

# INTERNATIONAL MEDICAL AND TECHNOLOGICAL UNIVERSITY



*A SCIENCE AND TECHNOLOGY UNIVERSITY IN TANZANIA*



**Prospectus**

**2018-2019**

**Welcome to  
International Medical and Technological University**



## ABBREVIATIONS / ACRONYMS

1. BDS – Bachelor of Dental Surgery
2. BSc – Bachelor of Science
3. BVM – Bachelor of Veterinary Medicine
4. CAT – Continuous Assessment Test
5. CID – Center for Innovation and Development
6. CSEE – Certificate of Secondary Education
7. CTC – Care and Treatment Center
8. DDS – Doctor of Dental Surgery
9. DPGS – Director of Post Graduate Studies
10. DS – Development Studies
11. DVC (ARC) – Deputy Vice Chancellor (Academic, Research and Consultancy)
12. DVC (PFA) – Deputy Vice Chancellor (Planning, Finance and Administration)
13. ECG – Electro Cardiogram
14. ECSAUSA – Central and Southern African Universities Sports Association
15. FASU – Federation of African University Sports
16. FE – Final Exam
17. FHDC – Faculty Higher Degree Committee
18. FISU – Federation of International University Sports
19. FM – Final Mark
20. FoM – Faculty of Medicine
21. FoN – Faculty of Nursing
22. GLP – Good Laboratory Practice
23. GPA – Grade Point Average
24. HINARI – Health Inter Network Access to Research Initiative
25. HLI – Higher Learning Institutions
26. HoD – Head of the Department
27. ICT – Information and Communication Technology
28. IDC – Infectious disease Clinic
29. IMTU- International Medical and Technological University
30. IMTUSO - International Medical and Technological University Students Organization
31. IT – Information Technology
32. MBBS – Bachelor of Medicine and Bachelor of Surgery
33. MBChB –In *Latin* Medicinæ Baccalaureus, Baccalaureus Chirurgiæ (Same as MBBS)

34. MD – Doctor of Medicine
35. MMed – Master of Medicine
36. MNH – Muhimbili National Hospital
37. MOI – Muhimbili Orthopaedic Institute
38. MPH – Master of Public Health
39. MSc – Master of Science
40. NACTE – National Council for Technical Education
41. NGO – Non-Governmental Organization
42. NHIF – National Health Insurance Fund
43. NTA – National Technical Awards
44. OBGY – Obstetrics and Gynaecology
45. OPD – Out Patient Department
46. ORCI – Ocean Road Cancer Institute
47. TCU – Tanzania Commission for Universities
48. TSh – Tanzania Shillings
49. UGC – University Governing Council
50. UIMS – University Information Management System
51. US – University Senate
52. USD – United States of America Dollar
53. VC – Vice Chancellor
54. VEF – Vignan Educational Foundation
55. WHO – World Health Organization

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## **WELCOME REMARKS FROM THE FOUNDER**



Since 1997 when Vignan Educational Foundation of Bangalore, India opened the first private medical university in Tanzania, the International Medical and Technological University (IMTU) has continued to evolve its operations as a dynamic entrepreneurial organization. Over the past 21 years hundreds of students from Tanzania, Kenya, Uganda, Zambia, India, Pakistan, and Sri Lanka among others, have graduated from IMTU and are providing medical and allied health services to citizens in their respective countries across the world.

Our vision demonstrates the emphasis we place on the fundamental areas expected of an institution of higher education, namely teaching, research, consultancy and service to society. With this vision, IMTU is poised to seek greater heights in providing quality higher education to knowledge seekers in Tanzania, and around the world. Our graduates are continually recognized and highly sought throughout Tanzania and other parts of the world for their knowledge, skills and preparedness. IMTU will strive to leverage this great foundation and enhance its reach to knowledge seekers by continually building relevant programs, partnerships, and scholarly activities. Though IMTU programs offered are currently focused on healthcare related disciplines, we plan to become a broad based science and technology university and a model private university in Tanzania.

Welcome aboard our intimate picturesque campus near Mbezi beach in Dar es Salaam. You will experience the dynamic academic environment along with athletic and social opportunities for interaction during your stay at the university.

With those few remarks, I wish you well and expect to see great success in your career efforts at IMTU.

