list on the Examination Attendance Sheet of the names of all the candidates present.
3. Invigilators should ensure that only one answer-booklet is provided for to each candidate.
4. Candidates are permitted to do rough work in the last pages of the examination booklet on the understanding that the rough work is to be crossed out.
5. In case of alleged examination irregularity:
  - (a) Invigilators shall report to the Head of Department immediately after the examination any candidate who contravenes the Examination Regulations and Instructions, especially by unfair practices, as spelt out in the Regulation.
  - (b) The Invigilator will require the candidate to sign an Examination Incident Report and any other materials pertinent to the incident to confirm that they are his/hers. The Invigilator will also sign and submit to the Head of the Department the Examination Incident Report, together with the candidate's examination booklet and all pertinent materials.
  - (c) The Head of the Department through the Faculty Dean will submit a full written report on the incident to the Examinations Committee.
  - (d) The processing of an alleged case of cheating or other irregularity shall be carried out as expeditiously as possible.

#### 7.19.3 At the End of the Examination

1. Invigilators shall tell the candidates to stop writing and assemble their examination papers.
2. Invigilators shall not permit the candidates to leave their places before their papers have been collected.
3. Candidates shall sign the Examination Attendance Sheet when they hand in their examination paper.
4. Invigilators shall enter the number of candidates' papers collected and/or received on the Attendance Sheet and sign it.

## **8.0 COMMON ACADEMIC REGULATIONS**

### **8.1 COURSE ASSESSMENT**

8.1.1 Each course will be assessed at the time of its completion and a grade awarded. The grade will be based on an end of course examination and course work assessments. The course work assessment shall normally constitute 40% of the total course assessment and is made up of assignments and tests.

8.1.2 Course work assessment may, however, with the approval of the Senate, constitute up to 100% of the total course assessment provided that where it exceeds 40% the assignments are made available for scrutiny by the external examiner.

8.1.3 Each faculty shall have a clear policy on the publication of final examination grades with the rounding up or rounding down of numerical grades with decimal points.

### **8.2 GRADING SYSTEM**

Monitoring of the student's progress in each course will be based on the following grading system.

<b>Percentage</b>	<b>Letter Grade</b>	<b>Points</b>	<b>Designation</b>
100-70	A	5	Distinction
69-60	B+	4	High Credit
59-50	B	3	Credit
49-40	C	2	Pass
39-35	D	1	Fail
34-0	E	0	Bad Fail

### **8.3 GRADE POINT AVERAGE (GPA) COMPUTATION FOR AWARD CLASSIFICATION**

8.3.1 The course grade multiplied by the appropriate unit weighing called Course Score will be accumulated over the whole period of study and will form the basis for the assessment of the academic award.

8.3.2 The sum of the complete Course Score in "required courses" divided by the total units of the "required courses" (i.e. all core courses plus necessary elective courses) is called the Grade Point Average (GPA) and will be used to classify the honours.

8.3.3 The Honours shall be classified as First Class Honours, Upper Second Class Honours, Lower Second Class Honours, or Pass (Third Class) Degree. The following scale shall be followed for such a classification:

<b>Points</b>	<b>Classification</b>	<b>Grade</b>
5.0 - 4.5	First Class	A
4.4 - 3.5	Upper Second Class	B+
3.4 - 2.6	Lower Second Class	B
2.5 - 2.0	Pass ( Third Class)	C

8.3.4 Courses taken as "Extra" shall not be taken into account when computing the classification but shall be recorded on the academic transcript.

## **8.4 THE AWARD OF AEGROTAT DEGREE**

Candidates who have completed their course of study but who have been absent, through illness, from part of the final examination for the first degree may apply to the University for the award of an "aegrotat degree" in accordance with the following subject conditions:

8.4.1 Candidates who have completed successfully the whole of their course work and at least 60% of their final written examinations may apply for an aegrotat degree.

8.4.2 Applications from, or on behalf of, candidates must reach the Deputy Vice Chancellor for Academic Affairs on the recommendation of the Faculty Board at least two weeks before the date of the congregation for conferment of degrees.

8.4.3 The application should be accompanied by a report from the University Medical Officer.

It is provided that an aegrotat degree will not be awarded unless the examiners consider that, in the work a candidate submitted in such part of the examination as he/she attended the candidate reached a standard, which, if also reached in the remainder of the examination, would have qualified him/her for the award of a degree.

## **8.5 PUBLICATION OF EXAMINATION RESULTS**

The Faculty Dean may, after the Faculty Board meeting, publish the examination results provisionally subject to confirmation of the results by the Senate upon the recommendation of the University Senate/Faculty Board.

## **8.6 WITHHOLDING RESULTS**

The Senate may, where a candidate has failed to fulfil a fundamental contractual or legal obligation with RUCU or having breached the same, for example not paying fees or outstanding dues or where there are allegations of acts of dishonesty or fraud such as misappropriation of students' government funds or any other person's property, bar him/her from doing an examination, etc. or withhold examination results until he/she discharges the obligation or is exonerated from any wrongdoing.

## **8.7 DISCONTINUATION**

A discontinuation will be affected under the following cases:

- 8.7.1 A candidate who is involved in or committed an Examination irregularity.
- 8.7.2 A candidate failing a supplementary examination in a carryover course.
- 8.7.3 A candidate who commits disciplinary offences as described in the RUCU By-Laws
- 8.7.4 Poor health if recommended by a professional medical practitioner from a recognized hospital and approved by the University that one's health does not allow him/her to continue with studies.
- 8.7.5 A candidate whose year's overall GPA is below 1.8

## **8.8 POSTPONEMENT OF STUDIES**

This may occur under one or more of the following reasons:

- 8.8.1 Failure to pay tuition fee, deposits and other charges in a particular semester or academic year.
- 8.8.2 Poor health if recommended by a professional medical practitioner from a recognized hospital and approved by the University that one's health does not allow him/her to continue with studies in that particular year or semester.
- 8.8.3 No candidate shall be allowed to postpone a year of study or a semester more than once.

## **8.9 REPEATING A YEAR/SEMESTER**

- 8.9.1 Failure to attend scheduled examinations in one or more courses unless by notified reason acceptable to the University.
- 8.9.2 The year's GPA is above 1.8 and above but below 2.0.

8.9.3 No student shall be allowed to repeat any year/semester of study more than once.

## **8.10 CONDITIONS FOR CARRYING OVER**

8.10.1 Failure to pass a supplementary examination in a given course.

8.10.2 Failure to attend scheduled examinations with unjustified reasons in one or more courses.

8.10.3 Failure to pass a special examination in a given course.

8.10.4 All carry over courses must be cleared in the subsequent academic year.

## **8.11 APPEALS AGAINST ACADEMIC DECISIONS**

8.11.1 Well grounded appeals supported with substantive and documented evidence against any academic decision or recommendation shall first be lodged with the appellant's Faculty Dean, who shall forward it to the Senate through the Senate with the Faculty Board's observations and recommendations. The appeal by the student shall be submitted within seven (7) days from the day the results were posted or a decision was communicated to the affected student. The decision of Senate shall be final.

8.11.2 In the case of examinations, the Board of Examiners' recommendation shall be final except where a well-authenticated claim for unfair marking or disregard for examination regulations is raised by the student concerned. In such a case, the Faculty/Institute Board shall investigate the matter and forward its findings and observations to the Examinations Committee for detailed discussion. It will make its recommendation to the Senate, whose decision shall be final.

8.11.3 A student who is dissatisfied with a grade obtained in a particular examination may apply for the remarking of the examination paper to the Head of the Department in which the course was offered. The application should be made not less than one week after the release of the examination grades by the Senate, except for the second semester, when the appeal can be made during the first week of the new academic year. A valid justification for the request must be given in writing. The Head of the Department and members of the faculty will then review the case to see if remarking is warranted. An examiner other than the one who initially marked the script will remark the paper. The grade after remarking the paper will be final regardless of whether it is lower or the same as the first grade. The student may not request a second remarking of the same script. The grade will be communicated to the student by the Corporate Counsel or the Head of the Department.

8.11.4 No appeal whatsoever pertaining to the conduct of any University examinations and the marking of the scripts thereof shall be entertained unless such an appeal is lodged with the appropriate university authorities within seven days of the date of publication of the results by or under the authority of the Senate.

8.11.5 A student must be assured that his/her examination papers shall be marked and those marks accurately recorded.

8.11.6 All appeals regarding semester examinations should be accompanied by a fee of five thousands shillings (**Tshs. 5000/-**) for Certificate and Diploma students and of ten thousand shillings (**Tshs. 10,000/-**) for undergraduate and postgraduate students. The Senate may, from time to time, prescribe different rates for this fee.

8.11.7 The fee shall be reimbursed to winning appellants but shall be forfeited in respect of those who partly or wholly lose their appeals.

## **8.12 GRADUATION**

With the approval of the Senate upon recommendation of the Senate, students who complete and fulfil the requirements of the programme will graduate. Graduation attire will be hired for three days at twenty five thousand **shillings (T shs. 25,000/=)** for degree or diploma, and fifteen thousand shillings (**T shs.15,000/=**) for certificate graduands. Any late return of the graduation attire shall be charged at ten thousand shillings (**T shs.10,000/=**) per day. The rates will be revised from time to time to cope with rising costs.

## **8.13 CERTIFICATES AND ACADEMIC TRANSCRIPTS**

A fee of five thousand shillings (**T shs. 5,000/=**) shall be charged for certifying each copy of the academic transcript. Persons applying through the Deputy Vice Chancellor for Academic Affairs(DVCAA) for a certificate of graduation will be charged five thousand shillings (**T shs. 5,000/=**). A clearance form from the Bursar's office must be submitted along with a passport size photograph for preparation of transcripts. The fees will be revised from time to time to cope with the rising costs.

## **8.14 LOSS OF CERTIFICATES**

The University may issue another copy of the certificate in cases of either the loss or the destruction of the originals on the condition that:

8.14.1 The applicant produces a sworn affidavit testifying to the loss or destruction of the original.

8.14.2 The applicant must produce evidence that the loss has been adequately and publicly announced.

8.14.3 The replacement certificate will not be issued until the lapse of a period of twelve (12) months from the date of the loss or destruction.

8.14.4 A fee of five thousand shillings (**T shs. 5,000/=**) shall be charged for the copy of the certificate issued.

8.14.5 A Certificate so issued shall have "COPY" marked across it.

## **8.15 COMPLETION OF RESEARCH DISSERTATION/THESIS**

A student who fails to complete his/her research dissertation/thesis by the specified date or fails in such work shall be given an extension of not more than one additional year to complete or rewrite it.

## **8.16 GENERAL CONDITIONS FOR DISCONTINUATION**

Students will be discontinued from any course programme as a result of the following:

8.16.1 Failure to attend scheduled examinations, unless caused by justified circumstances.

8.16.2 Failure to pass scheduled examinations.

8.16.3 Examination irregularities.

8.16.4 Failure to pay student fees, deposits and charges.

8.16.5 Disciplinary offences as described in the RUCU students By-Laws.

8.16.6 Poor health if recommended by a competent medical practitioner and approved by the University that one's health does not allow one to continue with studies.

8.16.7 If the year's overall GPA is below 1.8.



**PART II**  
**ACADEMIC PROGRAMMES**

## **1.0 FACULTY OF INFORMATION AND COMMUNICATION TECHNOLOGY**

The Faculty of Information and Communication Technology currently comprises two departments, the Department of Computer Science and Department of Environmental Health Sciences.

The faculty offers three-year undergraduate programmes leading to the Bachelor of Science in Computer Science (Information System), the Bachelor of Science in Computer Science (Software Engineering) and Bachelor of Environmental Health Sciences with Information Technology (BEHSIT), a two-year diploma in Computer Science and a one-year Certificate programme leading to a Certificate in Computer Science.

### **1.1 BACHELOR OF SCIENCE IN COMPUTER SCIENCE INFORMATION SYSTEM (BSC IN CS - INFORMATION SYSTEMS)**

#### ***1.1.1 The programme aims to produce:***

1. Graduates with knowledge and the ability to construct substantial programs for users.
2. Graduates who are able to analyse the information requirements of organisations, to design appropriate systems within which computers may play part, and with longer experience to implement these systems.
3. Graduates who are able to control the storage and transmission of data, the operation of computer hardware and software. Current names for such people are system administrators and network administrators.
4. Graduates who can also go on to do postgraduate studies in either ICT or Business Administration and become trainers in their areas of specialisation.

#### ***1.1.2 Admission requirements:***

The Minimum Entrance Requirements for a First Degree are as follows:

- i) Certificate of Secondary Education (C.S.E.E) or equivalent with passes in FIVE approved subjects, obtained prior to the sitting of the Advanced Certificate of Secondary Education (A.C.S.E.E) or equivalent.
- ii) At least two Principal level passes and a total of 4.5 or more points (where A= 5, B= 4, C= 3, D=2, E=1 and S= 0.5) in approved subjects in the Advanced Certificate of Secondary Education (A.C.S.E.E).

- iii) Equivalent qualifications such as ordinary or advanced diploma/certificate or degrees or Mature Age/Pre-entry courses considered to be appropriate for the programme to be pursued.

The Minimum Entrance Requirements listed above must include:

- i) Good Principal level passes in Physics and Mathematics at “A” Level;  
**OR**
- ii) An appropriate Equivalent Qualification such as a Diploma in Computer Science with at least second class standing from a recognised University. **OR**
- iii) An appropriate Equivalent Qualification such as Certificate in Computer Science with distinction class from a recognised University.

### **1.1.3 Duration of the Degree Programme**

The degree programme is scheduled to run under a semester system in which there are fifteen teaching weeks plus two examinations weeks per semester. The Bachelor of Science in Computer Science (Information Systems) degree programme is designed to run for three (3) years.

### **1.1.4 Curriculum [List of Courses on the BSc in Computer Science (Information System)]**

<b>Course Code</b>	<b>Course Title</b>	<b>Units</b>
<b>First Year (Semester One)</b>		
RCS 100	Introduction to Informatics	2
RCS 110	Microcomputer Applications	2
RCS 106	Calculus	3
RCS 101	Computer Architecture	2
RCS 104	Discrete Structures	3
RMS 110	Introduction to Business and Management	2
RPH 113	Social Ethics I	2
RSS 110	Development Studies I	3
RLG108	Communication Skills I	3
<b>First Year (Semester Two)</b>		
RCS 102	OO Programming I	3
RCS 103	Algorithms & Data Structures	3
RMS 222	Small Businesses & Entrepreneurship	2

RCS 105	Linear Algebra	3
RPH 114	Social Ethics II	2
RSS 130	Development Studies II	3
RLG 128	Communication Skills II	3

**FIRST PRACTICAL TRAINING**

RPT 199	First Year Practical Training (6 to 8 weeks)	2
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**Second Year (Semester Three)**

RCS 200	Network Design & Administration I	3
RCS 203	Software Engineering	3
RCS 207	Structure of Programming Languages	2
RCS 202	Operating Systems	3
RCS 215	Probability and Statistics	2

**Second Year (Semester Four)**

RCS 204	MIS	2
RCS 201	Database Design	3
RCS 208	Computer Graphics and Multimedia	2
RCS 206	PC Diagnostics & Maintenance	2
RCS 205	Linux System Administration	2

**SECOND PRACTICAL TRAINING**

RPT 299	Second Year Practical Training (6 to 8 weeks)	2
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**SECOND YEAR OPTIONAL COURSES**

RCS 209	Advanced Software Engineering	3
RCS 210	Programming in C	3
RCS 211	GIS	2
RCS 213	Compilers	2
RCS 214	Theory of Computation	2
RCS 216	Numerical Analysis	2

**Third Year (Semester Five)**

RCS 305	Computer System Security	2
RCS 300	Systems Analysis and Design	3
RCS 304	Professional Practices of Information Systems	2
RCS 399	Final ICT Project	4

### **Third Year (Semester Six)**

RCS 315	Network Design & Administration II	2
RCS 302	Database Systems	3
RCS 301	Internet Programming and E-Applications	2

### **THIRD YEAR OPTIONAL COURSES**

RCS 303	Project Management	2
RCS 310	Computer Simulation and Modelling	2
RCS 311	Introduction Artificial Intelligence	2
RCS 307	Operations Research	2
RCS 313	Distributed Systems	2
RCS 315	Network Design & Administration II	2

## **1.2 BACHELOR OF SCIENCE IN COMPUTER SCIENCE SOFTWARE ENGINEERING (BSC IN CS - SOFTWARE ENGINEERING)**

### **1.2.1 The programme aims to produce:**

1. Graduates with knowledge and the ability to construct substantial programs for users.
2. Graduates who are able to analyse the information requirements of organisations, to design appropriate systems within which computers may play part, and with longer experience to implement these systems.
3. Graduates who are able to control the storage and transmission of data, the operation of computer hardware and software. Current names for such people are system administrators and network administrators.
4. Graduates who can also go on to do postgraduate studies in either ICT or Business Administration and become trainers in their areas of specialisation.

### **1.2.2 Admission requirements:**

The Minimum Entrance Requirements for a First Degree are as follows:

- i) Certificate of Secondary Education (C.S.E.E) or equivalent with passes in FIVE approved subjects, obtained prior to the sitting of the Advanced Certificate of Secondary Education (A.C.S.E.E) or equivalent.
- ii) At least two Principal level passes and a total of 4.5 or more points (where A= 5, B= 4, C= 3, D=2, E=1 and S= 0.5) in approved subjects in the Advanced Certificate of Secondary Education (A.C.S.E.E).
- iii) Equivalent qualifications such as ordinary or advanced diploma/certificate or degrees or Mature Age/Pre-entry courses considered to be appropriate for the programme to be pursued.

The Minimum Entrance Requirements listed above must include:

- i) Good Principal level passes in Physics and Mathematics at "A" Level;  
**OR**
- ii) An appropriate Equivalent Qualification such as a Diploma in Computer Science with at least second class standing from a recognised University. **OR**
- iii) An appropriate Equivalent Qualification such as Certificate in Computer Science with distinction class from a recognised University.

### **1.2.3 Duration of the Degree Programme**

The degree programme is scheduled to run under a semester system in which there are fifteen teaching weeks plus two examinations weeks per semester. The Bachelor of Science in Computer Science (Software Engineering) is designed to run for three (3) years.

### **1.2.4 Curriculum [List of Courses on the BSc in Computer Science (Software Engineering)]**

<b>Course Code</b>	<b>Course Title</b>	<b>Units</b>
<b>First Year (Semester One)</b>		

RCS 100	Introduction to Informatics	2
RCS 110	Microcomputer Applications	2
RCS 106	Calculus	3
RCS 101	Computer Architecture	2
RCS 104	Discrete Structures	3
RMS 110	Introduction to Business and Management	2
RPH 113	Social Ethics I	2
RSS 110	Development Studies I	3
RLG 108	Communication Skills I	3
<b>First Year (Semester Two)</b>		
RCS 102	OO Programming I	3
RCS 103	Algorithms & Data Structures	3
RMS 222	Small Businesses & Entrepreneurship	2
RCS 105	Linear Algebra	3
RPH 114	Social Ethics II	2
RSS 130	Development Studies II	3
RLG 128	Communication Skills II	3
<b>FIRST PRACTICAL TRAINING</b>		
RPT 199	First Year Practical Training (6 to 8 weeks)	2
<b>Second Year (Semester Three)</b>		
RCS 200	Network Design & Administration I	3
RCS 203	Software Engineering	3
RCS 212	OO Programming II	3
RCS 202	Operating Systems	3
RCS 215	Probability and Statistics	2
<b>Second Year (Semester Four)</b>		
RCS 204	MIS	2
RCS 201	Database Design	3
RCS 208	Computer Graphics and Multimedia	2
RCS 209	Advanced Software Engineering	3
RCS 205	Linux System Administration	2

**SECOND PRACTICAL TRAINING**

RPT 299 Second Year Practical Training (6 to 8 weeks) 2

**SECOND YEAR OPTIONAL COURSES**

RCS 206 PC Diagnostics & Maintenance 2

RCS 210 Programming in C 3

RCS 211 GIS 2

RCS 213 Compilers 2

RCS 214 Theory of Computation 2

RCS 216 Numerical Analysis 2

**Third Year (Semester Five)**

RCS 305 Computer System Security 2

RCS 300 Systems Analysis and Design 3

RCS 304 Professional Practices of Information Systems 2

RCS 399 Final ICT Project 4

**Third Year (Semester Six)**

RCS 303 Project Management 2

RCS 302 Database Systems 3

RCS 301 Internet Programming and E-Applications 2

**THIRD YEAR OPTIONAL COURSES**

RCS 310 Computer Simulation and Modelling 2

RCS 311 Introduction to Artificial Intelligence 2

RCS 307 Operations Research 2

RCS 313 Distributed Systems 2

**1.3 BACHELOR OF ENVIRONMENTAL HEALTH SCIENCES WITH INFORMATION**

**TECHNOLOGY (BEHSIT)**

The courses will be under the Faculty of Information and Communication Technology. The ICT courses will be administered by the department of Computer Science, which is already established while the Environmental Health sciences courses will be administered by the department of



Environmental Health Sciences. This department is expected to grow to become the faculty of Environmental Health Sciences.

### **1.3.1 OBJECTIVES OF THE PROGRAMME**

The Educational aim of the programme is to enable students understand Environmental Health Sciences and IT at degree level.

The programme is intended to achieve the following specific objectives:

- Enable graduates to design and implement automated environmental health sciences databases
- Enable graduates to undertake environmental analysis
- Enable graduates to design data warehouses and use data mining techniques to gain new knowledge from such databases
- Enable graduates advice industrial and other top management on proper ways of waste disposal. The wastes could be solid, liquid or gases
- Enable graduates advice management on proper waste treatment procedures
- Enable graduates to be self employed by establishing environmental analysis laboratories
- Develop students to become environmental health research scientists

### **1.3.2 ADMISION REQUIREMENTS**

Candidates must be able to satisfy the general admissions requirements of the Ruaha Catholic University.

#### **Specific Programme Admission Requirements**

##### **OPTION I**

(a) Certificate of Secondary Education Examination (C.S.E.E.) or East African Certificate of Education (Ordinary Level) or equivalent, with passes in FIVE approved subjects, obtained prior to the sitting of the Advanced Certificate of Secondary Education Examination (A.C.S.E.E.) or equivalent.

And

(b) One of the following combinations of passes in Advanced Certificate of Secondary Education Examination (A.C.S.E.E.) or equivalent;

**Either**

(i) Two principal Level passes in Biology, Chemistry or Geography

**Or**

(ii) An appropriate Diploma with B average, Credit or higher grade.

### **1.3.3 DURATION OF THE DEGREE PROGRAMME.**

The degree programme is scheduled to run under a semester system in which there are fifteen teaching weeks plus two examination weeks per semester. The Bachelor of Environmental Health Sciences with Information Technology is designed to run for six semesters Plus two Practical Training periods each of 6-8 weeks totalling (3 years)

### **1.3.4 Curriculum List of Courses on the BACHELOR OF ENVIRONMENTAL HEALTH SCIENCES with Information Technology (BEHSIT)**

#### **1<sup>ST</sup> YEAR COURSES (42 units)**

##### **First semester: Core Courses**

REV 111	General Chemistry	3
REV 113	Elements of Ecology	3
RCS 100	Introduction to Informatics	2
RCS 110	Microcomputer Applications	2
RCM 110	Computer Mathematics I	3
RMS 110	Introduction to Business and Management	2
RPH 113	Social Ethics I	2
RSS 110	Development Studies I	3
RLG 108	Communication Skills I	3

##### **Second semester: Core Courses**

REV 112	Organic Chemistry	3
REV 114	Biostatistics	3
REV 110	Introduction to Environmental Health Sciences	2
RCS 102	OO Programming I	3

RCM 120	Computer Mathematics II	2
RPH 114	Social Ethics II	2
RSS 130	Development Studies II	3
RLG 128	Communication Skills II	3

**FIRST YEAR PRACTICAL TRAINING**

RPT 199	First Year Practical Training	2
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**2<sup>ND</sup> YEAR COURSES (37 units)**

**First semester: Core Courses**

REV 221	Limnology I	3
REV 222	Environmental Analytical Techniques	3
REV 223	Solid Wastes and Hazardous Materials	3
REV 225	Environmental Toxicology	3
REV 227	Environmental Microbiology	3
REV 228	Environmental Soil Science	3

**Second semester: Core Courses**

REV 230	Limnology II	3
REV 231	Environmental Assessment	3
REV 233	Wetland Ecology	3
REV 234	Environmental Research Methods	3

**SECOND YEAR PRACTICAL TRAINING**

RPT 299	Second Year Practical Training	2
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**2<sup>ND</sup> YEAR OPTIONAL COURSES (At least 7units)**

3	REV 232	Environmental Economics	
	REV 235	Environmental Microbiology II	3
	REV 236	Detection and Control of Environmentally Transmitted Microbiological Hazards	2
	RMS 222	Small Business & Entrepreneurship	3
	RCS 206	PC Diagnostics & Maintenance	2

### 3<sup>RD</sup> YEAR COURSES (25)

#### First semester: Core Courses

REV 331		Atmospheric	Pollution
3			
RLW 304	Environmental Law		3
REV 305	Water Pollution and Control		3
	<b>Elective Courses: (At least 7 units)</b>		3
REV 332	Remote Sensing		2
REV 333	Aquatic Chemistry		2
REV 334	Industrial Hygiene		3
REV 335	Environmental Risk and Society		2
REV 336	Occupational Safety Management		3
REV 306	Oceanography		3

#### Second semester: Core Courses

REV 304		Environmental	Geomorphology
3			
RCS 211			GIS
2			
REV 307		Environmental	Research Project
6			

## 1.4 DIPLOMA IN COMPUTER SCIENCE

The programme recognizes and emphasizes the importance of a practical content, which will address the needs of the market and concentrate on the essentials of systems analysis, software and applications programming. The Diploma programme is more practically oriented.