**Sri Katuri Subba Rao**  
**Founder**  
**Vignan Educational Foundation (VEF)**

# IMTU ORGANOGRAM

## Governance Structure:

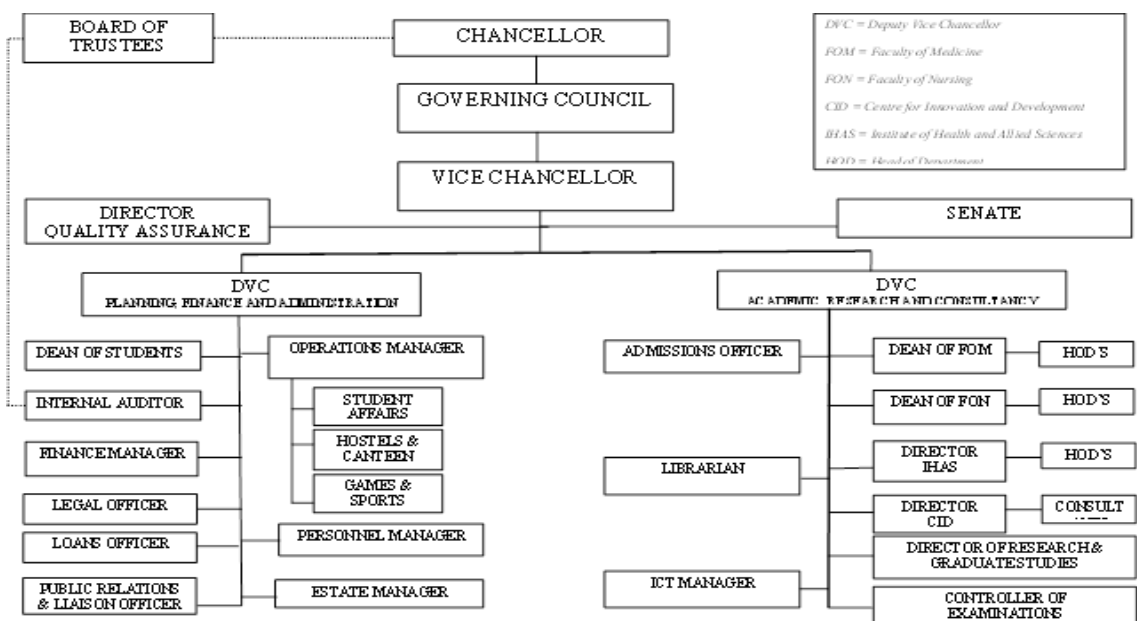
There shall be two principal organs of governance in the university, namely the University Governing Council and the Senate.

**The University Governing Council (UGC):** Is the governing body and principal policy-making organ of the University and for general academic policy related matters only. The membership represents a cross section of people interested in the promotion of higher education.

**The University Senate (US):** This is the overall decision making organ in respect of all the academic work of the University, which includes teaching, research & consultancy and community service. The membership of the Senate includes all heads of departments, coordinators of programs, a representative of the University Council, students' representatives and representatives of other stakeholders outside the University.

**Executive Officers:** The University is headed by the Vice Chancellor (VC) who is the Chief Executive Officer of the University. He is assisted by two Deputy Vice Chancellors (DVC-ARC for Academic, Research and Consultancy and DVC-ADM for Administration). The other central administrative officers include: Dean of Students, Controller of Examinations, Dean, Faculty of Medicine, Dean, Faculty of Nursing, Director, Institute of Health & Allied Sciences (IHAS), Director, Centre for Professional Development & Training (CPDT), Director, Quality Assurance and Planning, Personnel Manager, Finance Manager, Operations Manager and Public Relations & Liaison Officer. While the University central administration is responsible for strategic decision making and policy matters, most of the other routine matters and decisions are made at departmental level.

The IMTU organogram is given below.



## **IMTU GOVERNING COUNCIL**

- 1. Mr. Katuri Subbarao, Chairman, VEF**
- 2. High Commissioner of India**
- 3. Dr. Khadija Malima, COSTECH**
- 4. Prof. Yunus Mgaya, Director General, NIMR**
- 5. Hon. Mrs. Rita Mlaki, Former-MP**
- 6. Ambassador Eva Nzaro, Former High Commissioner to India**
- 7. Dr. Veronica Nyahende, Director, HESLB**
- 8. Ambassador Y.C. Lumbanga, Former Chief Secretary, United Republic of Tanzania**
- 9. Director of Higher Education, United Republic of Tanzania**
- 10. Dr. Otilia F. Gowelle, Director of Human Resources and Training, MoHCDEC**
- 11. Mr. Rupen Chande**
- 12. Mr. Naidu Katuri**
- 13. Dr. Shaik Moulali**
- 14. IMTUSO Representative (Male)**
- 15. IMTUSO Representative (Female)**