The graduate at this level is expected to offer technical support to Software Engineers, Systems Analysts, Network Designers etc., in the field of Computer Science (CS) and Information, Communication and Technology (ICT).

### 1.4.1 Specific Objectives of the Programme:

*The objectives of the programme are to:*

1. Provide the students intermediate education through the study of a diploma in computer science.
2. Develop the skills needed to apply fundamental systems analysis and design concepts and methods.
3. Prepare students as technicians as well as supporting staff for a career in the CS and ICT segments of business, industry, government, education, management, planning, and decision-making.
4. Provide technology-oriented professionals with the knowledge and ability to assist in the development of creative solutions.

#### **1.4.2 Expected Results:**

1. To create a cadre of people who will be working full time with intermediate, technically based and industry-orientated in various aspects of Information Technology.
2. To create a pool of qualified Computer technicians and supporting personnel in Computer Science and in Information Communication and Technology.
3. To have graduates who will promote better accessibility to formal training opportunities in Informatics by providing the same locally.
4. To have trained Informatics technicians at diploma level with adequate skills to man the Informatics industry in its own right, and the various sectors engaged in the application of Informatics.

#### **1.4.3 Admission Requirements**

##### **Direct Entry:**

- (a) A Certificate of Secondary Education Examination (CSEE) or East Africa Certificate of Education (EACE) 'O' level with passes in at least four approved subjects including a pass in Mathematics
- (b) One of the following combinations of passes in the Certificate of Advanced Secondary Education Examination (CASEE) or East Africa Certificate of Education (EACE) 'A' level or equivalent:
  - i) One principal level pass in either Computer Studies, Mathematics, Physics, Chemistry, Economics, Commerce, Geography or Accountancy and a subsidiary pass in any of these subjects; **or**
  - ii) One Principal level pass grade 'C' and above in any of the subjects listed in (i); **or**
  - iii) A Form VI certificate with at least two subsidiary level passes in the subjects listed in (i) plus at least two years industrial experience; **or**
  - iv) A recognised University Certificate in Computer Science with an average GPA of at least 3.5.

### *Equivalent Qualifications*

An ordinary National Certificate or Diploma at a good pass or a qualification of an equivalent standard awarded by recognized bodies or by a University and the TCU or certificate in computer science recognised by NACTE or TCU.

#### **1.4.4 Duration of the Diploma Programme:**

The diploma programme is scheduled to run under a semester system in which there are fifteen teaching weeks plus two examination weeks per semester.

#### *Full time Diploma students*

Full time students need four semesters (two years) to complete the programme. They will start classes from morning to evening depending on the time table in place. They will need to attend lectures, tutorials, seminars and practicals.

#### *Part-time (Evening) Diploma Students*

Part-time students need five semesters (two and a half years) to complete the programme. They will have classes from 4:00 pm to 8:00 pm on weekdays and on Saturdays from 8:00am to 1:00pm

#### **1.4.5 Semesterization of Diploma Courses**

##### **List of Core Courses for the Regular Programme**

<b>Code</b>	<b>Description</b>	<b>Units</b>
<b>First Year</b>		
<b>Semester I</b>		
RIS 951	Computer Science Mathematics I	2
RIS 952	Office Automation and Internet	3
RPH 113	Social Ethics I	2
RIS 931	Introduction to Informatics	2
RLG 108	Communication Skills II	2
RIS 931	Introduction to Informatics	2
RIS 932	High Level Programming	3
<b>Semester II</b>		
RIS 953	MIS	2
RIS 956	Operating Systems and their Configurations	3
RPH 114	Social Ethics II	3

RLG 128	Communication Skills II	3
RIS 961	Design and Implementation of Web pages	2
RIS 964	Introduction to Computer Architecture	2
RIS 965	Data Structures and Algorithms	2
RIS 969	Information Systems Analysis and Design	2
RIS 998	Practical Training	2

## **Second Year**

### **Semester I**

RIS 954	Computer Science Mathematics II	2
RIS 955	Object Oriented Programming	3
RIS 957	Introduction to Database Systems	2
RIS 959	Network Designs and Administrations	2
RIS 942	Introduction to Computer Graphics	2
RIS 983	Electronic Commerce	2

### **Semester II**

RIS 958	PC Diagnostic and Maintenance	2
RIS 962	Business Statistics	3
RIS 971	Multimedia	3
RIS 068	Introduction to Project Management	2
RIS 999	Independent ICT Project	4

#### List of Optional Courses (Year 2)

RIS 963	Professional Issues in Information Systems Practice	2
RIS 967	Fundamentals of Computerized Accounting	3

## **1.5 CERTIFICATE IN COMPUTER SCIENCE**

### **1.5.1 Admission Requirements:**

A candidate, before being admitted to the course, must normally have obtained the School Certificate of Secondary Education with passes in Mathematics and English.

### **1.5.2 Duration of the Certificate Programme:**

The certificate programme is scheduled to run under a semester system in which there are fifteen teaching weeks plus two examinations weeks per semester. The Certificate in Computer Science is designed to run for one (1) year.

**1.5.3 Curriculum [List of Courses on the Certificate in Computer Science]**

<b>Code</b>	<b>Description</b>	<b>Units</b>
RIS 011	Basic Computer Knowledge	3
RIS 022	Business Communication	2
RIS 033:	Basic Computer Applications	3
RIS 044	Computing Mathematics	2
RIS 055	Programming Basics	4
RIS 066	Introduction To Digital Logic and Digital Elements	2
RIS 077	Principles of Operating Systems	3
RIS 088	Design And Implementation of Web Pages	3
RIS 099	Management of Database Systems	3
RIS 010	Network Installation and Management	3
RIS 020	Network Operating Systems	3

**1.6 ICT ACADEMIC STAFF**

NO	NAMES	G	QUALIFICATION	POSITION
1	Dr. Sylviano C. Kitinya	M	PhD (Durham), MSc(UDSM), BSc (UDSM)	Dean Faculty of ICT & Senior Lecturer
2	Mr. Carl A. Mmuni	M	MSc (Maths) (Dar), BSc (Ed) (Dar), Dip Ed (Dar)	Lecturer & Associate Dean (FICT), Ag DPGS
3	Mr. Paul K.M. Masenya	M	MSc( Maths) (Dar), BSc (Ed) (Dar)	Assistant Lecturer,
4	Fr. Benedict Nyoni**	M	MSc. (Maths), BSc	Assistant Lecturer
5	Ms. Sara Mkango	F	MSc (Dar), BSc (Dar)	Assistant



				Lecturer
6	Mr. Gervas B. Mgya	M	MSc (UDOM), BSc (RUCO)	Assistant Lecturer
7	Mr. Keneth W. Turuka	M	PGDSc (Dar), BA(Ed) (Dar)	Tutorial Assistant
8	Mr. Juma M. Rugina	M	MBA (IUCO), BSc (RUCO)	Assistant Lecturer, Head Computer Dept.
9	Mr. Edwin Kambo*	M	BSc (RUCO), on M.Sc (UDSM)	Tutorial Assistant
10	Mr. Omary Kigodi	M	MSc (NELSON MANDELA), BSc (RUCO)	Assistant Lecturer
11	Mr. Logatho Benedict*	M	BSc (MUCE), on M.Sc (UDSM)	Tutorial Assistant
12	Mr. Deogratius Shidende*	M	BSc (Dar)	Tutorial Assistant
13	Mr. Dan Mfungo	M	BSc (RUCO)	Tutorial Assistant
14	Mr. Lusekelo Kibona*	M	MBA (IUCO), BSc (Dar)	Assistant Lecturer
15	Mr. Samwel Mkea*	M	BSc (RUCO)	Lab. Technician
16	Ms. Devotha Nyambo*	F	BSc (RUCO)	Tutorial Assistant
17	Mr. Benard Mwakisunga	M	MSc (Dar), BSc (Dar)	Assistant Lecturer Head of Department of Environmental Health Sciences
18	Ms. Martha Mhongole*	F	BSc (RUCO)	Tutorial

				Assistant
19	Mr. Emmanuel Mwangosi*	M	BSc(RUCO)	Tutorial Assistant
20	Ms. Salome Mwashitete	F	Adv. Dipl. (IAA)	Lab. Technician
21	Mr. Mafanikio Kinemelo	M	BSc (St. Joseph)	Tutorial Assistant
22	Ms. Jane Gilitu*	F	BSc (RUCO)	Tutorial Assistant
23	Ms. Neema Talawa*	F	BSc (RUCO)	Tutorial Assistant
24	Mr. E.B. Mhoro	M	Dipl.( Botany) (Dar)	Lab. Technician
25	Ms. Tulamwona Dumulinyi	F	MSc (Forestry) SUA, BSc (SUA)	Assistant Lecturer
26	Ms. Johari Mhanga	F	MSc (UDOM), BSc (Dar)	Assistant Lecturer
27	Mr. Kevin Rutta	M	BSc	Tutorial Assistant
28	Mr. Robert Siong'o	M	(DIT) Dipl. Lab. Technician	Lab. Technician
29	Mr. Julian Peter	M	(DIT) Dipl	Lab. Technician

**Key:**

\*\* Ph.D Candidate, \* Masters' Candidates

## 2.0 THE FACULTY OF LAW:

The Law programmes offered by RUCU prepare students to join either the legal profession or a number of other careers. The Faculty of Law has the obligation to offer a legal education aimed at providing theoretical knowledge, analytical and practical skills, which are necessary to produce a society-conscious lawyer/professional who can contribute to the development of his/her country and the international community. The Faculty of Law offers the following programmes:

- i. Certificate in Law
- ii. Diploma in Law
- iii. Bachelor of Laws (LL.B)
- iv. Master of Laws (LL.M) in: Human Rights Law
- v. Master of Laws (LL.M) in: Trade and Finance
- vi. Master of Laws (LL.M) in: Finance and Banking
- vii. Postgraduate Diploma in Law
- viii. Degree of Doctor of Philosophy (Ph.D) in Law

### 2.1 BACHELOR OF LAWS (LL.B) PROGRAMME

#### 2.1.1 *The LL.B degree programme at RUCU aims at:*

1. Providing a thorough and basic training in law and the legal techniques required for the successful practice of law and scholarly work in law;
2. Preparing graduates for the lawyer's responsibility to improve the administration of justice and providing government and community leadership;
3. Developing legal and practical skills while inculcating ethical principles;
4. Challenging students to think critically;
5. Producing a society conscious lawyer;
6. Imparting to students sufficient legal research skills;
7. Imparting to students sufficient analytical skills;
8. Imparting to students sufficient legal counselling skills;
9. Imparting to students sufficient advocacy skills;
10. Imparting to students sufficient legal documentation skills;
11. Imparting to students sufficient negotiation skills;
12. Imparting to students sufficient craftsmanship skills;
13. Imparting to students sufficient legal procedural skills;
14. Enabling students acquire sufficient knowledge of substantive and procedural law.

### **2.1.2 Admission Requirements:**

The Minimum Entrance Requirements for a First Degree are as follows:

- i) Certificate of Secondary Education (C.S.E.E) or equivalent with passes in FIVE approved subjects, obtained prior to the sitting of the Advanced Certificate of Secondary Education (A.C.S.E.E) or equivalent.
- ii) At least two Principal level passes and a total of 4.5 or more points (where A= 5, B= 4, C= 3, D=2, E=1 and S= 0.5) in approved subjects in the Advanced Certificate of Secondary Education (A.C.S.E.E).
- iii) Equivalent qualifications such as ordinary or advanced diploma/certificate or degrees or Mature Age/Pre-entry courses considered to be appropriate for the programme to be pursued.

The Minimum Entrance Requirements listed above must include at least a "C" grade in English at the "O" level or the equivalent qualification either:

- i) A Diploma in Law from an accredited/recognized institution of education of not less than second-class in addition to an "O" Level credit pass of least "C" grade in English; **OR**
- ii) A Certificate in Law from an accredited/recognized University passed with distinction and must have "O" level credit pass of at least "C" grade in English; **OR**
- iii) A pass in the Mature Age Entrance Examination; **OR**
- iv) Pre-entry courses set and recognized by the University. Written evidence of a satisfactory pass of the same will be essential.

Candidates with awards from other Institutions of higher learning will be considered on their own merit.

### **2.1.3 Duration of the Degree Programme:**

The degree programme is scheduled to run under a semester system in which there are fifteen teaching weeks plus two examinations weeks per semester. The Bachelor of Law is designed to run for four (4) years.

### **2.1.4 Curriculum:**

<b>Code</b>	<b>Description</b>	<b>units</b>
<b>First Year [Semester One]</b>		
RLW 100	Constitutions and Legal Systems of East Africa I	3

RLW 101	Law of Contract I	3
RLW 103	Legal Method I	3
RLW 104	Introduction to Law	3
RLW 108	Communication Skills for Lawyers I	3
RSS 110	Development Studies	3

**First Year [Semester Two]**

RLW 120	Constitutions and Legal Systems of East Africa II	3
RLW 121	Law of Contract II	3
RLW 122	Criminal Law	3
RLW 123	Legal Method II	3
RLW 128	Communication Skills for Lawyers II	3
RPH 113	Social Ethics	3
	<b>Total Units</b>	<b>36</b>

**Second Year [Semester Three]**

RLW 200	Administrative Law I	3
RLW 201	Land Law I	3
RLW 202	Law of Evidence I	3
RLW 203	Public International Law I	3
RLW 204	Family Law	3
RLW 209	Communication Skills for Lawyers III	2
Option I	One optional course shall be taken from the list of optional courses	

**Second Year [Semester Four]**

RLW 220	Administrative Law II	3
RLW 221	Land Law II	3
RLW 222	Law of Evidence II	3
RLW 223	Law of Business Associations, Cooperatives and Public Enterprise	3
RLW 225	Public International Law II	3
RLW 229	Communication Skills for Lawyers IV	2
Option I		

Option II Two optional courses shall be taken from the list of optional courses

**Total Units 43**

**Third Year [Semester Five]**

RLW 300	Jurisprudence I	3
RLW 302	Law of Torts I	3
RLW 303	Legal Research	3
RLW 304	Environmental Law	3
RLW 305	Tax Law	3
RLW 306	Law and Development	3
RLW 309	Communication Skills for Lawyers V	2

Option I One optional course shall be taken from the list of optional courses

**Third Year [Semester Six]**

RLW 320	Jurisprudence II	3
RLW 321	Labour Law	3
RLW 322	Law of Torts II	3
RLW 323	Legal Writing and Drafting I	3
RLW 330	East African Community Law	3
RLW 324	Arbitration and Alternative Dispute Resolution	3
RLW 329	Computer Skills for Lawyers	2

Option I One optional course shall be taken from the list of optional courses

**Total Units 46**

**Fourth Year [Semester Seven]**

RLW 400	Civil Procedure I	3
RLW 401	Legal Ethics and Legal Practice	3
RLW 402	Private International Law	3
RLW 403	Criminal Procedure I	3
RLW 404	Legal Writing and Drafting II	3

Option I Two optional courses shall be taken from the list of optional courses  
 Option II

**Fourth Year [Semester Eight]**

RLW420	Civil Procedure II	3
RLW 421	Legal Practice, Management and Accounting for Lawyers	3
RLW 422	Criminal Procedure II	3
RLW 423	Law of Succession and Trust	3
RLW 800	Research Paper	6
Option I	One optional course shall be taken from the list of optional courses	
	<b>Total Units</b>	<b>42</b>

**LIST OF OPTIONAL COURSES**

RLW 700	Banking Law	3
RLW 701	Comparative Religious Law	3
RLW 702	Capital Market and Security Law	3
RLW 703	Criminology and Penology	3
RLW 704	Human Rights Law	3
RLW 705	Insurance Law	3
RLW 706	Intellectual Property Law	3
RLW 707	International Humanitarian Law	3
RLW 708	International Criminal Law	3
RLW 508	International Trade and Finance Law	3
RLW 509	Law of the Child	3
RLW 510	Local Government Law	3
RLW 511	Refugee Law	3
RLW 512	Social Security Law	3
RLW 514	The Law of Negotiable Instruments	3
RLW 515	Competition Law	3
RLW 516	Investment Law	3
RLW 517	African Law	3
RLW 518	Commercial and Consumer Transaction Law	3

**NOTE:**

### **FIRST YEAR**

1. Total minimum aggregate 1<sup>st</sup> year units are 36.
2. No optional course should be available to first year students.

### **SECOND YEAR**

1. During semester three a student must take one (1) course from the list of options.
2. During semester four a student must take two (2) courses from the list of options.
3. Total minimum aggregate 2<sup>nd</sup> year units are 43.

### **THIRD YEAR**

1. During semester five a student must take one (1) course from the list of options.
2. During semester six a student must take one (1) course from the list of options.
3. Total minimum aggregate 3<sup>rd</sup> year units are 46.

### **FOURTH YEAR**

1. A fourth year student must complete a compulsory research paper the value of which is 6 units.
2. During semester seven a student must take two (2) courses from the list of options.
3. During semester eight a student must take one (1) courses from the list of options.
4. Total minimum aggregate 4<sup>th</sup> year units are 42.

### **AWARD OF THE BACHELOR OF LAWS**

It shall require at least 167 credit hours to complete the Bachelor of Laws degree.

These shall be divided into 40 core subjects, 8 compulsory subjects, 8 optional subjects and 1 dissertation.

## **2.2 DIPLOMA IN LAW PROGRAMME**

The Diploma in Law is intended to produce graduates who are well equipped with the necessary legal knowledge and skills for the manning of the middle- level legal position both in the public and private sectors. It can also serve as an equivalent entry qualification into the LL.B degree for those applicants who do not qualify for direct entry.

### **2.2.1 After the course student are expected to be able to:**



- Preside over Civil and Criminal cases in their capacities as magistrates in their country's legal system;
- Prepare legal documents, provide legal opinions or perform administrative duties while working as legal technicians, legal officers.
- Preparing graduates for the legal officer's responsibility to improve the administration of justice and providing government and community leadership;
- Developing legal and practical skills and inculcating ethical principles;
- Challenging students to think critically;
- Imparting to students sufficient field legal research skills;
- Imparting to students sufficient analytical skills;
- Imparting to students sufficient legal counselling skills;
- Imparting to students sufficient legal documentation skills;
- Imparting to students sufficient negotiation skills;
- Imparting to students sufficient legal procedural skills;
- Enabling students to acquire sufficient knowledge of substantive and adjectival law.

### **2.2.2 Admission Requirements:**

The applicants for the diploma in law of RUCU must fulfill the general as well as specific requirements for admission.

#### *General Eligibility for Admission*

All members of the public from within and without Tanzania are eligible for admission for the Diploma in Law provided that the entry requirements are met and approved by the appropriate academic bodies.

#### *Entry Requirements*

A candidate shall be eligible for consideration for admission to the Diploma in Law programme if: -

- i.** The applicant is a holder of an advanced Certificate of Secondary Education Examination (ACSEE) or equivalent; **and**
- ii.** He/she has obtained at one Principal level pass and a total of 5.0 or more points (Where A=5, B=4, C=3, D=2, E=1, S=0.5) in approved subjects in the Advanced Certificate of Secondary Education Examination (ACSEE); **and**
- iii.** He/she must have 'O' level credit pass of at least "C" grade in English.

### *Equivalent Qualifications*

A Diploma in Law from an accredited/recognized Institution of not less than second class and must have an "O" level credit pass of at least "C" grade in English

### **2.2.3 Duration of the Diploma Programme:**

The diploma programme is scheduled to run under a semester system in which there are fifteen teaching weeks plus two examinations weeks per semester. The Diploma in Law programme is designed to run for two (2) years. However, students will be required to do some practical fieldwork which will take place between the end of semester two of the first academic year and the beginning of semester three of the second academic year. At the end of the practical assignment, students will be required to produce a written report which will form part of their assignment.

### **2.2.4 Structure of the Diploma in Law Programme:**

A candidate enrolled for a Diploma in Law is required to take both core, compulsory and optional courses in order to qualify for the award of a Diploma in Law.

A. Candidates will pursue eight core courses during the first three semesters which will amount to 24 credit hours:

Code	Description	Credit hours
RDL 213	Legal Method	3
RDL 214	Constitution and Legal System of Tanzania I	3
RDL 215	Criminal Law and Procedure	3
RDL 216	Law of Contract	3
RDL 218	Law of Evidence	3
RDL 220	Civil Procedure I	3
RDL 224	Administrative Law	3
RDL 228	Labour Law	3

B. Candidates will be required to study eight compulsory courses during the diploma programme which will amount to 24 credit hours.

C. A candidate shall select a minimum of eight courses from the list of optional courses to satisfy the minimum requirement of 24 credit hours. These shall be selected during semester two, three and four.

D. The written fieldwork report which will not be less than eleven pages will be marked out of 100% and shall carry three credit hours.

A candidate must satisfy the minimum requirement of 75 units to qualify for the award of the Diploma in Law.

### **2.2.5 Curriculum :**

<b>Code</b>	<b>Description</b>	<b>units</b>
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#### **First Year [Semester One]**

##### **Core Courses**

RDL 213	Legal Method	3
RDL 214	Constitution and Legal System of Tanzania I	3
RDL 215	Criminal Law and Procedure	3
RDL 216	Law of Contract	3

##### **Compulsory Course**

RDL 217	Communication Skills	3
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#### **First Year [Semester Two]**

##### **Core Courses**

RDL 218	Law of Evidence	3
RDL 220	Civil Procedure I	3

##### **Compulsory Courses**

RDL 219	Alternative Dispute Resolutions	3
RSS 221	Development Studies	3
RPH 112	Social Ethics	3

##### **Optional Courses**

Option I

Option II

Option III

At least three optional courses shall be taken  
from the list of optional courses

#### **FIELD WORK**

#### **Second Year [Semester Three]**

##### **Core Courses**

RDL 224 Administrative Law 3

RDL 228 Labour Law 3

**Compulsory Courses**

RDL 225 Law of Torts 3

RDL 226 Family Law 3

**Optional Courses**

Option I

Option II At least three optional courses shall be taken  
from the list of optional courses

Option III

**Second Year [Semester Four]**

**Compulsory Courses**

RDL 229 Legal Ethics for Lawyers 3

RDL 230 Legal Practice 3

RDL 299 Fieldwork Report 3

**Optional Courses**

Option I At least two optional courses shall be taken  
from the list of optional courses

Option II

**LIST OF OPTIONAL COURSES**

RDL 221 Constitution and Legal Systems in Tanzania II 3

RDL 222 Legal Drafting and Writing 3

RDL 223 Civil Procedure II 3

RDL 227 Land Law 3

RDL 231 Public International Law 3

RDL 232 Business Associations Law 3

RDL 233 Human Rights Law 3

RDL 234 Tax Law 3

RDL 235 Insurance Law 3

RDL 236 Law of the Child 3

RDL 237 Banking Law 3

RDL 238 Criminology and Penology 3

RDL 239 Micro-Computer Application 3

- 2.2.6 A student who obtains a GPA of 3.5 and above in his/her first academic year may upon the recommendation of the Faculty Board be upgraded to join LLB in the next academic year.

## **2.3 CERTIFICATE IN LAW PROGRAMME**

### **2.3.1 *The Certificate in Law Programme at RUCU aims at:***

- Developing legal and practical skills and inculcating ethical principles;
- Challenging students to think critically;
- Imparting to students sufficient basic legal research skills;
- Imparting to students sufficient basic legal counselling skills;
- Imparting to students sufficient basic legal documentation skills
- Imparting to students sufficient basic legal procedural skills;
- Enabling students to acquire sufficient knowledge of substantive and adjectival law.

### **2.3.2 *Admission Requirements:***

The applicants for the Certificate in Law of RUCU must fulfil the general as well as specific requirements for admission.

#### *General Eligibility for Admission*

All members of the public from within and outside Tanzania are eligible for admission for the Certificate in Law provided that the entry requirements are met and approved by the appropriate academic bodies.

#### *Specific Admission Requirements*

A candidate shall be eligible for consideration for admission to Certificate in Law programme if: -

- a) he/she has obtained a Certificate of Secondary Education Examination (CSEE) and have a pass.
- b) he/she must have credit pass of at least "C" grade in English.
- c) A candidate who does not have such qualifications may be admitted in exceptional circumstances on the recommendation of the Faculty Board.

#### *Other Admission Requirements*

- a) The applicant must have proof of sufficient funds for the completion of the programme.

- b) The applicant must submit two reference letters regarding his/her character.
- c) Preference will be given to candidates with highest academic qualification in case of limited entry position availability.
- d) Gender mainstreaming will be considered in admission process so that a predetermined male to female ratio is attained. This ratio will vary according to the demands of time.

### **2.3.3 Duration of the Certificate Programme:**

The certificate programme is scheduled to run under a semester system in which there are fifteen teaching weeks plus two examinations weeks per semester. The Certificate in Law is designed to run for one (1) year.

### **2.3.4 Structure of the Certificate in Law:**

A candidate enrolled for a Certificate in Law is required to take both compulsory and optional courses in order to qualify for the award of a Certificate in Law.

<b>Code</b>	<b>Description</b>	<b>Credit hours</b>
<b>COMPULSORY COURSES</b>		
RCL 200	Constitutional Law I	3
RCL 203	Criminal Law	3
RCL 204	Administrative Law	3
RCL 213	Human Rights Law	3
RPH 111	Social 3	Ethics
<b>OPTIONAL COURSES</b>		
RCL 201	Legal Method	3
RCL 202	Communication Skills	3
RCL 205	Labour Law	3
RCL 206	Law of Business Associations	3
RCL 207	Law of Banking	3
RCL 208	Law of Insurance	3
RCL 209	Negotiable Instruments	3

RCL 210	Law of Evidence	3
RCL 211	Criminal procedure	3
RCL 212	Civil Procedure	3
RCL 214	Refugee Law	3
RCL 215	Law of Contract	3
RCL 216	Family Law	3
RCL 217	Media Law	3
RCL 218	Criminology and Penology	3

A candidate shall select a minimum of 18 credit hours (six courses) from the list of optional courses to satisfy the minimum requirement of 30 credit hours to qualify for the award of the Certificate in Law.

**2.3.5 Curriculum:**

<b>Code</b>	<b>Description</b>	<b>units</b>
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**Semester I**

**COMPULSORY COURSES**

RCL 200	Constitutional Law	3
RCL 203	Criminal Law	3
RPH 111	Social Ethics	3

**OPTIONAL COURSES**

Option I  
 Option II  
 Option III

At least three optional courses shall be taken from the list of optional courses

<b>Code</b>	<b>Description</b>	<b>units</b>
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**Semester II**

**COMPULSORY COURSES**

RCL 204	Administrative Law	3
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RCL 213 Human Rights Law

3

### **OPTIONAL COURSES**

Option I

Option II

Option III

At least three optional courses shall be taken  
from the list of optional courses

2.3.6 A student who upon completion of certificate programme and he/she obtain a GPA of 4.0 and above, may upon the recommendation of the Faculty Board be eligible to join LLB.

## 2.4 HIGHER DEGREE PROGRAMMES

2.4.1 Degree of Doctor of Philosophy (Ph.D) in law

### **2.4.1.1 Admission Information:**

The following shall be eligible for registration for the degree of Doctor of Philosophy:

- (a) A holder of the Master of Laws degree(LL.M) of this University.
- (b) A holder of a Master of Laws degree of any other recognised University.

### **2.4.1.2 Registration of Ph.D Candidates:**

1. Ph.D candidates may be registered as part-time or full time students.
2. Candidates shall be required to register at the beginning of the first year of their studies by using a form and to renew their registration at the beginning of subsequent years by filling in relevant Form and paying the required fees.
3. Failure to renew registration shall mean automatic discontinuation from studies.
4. The registration of Ph.D candidates shall follow as per the following procedure:
  - (a) With the help of the Department's supervisory committee, the candidate submits a two-page statement of the intended research topic to the relevant Faculty.



- (b) The Faculty will appoint a supervisor(s) for the candidate. An additional supervisor(s) may be appointed if necessary subject to approval of the Directorate of Postgraduate Studies upon submission of the recommendations by the Faculty.
5. The approval of the Ph.D Research Proposal and beginning of Ph.D thesis writing shall be as per the following procedure:
- (a) Within three months of the registration onto the Ph.D programme, the candidate shall present a comprehensive research proposal to the Faculty of Law.
- (b) The proposal should be 25-30 pages in length (excluding the bibliography), typed in 12-point font and have double spaced lines. The proposal shall include the following:
1. Background of the Problem
  2. Statement of the Problem
  3. Literature Review
  4. Hypothesis
  5. Objectives of the Study
  6. Significance of the Study
  7. Methodology
  8. Scope and Limitations
  9. Chapterisation
  10. Work Plan
  11. Selected Bibliography
- (c) A candidate shall submit six loose bound copies of the proposal for scrutiny at least seven days before the date of the defence of the proposal.
- (d) If satisfied with the proposal's quality, the Dean of Faculty shall submit the proposal for evaluation by a panel appointed by the Faculty Board who will examine the candidate's proposal on behalf of the Faculty Board. At this time the student shall be required to defend his proposal before the panel.
- (e) If the Faculty finds the proposal satisfactory, subject to the recommendations made by the panel, the candidate will be given an appropriate period of time to make any minor changes recommended by the panel before re-submitting three copies of the proposal in hard copy and one in soft copy (pdf) to the Faculty. At such a time the Faculty will submit the proposal to the Directorate of Postgraduate Studies.
- (f) If the Faculty finds the proposal unsatisfactory, subject to the recommendations made by the panel, the candidate will be given a further three months to re-write the proposal under the supervision

of his/her supervisor. At the end of such a period of time the candidate will again be evaluated in the manner described under sub-section (d). Should the proposal still be deemed unsatisfactory by the Faculty, the candidate will be discontinued from studies. At such a time the Faculty will submit the information regarding the discontinuation to the Directorate of Postgraduate Studies. A new application in a new academic year will be necessary for the candidate to be re-admitted for Ph.D studies.

(g) The Directorate of Postgraduate Studies will note the Faculty's recommendations, observing the policy issues related to the research before approving the proposal and reporting to the Senate for noting.

(h) The maximum period for the submission of the proposal is three months. Candidates will pay Tsh 100,000 for each monthly extension beyond the three months.

6. A candidate registered for the Ph.D degree programme shall undertake the compulsory course of Legal Research Methodology and may, on recommendation of the Faculty Board, be required to do one or more formal courses appropriate to his/her field of study, as prescribed by his/her supervisor(s). The respective teaching units may facilitate provision of relevant research methods and Communication Skills courses.
7. The appointed supervisor(s) shall guide the candidate in his/her research and shall submit periodic reports (twice a year) on the candidate's progress.

#### **2.4.1.3 Duration of the Ph.D Programme:**

The duration of the study period, including the three months of research proposal processing,

(a) Shall be three years for full-time and five years for part-time candidates.

(b) If, for valid reason(s), a candidate wishes to temporarily halt studies, he/she has to apply through the supervisor, Department and Faculty to the Directorate of Postgraduate Studies for the freezing of the registration. The maximum period for freezing of registration shall be three years.

(c) Candidates who, for valid reasons, fail to complete their theses/dissertations within the specified period may apply for an extension of the registration period. The candidate shall pay Tshs. 200,000/= per month for such an extension.

(d) No candidate may be permitted to submit a thesis for the degree of Doctor of Philosophy in less than two academic years from the date of registration except with the special permission of the Senate.

(e) The thesis must be submitted within three years for full-time and five years for part-time candidates from the date of registration for the degree although the Senate may, on the recommendation of the Faculty Board, extend this time.

(f) The total extension period shall not exceed one year for full-time and two years for part-time candidates.

(e) Granted the extensions, the maximum duration of registration for a Ph.D degree shall be four years for full-time and seven years for part-time students.

#### **2.4.1.4 Programme Structure:**

The Ph.D by thesis has one core module.

##### **Core module:**

PHL 901 Legal Research Methodology

##### **Optional Modules:**

A candidate may, on recommendation of the relevant Faculty Board, be required to do one or more formal courses appropriate to his/her field of study, as prescribed by his/her supervisor(s).

#### **2.4.1.5 Programme of Study:**

Semester I

	<b>Code</b>	<b>Course Title</b>	<b>Hours</b>
<i>Core Modules</i>			
1.	PHL 901	Legal Research Methodology	4

## **2.5 MASTER OF LAWS (LL.M)**

**2.5.1 The Master of Laws degree of Ruaha Catholic University is designed to accomplish the following goals:**

- To focus and narrow the student to a specific area of law and to deepen the student's knowledge in the chosen area of specialization.
- To develop among candidates an advanced and thorough understanding of key issues and current trends in the chosen area of specialization
- To develop candidates' analytical skills and critical understanding, in order to systematically and creatively deal with complex legal issues in a chosen area of specialization.
- To cultivate the capacity to undertake independent study, in order to build the candidates' ability to function in, in any of the four main tracks of the legal profession, namely academia, administration of justice, advisory functions, and administrative or executive work.

### **2.5.2 Admission Requirements:**

To be considered for admission to the programme of the Master of Laws a candidate must be:

#### *A. General Holder Requirements*

- (i) Holders of the degree of Bachelor of Laws (LL.B) from any institution of higher learning recognised by the Tanzania Commission for Universities (TCU).
- (ii) A GPA of at least 3.5

#### *B. The Work Experience Consideration*

- (i) Holders of Bachelor of Laws degree (LL.B) with a GPA between 3.4 and 2.7.
- (ii) Work experience or field attachment in any field of law for a reasonable amount of time. Additional consideration will be given to candidates who have done further training, research or writing on an area of law.
- (iii) Candidates in this category will be advised to select the LL.M programme which corresponds to their work experience.

### **2.5.3 Duration of the Programme:**

The LL.M programme is an intensive programme designed to last just over a year (two academic years) upon successful completion of 48 credits divided into Core Courses (15 credit hours), a Compulsory Course (3 Credit Hours), Elective Courses (15 credit hours), Dissertation (12 credits) and Comprehensive Exam (3 credits). The course is divided into four terms and timetabled to complete the necessary number of credit hours for the successful completion of all subjects.

#### **2.5.4 Programme Structure:**

The LL.M is divided into three areas of specialisation or degree clusters: **Human Rights Law, Trade and Finance Law** and **Finance and Banking Law**. Candidates must choose their degree cluster at the beginning of the course and choose the courses according to their subject specialisation.

The LL.M has five core courses, one compulsory course, five elective courses, a dissertation and the comprehensive examination.

A. Candidates will be required to study five core courses common to all LL.M degree clusters, which will amount to 15 credit hours. Of these courses four will be pursued in the first term and one in the second term. These courses are:

<b>Course Code</b>	<b>Course</b>	<b>Credit Hours</b>
RML 801	Advanced Legal Theory	3
RML 802	Legal Research Methodology I	3
RML 803	Legal Research Methodology II	3
RML 804	Advanced Public Constitutional Law	3
RML 805	Advanced Procedural Law	3

B. Candidates will be required to study a compulsory course from their chosen LL.M degree cluster which will amount to 3 credit hours and will be in the first term. The LL.M degree clusters are:

1. Human Rights Law
2. Trade and Finance Law
3. Finance and Banking Law

C. Candidates will be required to study five other courses from their chosen LL.M degree cluster which will amount to 18 credit hours. Of these courses four will be pursued in the second term and one in the third term.

D. Candidates will write a dissertation which will be based on the chosen area of specialisation and will be defended at the end of the programme. The dissertation will amount to 12 credits.

E. Candidates will be required to take and pass a comprehensive examination at the end of the defence of their dissertation. This will amount to 3 credits.

It shall require at least 48 credit hours to complete the Master of Laws degree.

**2.5.5 LL.M in Human Rights Law Programme:**

**Compulsory Course**

Course Code	Course	Credit Hours
RML 806	International and African Human Rights Law	3

**Elective Courses**

Course Code	Course	Credit Hours
RML 810	Gross Violations of Human Rights and the ICC in an African Context	3
RML 811	Human Rights, Justice and Reconciliation in Africa	3
RML 812	Tanzanian Human Rights System in practice	3
RML 813	Democracy and Human Rights Law in Africa	3
RML 814	International and African Human Rights Case Law Study	3
RML 815	Regional Human Rights Systems	3
RML 816	Human Rights of Special Groups and Controversial Issues	3
RML 817	Financial Institutions, Trade and Human Rights	3
RML 818	International Humanitarian Law and International Criminal Law	3
RML 819	Protective and Promotional Aspects of Human Rights Work	3
RML 800	LL.M Dissertation	12
RML 899	Comprehensive Exam	3

**2.5.6 LL.M in Trade and Finance Law Programme:**

**Compulsory Course**

Course Code	Course	Credit Hours
RML 807	Trade and Finance Law	3

**Electives**

Course	Course	Credit
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Code		Hours
RML 820	International Economic Institutions and Regional Integration	3
RML 821	Financing International Trade: Law and Practice	3
RML 822	International Commercial Transactions	3
RML 823	Trade Related Intellectual Property Law in an African Context	3
RML 824	Foundations of Economics and Trade Policy	3
RML 825	Competition and Anti-Trust Law	3
RML 826	Law of Corporate Finance and Insolvency	3
RML 827	International Trade and Investment Dispute Settlement	3
RML 817	Financial Institutions, Trade and Human Rights	3
RML 836	Commercial and Consumer Transaction Law	3
RML 828	Principles and Anthropology of Economics	3
RML 800	LL.M Dissertation	12
RML 899	Comprehensive Exam	3

### **2.5.7 LL.M in Finance and Banking Law Programme:**

#### **Compulsory Course**

Course Code	Course	Credit Hours
RML 808	Finance and Banking Law	3

#### **Electives**

Course Code	Course	Credit Hours
RML 830	Advanced Banking Law	3
RML 831	Principles of Business and International Tax Law	3
RML 832	Law of Economic Crime	3
RML 833	Legal Aspects of International Finance	3
RML 834	Law of Finance and Foreign Investment in African Economies	3

RML 835	Regulation and Supervision of Financial Markets	3
RML 836	Commercial and Consumer Transaction Law	3
RML 817	Financial Institutions, Trade and Human Rights	3
RML 826	Law of Corporate Finance and Insolvency	3
RML 827	International Trade and Investment Dispute Settlement	3
RML 828	Principles and Anthropology of Economics	3
RML 800	LL.M Dissertation	12
RML 899	Comprehensive Exam	3

### **2.5.8 Assessment Regulations:**

The Master of Laws Degree shall be pursued by coursework and dissertation. The value attached to the letter grades awarded shall be as follow:-

<b>Mark Range</b>	<b>Grade</b>	<b>Grade Point</b>
70 or over	A	5
60 - 69	B+	4
50 - 59	B	3
40 - 49	C	2
35 - 39	D	1
0 - 34	E	0

### **2.5.9 Assessment Policy:**

#### **A. Coursework**

Each advanced course pursued shall have a maximum of 100 percent of score, earned from assignments, paper presentations and examination. These shall be distributed as follows:

#### **WRITTEN ASSESSMENT**

Each candidate will do one written assignment in each taught course in each term and this shall account for 20% of the coursework in that subject.

#### **SEMINAR PAPER PRESENTATIONS**



Each candidate shall prepare a paper in each taught course, in each term, and present it in seminar. The paper and its seminar presentation shall account for 20% of the coursework in that subject.

For the core subject of **Legal Research Methodology** this presentation shall be the research proposal for dissertation and the presentation shall take place before the course lecturer and student peer group. Two copies of the research proposal paper must be submitted: one to the lecturer for marking and the other to the directorate of postgraduate studies for approval and the appointment of a supervisor.

#### **END OF TERM EXAMINATIONS**

Each candidate shall sit for an end of term examination for every taught course pursued in that term. The end of term examination shall account for 60% of the coursework in that subject.

#### **COURSEWORK RULES AND REGULATIONS**

- a) All examinations and coursework papers shall be sat for or completed at the end of the course for that particular term or academic year as the case may be.
- b) Students are required to attach a plagiarism declaration to all coursework.
- c) Where a candidate fails to satisfy the examiners in one coursework or examination paper, it shall be competent for the examiners to refer the coursework back to the candidate for revision or extension or for the candidate to re-sit the examination.
- d) A course of study pursued in a term will be deemed passed if a candidate scores a minimum of B grade (50% and above).
- e) Generally, no candidate shall be permitted to progress from one term to the other unless he/she has attained a minimum GPA of 3.0 in that term. A candidate may be permitted to progress with the permission of the Law Faculty Board.
- f) A candidate whose GPA ranges from 2.9 down to 2.5 will be required to do supplementary work in relevant courses.
- g) A candidate whose GPA ranges from 2.4 to 2.0 will be required to repeat the whole term, i.e repeating all the courses.
- h) Candidates who fail to attain a GPA of at least 2.0 shall be discontinued from studies.
- i) Candidates who fail in any supplementary examination and have a GPA of 3.0 or above may be allowed to repeat the failed course(s) but shall

not be allowed to proceed to the dissertation phase. These shall proceed to the award of a Post Graduate Diploma in Law upon satisfactory completion of the necessary credit hours.

- j) Department/Faculties will administer supplementary examinations within a period of three months of the Senate's approval of the results.
- k) All coursework examination results must be submitted to the relevant Boards of the Faculties, Directorate of Postgraduate Studies and Senate for approval.
- l) Any pass below 50% will require a candidate to do supplementary work in that course. The supplementary work may be in terms of repeating assignments, seminars, examination, or all of the above. If after doing supplementary work a candidate fails to score a minimum of 50%, the candidate will be required to repeat the course. Any candidate required to do supplementary work in any course will need the approval of the Law Faculty Board in order to pass to the dissertation stage.
- m) Presentation of examination results to Boards of Faculties, the Directorate of Postgraduate Studies and Senate shall be in accordance with the University approved format.

#### B. Master's Dissertation

a) A dissertation shall be graded out of one hundred percent (100%). The presentation/defence of the dissertation shall take place at the time of the comprehensive exam. A passed dissertation shall be graded A, B+ or B accordingly. A dissertation which scores below B shall be deemed to have failed. All dissertation examiners must fill in the dissertation mark sheet to be found in the Postgraduate General Guidelines and Regulations. Marks that are not accompanied by a dissertation mark sheet will be disregarded.

b) Computation of final mark: The following scale should serve as overall guideline and will be computed from the sum of the presentation/defence of the dissertation and the final marking of the dissertation:

**Below 40:** Fail. So inadequate that re-working would be so substantial that it would amount to starting the process anew.

**Between 40 and 49:** Fail. Clearly inadequate. Failure to demonstrate familiarity with basic academic conventions of presentation and organisation. (If a failing mark is awarded, indicate if the dissertation can be re-worked, and indicate which aspects need attention.)

**Between 50 and 59:** Pedestrian, albeit competent, review of literature; basic understanding of issues (research question); fairly competent

methodology. Sparse use of sources; lacking in organisation. Contains eg inappropriate or irrelevant material, not integrated into cogent argument. Inadequate use of language. Formal conventions poorly followed.

**Between 60 and 69:** Solidly executed, adequate organisation, competent methodology and conclusions adequately drawn. Very little originality. Acceptable use of language. Formal conventions adequately followed. Reasonably accurate and well-informed work, with some minor omissions and inaccuracies. Mostly relevant material used.

**Between 70 and 79:** Distinction with qualification. Evidence of originality and flair. Organisation or critical argumentation could have been improved. Evidence of critical evaluation and insight.

**Above 80:** A very strong distinction, without reservations. Demonstrates a full understanding of and insight into subject matter. Language lucid. Only the most minor linguistic/structural/typographical corrections required. Authoritative coverage of literature, with own voice/argument. Originality and flair undeniable. Strong and coherent argumentation towards persuasive and original conclusions.

c) Upon failure of the dissertation, the Faculty of Law may decide to award the candidate a Postgraduate Diploma in Law, instead of the Master of Laws degree.

d) A candidate must pursue his/her studies under the guidance of his/her supervisor appointed in accordance with the University Regulations.

e) Revision and resubmission of dissertation or thesis: it shall be competent for the examiners to recommend and for the Senate to approve that a dissertation or thesis be referred back to a candidate for revision and re-submission.

f) The General University Examination Regulations shall govern the conduct of appeals against the decision of the Senate pertaining to examination results. Such appeals must be lodged with the appropriate University authorities within six months from the date of approval of the results.

#### Comprehensive Examination

Candidates shall sit for an oral comprehensive examination before a panel of examiners.

The comprehensive examination shall have three parts; questions will be given on Public Constitutional Law, Procedural Law and the candidate's area of specialisation. The comprehensive examination shall be marked of 100 per cent and will carry three (3) credits.

#### Award of the Degree of Master of Laws

The degree of Master of Laws shall be awarded with distinction, merit or pass according to the following classification:

<b>Classification</b>	<b>GPA</b>	<b>Grade</b>
Distinction	5.0 - 4.5	A
Merit	4.4 - 3.5	B+
Pass	3.0 - 3.4	B
Fail	below 2.9	C, D, E

## **2.6 POSTGRADUATE DIPLOMA IN LAW**

The Postgraduate Diploma in Law is offered in two categories, namely:

- The Postgraduate Diploma in Law (PGDL) for holders of the LL.B. degree and
- The Specialized Postgraduate Diploma in law (SPGDL) for holders of degrees other than the Bachelor of laws (LL.B). The Specialized Postgraduate Diploma in Law is designed to provide specialized training in specific fields of law to holders of degrees other than LL.B. The objective is to enhance the candidate's competence by inculcating specialized legal knowledge to the candidate.

The Diploma shall be on a pass or fail basis.

### **2.6.1 Admission Requirements:**

- (a) To be considered for admission to the Postgraduate Diploma in Law (PGDL), a candidate must be a holder of the LL.B. Degree of Ruaha Catholic University or a recognised University or have satisfied the requirement of the award of such a degree.
- (b) To be considered for admission to the Specialised Postgraduate Diploma in Law (SPGDL), a candidate must be a holder of a First Degree of Ruaha Catholic University or a recognised University or have satisfied the requirements for the award of the Degree.

### **2.6.2 Duration of the Postgraduate Diploma Programme:**

The postgraduate diploma programme is scheduled to run under a semester system in which there are fifteen teaching weeks plus two examinations weeks per semester. The postgraduate diploma is designed to run for one (1) year.

### **2.6.3 Courses and Evaluation:**

- (a) Postgraduate Diploma in Law (PGDL)

- (i) Jurisprudence, Constitutional Law and Legal Research shall be compulsory for any candidate.
- (ii) A candidate shall be required to select two (2) optional modules in the first semester and three (3) optional modules in the second semester from the list of undergraduate courses approved by the Faculty Board for that academic year.
- (iii) The pass grade for the PGDL shall be “B”.
- (iv) A candidate shall be required to write two postgraduate papers for any two courses selected.
- (v) Where a candidate takes an undergraduate course, regulations relating to undergraduate courses shall apply provided that the pass grade is “B”.
- (vi) Where a candidate fails in one course, he/she may on the recommendation of the Faculty Board be permitted to re-sit the examination in that course at a supplementary examination
- (vii) Where a candidate fails in two or more courses he/she shall be discontinued.

#### Specialized Postgraduate Diploma in Law (SPGDL)

- (i) Legal Method and Constitutional Law shall be compulsory to all SPGDL candidates.
- (ii) In addition a candidate shall select a maximum of three (3) modules from the list of the undergraduate courses approved by the Faculty Board for that academic year.
- (iii) The pass grade shall be “B”, but candidates shall be required to complete a minimum of twenty-four (24) credits derived from compulsory and optional modules in order to qualify for an award of the SPGDL.
- (iv) Coursework for the SPGDL shall consist of a written examination (60%) and written assessment/test (40%)
- (v) The SPGDL Certificate shall carry the title of Specialized Postgraduate Diploma in Law.

#### **2.6.4 Curriculum:**

The postgraduate diploma in law may either be a PGDL or a SPGDL. Candidates must choose their modules according to their academic needs.

Postgraduate Diploma in Law (PGDL)

The PGDL has five (5) compulsory modules and five (5) optional modules over the two semesters.

**Compulsory modules:**

PDL 600/620	Jurisprudence I & II (Semester I & II)
PDL 601/621	Constitutional Law I & II (Semester I & II)
PDL 602	Legal Researches

**Optional modules:**

Five (5) modules in total shall be selected from the list of the undergraduate courses approved by the Faculty Board for that academic year.