## UNIVERSITY ADMINISTRATION

1. Chancellor : Ambassador O. P. Gupta
2. Vice Chancellor : Prof. Kagoma S. Mnyika
3. Deputy Vice Chancellor – Academic, Research & Consultancy : Prof. Fariji Daniel E Mtango
4. Deputy Vice Chancellor – Planning, Finance & Administration : Prof. Felix Kisanga
5. Dean of Students : Mr. M. Isaac Umapathy
6. Controller of Examinations : Dr. Janardan Chaudhary
7. Dean, Faculty of Medicine : Dr. Luke J. Siyame
8. Associate Dean, Faculty of Medicine : Dr. Ratna Kumari Koneru
9. Dean, Faculty of Nursing : Mrs. Rahabu M Morro
10. Coordinator, Biomedical Sciences : Mr. Furaha Adony Lema
11. Coordinator, Clinical Training : Dr. Emmanuel Munubhi
12. Coordinator, MLT Program : Dr. Supriya N Chowadary
13. Director, Research and Graduate Studies : Vacant
14. Chief Librarian : Ms. Anna Masaga
15. Personnel Manager : Mr. Rajeev Veeramachineni
16. Finance Manager : Mr. Narasimhulu Ellanti
17. Students Affairs Manager (Operations) : Mr. Sree Kumar

## PRINCIPAL ADDRESSES

1. **VICE CHANCELLOR**  
IMTU, P.O. Box 77594  
Dar es Salaam  
Phone: +255682198948  
Email: [vc@imtu.edu](mailto:vc@imtu.edu)
2. **DEPUTY VICE CHANCELLOR ARC (ACADEMIC, RESEARCH & CONSULTANCY)**  
IMTU, P.O. Box 77594  
Dar es Salaam  
Phone : +255789333145  
Email: [dvcac@imtu.edu](mailto:dvcac@imtu.edu)
3. **DEPUTY VICE CHANCELLOR PFA (PLANNING, FINANCE & ADMINISTRATION)**  
IMTU, P.O. Box 77594  
Dar es Salaam  
Phone : +255754369184  
Email : [dvcad@imtu.edu](mailto:dvcad@imtu.edu)
4. **DEAN OF STUDENTS**  
IMTU, P.O. Box 77594  
Dar es Salaam  
Phone: +255682910885  
Email: [deanstudents@imtu.edu](mailto:deanstudents@imtu.edu)
5. **DEAN, FACULTY OF MEDICINE**  
IMTU, P.O. Box 77594  
Dar es Salaam  
Phone : +255754576440  
Email: [deanmedicine@imtu.edu](mailto:deanmedicine@imtu.edu)
6. **DEAN, FACULTY OF NURSING**  
IMTU, P.O. Box 77594  
Dar es Salaam  
Phone: +2557113446775  
Email: [deannursing@imtu.edu](mailto:deannursing@imtu.edu)
7. **CONTROLLER OF EXAMINATIONS**  
IMTU, P.O. Box 77594  
Dar es Salaam  
Phone: +255768874348  
Email: [examinations@imtu.edu](mailto:examinations@imtu.edu)
8. **ADMISSIONS OFFICER**  
IMTU, P.O. Box 77594  
Dar es Salaam  
Phone: +255743400011  
Email: [admissions@imtu.edu](mailto:admissions@imtu.edu)

- 9. STUDENTS LOANS OFFICER**  
IMTU, P.O. Box 77594  
Dar es Salaam  
Phone: +255786658658  
Email: [studentloans@imtu.edu](mailto:studentloans@imtu.edu)
- 10. CHIEF LIBRARIAN**  
IMTU, P.O. Box 77594  
Dar es Salaam,  
Phone: +255763902314  
Email: [library@imtu.edu](mailto:library@imtu.edu)
- 11. STUDENTS AFFAIRS MANAGER (OPERATIONS)**  
IMTU, P.O. Box 77594  
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Phone: +255758054067  
Email: [studentaffairs@imtu.edu](mailto:studentaffairs@imtu.edu)
- 12. PUBLIC RELATIONS AND LIAISON OFFICER**  
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Phone: +255743400011  
Email: [info@imtu.edu](mailto:info@imtu.edu)
- 13. IMTU STUDENTS ORGANIZATION (IMTUSO)**  
IMTU, P.O. Box 77594  
Dar es Salaam  
Phone: +255678349283  
Email: [imtuso@imtu.edu](mailto:imtuso@imtu.edu)
- 14. DIRECTOR, IMTU HOSPITAL**  
IMTU, P.O. Box 77594  
Dar es Salaam  
Phone: +255742441111  
Email: [hospital@imtu.edu](mailto:hospital@imtu.edu)