**Programme of Study:**

1. Semester I

	Code	Course Title	Credit Hours
<i>Compulsory Modules</i>			
1.	PDL 600	Jurisprudence I	3
2.	PDL 601	Constitutional Law I	3
3.	PDL 602	Legal Research	3
<i>Optional Modules</i>			
1.		Two modules should be selected from the list of optional modules approved by the Faculty Board	3
2.			3
		<b>Total Required</b>	<b>15</b>

2. Semester II

	Code	Course Title	Credit Hours
<i>Compulsory Modules</i>			

1.	PDL 620	Jurisprudence I	3
2.	PDL 621	Constitutional Law I	3
<i>Optional Modules</i>			
1.		Three modules should be selected from the list of optional modules approved by the Faculty Board	3
2.			3
3.			3
		<b>Total Required</b>	<b>15</b>

It shall require 30 credit hours to complete the Postgraduate Diploma in Law (PGDL).

#### Specialized Postgraduate Diploma in Law (SPGDL)

The SPGDL has four (4) compulsory modules and six (6) optional modules.

#### **Compulsory modules:**

SDL 601/621 Constitutional Law I & II (Semester I & II)

SDL 603/623 Legal Method I & II (Semester I & II)

#### **Optional modules:**

Six (6) modules in total shall be selected from the list of the undergraduate courses approved by the Faculty Board for that academic year.

#### **Programme of Study:**

- Semester I

	<b>Code</b>	<b>Course Title</b>	<b>Credit Hours</b>
<i>Compulsory Modules</i>			
1.	SDL 601	Constitutional Law I	3
2.	SDL 603	Legal Method I	3
<i>Optional Modules</i>			
1.			3

2.		3
3.		3
	<b>Total Required</b>	<b>15</b>

2. Semester II

	<b>Code</b>	<b>Course Title</b>	<b>Credit Hours</b>
<i>Compulsory Modules</i>			
1.	SDL 621	Constitutional Law II	3
2.	SDL 623	Legal Method II	3
<i>Optional Modules</i>			
1.		Three modules should be selected from the list of optional modules approved by the Faculty Board	3
2.			3
3.			3
		<b>Total Required</b>	<b>15</b>

It shall require 30 credit hours to complete the Specialised Postgraduate Diploma in Law (SPGDL).

**2.7 FACULTY OF LAW ACADEMIC STAFF**

<b>N O</b>	<b>NAME</b>	<b>G E</b>	<b>QUALIFICATION</b>	<b>POSITION</b>
1	D. Lilian Mongella	F	Ph.D(UDSM),LLM(UDSM),LLB(UDSM)	Ag. Dean Faculty Law,Lecturer.
2	Judge (RtD) Raymond Mwaikasu A.	M	LLM, (Lond.) LLB (Dar)	Associate Dean & Senior



				Lecturer
3	Mr. Edson Rwechungura**	M	LLM (RUCO), LLB (UDSM)	Assistant Lecturer
4	Ms. Stella Nyana Ahanor**	F	LLM (RUCO) LLB (Makerere)	Assistant Lecturer
5	Mr. Rwezaula Kaijage**	M	LLM (UDSM), LLB (OUT)	Assistant Lecturer
6	Mr. Ross Kinemo	M	LL.B, LL.M	Senior Lecturer
7	Geofray Ngulla	M	LL.M (RUCO) LLB (RUCO)	Assistant Lecturer
8	Ms. Ana Luis**	F	LLM, BA, BA	Assistant Lecturer
9	Mr. Zuberi Ngoda	M	LLM (Col.) LLB (Dar),	Assistant Lecturer
10	Mr. Prosper Tegamaisho	M	LLM (RUCO), LLB (RUCO)	Assistant Lecturer & Head Public Law Department
11	Mr. Prosper Malangalila	M	LLM (RUCO), LLM (Turin), LLB (RUCO),	Assistant Lecturer
12	Ms. Angelina Marco	F	LLM (RUCO) LLB(RUCO),	Assistant Lecturer

1 3	Ms. Scholastica Mality	F	LLM (RUCO) LLB(RUCO),	Assistant Lecturer & Head, Private Law Department
1 4	Ms. Sekela Mulungu	F	LLM (RUCO), LLM (Turin) LLB (RUCO)	Assistant Lecturer
1 5	Ms. Elizabeth L. Simon	F	LLM (RUCO), LLB (RUCO)	Assistant Lecturer
1 6	Ms. Caroline S. Ruvuga	F	LLM (RUCO), LLB (RUCO)	Assistant Lecturer
1 7	Mr. Kulwa Gamba	M	LLM (RUCO), LLB(IUCO)	Assistant Lecturer
1 8	Ms. Justina Danda	F	LLM (Turin), LLB (RUCO)	Assistant Lecturer
1 9	Mr Barnabas Nyalusi	M	LLM (STELLENBOSCH) LL.B (MZUMBE)	Assistant Lecturer
2 0	Renalda Rweyemamu	F	LLM (SAUT), LL.B (RUCO)	Assistant Lecturer
2 1	Messiah Mwakisoma	M	LLM (IUCO) , LL.B (RUCO)	Assistant Lecturer
2 2	Emmanuel Baruti	M	LL.B (RUCO)	Tutorial Assistant
2 3	Ms. Angelina Mpinda	F	LL.M (RUCO), LL.B (RUCO)	Assistant Lecturer
2 4	Mr. Nyimbi Isaack	M	LL.B (RUCO)	Tutorial Assistant

### Visiting Staff

NO	NAME	G E	QUALIFICATION	POSITION
1	Prof. L. Mbunda	M	PhD, LLM,	Associate

			LLB	Professor
2	Dr. C. K. Mtaki	M	PhD, LL.M, LLB	Senior Lecturer
3	Dr. G. Kennedy	M	PhD, LL.M, LLB	Senior Lecturer
4	Dr. A. Mollel	M	PhD, LL.M, LLB	Senior Lecturer
5	Mr. L. Agola	M	LL.M, LLB	Assistant Lecturer
6	Mr. Y. Seme	M	LL.M, LLB	Assistant Lecturer
7	Mr. B. Kanyabuhinya	M	LL.M, LLB	Assistant Lecturer
8	Mr. R. Mgongo	M	LL.M, LLB	Assistant Lecturer
9	Dr. Chacha Murungu	M	Ph.D, LL.M, LL.B	Senior Lecturer
10	Dr. Gracieux Mbuzukongira	M	Ph.D, LL.M, LL.B	Senior Lecturer
11	Prof. N.N. Nditi	M	Ph.D, LL.M, LL.B	Associate Professor

### **On study leave**

\*\* Ph.D Candidate

\* Master's Candidate

### **3.0 THE FACULTY OF ARTS AND SOCIAL SCIENCES**

The Faculty began in September 2008 and at the moment trains students to join the Education sector. The Faculty currently comprises three Departments; Education, Humanities and Languages and offers the following programmes:

- i. Masters of Education Programme
- ii. Masters of Arts in Linguistics Programme
- iii. Postgraduate Diploma in Education
- iv. Bachelor of Arts in Education
- v. Bachelor of Arts in Education ( **IT & Mathematics**)
- vi. Bachelor of Arts in Education ( **IT & Geography**)
- vii. Bachelor of Arts in Education( **IT & Economics**)
- viii. Diploma in Library and Information Studies
- ix. Certificate in Library and Information Studies

#### **3.1 BACHELOR OF ARTS IN EDUCATION**

This is a programme consisting of teaching subjects with majors in English or Kiswahili and minors in Language/Geography/History/ Economics/Mathematics and Information Technology/Geography and Information Technology/Economics and Information Technology.

##### **3.1.1 Course Rationale:**

The rationale for the Bachelor of Arts(BA) in Education programme is based on the growing needs of the education sector due to the expanded primary and secondary education sector and contributing to the achievement of the Millennium Development Goals. There is a very great need for more teachers in the newly established schools and to replace retiring teachers and those leaving the profession for various reasons. Since Primary and Secondary schools are under the management of the Local Government there is need for the posting of education leaders in the districts.

##### **3.1.2 Course Objectives:**

The main objectives of the Bachelor of Arts in Education Programme are:

- 1.** To develop an academic and pedagogical content knowledge in relevant disciplines so that a student is confident in at least two subjects that she/he can teach comfortably at primary or secondary school level;
- 2.** To provide a general education in core content that will make the teacher conversant with current affairs, and the social and

moral issues that are necessary for a person raising a generation of young and old learners;

3. To provide a general understanding of education principles necessary to work in a school environment in the society of the past, the present and the future;
4. To develop an understanding of how school curricula are designed, implemented and assessed as well as the forces influencing these processes; and
5. To impart skills of lesson design, lesson presentation, lesson assessment and classroom management.
6. To produce graduates with knowledge and the ability to construct substantial computer programs for users.
7. To produce graduates who are able to analyse the information requirements of organisations, to design appropriate systems within which computers may play a part, and with longer experience to implement these systems.
8. To produce graduates who are able to control the storage and transmission of data, the operation of computer hardware and software. Current names for such people are system administrators and network administrators.
9. To produce graduates who can also go on to do postgraduate studies in either ICT or Mathematics or Geography or Economics or Education.

### **3.1.3 Admission Requirements:**

The Minimum Entrance Requirements for a First Degree are as follows:

- i) Certificate of Secondary Education (C.S.E.E) or equivalent with passes in FIVE approved subjects, obtained prior to the sitting of the Advanced Certificate of Secondary Education (A.C.S.E.E) or equivalent.
- ii) At least two Principal level passes and a total of 4.5 or more points (where A= 5, B= 4, C= 3, D=2, E=1 and S= 0.5) in approved subjects in the Advanced Certificate of Secondary Education (A.C.S.E.E).
- iii) Equivalent qualifications such as ordinary or advanced diploma/certificate or degrees or Mature Age/Pre-entry courses considered to be appropriate for the programme to be pursued.

The Minimum Entrance Requirements listed above must include:

- a) At least “O” Level credit passes one of which must be English Language;
- b) At least two principal “A” passes (D and above) or an equivalent and must have a GPA of not less than 4.5.

Equivalent Qualifications:

- a) Recognised Diploma with at least grade “B” average and where applicable, a pass in an University Entrance Examination; **OR**
- b) Mature Age Entrance Examination from recognized local universities **OR** Pre-entry courses.

#### **3.1.4 Duration of the Degree Programme:**

The degree programme is scheduled to run under a semester system in which there are fifteen teaching weeks plus two examinations weeks per semester. The Bachelor of Arts in Education is designed to run for three (3) years.

#### **3.1.5 Structure of the B.A. (ED) Programme:**

The programme is planned to run for three years and will include the following components:

Component 1: Academic content knowledge: This will be offered in form of the following portions:

**i) General core courses:** RUCU has a mission of producing teachers who have a high level of ethical and moral standards at the same time preparing them to work effectively with learners. These general core courses will consist of: **Social Ethics, Development studies** and **Communication Skills** courses.

**ii) Academic courses:** Here students will have to choose two teaching academic subjects that they are to study from among the following subjects that are now being offered (with an opportunity to expand the subject choice according to future demands and in line with available teaching staff):

History

Geography

Economics

English

Literature

Kiswahili [language and literature]

Mathematics and Information Technology

Geography and Information Technology

Economics and Information Technology

**iii) Professional training:** Students will also do courses designed to prepare them for professional roles as teachers and educational leaders in the future. That will include doing courses in areas such as:

Educational psychology, guidance and counselling  
Foundations and History of Education  
Curriculum development, assessment and evaluation  
School leadership and management  
Pedagogy (teaching methods)

**iv) Field experience:** Students will do supervised Teaching Practice in schools to practice professional skills and receive feedback from experienced teachers as well as teaching staff.

### **3.1.6 Programme Organisation:**

The programme will be organised as follows:

#### **Academic Component:**

Teaching subject 1[Major]: 30% of the total time

Teaching subject 2[Minor]: 30% of the total time

#### **Professional courses & Teaching Practice:**

Approximately 40 % of the total time.

**NOTE: The academic component will be concentrated in years 1 & 2 with professional courses increasing in years 2 & 3 after students have completed the most basic academic courses successfully.**

The total number of units to be completed by a student will range from 138-150. The detailed course structure from year 1-3 is described below:

**The Mission of the Undergraduate programme:** The undergraduate programme mission is to develop professional educators through careful integration of theory and practice. This mission is grounded on the understanding that teachers' personal identities are an integral part of their professional identities; that teaching is a complex activity that cannot be separated from the diverse social, economic, political and cultural contexts in which it takes place; and that teaching is a reflective process and an integral part of lifelong as well as continuous professional development.

### **3.1.7 Curriculum:**

#### **B.A. (Ed) Year 1**

**Academic courses:**

**18 units**

To select courses from two teaching subjects **in academic departments**

**Education courses:**

<b>CODE</b>	<b>DESCRIPTION</b>	<b>UNIT S</b>
RED 100	Introduction to Logic and Principles of Education	3
RED 101	Introduction to Education Psychology	3
RED 010	Introduction to Teaching	1
RED 011	Teaching Practice I	2
RED 104	Class room interaction	3

**General courses**

RSS 110	Development Studies	6
RPH 111	Social Ethics I & II	4
RLG 108	Communication skills	6

**Total 46**

**B.A. (Ed) Year 2**

**Academic courses:**

**30 units**

To select courses from two teaching subjects **in academic departments**

**Education courses**

RED 200	Curric Devt & Evaluation	3
RED 201	Education Media & Technology	3
RED 203	Pedagogy of Teacher Education	3
RED Ped 11	Teaching Methods subject I	3
RED Ped 22	Teaching Methods subject II	3
RED 021	Teaching Practice II	3
RRM 202	Research Methods in Eduaction	3

**Total 47**

**B.A. (Ed) Year 3**

**Academic courses**

**24 units**



To select courses from two teaching subjects **in academic departments**

**Education courses:**

REDT 300	Assessment and test construction	3
REDP 302	Counselling and Inclusive Education	3
RED 300	Educational Management & Leadership	3
RED 303	Sociology of Education	3

**Optional courses**

Education options **6 units must be chosen**

REDCT 300	Library Education	3
REDP 301	Educational Statistics	3
REDF 300	Cross-cutting educational issues	3

**Total 39**

**CURRICULUM FOR TEACHING SUBJECTS**

<b>CODE</b>	<b>DESCRIPTION</b>	<b>UNIT S</b>
<b>ENGLISH</b>		
<b>First Year [Semester One]</b>		
RENG 101:	English structure 1	3
RENG 102	English Phonology &Phonetics	3
<b>First Year [Semester Two]</b>		
RENG 103	Introduction to English Semantics	3
RENG 104	History & Development of English	3
<b>Second Year [semester One]</b>		
RENG 201	English Structure II	3
RENG 210	English Language methods	3
<b>Second Year [Semester Two]</b>		
RENG 201	Varieties of English	3
RENG 204	English Oratory	3
RED 202	Morphology	3

RRM 202            Research Methods in Education            3

**Third Year [Semester One]**

RENG 301            Second Language learning            3

RENG 302            English Pragmatics            3

RRM 305            Introduction to Research Methods            3

**Third Year [Semester Two]**

RENG 303            Linguistics theories            3

RENG 304            English Language Teaching Methods            3

RED 303            Sociolinguistics            3

**KISWAHILI**

**First Year [Semester One]**

RSW 170            Introduction to Kiswahili Literature and Criticism            3

RSW 174            Fundamentals of Kiswahili Linguistics            3

**First Year [Semester Two]**

RSW 171            Major and Contemporary Literary Approaches            3

RSW 175            Introduction to Kiswahili Grammatical Constructions            3

**Second Year [Semester One]**

RSW 270            Kiswahili Literature and Literary movements            3

RSW 272            African Philosophies in Kiswahili Literature            3

RSW 274            Kiswahili Phonology            3

**Second Year [Semester Two]**

RSW 273            Varieties of Kiswahili Usage Skills (optional)            3

RSW 276            Kiswahili Novel            3

RED 215            Kiswahili Teaching Methods            3

RSW 278            Translation: Theory and Practice (optional)            3

**Third Year [Semester One]**

RSW 381            Kiswahili Poetry            3

RSW 371            Semantics and Pragmatics            3

RSW 382	Creative Writing: Theory and Practice (optional)	3
RSW 383	Interpretation: Theory and Practice (optional)	3

### **Third Year [Semester Two]**

RSW 370	Kiswahili Syntax: Theory and Practice	3
RSW 373	Studies in Oral Literature	3
RSW 374	Kiswahili Drama	3
RSW 378	Kiswahili Literature and Gender Studies (optional)	3
RSW 377	Kiswahili based Comparative Literature (optional)	3
RSW 375	Lexicography: Theory and Practice (optional)	3

## **HISTORY**

### **First Year [Semester One]**

RHIST 0101	Basic concepts and Perspectives in Historical Studies	3
RHIST 0102	World History to 1500AD	3

### **First Year [Semester Two]**

RHIST 0103	Capitalism and Imperialism in World History	3
RHIST 0105	Old World Ancient History (optional)	3
RHIST 0106	New World Ancient History (optional)	3

### **Second Year [Semester One]**

RHIST 0104	Themes in African History	3
RHIST 0260	Philosophies and Methodologies	3
RHIST 0262	History of East Africa	3
RHIST 0263	History of Central Africa (optional)	3
RHIST 0266	War and Warfare in World History (optional)	3
RHIST 0267	world History of Science and Technology (optional)	3
RHIST 0270	Health, Diseases and Healing in 19 <sup>th</sup> and 20 <sup>th</sup> C (optional)	3

### **Second Year [Semester Two]**

RHIST 0261	History of Tanzania	3
RHIST 0265	Neo Colonialism and Revolutionary Movements	3
RHIST 0264	Africa and World Religion (optional)	3
RHIST 0268	Survey World History of Science and Technology	3

(optional)

RHIST 0269	Survey World History of Globalization (optional)	3
RED 213	History Methods	3

### **Third Year [Semester One]**

RHIST 0360	Economic History of Tanzania I (for outstanding students)	3
RHIST 0362	History of South Africa (optional)	3
RHIST 0363	History of North Africa (optional)	3
RHIST 0364	Industrialization and the Rise of the Working Class in Britain (optional)	3
RHIST 0366	Topic in Africa Environmental History (optional)	3
RHIST 0342	Archaeology of Tanzania (optional)	3

### **Third Year [Semester Two]**

RHIT 0369	Economic History of Tanzania II (for outstanding students)	3
RHIST 0361	History of West Africa	3
RHIST 0365	Political Economy of the USA.	3
RHIST 0367	Population and Urban History of Tanzania	3
RHIST 0368	Oral Histories in Tanzania (For outstanding students)	3
RHIST 0399	Dissertation (for outstanding students)	6

## **GEOGRAPHY**

### **First Year [Semester One]**

RGEO111	Earth's Structure and Plate Tectonics	3
RGEO 121	Population and Resources	3

### **First year [Semester Two]**

RGEO 122	Cartography and Surveying	3
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### **Second Year [Semester One]**

RGEO 211	The Geography of Settlement	3
RGEO 212	Atmosphere, Weather, Climate, Global Climates	3

### **Second Year [Semester Two]**

RGEO221	Work, Industry and Development	3
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RGEO 311	Ecology I	3
RED 212	Geography Methods	3
RED 305	Economic Teaching Methods	3

**Third Year [Semester One]**

RGEO 321	Globalisation, Trade and Economic Integration	3
RGEO 322	Surface Processes and Land Forms	3

**Third Year [Semester Two]**

RGEO 323	Remote sensing, GIS, Aerial Photography	3
RGEO 324	Global Environmental Challenges	3

**ECONOMICS**

**First Year [Semester One]**

REC 101	Introduction to Microeconomics Analysis I	3
REC 111	Introduction to Macroeconomics Analysis I	3

**First Year [Semester Two]**

REC 102	Introduction to Microeconomics Analysis II	3
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**Second Year [Semester One]**

REC 211	Intermediate Micro-economics Analysis 1	3
REC 215	Intermediate Macro-economics Analysis 1	3
REC 212	Development Economics 1	3
REC 213	Quantitative Methods 1	3
REC 214	Economics 1	3

**Second Year [Semester Two]**

<b>Year</b>	Intermediate Micro-economics Analysis II	3
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REC 221	Intermediate Macro-economics Analysis II	3
REC 222	Development Economics II	3
REC 225		

**Third Year [Semester One]**

REC 311	Economics Policy, Planning and Programming 1	3
REC 315	Applied Qualitative Methods and Econometrics 1	3
REC 312	Money and Banking 1	3
REC 313	Public Finance 1	3
REC 314	International Economics	3

**Third Year [Semester Two]**

REC 321	Economics Policy, Planning and Programming 11	3
REC 325	Applied Qualitative Methods and Econometrics 11	3
REC 322	Money and Banking 11	3
REC 323	Public Finance 11	3
REC 324	International Economics11	3

**LITERATURE**

**First Year [Semester One]**

RLIT 101	Literary Theories	3
RLIT 102	Literary Devices	3

**First Year [Semester Two]**

RLIT 103	Tanzanian Literature in English	3
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**Second Year [Semester One]**

RLIT 200	Introduction to Children's Literature	3
RLIT 201	Introduction to Poetry 1	3
RLIT 202	African Oral Literature	3
RED 216	Literature Teaching Methods	3

**Second Year [Semester Two]**

RLIT 203	Drama	3
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RLIT 204	Creative Writing	3
RED 217	Literature Teaching Methods	3

**Third Year [Semester One]**

RLIT 300	The Rise of the Novel	3
RLIT 301	African Women Writers	3
RLIT 302	Afro-American Literature	3

**Third Year [Semester Two]**

RLIT 303	Field Research on Oral Literature	3
RLIT 304	Poetry II	3
RLIT 104	Introduction to African Literature	3

3.2 Bachelor of Arts in Education( IT and Mathematics) curriculum;  
course list

**1<sup>ST</sup> YEAR COURSES (44 units)**

**First semester**

<b>CODE</b>	<b>DESCRIPTION</b>	<b>UNITS</b>
RED 100	Introduction to Logic and Principles of Education	3
RED 010	Introduction to Teaching	1
RMT 100	Foundations of Analysis	3
RCS 104	Discrete Structures	3
RCS 101	Computer Architecture	2
RCS 100	Introduction to Informatics	2
RCS 110	Microcomputer Applications	2
RPH 113	Social Ethics	1
		2

RSS 110	Development Studies I	3
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RLG 108	Communication Skills I	3
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<b>Total</b>		<b>units</b>
<b>24</b>		

### **SECOND SEMESTER**

RCS 105	Linear Algebra	3
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RMT 120	Functions of a Single Variable	3
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RED 104	Class room Interaction	3
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RED 101	Psychology of Education	3
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RCS 103	Algorithms & Data Structures	3
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RCS 102	OO Programming I	3
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RPH 114	Social Ethics II	2
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<b>Total</b>		<b>units</b>
<b>20</b>		

### **FIRST TEACHING PRACTICE TRAINING**

RED 011	Teaching Practice I	2
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### **2<sup>ND</sup> YEAR COURSES (41 units)**

#### **First semester**

RMT 200	Functions of Several Variables	3
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RMT 206	Ordinary Differential Equations	3
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RED 200	Curriculum Development and Evaluation	3
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RCS 206	PC Diagnostics & Maintenance	2
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RCS 200	Network Design & Administration I	3
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RCS 202	Operating Systems	3
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RCS 203	Software Engineering	3
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<b>Total</b>		<b>units</b>
<b>20</b>		

**Second Semester**

RED 201	Education Media & Technology	3
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RED 203	Pedagogy of Teacher Education	3
---------	-------------------------------	---

RMT 203	Linear Programming	2
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RMT 204	Mathematical Statistics	2
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RCS 216	Numerical Analysis	2
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RCS 201	Database Design	3
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RED 212	Mathematics Methods (subject 1)	3
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RED 212	Computer Science Methods (subject 2)	3
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<b>Total</b>		<b>units</b>
<b>21</b>		

**SECOND TEACHING PRACTICE**

RED 021	Teaching Practice	II
2		

**2<sup>ND</sup> YEAR OPTIONAL COURSES (students to opt for at least course per semester)**

RCS 209	Advanced Software Engineering	3
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RCS 210	Programming in C	3
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RCS 211	GIS	2
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RCS 205	Linux System Administration	
2		
RCS 208	Computer Graphics & Multimedia	2
RMT 205	Rigid Body Mechanics	
3		
RMT 209	Mathematical Logic	
2		
RMT 207	Applied Linear Algebra	
3		
RMT 210	History of Mathematics	
2		

**3<sup>RD</sup> YEAR COURSES (31)**

First semester

RCS 305	Computer System Security	
2		
RCS 300	Systems Analysis and Design	
3		
RED 300	Assessment and Test Construction	3
RED 302	Counselling and Inclusive Education	
3		
RMT 300	Abstract Algebra	
3		
RMT 302	Graph Theory and Network Problems	
3		

<b>Total</b>		<b>units</b>
<b>17</b>		

**Second semester**

RED 300D	Educational Management & Leadership	3
RMT 303	Complex Analysis	3
RMT 304	Functional Analysis	3
RCS 301	Internet Programming and E-Applications	2
RCS 302	Database Systems	3
<b>Total</b>		<b>units</b>
<b>14</b>		

**3<sup>RD</sup> YEAR OPTIONAL COURSES (students to opt for at least one course per semester)**

EDCT 300	Library Education	3
RCS 303	Project Management	2
RCS 307	Operations Research	2
RMT 308	Partial Differential Equations	3
RMT 306	Fluid mechanics	3
RMT 307	Integer Programming	3

3.3 Bachelor of Arts in Education ( IT and Geography) curriculum;  
course list

**1<sup>ST</sup> YEAR COURSES (41 units)**

**First semester**

RGEO 111	Earth's Structure and Plate Tectonics
3	
RGEO 121	Population and Resources
3	
RED 100	Introduction to Logic and Principles of Education
3	
RED 010	Introduction to Teaching
1	
RCS 100	Introduction to Informatics
2	
RCS 101	Computer Architecture
2	
RCS 110	Microcomputer Applications
2	
RPH 113	Social Ethics I
2	
RSS 110	Development Studies I
3	
RLG 108	Communication Skills I
3	
<b>Total</b>	<b>units</b>
<b>24</b>	

**Second Semester**

RGEO 122 Cartography and Surveying  
3

RED 104 Class room Interaction  
3

RED 101 Psychology of Education  
3

RCS 103 Algorithms & Data Structures  
3

RCS 102 OO Programming I  
3

RPH 114 Social Ethics II  
2

**Total** **units**  
**17**

### FIRST TEACHING PRACTICE

RED 011 Teaching Practice I  
2

### 2<sup>ND</sup> YEAR COURSES (41 units)

#### First semester

RGEO 211 The Geography of Settlement  
3

RGEO 212 Atmosphere, Weather, Climate, Global Weather  
3

RCS 206 PC Diagnostics & Maintenance  
2

RED 200 Curriculum Development and Evaluation  
3



## 2<sup>ND</sup> YEAR OPTIONAL COURSES

RCS 209	Advanced Software Engineering	3
RCS 210	Programming in C	3
RCS 211	GIS	2
RCS 205	Linux System Administration	2
RCS 208	Computer Graphics & Multimedia	2

## 3<sup>RD</sup> YEAR COURSES (31)

### First semester

RCS 305	Computer System Security	2
RCS 300	Systems Analysis and Design	3
RED 300	Assessment and Test Construction	3
RED 302	Counselling and Inclusive Education	3
RGEO 321	Globalisation, Trade and Economic Integration	3
RGEO 322	Surface Processes and Land Forms	3
<b>Total</b>		<b>units</b>
<b>17</b>		

### Second Semester

RED 300D	Educational Management & Leadership	3
RGEO 323	Remote Sensing, GIS, Aerial Photography	3
RGEO 324	Global Environmental Challenges	3
RCS 301	Internet Programming and E-Applications	2
RCS 302	Database Systems	3
<b>Total</b>		<b>units</b>
<b>14</b>		

### **3<sup>RD</sup> YEAR OPTIONAL COURSES**

RMS 341	Organisational Behaviour	3
EDCT 300	Library Education	3
RCS 303	Project Management	2
RCS 307	Operations Research	2

3.4 Bachelor of Arts in education (Information technology and Economics) curriculum; course list

### **1<sup>ST</sup> YEAR COURSES (41 units)**

#### **First semester**

REC 101	Introduction to Microeconomic Analysis I	3
REC 111	Introduction to Macroeconomic Analysis I	3
RED 100	Introduction to Logic and Principles of Education	3
RED 010	Introduction to Teaching	1
RCS 100	Introduction to Informatics	2
RCS 101	Computer Architecture	2
RCS 110	Microcomputer Applications	2
RPH 113	Social Ethics I	2
RSS 110	Development Studies I	3
RLG 108	Communication Skills I	3

**Total** **units**  
**24**

#### **Second Semester**

REC 102	Introduction to Microeconomic Analysis II	3
RED 101	Psychology of Education	3



RED 104	Class room Interaction	3
RCS 103	Algorithms & Data Structures	3
RCS 102	OO Programming I	3
RPH 114 2	Social Ethics II	2

**Total** **units**  
**17**

**FIRST TEACHING PRACTICE**

RED 011	Teaching Practice I	2
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**2<sup>ND</sup> YEAR COURSES (40 units)**

**First semester**

REC 211	Intemidiate Microeconomic Analysis I	3
REC 213	Intermediate Macroeconomics Analysis I	3
RCS 215 2	Probability and Statistics	2
RCS 206	PC Diagnostics & Maintenance	2
RED 200	Curriculum Development and Evaluation	3
RCS 200	Network Design & Administration I	3
RCS 202 3	Operating Systems	3

**Total** **units**  
**19**

**Second Semester**

RED 201	Education Media & Technology	3
RED 203	Pedagogy of Teacher Education	3



RCS 300	Systems Analysis and Design	
3		
RED 300	Assessment and Test Construction	
3		
RED 302	Counselling and Inclusive Education	
3		
REC 311	Economics Policy, Planning and Programming I	3
REC 312	Money and Banking I	
3		
RCS 304	Professional Practices of Information Systems	
2		
<b>Total</b>		<b>units</b>
<b>19</b>		

**Second Semester**

RED 300D	Educational Management & Leadership	
3		
REC 321	Economics Policy, Planning and Programming II	
3		
RCS 322	Money and Banking II	
3		
RCS 303	Project Management	
3		
RCS 301	Internet Programming and E-Applications	
2		
RCS 302	Database Systems	
3		

**Total** **units**  
**17**

### **3<sup>RD</sup> YEAR OPTIONAL COURSES**

RMS 341 Organisations Behaviour  
3

EDCT 300 Library Education  
3

RCS 307 Operations Research  
2

### **3.5 DIPLOMA IN LIBRARY AND INFORMATION STUDIES:**

#### **OBJECTIVES:**

#### **3.5.1 General objectives**

The general objectives of the programme are;

- a)** To produce highly skilled technicians to man different types of small size information units.
- b)** To provide professional principles, knowledge and skills that will give the greatest opportunity to serve different information needs of the society.
- c)** To produce graduates who are ready to enter employment at the middle level.
- d)** To prepare students for more advanced studies in their discipline of choice.

#### **3.5.2 Entrance qualification**

The student admission requirements are based on the following condition and categories

#### **Category A: Direct Entry (Form VI graduates)**

Applicant eligible for direct admission must have earned;

- a) Certificate of Secondary Education Examination (CSEE) with credit pass in three or more subjects, obtained prior to sitting for Advanced Certificate of Secondary Education (ACSEE)
- b) An advanced Certificate of Secondary Education Examination (ACSEE) with at least one principal level pass and two subsidiaries from all discipline of studies.

**Category B: Equivalent Qualifications:**

Applicants eligible for equivalent admission to the diploma programme must be either form four leavers, with at least three credits or five passes and attended a certificate course in librarianship or related courses with an average of B from recognized institution.

**Category C: Mature age entry**

- a)** Have completed form IV at least five years prior to the year of application.
- b)** Have worked for at least three years in related field (s) prior to the year of application and submitted a letter of recommendation from the work place (organization)

The diploma programme shall be of four semesters or two academic years. Students will be required to take all the core courses and at least one elective course in each semester. The minimum total credits will be 21 per semester and minimum credits required for a student to graduate are 94.

**3.5.3 COURSE ASSESSMENT**

All students must follow the RUCU Examination regulations

**3.5.3.1 Grading system**

Monitoring of the student's progress will be based on the following grading system

<b>PERCENTAGE</b>	<b>LETTER GRADE</b>	<b>POINTS</b>	<b>DISIGNATION</b>
100-70	A	5	DISTINCTION
69-60	B+	4	HIGH CREDIT
59-60	B	3	CREDIT
49-40	C	2	PASS
39-35	E	1	FAIL
34-0	E	0	BAD FAIL

### **3.5.3.2 Final certificate classification**

A candidate final standing in certificate shall be determined by the Aggregate Grade Point Average (GPA)

The letter grades will be assigned as follows

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

The final certificate classification shall be as follows:

Class

GPA

**Distinction**

**5.0-4.0**

**Credit**

**3.0-3.9**

**Passed**

**2.0-2.9**

### 3.5.4 Examination regulations

These regulations shall be read along with General University examination regulations

- (i) Examination shall be conducted at the end of each semester; grades will be based on an end of semester examination and course work. End of semester examination will carry 60 marks while course work will carry 40 marks.
- (ii) Distribution of marks in course work will be as follows

Take home essay	10 marks
Timed essay	10 marks
Independent study/project	20 marks

- (iii) Subject to general university and faculty regulations on examination, a candidate must satisfy the examiners by attaining minimum of 84 Units in compulsory course and 10 units in optional course.

- a) No candidate shall be allowed to sit for the examination unless he or she has attended at least 75% of the lectures

- b) Where a candidate fails in one or more courses at "D" and "E" grade he or she may, on the recommendation of the faculty board, be permitted to re-sit the failed course(s) at a supplementary examination

- c) Where a candidate fails in three courses at "D" level one at "E" grade he/she may on the recommendations of the faculty board be permitted to repeat the year.

- d)** Where a candidate fails three courses two at “E” and one at “D” level he/she shall be discontinued from studies
- e)** A special examination to be regarded as first sitting may be awarded to a student who shows sufficient cause. Normally special examinations will be given at the same time as supplementary examination.
- f)** The marks of each student to be reported to the faculty Board of examiners meeting shall be the mark agreed upon between the internal examiner and external examiner. In the absence of agreement the marks awarded by each examiner shall be reported to the Examiners meeting for final recommendation to the board of the University.

## **THE STRUCTURE OF DIPLOMA COURSE IN LIBRARY AND INFORMATION STUDIES**

### **FIRST YEAR FIRST SEMESTER (CORE COURSES)**

<b>COURSE CODE</b>	<b>COURSE TITLE</b>	<b>CONTACT HOURS</b>	<b>CREDIT UNITS</b>
RDLIS 100	Computer Application	30	3
RDLIS 101	Introduction to Library and Information Science	30	3
RDLIS 103	Principles of Information Management	30	3
RDLIS 102	Legal and Ethical Issues In Information Management	30	2
RLG 106	Communication Skills I	30	2
RSS 110	Development Studies	30	2
RLW 104	Elements of Law	30	2
RPH 113	Social Ethics	30	2

### **ELECTIVES COURSES**

<b>COURSE CODE</b>	<b>COURSE TITLE</b>	<b>CONTACT HOURS</b>	<b>CREDIT UNITS</b>
RDLIS 103	Principles of Information Management	30	3



RDLIS 105	Publishing and Book Trade	30	1
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**FIRST YEAR  
SECOND SEMESTER (CORE COURSES)**

<b>COURSE CODE</b>	<b>COURSE TITLE</b>	<b>CONTACT HOURS</b>	<b>CREDIT UNIT</b>
RDLIS 106	Basic Statics for LIS Professional	30	2
RDLIS 107	Organization of Information I (Theory of Classification and Cataloguing)	45	3
RDLIS 108	Collection Development	45	3
RDLIS 111	Desktop Publishing	45	4
RDLIS 112	Repackaging and Dissemination of Information	45	3
RPH 122	Social Ethics II		
RLG 117	Communication Skills II	30	3

**ELECTIVES**

<b>COURSE CODE</b>	<b>COURSE TITLE</b>	<b>CONTACT HOURS</b>	<b>CREDIT UNIT</b>
RDLIS 113	Current Issues and Trends in Library And Information Science	30	3
RDLIS 114	Information sources Development	30	3

**SECOND YEAR  
FIRST SEMESTER (CORE COURSES)**

<b>COURSE CODE</b>	<b>COURSE TITLE</b>	<b>CONTACT HOURS</b>	<b>CREDIT UNITS</b>
RDLIS 200	Organization Of Information II (Practical Cataloguing and Classification)	60	4
RDLIS 201	Principles of Management and Administration	45	3
RDLIS 202	LIS Research Methods	45	3
RDLIS 203	Introduction To Database Management	30	2
RDLIS216	Organization of Knowledge III (Practical Classification)	45	4
RDLIS 204	Packaging and Dissemination of	30	3

Information		
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### ELECTIVES

COURSE CODE	COURSE TITLE	CONTACT HOURS	CREDIT UNITS
RDLIS 205	Information Technology and The Society	30	3
RDLIS 207	LIS Management of Information System	30	2
RDLIS 206	Principles of Records Management	45	4

### SECOND YEAR

#### SECOND SEMESTER (CORE COURSES)

COURSE CODE	COURSE TITLE	CONTACT HOURS	CREDIT UNITS
RDLIS 207	Knowledge Management For LIS Profession	45	4
RDLIS 208	Marketing of Information Service	30	3
RDLIS 300	Practical Training Reports	0	3
RDLIS 301	Research Project	45	3
RDLIS 211	Policy and Planning for Information Centre	30	2

### ELECTIVES

COURSE CODE	COURSE TITLE	CONTACT HOURS	CREDIT UNITS
RDLIS 214	Introduction to Internet and Virtual Library	30	2
RDLIS 212	Concept of Computer Networking	30	3
RDLIS 213	Introduction to Web Publishing	45	3

## 3.6 CERTIFICATE IN LIBRARY AND INFORMATION STUDIES

### 3.6.1 Admission Requirements

- (a) A Certificate of Secondary Education with passes of at least "D" in four subjects (including English language), OR Form Four with two credits, OR Form Six with at least one principal pass.
- (b) A Candidate who does not have such a certificate may be admitted in exceptional circumstances as per the University Regulations.

### 3.6.2 Duration of the Certificate Programme

The certificate programme is scheduled to run under a semester system in which there are fifteen teaching weeks plus two examinations weeks

per semester. The Certificate in Information Studies is designed to run for one (1) year.

### 3.6.3 Curriculum

#### **SEMESTER ONE**

<b>Course Code</b>	<b>Course Title</b>	<b>Units</b>
RCIS 101	Communication Skills I	2
RCIS 111	Information and Communication Technology	4
RCIS 121	Information and Society	2
RCIS 131	Planning, Development and Management Information Centres	2
RCIS 141	Information Sources	4
RCIS 151	Records and Archives Management I	2
RCIS 161	Organization of Knowledge (Theory of Classification and Cataloguing)	2

#### **SEMESTER TWO**

RCIS 102	Communication Skills II	2
RCIS 112	Information and Communication Technology II	4
RCIS 152	Records and Archives II	2
RCIS 162	Organization of Knowledge (Practical Classification and Cataloguing) II	4
RCIS 172	Information Services (LIS)	2
RCIS 182	Information Services (RAM)	2
RCIS 191	Electives (Specialized)	2
RCIS 201	Practical Training Attachment (LIS)	6

### **3.7 MASTER OF EDUCATION PROGRAMME**

The rapid expansion of Secondary Education in Tanzania and other East African countries has led to a demand for educational administrators, curriculum specialists and assessment specialists with high level of professional knowledge, skills to effectively and systematically deal with complex issues. However, the rapid expansion of Higher Education means that

universities have recruited large numbers of inexperienced staff with no training in teaching and learning.

RUCU has recognised the need to offer post-graduate programmes in teaching and learning methods, the development of independent learning and critical thinking skills, and training so that educational professionals may acquire the research skills needed to develop evidence based practice. Thus, by offering the Master of Education in Curriculum and Instruction and Educational Planning and Administration, RUCU aims to support the continuing professional needs of secondary school and university staff.

### *3.7.1 The M.Ed. degree programme has the following objectives:*

1. Establish a research-oriented environment in which students may study advanced topics in Education beyond graduate level.
2. Integrate theory and practice in education and develop in-depth knowledge and expertise in students' areas of specialization.
3. Train Education experts in different areas of specialization to contribute towards reducing shortage of high level human resources in Educational institutions and related government departments.
4. To enable students to participate in cutting edge research that contributes to advancement of Education.
5. To enable students to broaden and deepen their professional knowledge and skills in order to keep abreast with other emerging Educational issues.

### *3.7.2 Admission Requirements*

An applicant must satisfy any of the following requirements.

- a) Holder of a Bachelor's Degree in Education (B.Ed) and other programmes offered elsewhere e.g. B.Ed Maths, Science, Arts, Adult Education, Early Childhood Education, Psychology etc. With at least upper second class honours.
- b) Holder of a bachelor's degree in Arts or science teaching subjects with at least lower second class honours plus a postgraduate diploma in education.
- c) Holder of a bachelor degree in education with at least lower second class honours of a G.P.A 2.7 and above with a teaching experience of a minimum of two years.
- d) Holder of a bachelor's degree in fields other than education who are employed in a university as tutorial assistant or assistant lecturer or in a University of Education teaching diploma in education such students may be admitted to the Master of Education in Professional Practice in Higher Education area of specialization.

- e) An equivalent qualification from any recognized university in the region and outside the region.

### 3.7.3 Duration of the Master of Education Programme

The duration of the programme is 18 months which is divided into three semesters. Students must complete coursework credits in not less than one year before they embark on a dissertation writing in the third semester.

### 3.7.4 Structure of the Programme

The Master of Education programme shall consist of three different types of courses:

- Common courses, which are compulsory to all students.
- Core courses, which are mandatory courses in each area of specialization, aimed at deepening students' knowledge, understanding and skills in particular topics.
- Elective courses, which are optional courses from which students shall choose a unit within an area of specialization.

Students shall choose one of the following two areas of specialization:

1. Curriculum and Instruction
2. Educational Planning and Administration

### 3.7.5 Curriculum

#### A. Curriculum and Instruction

## FIRST YEAR

### SEMESTER I

Code	Course Title	Credits
<b>Common Courses</b>		
REDU 500	Educational Research Methods I	3
REDU 501	Educational Statistics	3
REDU 502	Professional Ethics in Education	3
REDU 503	Evaluation Principles, Techniques and Models	3
<b>Core Courses</b>		
REDU 505	Curriculum Theory and Practice	3

REDU 506	Teaching and Learning: Theories and Practice	3
	<b>Total</b>	<b><u>18</u></b>

**SEMESTER II**

**Common Courses**

REDU 504	Educational Research Methods II	3
REDU 602	Research and Dissertation (proposal writing and defence)	0

**Core Courses**

REDU 507	Educational Assessment and Evaluation	3
REDU 508	Developing English Language Skills through Subject teaching	3
REDU 600	Curriculum Implementation	3
REDU 601	Curriculum Evaluation	3

**Elective Course**

Option I	At least 1 course should be selected from the list of elective courses	3
	<b>Total</b>	<b><u>18</u></b>

**Elective Courses**

REDU 509	Active-participatory teaching and learning in science in Secondary Schools	3
REDU 510	Active-participatory teaching and learning in humanities and social science in Secondary Schools	3
REDU 511	Active-Participatory teaching and learning in languages in Secondary Schools	3

**SECOND YEAR**

**SEMESTER III**

**Core Courses**

REDU 602	Research and Dissertation	12
	<b>Total</b>	<b><u>12</u></b>

**GRAND TOTAL**

**48**

It shall require at least 48 credits to complete the Master of Education degree in Curriculum and Instruction.

*B. Educational Planning and Administration*

**FIRST YEAR**

<b>Code</b>	<b>Course Title</b>	<b>Credits</b>
<b>Semester I</b>		
<b>Common Courses</b>		
REDU 500	Educational Research Methods I	3
REDU 501	Educational Statistics	3
REDU 502	Professional Ethics in Education	3
REDU 503	Evaluation Principles, Techniques and Models	3
<b>Core Courses</b>		
REDU 517	Theories and Practice of Educational Administration	3
REDU 519	Theories and Concepts in Educational Planning	3
	<b>Total</b>	<b><u>18</u></b>

**Semester II**

**Common Courses**

REDU 504	Educational Research Methods II	3
REDU 602	Research and Dissertation (Proposal Writing and Defence)	0

**Core Courses**

REDU 516	Mobilization and Management of Institutional Finance	3
REDU 518	Fundamentals of Educational Administration	3
REDU 520	Human Resource Management and	3

	Development in Education	
REDU 604	Supervision of Educational Institutions	3
<b>Elective Courses</b>		
Option I	At least 1 course should be selected from the list of elective courses below	3
	<b>Total</b>	<b><u>18</u></b>
<b>Elective Courses</b>		
REDU 605	Legal issues in Educational Administration	3
REDU 606	Methodologies of Educational Planning	3

## **SECOND YEAR**

### **SEMESTER III**

#### **Core Courses**

REDU 602	Research and Dissertation	12
	<b>Total</b>	<b><u>12</u></b>
	<b>GRAND TOTAL</b>	<b><u>48</u></b>

It shall require at least 48 credits to complete the Master of Education degree in Educational Planning and Administration.

### **3.8 MASTER OF ARTS IN LINGUISTICS PROGRAMME**

The Master of Arts in Linguistics aims to give students a thorough grounding in modern theoretical linguistics and linguistic description. It also aims to enable students to reach one area of theoretical sophistication that enables him or her to study current linguistic situations, and in many cases to keep abreast of the latest in the subject and to contribute to its advancement.

#### *3.8.1 Admission Requirements*

A Candidate should have a first degree in Linguistics. A GPA 3.0 and above of undergraduate study for applicants who are fresh from University.

A GPA 2.7 of undergraduate study plus a working experience of not less than two years in the teaching carrier and/or any other professional qualification from recognized Institution.



### 3.8.2 Duration of the Master of Arts Programme

The duration of the programme is 18 months which is divided into three semesters. Students must complete coursework credits in not less than one year before they embark on a dissertation writing in the third semester.

### 3.8.3 Curriculum

#### FIRST YEAR

<b>Code</b>	<b>Course Title</b>	<b>Credits</b>
<b>Semester I</b>		
<b>Core Courses</b>		
RLIN 611	Syntax I	3
RLIN 612	Phonetics	3
RLIN 613	Sociolinguistics I	3
RLIN 614	Research Methods in Linguistics I	3
RLIN 624	Pragmatics	3
RLIN 617	Morphology	3
RLIN 618	Semantics	3
	<b>Total</b>	<b><u>21</u></b>

#### **Semester II**

##### **Core Courses**

RLIN 621	Syntax II	3
RLIN 622	Phonology	3
RLIN 623	Sociolinguistics II	3
RPH 611	Professional Ethics and Human Integrity	3
RLIN 625	Research Methods in Linguistics II	3

##### **Elective Courses**

1	At least 1 course should be selected from the	3
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list of elective courses below

**Total** **18**

**Elective Courses**

RLIN 615	Translation and Interpreting Techniques	3
RLIN 632	Discourse Analysis	3
RLIN 626	Applied Linguistics	3

**SECOND YEAR**

**SEMESTER III**

**Core Courses**

RLIN 699	Dissertation	6
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**Total** **6**

**GRAND TOTAL** **45**

It shall require at least 45 credits to complete the Master of Arts degree in Linguistics.

**3.9 POST GRADUATE DIPLOMA IN EDUCATION (PGDE) PROGRAMME**

Department of Education starts to offer Postgraduate Diploma in Education in the academic year 2014/2015. In essence, this is a borrowed programme from Mwenge University College.

**3.9.1 GENERAL OBJECTIVE**

Postgraduate Diploma in Education is designed to enable non-education and education graduates to acquire necessary skills and knowledge in educational matters.

**3.9.2 GOALS OF THE PROGRAMME**

The main goals of the Postgraduate Diploma in Education are:

- I. Develop pedagogical skills in lesson design, lesson preparation, lesson presentation, lesson assessment and classroom management
- II. Provide general understanding of educational principles necessary in working in a school environment, including theories of learning, educational management and Administration and the role of education in a society in the past, present and in future.
- III. Develop an understanding of how school curricula are designed, developed, implemented and assessed as well as forces influencing these processes.

### **3.9.3 ADMISSION REQUIREMENT**

To be considered for admission to the Postgraduate Diploma in Education (PGDE), a candidate must be a holder of any first degree from any institution of higher learning recognized by the Tanzania Commission of Universities.

### **3.9.4 STRUCTURE OF THE PROGRAMME**

PGDE is a one year full time program whereby a student is required to complete a minimum of 60 units.

The PGDE programme shall consist of three different types of courses:

- Common courses, which are compulsory to all students
- Elective courses, which are optional courses from the two teaching subjects which students shall choose based on the area of specialization
- Practical common courses, which are conducted in the field by all students (this courses must be assessed after

the end of second semester and before the commencement of the subsequent academic year)

This programme will include the graduates from different disciplines including science. Teaching methods for science subjects (Physics, Chemistry and Biology) aims to equip teachers with enough skills and knowledge on laboratory management and organization, preparation, guidance and assessment of practical work.