*This Prospectus is published to guide the students who wish to enter the University in the academic year 2018/2019. The information in this publication is correct at the time of going to press, but all matters contained in the Prospectus are subject to change from time to time both before and after a candidate's admission.*

**All enquiries about admission should be addressed to:**

**The Deputy Vice Chancellor ARC (Academic, Research and Consultancy)  
International Medical and Technological University,  
P.O. Box 77594,  
New Bagamoyo Road, Mbezi Beach Area,  
Dar Es Salaam, Tanzania.  
Phone: +255789333145  
E-mail: [dvcac@imtu.edu](mailto:dvcac@imtu.edu)**

# CHAPTER ONE

## 1.0 GENERAL INFORMATION

### 1.1 Location:

The International Medical and Technological University (IMTU) is located in Block “H”, on a 20-acre plot along New Bagamoyo Road, Mbezi Beach area opposite Interchick, 15 kilometers from the Dar es Salaam City Centre.



### 1.2 Historical Background:

The International Medical and Technological University (IMTU) is a private university recognized by the Government of the United Republic of Tanzania through the Tanzania Commission for Universities (TCU). The university charter signed by the President was awarded in 2010. The University was established in 1996 as part of Vignan Educational Foundation in the spirit of South-South cooperation under the Memorandum of Understanding with the Government of the United Republic of Tanzania. The Vignan Educational Foundation (VEF) of Bangalore, India initiated the establishment of the



university in Tanzania at the behest of the Late Mwalimu Julius K Nyerere, the First President of the United Republic of Tanzania.

The seeds of the venture were sown by His Excellency Dr. Benjamin William Mkapa, the third President of the United Republic of Tanzania when he was the Minister for Science, Technology and Higher Education, with the support of His Excellency Dr. Jakaya Mrisho Kikwete, the fourth President of the United Republic of Tanzania, when he was the Minister for Foreign Affairs and International Cooperation. The establishment of the university symbolizes the long standing partnership between Tanzania and India as part of the implementation of the South - South cooperation. The University is committed to providing quality higher education in Tanzania, the African Region and the developing world.

The IMTU was inaugurated by Shri. I.K. Gujral, then the Honorable Prime Minister of India on September 17, 1997. It was visited by His Excellency Dr. A.P.J. Abdul Kalam, the then President of India in 2005 during his official visit to Tanzania.

The International Medical and Technological University (IMTU) is listed on the WHO/World Directory (Avicenna Directories) of Medical Schools.

### **1.3 Vision:**

To be an exemplary University in advancement, expansion and transmission of knowledge and skills through research, innovation, training and services in the fields of health care, technology and management.

### **1.4 Mission:**

To provide quality education, research and services for the advancement of health and economic prosperity of Tanzanians and people across the world.

### **1.5 Motto:**

Commitment to Excellence.



## **1.6 Objectives:**

- 1.6.1** To provide higher education and mentoring intellectual, social and moral growth of the students at the university.
- 1.6.2** To advance technology, learning and transfer of knowledge from one generation to another in the health and allied sciences.
- 1.6.3** To provide a place for learning and training in developing professional skills in the sectors of health and technology;
- 1.6.4** To stimulate intellectual and critical thinking on socio-cultural, scientific and technological innovations and development;
- 1.6.5** To grant certificates, diplomas, degrees, and other awards to trainees, graduates and postgraduates of the University;
- 1.6.6** To excel in knowledge and human capital capacity building by ensuring a balance between quantity and quality;
- 1.6.7** To produce professionals, specialists and super specialists in the health sector and relevant policy makers and other personnel needed for national economic development.
- 1.6.8** To promote priority research in the health and technological sectors, targeting disease control, poverty reduction and economic growth.
- 1.6.9** To stimulate student engagement in productive services and entertainment activities in and outside the University.
- 1.6.10** To establish productive linkages with the government, national and international institutions for common engagement in national and global academic and scientific development.