### **3.9.5 Duration of the Programme**

Postgraduate Diploma in Education is a one year programme, which will be studied under a semester system in which there are fifteen teaching weeks plus two examination weeks per semester. Teaching Practice will be undertaken at the end of the first semester for six weeks while research project will be undertaken while the teaching practice is in progress as well as during the second semester before completion of studies.

### **3.9.6 Course assessment**

The assessment will be undertaken on the basis of course works and University Examinations, where students will be required to sit for tests, do assignments and final University Examinations as stipulated in each course outlines.

### **3.9.7 Grading System**

Monitoring of the student's progress will be based on the following grading system.

<b>PERCENTAGE</b>	<b>LETTER GRADE</b>	<b>POINTS</b>
100-70	A	5
69-60	B+	4

59-50	B	3
49-40	c	2
39-35	D	1
34-0	E	0

**NB:**

- a) A course of study pursued in a term will be deemed passed if a candidate scores a minimum of B grade (50% and above)
- b) Any pass below 50% will require a candidate to do supplementary work in that course.

**3.9.8 PGDE COURSE DISTRIBUTION**

**CORE COURSE**

FIRST SEMESTER		
COURSE CODE	COURSE TITLE	UNITS
PDE 402	Introduction to logic and principles of Education	3
PDE 401	Classroom interaction	3
PGE 403	Education Media and Technology	3
PDE 404	Research Methods in Education	3
PDE 405	Assessment and test Construction	3
PGE 412	Educational management and leadership	3
PDE 413	Professional ethics in education	3
<b>TOTAL</b>		<b>18</b>

**SECOND SEMESTER**

COURSE CODE	COURSE TITLE	UNITS
PDE 400	Psychology of Education	3
PDE 406	Principles of Curriculum Development and Evaluation	3
PDE 407	Sociology of Education	3

PDE 408	Educational Planning and Economics	3
PDE 410	Teaching and learning: theory and practice	3
PDE 411	International and cooperative education	3
<b>TOTAL</b>		<b>21</b>

ELECTIVE COURSE (each student to select two courses only)

<b>FIRST SEMESTER</b>		
COURSE CODE	COURSE TITLE	UNITS
PDE 414	Chemistry Teaching Methods	3
PDE 415	Biology Teaching Methods	3
PDE 416	Physics Teaching Methods	3
PDE 417	Mathematics Teaching Methods	3
PDE 418	Mbinu za Kufundishia Kiswahili	3
PDE 419	History Teaching Methods	3
PDE 420	Geography Teaching Methods	3
PDE 409	Guidance and Counselling	3
PDE 421	English teaching Methods	3
PDE 424	Literature Teaching Methods	3
PDE 425	Economics Teaching Methods	3
<b>TOTAL</b>		<b>6</b>

**PRACTICAL COMMON COURSES (FIELD PRACTICALS)**

COURSE CODE	COURSE TITLE	UNITS
PDE 422	Research Project	6
PDE 423	Teaching Practice (6 Weeks Placement)	6

<b>TOTAL</b>	<b>12</b>
<b>GRAND TOTAL</b>	<b>60</b>

### 3. 10 FACULTY OF ARTS AND SOCIAL SCIENCE ACADEMIC STAFF

NO	NAME	G	QUALIFICATION	POSITION
1	Rev. Dr. Kristofa Zulu Nyoni	M	Dip. Phil (Kibosho), Dip. Theo (Kipalapala), Bsc.ED (Salesian), MSc. ED (Salesian), PhD (Salesian)	Dean Faculty of Arts and Social Sciences
2	Dr. Eurelia G. Muyinga	F	PhD (Reading), MAED (Reading), PG Dip.(Reading), Dip Special Education (Birmingham), ADV. Dip (Dar)	Senior Lecturer
3	Rev. Dr. Cephas Mgimwa	M	Ph D (Innsbruck, Austria), MA(Innsbruck, Austria), BA(Innsbruck, Austria)	Vice Chancellor
4	Prof. Gaudence P. Mpangala	M	Ph.D (GDR), MA(UDSM), BA(University of E. Africa)	Vice Deputy Chancellor for Academic Affairs
5	Ass. Prof. Atwaya S. Nchimbi	M	Ph D (Strasbourg- France) MAED (Besancon- France), BA ( Besancon- France) ,	Associate Professor
6	Fr. Dr. Fidelis Mgimwa	M	Ph D. (Theo). (Urbaniana), MA (Theo.) (Urbaniana), BA(Theo.) ( Urbaniana)	Senior Lecturer

7	Dr. Suzan Gwalema	F	PhD (Innsbruck), M.A (Demography) UDSM, B.A(UDSM)	Senior Lecturer
8	Mr. Stephen Kilasi**	M	BAED(Dar), MAED (Dar)	Assistant Lecturer
9	Ms Elizetha Mdemu**	F	MAED(Dar), BAED (Dar)	Assistant Lecturer
10	Mr. Laurent Gama**	M	Dipl. ED (Morogoro TC) BA ED, (Dar), MA ED (Dar)	Assistant Lecturer
11	Mr. Julius Mapanje	M	MAED (Dar), BAED (Dar)	Assistant Lecturer
12	Rev.Fr.Gerard Kabarega	M	Dipl. Phil. (Kibosho), BA (Theo.) (Urbaniana), BA. (Elmira), MA. Educ. (Elmira)	Assistant Lecturer, Ag. Examinations Officer
13	Mr. Emmanuel Boniphace	M	BAED(Dar)	Assistant Lecturer
14	Mr. Herman Luoga*	M	BAED(MUCE)	Tutorial Assistant
15	Mr. David Emmanuel	M	MAED(Dar), BAED (Dar)	Assistant Lecturer
16	Mr. Mdage Danny	M	MA (Dar), BAED(Dar)	Assistant Lecturer
17	Sr. Yusta Nyudula*	F	BAED (UICO), Dip. Ed (Lushoto)	Tutorial Assistant
18	Ms. Libangu Lucyana	F	MA Linguistics (RUCO), BAED (RUCO), Dipl.Ed. (Morogoro)	Assistant Lecturer



19	Mr. Kifyasi Fredy	M	MA Linguistics (RUCO) BAED(RUCO), Dipl. Ed.(Eukenforde)	Assistant Lecturer
20	Ms. Kyando Suzane	M	MAED(Dar), BAED (Dar)	Assistant Lecturer
21	Mr. Kasavaga Fahamu	M	MA Linguistics (RUCO) BAED (RUCO)	Assistant Lecturer
22	Ms. Mwakanjuki Ndimyake	F	MA(UDOM), BAED (UICO), Dip. Ed (Morogoro)	Assistant Lecturer
23	Mr. Abdala Nasibu *	M	BAED (RUCO)	Tutorial Assistant
24	Mr. Mapuga Damas*	M	BAED (RUCO)	Tutorial Assistant
25	Fr Amani Nyoni	M	MA	Chaplain
26	Mr. Nyamahanga Abel	M	MA (UDOM), BAED (Arusha), Dip. Ed. (Songea)	Assistant Lecturer
27	Ms. Ngoboka Mkanibwa	F	MAED(Dar), BAED (Dar)	Assistant Lecturer
28	Mr. Karl Millinga	M	MA(GEO) (Dar), BAED (Dar)	Assistant Lecturer
29	Ms. Sanga Regina	F	MA (Ed), BA(PHIL) Dipl. Ed	Assistant Lecturer
30	Ms. Mushi Adeline**	F	MAED (Dar), BSc (Ed) (Dar)	Assistant Lecturer
31	Lugano Sigalla	M	MA.Ed(Brown - USA), BAED (MMU)	Assistant Lecturer
32	Samwel Mwigeka	M	MA.Econ(Dar), BAED(DUCE)	Assistant Lecturer
33	Faraja Sanga	M	MA(UDSM),	Assistant Lecturer

			BAED(UDSM)	
34	Christopher Chavalla	M	MA	Assistant Lecturer
35	Gerephace Mwangosi	M	MA(UDSS), BAED(UDSM)	Assistant Lecturer
36	Dady Igogo	M	MA(Ed)	Assistant Lecturer
37	Dallu Kassim	M	BA(Ed)	Tutorial Assistant
38	Clauds John Claudis	M	BAED (RUCO)	Tutorial Assistant
39	Kubwela Rumulika	M	BAED (Econ. & Maths) MZUMBE	Tutorial Assistant

### **On study leave**

\*\* Ph.D Candidate

\* Master's Candidate

## **4.0 FACULTY OF BUSINESS AND MANAGEMENT SCIENCES**

The Faculty of Business and Management Sciences is a new Faculty which has been born from the Faculty of Arts and Social Sciences in the academic year 2012/2013. It comprises of two departments, the Department of Management Sciences and Procurement and the Department of Accounting and Finance. The Faculty offers the following programmes:

- i. Masters of Business Administration (MBA) in Human Resources Management.
- ii. Masters of Business Administration (MBA) in Accounting and Finance
- iii. Bachelor of Business Administration (BBA)
- iv. Bachelor of Accounting, Finance with Information Technology (BAFIT)
- v. Diploma in Business Administration (DBA)
- vi. Certificate in Business Administration (CBA)

## **4.1 MASTER OF BUSINESS ADMINISTRATION (MBA)**

### **4.1.1 MBA Objectives**

The MBA programme main objective is to cater for vigorous training in key areas of management. The specific objectives include the following:

- A.** To meet the ever growing demand for higher education training in business administration.
- B.** To enable students to demonstrate an understanding of the fundamentals of business and how this relates to the society.
- C.** To enhance capabilities among graduates of RUCU to embark on a thrilling, administration of self, group and organizational life in both local and international business environments.
- D.** To demonstrate professional competence that will be used in meeting the current human and business needs.
- E.** To prepare candidates for higher business degree;
- F.** To prepare candidates to become future business research oriented graduates;
- G.** To enable candidates to develop into competent professionals who are recognized for their specialized knowledge, who serve the individual and society and who have concern for the effectiveness and honour of their professions.

### **4.1.2 ADMISSIONS REQUIREMENTS**

The programme is a multidispline profession. It will however, admit candidates basing on the following basis:

- A.** The candidate must meet the common regulations for admissions into the Masters' Degrees offered by RUCU.
- B.** Holders of at least first or an upper second class degree or equivalent in non-classified degrees.
- C.** Holders of lower second class or pass degree with a minimum of two and three year of work experience respectively.
- D.** Holder of postgraduate diploma in business studies or related fields.

- E. Applicants with professional qualifications such as CPA, ACCA, or CSP plus a year or more of work experience, provided they completed form Six.

#### **4.1.3 DURATION OF THE MBA PROGRAMME**

The duration of the programme is 18 months which is divided into three semesters. Students must complete coursework credits before they embark on a dissertation writing and preparation of comprehensive examination in the third semester.

#### **4.1.4 MBA PROGRAMME STRUCTURE**

MBA programme courses are categorized as core courses and specialization courses as follows:

##### **4.1.4.1 MBA IN ACCOUNTING AND FINANCE**

##### **Semester I Courses: 6 months**

<b>Course Code</b>	<b>Course Title</b>	<b>Credits</b>
RMA 601	Advanced Management Accounting	2
RBE 600	Advanced Business Economics	2
RFA 601	Advanced Financial Accounting I	3
RQM 601	Quantitative Methods	2
RAI 602	Auditing and investigation	3
RFT 602	Financial Theory and practice	3
RBR 603	Business Research Methodology I	3
<b>18</b>	<b>Total credits:</b>	<b>1<sup>st</sup> semester</b>

#### **NB:**

- 19 weeks for class lectures
- One week for examinations preparation
- Two weeks for university examinations
- Two weeks for short break holidays

##### **Semester II Courses: 6 months**

<b>Course Code</b>	<b>Course Title</b>	<b>Credits</b>
RFA 603	Advanced Financial Accounting II	3
RSM 603	Strategic Management Control System	2
RIF 604	International Finance	3
REN 605	Entrepreneurship	3
RFM 606	Financial Markets and Institutions	3
RBR 604	Business Research Methodology II	3
RTA607	Taxation	2
<b>Total</b>	<b>credits:</b>	<b>1<sup>st</sup></b>
<b>19</b>		<b>semester</b>
<b>Total</b>	<b>Credits</b>	<b>for</b>
<b>37</b>		<b>Two</b>
		<b>Semesters</b>

**NB:**

- 19 weeks for class lectures
- One week for examinations preparation
- Two weeks for university examinations

**Dissertation Period (6 Months)**

**Course credits**

RDI 608: Dissertation	6
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**Total credits**  
**6**

It shall require at least 43 credits to complete the MBA in Accounting and Finance.

**NB:**

- Students are required to write their research proposal and submit for approval ready for data collection.
- Students will be assigned supervisors for their dissertation and write their final dissertation report.

- Writing proposal will take 3 months from the end of second semester
- Writing final dissertation reports will take 3 months
- After dissertations have been marked, students will be required to defend their dissertation

#### 4.1.4.2 MBA IN HUMAN RESOURCE MANAGEMENT

##### Semester I Courses: 6 months

Course Code	Course Title	Credits
RHM 600	Advanced Human Resources Management I	3
RBE 600	Advanced Business Economics	2
RBL 601	Business Law, Leadership & Ethics	2
RBR 603	Business Research Methodology I	3
RLL 601	Labour Law & Employment Relations	3
RSP 602	Social Psychology of Industry	3
RQM 601	Quantitative Methods	2
<b>Total</b>	<b>credits:</b>	<b>1<sup>st</sup> semester</b>
<b>18</b>		

##### NB:

- (i) 19 weeks for class lectures
- (ii) One week for examinations preparation
- (iii) Two weeks for university examinations
- (iv) Two weeks for short break holidays

##### Semester II Courses: 6 months

Course Code	Course Title	Credits
RHM 603	Advanced Human Resource Management II	3
RBR 604	Business Research Methodology II	3
ROB 604	Organizational Behaviour	3
RPR 605	Public Relations	3
RMT 606	Management Training Techniques	2

RLE 607	Labour Economics				2
REN 601	Entrepreneurship				2
<b>19</b>	<b>Total</b>	<b>credits:</b>	<b>1<sup>st</sup></b>	<b>semester</b>	
<b>37</b>	<b>Total</b>	<b>Credits</b>	<b>for</b>	<b>Two</b>	<b>Semesters</b>

**NB:**

- 19 weeks for class lectures
- One week for examinations preparation
- Two weeks for university examinations

**Dissertation Period: 6 Months**

**Course Credits**

RDI 6	608:	Dissertation
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It shall require at least 40 credits to complete the MBA in human resource management.

**NB:**

- Students are required to write their research proposal and submit for approval ready for data collection.
- Students will be assigned supervisors for their dissertation and write their final dissertation report.
- Writing proposal will take 3 months from the end of second semester
- Writing final dissertation reports will take 3 months
- After dissertations have been marked, students will be required to defend their dissertation

**4.2 BACHELOR OF BUSINESS ADMINISTRATION (BBA)**

The Bachelor of Business Administration Degree introduces the concepts and practices of business to develop a broad practical understanding of its context, purpose, and underlying functional areas. To meet these goals, this professional Degree offers dual concentrations: Business professionalism

and practical essentials. The Business Administration Degree is an internationally business oriented degree. The two concentrations employ materials and techniques that are consistent with modern principles and best practices, providing knowledge and skills that can be used immediately. This degree offers the advantage of a curriculum that is overseen by an advisory board of business and education leaders; approved by the Ruaha Catholic University and will be taught by working professionals with many years of practical business experience.

#### **4.2.1 Admission Requirements**

The Minimum Entrance Requirements for a First Degree are as follows:

- i) Certificate of Secondary Education (C.S.E.E) or equivalent with passes in FIVE approved subjects, obtained prior to the sitting of the Advanced Certificate of Secondary Education (A.C.S.E.E) or equivalent.
- ii) At least two Principal level passes and a total of 4.5 or more points (where A= 5, B= 4, C= 3, D=2, E=1 and S= 0.5) in approved subjects in the Advanced Certificate of Secondary Education (A.C.S.E.E).
- iii) Equivalent qualifications such as ordinary or advanced diploma/certificate or degrees or Mature Age/Pre-entry courses considered to be appropriate for the programme to be pursued.

The Minimum Entrance Requirements listed above must include at least "O" Level credit passes one of which must be English Language

#### **4.2.2 Duration of the Programme**

The degree programme is scheduled to run under a semester system in which there are fifteen teaching weeks plus two examination weeks per semester. The Bachelor of Business Administration is designed to run for three (3) years.

#### **4.2.3 Examinations Requirements**

No candidate shall be allowed to sit for an examination in any subject if he/she fails to get a total of 16% out of 40% of coursework (i.e. tests and assignments). A candidate who fails to get 16% out of 60% in the final examination shall be considered to have technical supplementary in that course even if the total coursework and final examination constitute more than 40%.

#### **4.2.4 The Student Work Placement Performance**

This will be conducted at the end of the second semester of the second academic year for students who are taking the Bachelor of Business Administration. The student is required to write a technical report which will include a technical description of specific job item procedures, function operations and other technical aspects indicating the new skills achieved which will carry 3 units.

#### **4.2.5 Assessment of the Student Work Placement Performance**



- (i) The Student Workplace Performance Report (SWPR) and the university supervisors' report should be handed to the respective head of department within the first two weeks of the first semester after the field study session.
- (ii) Failure to submit SWPR to the head of department within the first semester after the field study session would mean a total failure in that field study period.
- (iii) Failure to attend at least 80% of the field study session will mean a total failure in that field study period.
- (iv) Field study results will be presented by the head of department to the faculty academic committee for approval and published as provisional results.
- (v) If a student fails the field study he/she will have to go for another field study.
- (vi) If a student does not go to the allocated place of field study he/she must have the written consent of the DVCAA or he /she will be considered to have absconded and shall be discontinued from studies.
- (vii) Students who do not follow the rules and instructions of the place of field study shall be discontinued.

#### **4.2.6 Curriculum**

##### **Year I - Semester I Courses**

<b>Course Code</b>	<b>Course Title</b>	<b>Units</b>
RBM 114	Business Mathematics and Statistics I	3
RPH 113	Social Ethics I	3
RFA 116	Financial Accounting I	4
RPM 116	Procurement Management I	3
REC 101	Microeconomics	3
RSS 110	Development Studies I	3
RBL 115	Business Law I	2

RBC 118 Business Communication Skills I 3

**Total Number of Units 24**

**Year I - Semester II Courses**

<b>Course Code</b>	<b>Course Title</b>	<b>Units</b>
RBM 124	Business Mathematics and Statistics II	3
RPH 123	Social Ethics I	3
RFA 126	Financial Accounting II	4
REC 102	Macroeconomics	3
RPM 126	Procurement Management II	3
RMG 126	Principles of Management	3
RBL 125	Business Law II	3
RBC 128	Business Communication Skills II	3
RSS 130	Development Studies II	3

**Total Number of Units 25**

**Note:** A student is required to take all courses during the semester as they are mentioned above. Course availability is subject to change. We recommend that a student starts with pre-degree course in English.

**Year II- Semester I: Core Courses**

<b>Course Code</b>	<b>Course Title</b>	<b>Units</b>
RHM 212	Human Resources Management I	3
RMK 213	Marketing Principles and Administration I	3
RCA 213	Cost Accounting I	3
RFM 214	Financial Management I	3
RQM 213	Quantitative Methods I	3
REN 213	Entrepreneurship	3

**Specializations**

**Accounting**

<b>Course Code</b>	<b>Course Title</b>	<b>Units</b>
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RIA 219 Investment Analysis and Portfolio Management I  
 3 RAP 212 Auditing Principles and Practice I  
 4

RFR 216 Financial Reporting I  
 4

### **Banking**

<b>Course Code</b>	<b>Course Title</b>	<b>Units</b>
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RFI 213	Banking Law and Practice	
3		

RFI 215	Financial Analysis	
3		

RFI 216	Money and Banking	
3		

### **Marketing**

<b>Course Code</b>	<b>Course Title</b>	<b>Units</b>
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RMK 215	Marketing principles and Management	
3		

RMK216	Consumer Behaviour	
3		

RMK 217	Marketing Research and Information Systems I	
3		

### **Human Resources Management**

<b>Course Code</b>	<b>Course Title</b>	<b>Units</b>
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RIB 213	International Business Management I	
3		

ROB 215	Organizational Behaviour I	
3		

### **Procurement and Logistics**

<b>Course Code</b>	<b>Course Title</b>	<b>Units</b>
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RPD 211	Physical Distribution and Warehouse management	
3		

RPP 212	Procurement Practice and Techniques	
3		

RLP 212	Legal Aspect of Procurement	
3		

### **Year II- Semester II: Core Courses**

<b>Course Code</b>	<b>Course Title</b>	<b>Units</b>
RHM 222	Human Resources Management II	3
RMK 223	Marketing Principles and Administration II	3
RCA 223	Cost Accounting II	3
RFM 224	Financial Management II	3
RQM 223	Quantitative Methods II	3
RBR 228	Business Research Methodology	3
RSF 221	Student Field Work	3

### **Specializations**

#### **Accounting**

<b>Course Code</b>	<b>Course Title</b>	<b>Units</b>
RFR 226 4	Financial Reporting II	
RAP 222 4	Auditing Principles and Practice II	
RIA 229 3	Investment Analysis and Portfolio Management II	

#### **Banking**

<b>Course Code</b>	<b>Course Title</b>	<b>Units</b>
RFI 226 3	Marketing of Financial Services	
RFI 225 3	Commercial and Investment Banking	

#### **Marketing**

<b>Course Code</b>	<b>Course Title</b>	<b>Units</b>
ROB 225 3	Organizational Behaviour	
RMK 226 3	Industrial Psychology	
RMK 227 3	Marketing Research and Information Systems II	
RMK 225 3	Introduction to marketing of services	

#### **Human Resources Management**



RFI 315 International Banking Management  
3

RFI316 IT Banking Management  
3

### Marketing

Course Code	Course Title	Units
RIM 315 3	International	Marketing

### Human Resources Management

Course Code	Course Title	Units
RLE 316 3	Labour Economics	I
RLL 311 3	Labour Law	I

### Procurement and Logistics

Course Code	Course Title	Units
RPP 311 3	Public Procurement	
RIM 313 3	Inventory Management and Control	
RTL 314 3	Transport and Logistics	Management
RCG 317 3	Business Ethics and Corporate Governance	

### Year III- Semester II: Core Courses

Course Code	Course Title
RIF 321 3	International Finance II
RPM 322 3	Project Management II
RSM 323 3	Strategic Management
RDI 328 3	Dissertation

### Specializations

### Accounting

Course Code	Course Title	Units
RMA 326 4	Management Accounting	II
RFR 324 4	Financial Reporting	II
RPF 325 4	Public Finance and Taxation	II
RAA 327 4	Auditing and Assurance Service	II

### Banking

Course Code	Course Title	Units
RFI 324 3	Investment Analysis and Portfolio Management	
RFI 325 3	Microfinance	

### Marketing

Course Code	Course Title	Units
RMG 326 3	Principles of Management and Administration	
RMK 324 3	Sales Management	
RMK 325 3	Consumer Behaviour	
RMK 321 3	Case Study Analysis & Business Communication Skills	

### Human Resources Management

Course Code	Course Title	Units
RLL 321 3	Labour Law	II
RLE 326 3	Labour Economics	II

### Procurement and Logistics

Course Code	Course Title	Units
RGS 321 3	International procurement	

RPC 322 Procurement Contract Management  
3

RPS 324 Procurement and Supply Chain Management Strategy  
3

**NOTE:**

- (i) First Semester Third Year Students are required to prepare Research Proposal according to their topics they have chosen.
- (ii) Second Semester Third Year Students are required to write their Final Dissertation Report for Research, which will carry 3 units.
- (iii) It shall require 101 units to complete the BBA Programme (excluding specializations).

### **4.3 BACHELOR OF ACCOUNTING AND FINANCE WITH INFORMATION TECHNOLOGY (BAFIT)**

In this programme the ICT courses will be administered by the department of Computer science and the business administration courses will be administered by the department of Business Administration in the Faculty of Business Management Sciences.

#### **4.3.1 The programme aims to produce:**

- 1 Graduates with knowledge and the ability to construct substantial programs for users.
- 2 Graduates who are able to analyse the information requirements of organisations, to design appropriate systems within which computers may play a part, and with longer experience to implement these systems.
- 3 Graduates who are able to control the storage and transmission of data, the operation of computer hardware and software. Current names for such people are system administrators and network administrators.
- 4 Graduates who can work in accounting, auditing, banking, finance and marketing.
- 5 Graduates who are capable of attempting and easily passing the professional bodies (NBAA, NBMM, etc) examinations
- 6 Graduates who can also go on to do postgraduate studies in either ICT or Business Administration and become trainers in their areas of specialisation.



#### **4.3.2 Admission requirements:**

The Minimum Entrance Requirements for a First Degree are as follows:

- i) Certificate of Secondary Education (C.S.E.E) or equivalent with passes in FIVE approved subjects, obtained prior to the sitting of the Advanced Certificate of Secondary Education (A.C.S.E.E) or equivalent.
- ii) At least two Principal level passes and a total of 4.5 or more points (where A= 5, B= 4, C= 3, D=2, E=1 and S= 0.5) in approved subjects in the Advanced Certificate of Secondary Education (A.C.S.E.E).
- iii) Equivalent qualifications such as ordinary or advanced diploma/certificate or degrees or Mature Age/Pre-entry courses considered to be appropriate for the programme to be pursued.

The Minimum Entrance Requirements listed above must include:

- i) Candidates must be holders of Advanced Certificate of Secondary Education Examination (A.C.S.E.E.) with at least two (2) principal passes in relevant subjects AND they must have at least five (5) credit passes in the Certificate of Secondary Education Examination (C.S.E.E. Ordinary Level), including Mathematics and English. In addition, the applicant must have secured in the Advanced Certificate of Secondary Education Examination (A-Level) a minimum of 4.5 points or more in Mathematics or Physics or Computer Studies or Accountancy or Economics or Commerce (all from the same sitting). The points are based on the following scale A=5, B=4, C=3, D=2, E=1, S=0.5, F=0  
**OR**
- ii) Candidates must hold qualifications equivalent to the above requirements from institutions recognised by the University **OR**
- iii) Candidates must hold a relevant Diploma of at least second class standing from institutions recognised by the University.

#### **4.3.3 Duration of the Degree Programme**

The degree programme is scheduled to run under a semester system in which there are fifteen teaching weeks plus two examinations weeks per semester. The Bachelor of Accounting and Finance with Information Technology is designed to run for three (3) years.

**4.3.4 Curriculum (List of Courses on the Bachelor of Accounting and Finance with Information Technology (BAFIT))**

<b>Course Code</b>	<b>Course Title</b>	<b>Units</b>
<b>First Year Courses (48 Units)</b>		
<b>First Year (Semester One)</b>		
RAC 110	Financial Accounting I	3
RMS 110	Introductions to Business and Management	2
RCS 100	Introduction to Informatics	2
RCS 110	Microcomputer Applications	2
RMT 110	Algebra and Business Mathematics	3
RFN 110	Introductions to Finance	2
RPH 113	Social Ethics I	2
RSS 110	Development Studies I	3
RLG 108	Communication Skills I	3
<b>First Year (Semester Two)</b>		
RAC 120	Financial Accounting II	3
RAC 121	Cost Accounting	2
RMS 120	Introduction to Human Resources Management	2
RMK 120	Principles of Marketing	3
RCS 103	Algorithms & Data Structures	3
RCS 102	OO Programming I	3
RPH 114	Social Ethics II	2
RSS 130	Development Studies II	3
RLG 128	Communication Skills II	3
<b>First Practical Training</b>		
RPT 199	First Year Practical Training	2
<b>Second Year Courses (38 Units)</b>		
<b>Second Year (Semester Three)</b>		
RAC 230	Financial Reporting I	3

RAC 231	Auditing Theory and Practice	2
RFN 230	Corporate Finance	3
REC 230	Fundamentals of Economics	2
RCS 202	Operating Systems	3
RCS 215	Probability and Statistics	2

**Second Year (Semester Four)**

RAC 240	Financial Reporting II	3
RAC 241	Public Finance and Taxation I	2
RMS 222	Small Business & Entrepreneurship	3
RFN 240	Investment Analysis and Management	2
REC 240	Money and Banking	2
RCS 200	Network Design & Administration	3
RCS 201	Database Design	3

**Second Practical Training**

RPT 299	Second Year Practical Training	2
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**Second Year Optional Courses**

RMS 240	Production and/or Operations Management	2
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**THIRD YEAR COURSES (28 Units)**

**Third Year (Semester Five)**

RAC 351	Auditing and Assurance Services	2
RAC 352	Management Accounting and Controls	3
RMS 350	Operations Research and Analytical Decision Making	2
RFN 350	International Finance	2
RAC 353	Public Finance and Taxation	2
RCS 300	System Analysis & Design	3

**Third Year (Semester Six)**

RCS 204	MIS	2
RMS 360	Research Methods for Business	3
RAC 360	Professional Accounting and Financial Reporting	2
RMS 361	Business Law and Corporate Accountability	2
RCS 305	IT Security	2

RCS 301	Internet Programming and E-Applications	2
RBA 399	Business Research Paper	3

### **Third Year Optional Courses**

RMS 341	Organisational Behaviour	3
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## **4.4 DIPLOMA IN BUSINESS ADMINISTRATION**

### **4.4.1 MAIN OBJECTIVE**

The Diploma in Business Administration aims at increasing and enriching student's knowledge across a broad range of business disciplines. This is a dynamic field of study for students who wish to develop skills relating to business operations in areas such as management, accounting, finance, marketing and human resources management.

### **4.4.2 ADMISSION REQUIREMENTS**

The prerequisites for the Diploma Program in Business Administration are:

- A.** Certificate of Secondary Education Examination (CSEE) with a minimum of five passes **OR** any other qualification equivalent to this.
- B.** Certificate of Secondary Education Examination with less than five passes, **PLUS** a Certificate from an accredited institution.

### **4.4.3 DURATION OF THE DIPLOMA PROGRAMME**

The Diploma programme is scheduled to run under a semester system in which there are fifteen (15) teaching weeks plus two examination weeks per semester. The Diploma in Business Administration is designed to run for two (2) years.

### **4.4.4 CURRICULUM**

#### **Year I- Semester I: Course Courses**

<b>Course Code</b>	<b>Course Title</b>	<b>Units</b>
RDB 101	Principles of Business Management	3
RDB 102	Microeconomics I	3
RDB 103	Organizational Behaviour	3
RDB 104	Financial Accounting I	3

RPH 112	Social Ethics I	2
RDB 105	Business Communication Skills	3
RDB 106	Business Mathematics and Statistics I	3
<b>Total Number of Units</b>		<b>20</b>

### **Year I- Semester II: Core Courses**

<b>Course Code</b>	<b>Course Title</b>	<b>Units</b>
RDB 107	Principles of Entrepreneurship	3
RDB 108	Microeconomics II	3
RDB 109	Organizational Behavior II	3
RPH 122	Social Ethics II	2
RDB 110	Financial Accounting II	3
RDB 111	Business Communication Skills II	3
RDB 112	Business Mathematics and Statistics II	3
<b>Total Number of Units</b>		<b>20</b>

Course availability is subject to change. We recommend that a student starts with the pre Diploma I course in English.

### **Year II - Semester I: Core Courses**

The Diploma II Business Administration curriculum consists of 7 Semester One core courses with a total of 21 semester units (315 hours of instruction). All coursework must be completed within one year of registering for the Diploma II Programme. However, requirements may be upgraded based on new developments in the field of study. We recommend completing the curriculum in a timely fashion.

<b>Course Code</b>	<b>Course Title</b>	<b>Units</b>
RDB 201	Principles of Cost Accounting	3
RDB 202	Principles of Marketing Management	3
RDB 203	Principles of Human Resources Management	3
RDB 204	Principles of Quantitative Methods	3
RDB 205	Macroeconomics	3

RDB 206	Principles of Business Laws	3
RDB 207	Introduction to Research Methods	3
<b>Total Number of Units</b>		<b>21</b>

#### **Year II- Semester II: Core Courses**

<b>Course Code</b>	<b>Course Title</b>	<b>Units</b>
RDB208	Principles of Industrial Business Marketing	3
RFW208	Field work Practice	5
RDB 209	Research Proposal	5
RDB 210	Human Resource Management	3
RDB 211	Principles of Procurement Practices and Techniques	3
RDB 212	Principles of Auditing	3
<b>Total</b>	<b>Number of</b>	<b>Units</b>
<b>22</b>		

### **4.5 CERTIFICATE IN BUSINESS ADMINISTRATION**

#### **4.5.1 MAIN OBJECTIVE**

The Certificate in Business Administration programme introduces the fundamental concepts and practices of business to develop a broad-based practical understanding of its context, purpose, and underlying functional areas. To meet these goals, this professional certificate offers three concentrations: Business Essentials, Business Administration Foundations, and International Business. All three concentrations employ materials and techniques that are consistent with modern principles and best practices, providing knowledge and skills that can be used immediately. This certificate offers the advantage of a curriculum that is overseen by an advisory board of business and education leaders; has been approved by Ruaha Catholic University and will be taught by working professionals with many years of practical business experience.

#### **4.5.2 ADMISSION REQUIREMENTS**

The prerequisites for the certificate in Business Administration programme are a Certificate of Secondary Education Examination (CSEE) **or** any other qualifications equivalent to this with at least two passes.

#### **4.5.3 DURATION OF THE CERTIFICATE PROGRAMME**

The certificate programme is scheduled to run under a semester system in which there are fifteen teaching weeks plus two examinations weeks per semester. The certificate in Business Administration is designed to run for one year.

#### **4.5.4 CURRICULUM**

##### **Semester I: Core Courses**

<b>Course Code</b>	<b>Course Title</b>	<b>Units</b>
RCB 101	Introduction to Business Management	2
RCB 102	Introduction to Commerce	3
RCB 103	Elementary Quantitative Methods	3
RPH 111	Social Ethics I	2
RCB 104	Principles of Accounting I	3
RCB 105	Introduction to Business Mathematics and Statistics	3
RCB 106	Introduction to Marketing	2
RCB 107	Business Communication Skills	2
<b>Total Number of Units</b>		<b>20</b>

##### **Semester II: Core Courses**

<b>Course Code</b>	<b>Course Title</b>	<b>Units</b>
RCB 108	Introduction to Business Law	3
RCB 109	Introduction to Economics	3
RCB 110	Principles of Accounting II	3
RCB 111	Introduction to Business Mathematics and Statistics II	3
RPH 121	Social Ethics II	2
RCB 112	Introduction to Materials Management	3

RCB 113	Introduction to Entrepreneurship	3
RCB 114	Business Communication Skills II	3
<b>Total Number of Units</b>		<b>23</b>

#### 4.6 FACULTY OF BUSINESS AND MANAGEMENT SCIENCES ACADEMIC STAFF

##### 4.6.1 Full Time Staff

S/n	Full Name	Gender	Qualifications	Position/Designation
1	Dr. Alex Ochumbo	M	PhD(UK), PGCE(UK), Mphil(Dublin), MBA(USA), BSC(Eco-USA), BA(Phil) (Dublin) BA(Theo-Nairobi)	Dean, Faculty of BMS
2	Dr. Theobald F. Kipilimba	M	Ph.D, (Richmond), MBA (Richmond), BBA (Richmond)	Lecturer
3	Dr. Dominicus Kasilo	M	PhD (Netherlands), MBA, ADA. Dip. (Mzumbe)	Senior Lecturer
4	Prof. Robert Mabele	M	PhD (UDSM), M.SC (Tennessee), B.A (UDSM)	Professor
5	Mr. David Mosoma**	M	ADA (IFM, PGDEED (Dar, MSc(Mzumbe),	Assistant Lecturer
6	Mr. Isidore Minani**	M	MBA(IUCo), BBA (IUCo), IT (RUCO),CCNA (RUCO)	Assistant Lecturer and Head of Department of Accounting and Finance
7	Esther Ikasu**	F	MSc (Bradford),MBA (Mzumbe), ADBA (Mzumbe)	Assistant Lecturer and Head of



				Department of Management Scs.
8	Mr. Kabaka Ndenda**	M	MBA (Dar) CPA, BBA (Dar),	Lecturer
9	Mr. Walter Mbunda**	M	MA (Dar), BA (Dar)	Assistant Lecturer
10	Mr. Romed Kavenuke	M	MBA (Dar),BBA (SAUT)	Assistant Lecturer
11	Ms. Hawa Jumanne	F	BBA (UDOM), MBA(IUCo)	Assistant Lecturer
12	Mr. Alberto Ndekwa**	M	MBA(IUCo), BSc (RUCO)	Assistant Lecturer
13	Mr. Edward Mwaikali**	M	MSc(USIU Nairobi), MPhil(NLTS Oslo), PGD (ISS The Hague),	Assistant Lecturer
14	Ernest Mbasya	M	ADA(CBE), MSc(Mzumbe)	Assistant Lecturer
15	Mr. Gasper Chuwa	M	MBA(SAUT), BEDCOM(Dar), IT (TBR)	Assistant Lecturer
16	Mr. Alinanuswe Mwaikasu	M	MBA (IUCo), BBA (IUCo)	Assistant Lecturer
17	Mr. Peter Kasanga	M	MBA(Arusha), BBA (SAUT)	Assistant Lecturer
18	Ms. Hadija Matimbwa	M	MBA, BBA(Sokoine)	Assistant Lecturer
19	Mr. Joseph Ndawi	M	MSc(Mzumbe), BSc(Mzumbe)	Assistant Lecturer
20	Mr. Mtindya Kalingani*	M	BBA(RUCO)	Tutorial Assistant
21	Ms. Eva Kapinga*	F	BBA(RUCO)	Tutorial Assistant

22	Ms. Happiness Ngowi	F	MBA(IFM), BBA(SAUT), CPA(T) (NBAA)	Assistant Lecturer
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#### 4.6.2 Visiting Staff

S/n	Full Name	Gender	Qualifications	Position/Designation
1	Mr. Harun Mapesa	M	MSc, ADCA	Lecturer
2	Dr. Henry Challu	M	Ph.D	Senior Lecturer
3	Mr. Aaron Allan	M	MBA, CPSP(T), ADPS(TIA)	Assistant Lecturer
4	Dr. Fredy Rwechungura	M	PhD, MSc, BSc	Senior Lecturer
5	Dr. Benedicto K.Lukanima	M	PhD, MSc, ADCA	Lecturer

#### Key:

\*\* Ph.D Candidate

\* Master's Candidates

**5.0 DIRECTORATE OF SHORT COURSES AND CONTINUING  
EDUCATION (DSCCE)**

***PREFACE***

The Directorate of Short Courses, Continuing Education and Consultation services is part of an academic community with international reputation and recognition.

The Directorate is a centre with modern and high-tech computer training and maintenance facilities with competent Information and Communication Technology (ICT) staff.

The Directorate offers diverse short courses, trainings and maintenance services to the general public. The courses are conducted by competent instructors/technicians, at competitive cost, which makes it the best choice among community and development-oriented service providers countrywide.

The main objective of the Directorate is to impart liberal education to the humanity by diversifying and complementing the services rendered by the University, with the aim of promoting the development of the community in which Ruaha Catholic University operates.

### **BACKGROUND**

The Directorate was officially inaugurated in 2004 by the then Prime Minister Hon. Frederick Sumaye, as the Cisco Networking Academy, under Ruaha University College (RUCO)- the former Dr. Amon J. Nsekela Bankers Academy- a constituent college of Saint Augustine University of Tanzania (SAUT), Mwanza, which was established in 1995, as a private secular institution of higher learning.

Since its inception, through workshops and seminars, it has made impressive progress in raising not only women's awareness on Information and Communication Technologies and broadening the strategic use of ICT by women in important social justice and development processes, but also in conducting ICT trainings to various organization staff, groups and individuals.

The directorate also provides a broad range of services comprising integrated business application solutions, hardware and software maintenance, systems integration, information security, Business consultancy, project management, support and constancy to technically demanding clients in a diverse market segments.

Our success and market recognition so far has been primary due to the identification of the significance of professionalism. The Directorate is proud to encompass a blend of qualified employees both technically and in managerial levels that share a common principle, dedication to teamwork, and commitment to accomplish RUCU's goals and objective.

## **5.1 COURSES OFFERED**

### **5.1.1 COMPUTER DRIVING CERTIFICATE (CDC):**

#### ***Course Rationale***

The CDC provides a simple and reliable means of identifying computer competencies of both existing employees and future job applicants. By adopting the CDC as a standard for all employees, one can ensure consistent and desired levels of IT ability throughout the organisation.

#### ***Course Objectives***

The CDC is designed for a person to 'drive' a computer with the same ease as they might drive a car. Its aims are to:

- 1.** Raise the general level of competence in IT.
- 2.** Improve productivity at work.
- 3.** Reduce user support costs.
- 4.** Enable employers to invest more efficiently in IT.
- 5.** Ensure that best practice and quality issues are understood and implemented.

#### ***Admission Requirements***

To qualify for admission, a candidate must possess an O' Level Secondary Education certificate. No prior computing knowledge is required.

#### ***Structure of the Course :***

The course is divided into seven modules:

Module 1: Concepts of Information Technology (IT)

Module 2: Using the Computer and Managing Files (Disk Management)

Module 3: Word Processing (Microsoft Word)

Module 4: Spreadsheets (Microsoft Excel)

Module 5: Databases (Microsoft Access)

Module 6: Presentations (Microsoft PowerPoint)

Module 7: Information and Communication (Internet and E-mail)

### **5.1.2 WEBPAGE FUNDAMENTALS CERTIFICATE**

### ***Course Objectives***

The course is designed for those who want to learn the art of creating web sites.

### ***Admission Requirements***

To qualify for admission, a candidate must possess an O' level Secondary school education Certificate with a least one principal or an equivalent certificate from a recognised institute in any field and must have basic knowledge in computer literacy.

### ***Structure of the Course:***

The course is divided into seven modules:

Module 1: introduction

Module 2: Website basics

Module 3: Cascading style sheets

Module 4: Introduction to multimedia

Module 5: JavaScript

Module 6: Introduction to DHTML

Module 7: Web hosting

## **5.1.3 INTERNATIONAL CERTIFICATE OF CISCO CERTIFIED NETWORK ASSOCIATE (CCNA)**

### ***Course Rationale***

The computer networks are emerging as a revolutionary force in our lives, redefining the way we communicate, work, shop and play. Most companies and organisations in Tanzania are shaking the bushes to find enough people with the right cutting-edge skills to address the demand. The Cisco Networking course is a timely response to these demands.

### ***Course Objectives***

To teach participants how to design, build and maintain computer networks using Cisco Networking Technology: Local Area Network (LAN) and Wide Area Network (WAN) using Cisco Networking Technology.

### ***Admission Requirements***

To qualify for admission, a candidate must possess an O' Level Secondary Education Certificate with at least four passes or an equivalent certificate from

a recognised institute in any field. In addition candidates are required to have a basic knowledge of computer literacy.

**Structure of the Course:**

The course is divided into four parts:

- CCNA1 Introduction to Network
- CCNA2 Network Basics
- CCNA3 Routing and Switching Essentials
- CCNA4 Routing Protocols

**5.1.4 INTERNATIONAL CERTIFICATE IN INFORMATION TECHNOLOGY (IT) ESSENTIALS**

**Course Rationale**

With the increased use of computers in Tanzania, there is a dire need for skilled personnel in maintaining and repairing the equipment. Moreover, as businesses expand their computer networks, they will need the deployment of network operating systems. IT Essentials will provide people with all the knowledge they need to face these challenges and can serve as a stepping stone to other courses such as the CCNA.

**Course Objectives**

*IT Essentials*

1. To teach students how to assemble, repair and troubleshoot computers.
2. To teach students to install and troubleshoot Windows and Linux operating systems.

**Admission Requirements**

To qualify for admission, a candidate must possess an O' Level Secondary Education Certificate with at least four passes or an equivalent certificate from a recognised institute in any field. In addition candidates are required to have a basic knowledge of computer.

**Structure of the Course:**

IT Essentials : Computer Hardware and Softwares.

**5.1.5 Secretarial and Office Management Certificate**

The more skills secretaries have, the more time their organizational heads will save and the organization, as a whole will become more effective.

These trainings on Secretarial Skills have been designed to improve knowledge and skills of secretarial staff in the public, private and NGO sector organizations. The course will help participants to learn executive secretarial skills.

### **Structure of the Course**

#### **Course Title**

#### **Course Code**

#### **I. Business Communication Skills**

**(BSC01)**

- o Introduction to communication
- o Elements of communication
  
- o The communication skills
- o The basis of non verbal communication
- o Learning the basics of listening
- o Exploring language elements
- o The parts of speech
- o Verbs predicate agreement
- o Nouns: plural form
- o Nouns and pronouns possessive forms
- o Pronouns: nominative and objective forms
- o Conjunctions
- o Prepositions
- o Adjectives
- o Structuring phrases and clauses
- o Writing effective sentences



- o Building effective paragraphs
- o Writing e-mail, memos, and letters
- o Formatting business documents
- o Writing memos
- o Informing and requesting
- o Responding to requests
- o Persuasive communication
- o Writing claims and adjustment messages
- o Public relations letters
- o Preparing and writing reports
- o Writing informal reports
- o Writing formal reports
- o Meeting recording

## **2.Computer Application Package (CA01)**

- o Computer Application
- o Advanced Microsoft word
- o Advanced Microsoft Excel
- o Internet and E-mail

## **3.Office Management Package (OM01)**

- o Office Organization

- o Handling the post
- o Business documents
- o Leadership style
- o Time management

#### **4. Secretarial Duties (SD01)**

- o Introduction
- o Secretarial duties and functions
  
- o Qualities of secretaries and relationship
  
- o Reception
  
- o Travel arrangement
  
- o Office memory aids
  
- o Telecommunication
  
- o Filing and indexing
  
- o Sources of information

### **5.2 COURSES ON TAILOR-MADE BASIS :**

#### ***5.2.1 Certificate of Statistical Packages (e.g. SPSS)***

SPSS is a [computer program](#) used for statistical data analysis. It is used by market researchers, health researchers, survey companies, government, education researchers, and others. In addition to statistical analysis, data management and data documentation are features of the base software.

#### ***5.2.2 Certificate of Accounting Packages (e.g. Tally, QuickBooks)***

This is a very practical course on computerized accounting with QuickBooks and Tally software. QuickBooks and Tally are great tools that facilitates transaction recording, posting to ledgers, writing checks, preparing invoices, performing reconciliation and most importantly preparing the company financial statements with a few simple clicks.

#### ***5.2.3 Geographical Information System (GIS)***

A geographic Information System (GIS) is a system for capturing, storing, analyzing and managing data and associated attributes which are spatially referenced to the earth. In the strictest sense, it is a computer system capable

of integrating, storing, editing, analyzing, sharing, and displaying [geographically-referenced](#) information. In a more generic sense, GIS is a tool that allows users to create interactive queries (user created searches), analyze the spatial information, edit data, maps, and present the results of all these operations

#### **5.2.4 System Analysis and Design (SAD)**

System analysis is the field dealing with analysis of systems and the interaction within those systems. This field is closely related to operations research. The system discussed within those systems analysis can be within any field such as: industrial process, management, decision making process, environmental protection processes, etc.

#### **5.2.5 Management skills training**

A manager's level in the organization determines the relative importance of possessing technical, human, and conceptual skills. Top-level managers need conceptual skills in order to view the organization as a whole. Conceptual skills are used in planning and dealing with ideas and abstractions. Supervisors need technical skills to manage their area of specialty. All levels of management need human skills in order to interact and communicate with other people successfully.

Upon completion of the training, the participant, at his/her level of management, will be equipped with technical, human, or conceptual skills required to get the best out of his duties.

**Kindly note that tailor-made training fees are negotiable**

### **5.3 SERVICES/SOLUTIONS RENDERED :**

#### **5.3.1 Systems Integration**

We are specialist in understanding communication movement, designing effective business solutions, implementing and managing network infrastructure ranging from:

- Network Infrastructure design and implementation
- Structured cabling
- LAN and WAN
- Wireless connectivity
- Email and Internet solutions
- Application management

- Network performance
- Network maintenance
- IT consulting
- Data Protection management

### **5.3.2 Managed Security Services**

- Antivirus software
- Firewall, checkpoint
- Formation of IT security Policies and Procedures
- Intrusion detection System (IDS)
- Disaster recovery

### **5.3.3 E-Business Solutions**

We have the resources that can add value to your organizations/business relating to the use of the Internet. Some of the services we offer under this area are:

- E-commerce strategy
- E-government
- Website design
- Intranet software solutions

### **5.3.4 Office equipment maintenance and repair (e.g. computers, printers...)**

The Directorate meets customers' IT needs including preventive printer; photocopy machine and computer hardware and software maintenance and repair.

**Kindly note that equipment repair rates are a function of the extent of the equipment problem, hence negotiable**

### **5.3.5 General Service Line**

We also offer expertise in areas like supplying of computers, printers, photocopies, and consumables, office stationery.

#### **5.4 DIRECTORATE OF SHORT COURSES AND CONTINUING EDUCATION ACADEMIC STAFF**

NO	NAME	GE	QUALIFICATION	POSITION
1	Ms. Baraka Chuma	F	MSCE, CCNA,CCIA.	Senior Instructor & Director
2	Mr. Anthony Challu	M	Certificate/Diploma in Computer Studies	Instructor
3	Robert Mwakajwanga	M	BSc	Instructor

## **6.0 INSTITUTE OF ALLIED HEALTH SCIENCES (IAHS)**

### **6.1 PREAMBLE**

At the request of the Consolata Missionaries of Iringa Diocese, RUCU has incorporated what used to be the Medical Laboratory Sciences School - Ikonda in Makete District. The School offered a 3-year Diploma in Medical Sciences designed to produce competent health laboratory technologists to support primary health care activities at the District level. In order to incorporate that programme into the RUCU academic structure, the Governing Board has created an Institute of Allied Health Sciences (IAHS) which is headed by a Director.

The Mission of the Institute is to support the health care delivery system by training competent and caring health care givers in various fields, such as, medical laboratory and pharmacy, in accordance with the operational guidelines for the National Health Laboratory Services Policy and pharmacy Council of Tanzania. This emphasizes a practical skill orientation and research development in order to keep pace with developments and technology.

### **6.2 DIPLOMA IN MEDICAL LABORATORY SCIENCES**

The first programme of the Institute is the 3-year Diploma in Medical Laboratory Sciences (DMLS) to produce competent health laboratory workers for District level services of Primary Health Care.

#### **6.2.1 Entrance Qualifications:**

(a) Direct entrants

Credit passes in Physics, Chemistry, Biology and Mathematics at "O" level with Biology and Chemistry being major subjects.

(b) For those with an Equivalent qualification:

- i) Medical Laboratory Assistant with (3) years experience plus
- ii) A pass in selected Examinations recognised by Ruaha Catholic University after obtaining an "O" level secondary school certificate.

#### **6.2.2 Duration of the Diploma Programme:**

The diploma programme is scheduled to run under a semester system in which there are 18 teaching weeks plus 2 examinations weeks in each semester. The Diploma in Medical Laboratory Sciences is designed to run for three (3) years.

#### **6.2.3 Structure of the programme and indicative training modules:**

<b>Code</b>	<b>Course Name</b>	<b>Units</b>
<b>First year DMLS (Semester One)</b>		
RLS 100 - 102	Anatomy 1	12.0
RLS 104 - 105	Biochemistry	7.0
RLS 106 - 107	Communication Skills and introduction to Information technology	5.0
RLS 108	Instrumentation	5.0
RLS 109	Specimen collection	1.0
RLS 110	Laboratory Safety First Aid	1.0
RLS 111	Health Biostatistics	3.0
<b>First year (Semester two)</b>		
RLS 103	Anatomy	8.0
RLS 112 - 114	Human Physiology & Body fluids	7.0
RLS 115	Introduction to Microbiology	3.0
RLS 116	Introduction to Parasitological	3.0
RLS 117	Introduction to Histopathology	3.0
RLS 118	Introduction to Clinical Chemistry	3.0
RLS 119	Introduction to Haematology	3.0
RLS 120	Introduction to Blood Transfusion	1.0
RLS 121 - 123	Introduction to Molecular biology & Molecular diagnostic	5.0
<b>Second year (Semester three)</b>		
RLS 200 - 201	Blood Transfusion I	2.0
RLS 202 - 204	Clinical Chemistry I	3.0
RLS 205 - 210	Haematology I	4.0
RLS 211 - 212	Histopathology/Morbid Anatomy I	3.0
RLS 213 - 214	Microbiology/Immunology I	4.0
RLS 215 - 216	Parasitology I	5.0
LP	Practical I	7.0
<b>Second year (Semester four)</b>		
RLS 217 - 219	Blood Transfusion II	3.0
RLS 220 - 223	Clinical Chemistry II	4.0
RLS 224 - 226	Haematology II	3.0
RLS 227 - 229	Histopathology/Morbid Anatomy II	4.0
RLS 230 - 232	Microbiology II	4.0
RLS 233 - 234	Parasitology II	4.0
<b>Third Year (Semester Five)</b>		
RLS 300 - 302	Clinical Chemistry III	4.0

RLS 303 - 304	Haematology III	4.0
RLS 305 - 310	Health Laboratory Management, Health Systems Research and Entrepreneurship	7.0
RLS 311 - 313	Histopathology/ Morbid Anatomy III	4.0
RLS 314 - 315	Health Entomology I	4.0
RLS 316 - 317	Microbiology III	
RLS 335	Practical III	5.0

### **Third Year (Semester six)**

RLS 318 - 319	Clinical Chemistry IV	2.0
RLS 320 - 321	Haematology IV	2.0
RLS 322 - 323	Health Policy (Non Examinable)	2.0
RLS 324 -327	Histopathology/ Morbid Anatomy IV	4.0
RLS 328 - 329	Health Entomology II	2.0
RLS 330 - 331	Microbiology IV	2.0
RLS 340	Field Practice	7.0
LP 333	Practical IV	4.0

## **6.3 DIPLOMA IN PHARMACEUTICAL SCIENCES**

The programme is hosted by RUCU but under the auspices of Weil-Bugando College of the Institute of Allied Health Sciences. The programme runs for three (3) years.

### **6.3.1 Admission Requirements:**

Entrance into the programme will require the applicant to be:

- a) A holder of an "O" Level certificate with three (3) credits in Physics, Chemistry, Biology and Mathematics. Mathematics and Chemistry should be major subjects **or**
- b) A Pharmaceutical Assistant with at least 3 years of experience and a pass in a special selection Examination set or recognised by RUCU/TCU.

### **6.3.2 Duration of the Diploma Programme:**

The diploma programme is scheduled to run under a semester system in which there are 18 teaching weeks plus 2 examinations weeks in each semester. The Diploma in Pharmaceutical Sciences is designed to run for three (3) years.

### **6.3.3 Structure of the programme and indicative training modules:**



<b>Code</b>	<b>Course Name</b>	<b>Units</b>
<b>First Year (Semester One)</b>		
RPT 100-101	Hygiene	5.0
RPT 102-104	Pharmaceutical Inorganic Chemistry	6.5
RPT 105-106	Pharmaceutical Calculations I	6.0
RPT 107-108	Pharmaceutics Theory I	5.0
<b>First year (Semester Two)</b>		
RPT 109-110	Anatomy and Physiology	8.0
RPT 111-112	Pharmaceutical Microbiology	6.0
RPT 113-114	Pharmaceutical Calculations II	3.0
RPT 115-116	Pharmaceutics Theory II	3.0
RPP 100-102	Pharmaceutics Practical I	4.0
<b>Second Year (Semester Three)</b>		
RPT 200-201	Pharmaceutical Organic Chemistry	7.0
RPT 202-203	Drugs and Medical Supplies Management I	4.0
RPT 204-205	Pharmacology I	4.0
RPT 206-208	Pharmaceutical Calculations III	7.0
RPT 209-210	Pharmaceutics Theory III	5.0
RPP 200	Pharmaceutics Practical II	2.0
<b>Second Year (Semester Four)</b>		
RPT 211-213	Pharmacology	7.0
RPT 214	Forensic Pharmacy I	1.0
RPT 215-216	Drugs and Medical Supplies Management II	3.5
RPT 217-218	Pharmacology II	4.0
RPT 219-220	Pharmaceutics Theory IV	5.0
RPP 202	Pharmaceutics Practical III	2.0
<b>Third Year (Semester Five)</b>		
RPT 300	Introduction to Entrepreneurship	1.0
RPT 301-302	Pharmacology III	2.0
RPT 303-304	Pharmaceutics Theory V	3.0
RPT 305	Forensic Pharmacy II	2.5
RPT 300	Pharmaceutics Practical IV	1.5
RPP 303	Field Project	7.0
<b>Third year (Semester Six)</b>		
RPT 314	Community Pharmacy	2.0
RPT 305-308	Pharmacology IV	6.0
RPT 309-310	Pharmaceutics Theory VI	6.0
RPT 311-313	Drugs and Medical Supplies Management III	7.5

RPT 315-316	Forensic Pharmacy III	5.0
RPP 302	Pharmaceutics Practical V	1.5

## **6.4 CERTIFICATE IN MEDICAL LABORATORY SCIENCES**

**6.4.1** This programme is offered at the Main Campus at (RUCU) and LUDEWA District at Lugarawa Health Training Institute.

**The main objective of this course is to train Health Laboratory Assistants who must be able to:**

- a. Make early, reliable and correct laboratory diagnosis at primary and peripheral levels that will determine suitable treatment for the patient, in order to minimize the cost of making wrong treatment.
- b. Help the clinician to make early decisions whether to refer patients for further management at a higher level.
- c. Improve the quality of health care by better surveillance and recognition of common disease epidemics or rare diseases in the community, by utilization of laboratory information and provision of relevant epidemiological data.
- d. Give health education to the community on common diseases.
- e. Ensure proper management of the peripheral laboratory and exercise preventative maintenance of the laboratory equipment.
- f. Attend various health emergency e.g. Cholera epidemics, etc

### **6.4.2 Admission Requirements:**

(a) Direct Entry Requirements

A candidate must have a Certificate of Secondary Education (O-Level) or equivalent with at least 2 "D" passes in Biology, Chemistry, Physics or Mathematics **OR**

(b) Equivalent Entry Requirements

Form IV leavers who have attended one year course in the medical sciences but subject to passing an Entrance Examination.

### **6.4.3 Duration of the Certificate Programme:**

The certificate programme is scheduled to run under a semester system in which there are 18 teaching weeks plus 2 examinations weeks in each semester. The Certificate in Medical Laboratory Sciences is designed to run for two (2) years.

**6.4.4 Structure of the programme and indicative training modules:**

<b>CODE</b>	<b>COURSE TITLE</b>	<b>UNIT S</b>
<b>First year (Semester I)</b>		
RCM 100	Anatomy and Physiology	6
RCM 101	Biochemistry	4
RCM 102	Laboratory Safety and First Aid	6
RCM 103	Laboratory Instrumentation	4
RCM 104	Microscopy	6
RCM 105	Specimen Collection	4
<b>First Year (Semester II)</b>		
RCM 106	Parasitology - Theory	6
RCM107	Parasitology - Practical	3
RCM 108	Microbiology/Immunology -Theory 1	6
RCM 109	Microbiology/Immunology - Practical 1	3
RCM 110	Haematology - Theory 1	6
RCM 111	Haematology- Practical 1	3
RCM 112	Clinical Chemistry- Theory 1	6
RCM 113	Clinical Chemistry- Practical 1	3
RCM 114	Blood Transfusion- Theory 1	3
RCM 115	Blood Transfusion- Practical 1	3
RCM 116	Histopathology	3
<b>Second year (Semester III)</b>		
RCM 200	Entomology- Theory	5
RCM 201	Entomology- Practical	2.5
RCM 202	Microbiology/Immunology- Theory	5
RCM 203	Microbiology/ Immunology- Practical 2	2.5
RCM 204	Haematology - Theory 2	5
RCM 205	Haematology- Practical 2	2.5
RCM 206	Clinical Chemistry- Theory 2	5
RCM 207	Clinical Chemistry- Practical 2	2.5
RCM 208	Blood Transfusion Theories 2	2.5
RCM 209	Blood Transfusion- Practical 2	2.5
RCM 210	Quality assurance	2.5
<b>Second Year (Semester IV)</b>		
RCM 211	Field Work	10

RCM 212	Laboratory Management and Administration	4
RCM 213	Communication Skills/Counselling	4
RCM 214	Primary Health Care Concepts	4
RCM 215	Clinical Laboratory Practice	10
RCM 216	Laboratory Ethics	4
RCM 217	Quality assurance in health care delivery	4
RCM 218	Blood transfusion/Haematology theory	7.5
RCM 219	Blood transfusion/Haematology practical	5.0
RCM 220	Clinical Chemistry/Histology Theory	2.5
RCM 221	Clinical chemistry/History Practical	2.5
RCM 222	Microbiology Immunology Theory	5.0
RCM 223	Microbiology Immunology Practical	2.5
RCM 224	Parasitological/Entomology Theory	5.0
RCM 225	Parasitological/Entomology Practical	2.5

## **6.5 EXAMINATION REGULATIONS FOR IAHS DIPLOMA AND CERTIFICATE PROGRAMMES**

### **6.5.1 General:**

- i) To pass any subject candidates must have obtained at least “C” grade which will consist of 50% contribution from Continuous Assessment (C.A) and 50% from end of semester examination.
- ii) Candidates who obtain “C” grade and above in all subjects will be deemed to have passed the examination.
- iii) Final year candidates who pass all semester examinations will be recommended for the award of the Diploma in Pharmaceutical Sciences (DPS), Diploma in Diagnostic Radiography (DDR), and Diploma in Medical Laboratory Sciences (MDLS) and Certificate in Medical Laboratory Sciences of the Ruaha Catholic University (RUCU).

### **6.5.2 The Grading System Shall be As Follows:**

<b>Numeric Mark</b>	<b>Letter Grade</b>	<b>GPA</b>
75-100	A	4.4-5.0
70-74	B+	3.5-4.3
60-69	B	2.7-3.4
50-59	C	2.0-2.6
45-49	D	1.5-1.9

= < 44	E	0.00-1.4
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### 6.5.3 Disposal of Students:

The fate of a candidate is determined following the General University Examinations regulations.

- i) A candidate who obtains an overall GPA of less than 1.6 at the end of the audit year shall be discontinued from studies.
- ii) A candidates who fails in one or more subjects shall be allowed to sit for the first supplementary during long vacation if he/she obtained an overall GPA 1.6 or higher.
- iii) A candidate who fails the supplementary with an overall GPA of less than 1.8 shall be discontinued from studies.
- iv) A candidate who fails the first supplementary shall be allowed to proceed to the next year of study and sit for a second supplementary provided he/she obtains an overall GPA of 1.8 or higher.
- v) A candidate who fails the second supplementary on the same subject shall be discontinued regardless of the GPA he/she has; provided the Senate has been satisfied with the results.

## 6.6 INSTITUTE OF ALLIED HEALTH SCIENCES (IAHS) ACADEMIC STAFF

### (A) School of Medical Laboratory Sciences

No	NAME	GE	QUALIFICATION	POSITION
1	Rev. Fr. Angelo Dutto	M	BA(Biological Catholic Univ.), MA(Theo.)	Lecturer
2	Mr. John Mahona Kitula	M	Dipl. Med (Ifakara), BSc.(OUT)	Senior Instructor & Head of Medical Laboratory Sciences
3	Mr. Badi Mohamed Salum	M	DMLS(MUCHS,) ADMLS(MUCHS), DHP. Ed (CEDHA)	Senior Instructor
4	Mr. Lukas Kuwoko	M	ADMLS, DMLS	Senior Instructor

			(Microbiology) Cert. Teach Methods	
5	Mr. Shaban Omary Lushino	M	BSc ( New South-Australia)	Senior Instructor
6	Ms Shahista Sadique	F	BSc. (Dar)	Senior Instructor
7	Mr. Philip Shukran Barnabas	M	DMLS Ikonda, ADMLS(MUCHS)	Instructor
8	Ms Getrude Njau*	F	DMLS Ikonda, ADMLS(MUCHS)	Instructor
9	Mr. Essau Mdende	M	DMLS (Ikonda)	Instructor
10	Mr. Gilbert Mtui Mark*	M	DMLS (Ikonda)	Instructor
11	Mr. Eliangiringa Mushi	M	DMLS (RUCO)	Instructor
12	Ms Leticia Mwanyika*	F	DMLS (RUCO)	Assistant Instructor
13	Ms Victoria Kankutebe	F	DMLS (RUCO))	Assistant Instructor
14	Mr. Emmanuel Mwanisenga*	M	DMLS (Ikonda)	Instructor
15	Mr. Ally Halikumbeye Mwampashi*	M	DMLS	Tutor
16	Peter Mbeni	M	DMLS	Instructor
17	Mr. Emmanuel Mawuyo	M	DMLS	Instructor
18	Ms. Sara Mbuligwe	F	DMLS	Instructor
19	Sr. Kndida J. Mtega	F	ADMLS	Senior Instructor
20	Mr. Fransiscus Kissinda	M	DMLS	Instructor
21	Mr. Christian Massawe	M	DMLS	Instructor

### Visiting Staff

1	Mr. Kimea Augustino Myephu	M	ADMLS	Senior Instructor
2	Mr. Agapitus Mlengule	M	Diploma (Medical Laboratory)	Instructor
3	Mr. China Mbilinyi	M	ADMLS	Senior Instructor
4	Mr. Patrick Mtweve	M	DMLS	Instructor

Key:

\*\* Master's Candidates

\* Bachelor's Candidates

### (B) School of Pharmaceutical Science

No	NAME	GE	QUALIFICATION	POSITION
1	Mr. Gasper Baltazary	M	B. Pharm.(MUHAS)	Senior Instructor & Ag. Director IAHS
2	Mr. Deogratias Mwailenge	M	B. Pharm.(MUHAS)	Senior Instructor & Head of Pharmacy
3	Mr. Magessa Mafuru Machunde**	M	B. Pharm.(MUHAS)	Senior Instructor
4	Mr. Deusdedit James	M	B. Pharm.(MUHAS)	Senior Instructor
5	Mr. James Mpiluka	M	DPS (RUCO)	Assistant Instructor
6	Ms Magreth Mhalule	F	DPS (RUCO)	Assistant Instructor

7	Mr. Goodluck Mdagi	M	B. Pharmacy(KIU)	Senior Instructor
8	Mr. Samora Sanga	M	DPS (BUCHS)	Instructor
9	Mr. Petro Mdegela	M	B. Pharm. (MUHAS)	Senior Instructor, Head of Department of Pharmacy
10	Mr. Fadhili Mintanga Mwele	M	B. Pharm. (MUHAS)	Senior Instructor

### Visiting Staff

1	Mr. Alfred Antony	M	B. Pharm	Senior Instructor
2	Mr. Dominic Mfoi	M	B. Pharm	Senior Instructor
3	Mr. Mudhihir Ngakola	M	Diploma (Pharmaceutical Sciences)	Instructor



## **7.0 UNIVERSITY LIBRARY:**

### **7.1 A BRIEF HISTORY**

The Ruaha Catholic University (RUCU) library came into existence when the former Ruaha University College (RUCO) was established in 2005. The Library services which were formally located at the right hand side half of the ground floor of the main building have now been moved to the new Library building constructed adjacent to the Administrative Building. The new Library building offers enough space for Library as well as conference services. The new library is now known as "Benjamin William Mkapa Resource Centre".

### **7.2 OPENING HOURS:**

08:30am - 10:00pm Monday - Friday

8:30am - 4:00pm Saturday.

Closed on Sunday and Public holidays.

### **7.3 INFORMATION RESOURCES:**

- Electronic Journals and books.
- Various text and reference books covering different topics in management, Computer Science, Law, Education, Business Studies and other miscellaneous topics to mention but a few.
- Electronic resources are provided free of charge with assistance under the INASP/PERI programme.

### **7.4 THE MAJOR SECTIONS :**

- o Book shelves
- o Special reserve
- o Processing room
- o Open reading area
- o Staff offices
- o Computer room
- o Seminar room
- o Class rooms for masters students
- o Conference room

## 7.5 LIBRARY STAFF

No	NAME	GE	QUALIFICATION	POSITION
1	Chief Librarian			Vacant
2	Mr Ponsiano A. Mwiru	M	Information Management -TVU, Certificate Librarianship-NCL	Librarian
3	Mr Onesmo L. Makafu	M	Postgraduate Diploma Librarianship-Aberystwyth-Wales, Dipl. Librarianship-Makerere	Librarian
4	Ms. Agnes Lilawola	F	B.A Library-Tumaini	Librarian
5	Bro Melkizedeck Mlula	M	Dipl. Library-SLADS	Ass.Librarian
6	Ms. Tellacky H. Hatba	F	Dipl.Library-SLADS	Ass.Librarian
7	Sr. Theopista Lukosi	F	Certificate-Library, SLADS	Library Ass.
8	Ms. Mwanakheri Lutala	F	Certificate-Library, RUCO	Library Ass.
9	Ms. Alice Kibiki	F	Certificate-Library, RUCO	Library Ass.
10	Ms. Marietha Lukosi	F	Certificate-Library, RUCO	Library Ass.

11	Ms. Lemina Ngoti	F	Certificate-Library, RUCO	Library Ass.
12	Ms. Rahel Longo	F	Certificate-Library, RUCO	Library Ass.
13	Ms. Hyasintha Wissa	F	Certificate-Library, RUCO	Library Ass.

### **PART III: STUDENT SERVICES**

#### **8.0 THE STUDENTS' GOVERNMENT**

Like any other institution of higher learning in Tanzania, the University has a student organisation, known as the Ruaha Catholic University Student Organisation (RUCUSO). All registered students are automatic members and enjoy all the rights and privileges granted to this body. Each registered student is obliged to read RUCUSO By Laws and sign students agreement form. From there on, a student is to live as per Vision and Mission of RUCU. Each student is to pay a students' government fee of Tshs 10,000 (or USD 10) per each academic year. RUCUSO should be very vocal on issues relating to improving the quality of the University and avoiding defending students who violate University Regulations and Students By-Laws. Student representation allows students' views to be heard and assists the University in making decisions that take into account student welfare.

Students are urged to abide by the representation principle by showing trust in those who represent them and to avoid conduct that makes it difficult for representatives to discharge their responsibilities for fear of being misunderstood.

**RUCU STUDENTS DRESS CODE:** Undesired dresses are prohibited. Students are to dress decently, modestly and smartly according to RUCU students by-laws.

#### **8.1 THE OFFICE OF STUDENTS' AFFAIRS**

The office of students' affairs is headed by the Dean of Students who deals with students' general welfare. This includes social and academic life at the University. The Dean of Students assists and guides students in their daily life issues/challenges in order to create a conducive environment to learning. The

office of the Dean of Students also renders counselling/advice services to individuals and/or a group of students as need arises.

## **8.2 ACCOMMODATION**

Depending on the availability, students may be offered accommodation at the Campus. Students are expected to *comply* with the students' *by-laws* regarding campus residents. Any student who would like to use the service must apply for it through the Dean of Students.

Accommodation fee must be paid from July to 15<sup>th</sup> September of each year. There are three types of on campus hostel rooms: 2 people bedrooms @ Ths. 400,000/=, 3 people bed rooms @Ths 350,000/=, and 4-8 beds @ Ths. 300,000/= (**contact 0754581858 or 0262702431 and Fax 0262703563**). The accommodation fee for undergraduate is for two semesters only.

The accommodation fee for postgraduate students is Ths. 675,000/= for 12 months from 1<sup>st</sup> October to 31<sup>st</sup> September of each year.

There are private hostels for girls and boys like:

- 1.** Gangilonga: with rooms of 4,6,8 and 10 beds per room @ Ths 300,000/= (**contact tel; 0767 358000**)
- 2.** Living Light: with rooms of 2,3,4 and 5/6/7/10 beds will cost Ths 350,000/=, 300,000/= and 250,000/= per bed respectively (**contact tel. 0764522952**)
- 3.** There is a private hostel for boys: Kichangani with rooms for 4, 6 and 8 beds per room @ Ths 275,000/= contact **0784 420210**.

### **8.2.1 Funeral Services**

In case a student dies during the semester and she/he is at Iringa Municipality, the RUCU will be responsible to transport the corpse to its domicile place as indicated in admission records of the deceased. The University will incur the following costs:

- I) The body preservation/treatment
- II) The coffin
- III) Transport to and from the deceased's domicile or cemetery
- IV) Condolence

There shall be the requiem mass/prayers depending on the religion of the deceased.

The funeral committee comprises of the following members:

- i) Dean of students - Chairperson
- ii) Matron
- iii) Chaplain
- iv) Respective head of Department - Secretary

- v) Bursar
- vi) Personnel Officer
- vii) Three students' representatives from **RUCUSO**

The committee chairperson will convene the committee meeting as soon as death occurs.

### **8.3 CATERING SERVICES**

The services are outsourced. Students may use the services on the terms offered by the caterer. The prices are to be negotiated and are expected to be generally affordable by students.

### **8.4 HEALTH SERVICES**

The University is not responsible for students' insurance against sickness or accident. However, it is advisable for each student to insure against such risks unless his/her sponsor suggests otherwise. Hence each student who is not a member of any health insurance scheme shall pay Tshs 60,000/ per year towards National Health Insurance Fund (NHIF) service. In addition, consultation with a private medical practitioner is the students' responsibility.

### **8.5 SPORTS AND RECREATION**

RUCU has facilities for sports and recreation allowing students to participate in popular indoor and outdoor games such as football, basketball, volleyball, netball, pool and darts. With the assistance of the Dean of Students, 'the Students' Sports Committee arranges and conducts sports programmes and participation in and outside competitions. There are also Students' Canteens, where students have an opportunity to make full use of the bar facilities.

On special occasions, films are shown to members of the RUCU community. Students can also arrange, through the RUCUSO Social Welfare Ministry, social functions such as dances, drama, and so forth.

### **8.6 RELIGIOUS ACTIVITIES**

The Chaplaincy looks after the spiritual life and needs of the Christian Community. The office also coordinates all religious affairs in the University.