## **1.7 Core Values:**

Six core values will guide IMTU in accomplishing its vision, mission and objectives:

### **1.7.1 Excellence:**

IMTU will observe quality in all academic pursuits including teaching, research and public service by ensuring that standards are adhered to, and quality control and assurance mechanisms are institutionalized and maintained.

### **1.7.2 Accountability and Transparency:**

IMTU management will ensure openness, teamwork, participation, liableness and answerability in making decisions and implementation of all activities.

### **1.7.3 Moral Standards and Integrity:**

IMTU community will uphold and observe accuracy, professional ethics, honesty, corporate social responsibility and human respect in all its undertakings.

#### **1.7.4 Innovation:**

In performing the activities related to its core functions, IMTU will attempt to be creative, up to date and cherish novelty.

#### **1.7.5 Equity:**

IMTU is an equal opportunity institution.

#### **1.7.6 Partnerships:**

IMTU will work closely with its stakeholders who include students, staff, government institutions, NGOs, Civil Society groups, service providers, other learning institutions, both within and outside the country, etc.

### **1.8 Faculties:**

#### **1.8.1 Faculty of Medicine (FOM):**

The Faculty of Medicine currently offers TWO undergraduate programs (MBBS, B.Sc. MLT) and SIX Postgraduate programs (M.Sc. Anatomy, MPH, M.Med in Internal Medicine, Paediatrics, Surgery and OBGY).

#### **1.8.2 Faculty of Nursing (FON):**

The Faculty of Nursing currently offers ONE undergraduate program (B.Sc. Nursing)

### **1.9 Centers:**

#### **Center for Innovation and Development (CID):**

The Center for Innovation and Development (CID) was established to offer short term outreach programs that are skill based and needed by the industry/community. All relevant programs including short courses, seminars, workshops, conferences and consulting engagements in respective areas will be offered through the CID.

## CHAPTER TWO

### 2.0 STUDENTS GENERAL INFORMATION

#### 2.1 Admission Requirements:

There is no minimum or maximum age limit for admission to the University for First Degree or Postgraduate courses. Applicants are only considered if the University receives satisfactory evidence that the candidate will be adequately financed during his or her course of study at the University.

#### 2.2 Application Procedures:

The IMTU application form for applying into both undergraduate and postgraduate programs offered for 2018/2019 is available at our website [www.imtu.edu](http://www.imtu.edu) with a registration fee of Tsh 50,000/= for Tanzanians and USD 50.00 for non-Tanzanians.

#### 2.3 Students Administration:

All matters pertaining to the personal and social welfare of students' life are primarily dealt with by the office of the Dean of Students. The University offers the following facilities: games and sports and student counseling. The Dean of Students also assists the Deputy Vice Chancellor, Planning, Finance and Administration (DVC-PFA) in student disciplinary matters and represents the University in most social matters related to students outside the campus.

##### 2.3.1 Students' Union:

Most of the students' activities are organized by the International Medical and Technological University Students' Union (IMTUSO). Membership and payments to this organization is compulsory to all undergraduate and post graduate students. IMTUSO is concerned with students' academic, political, social and recreational activities. Students are encouraged to form recreational and professional organizations. However new social and recreational organizations should be registered by the office of the Dean of students after getting clearance from the office of the Vice Chancellor.

#### 2.4 The University Library:

IMTU Main Library has a large number of textbooks and journals, and maintains a computerized catalogue. Each student must be registered with the library before he/she is allowed to use its facilities. Once a student is registered with the Library, he/she will be issued with a library regulation handbook, which encompasses guidelines for the Library and the Computer Laboratory. The main function of the University Library is to provide library

and documentation services to support health/medical services, research, teaching and consultancy at the University and IMTU Hospital.

## **2.5 The University ICT Services:**

The University has a well-equipped Computer Laboratory, with a full-time Internet access, where students can access web-based information and literature, as well as email service. The Computer Laboratory has a backup of competent and experienced in-house information technology (IT) staff responsible for the day-to-day maintenance support of the ICT facility. Also the University has been providing ICT services to Academic Staff, Researchers and Administrative Staff. These services include e-mail services and Internet services. The University has therefore invested in a powerful fiber optic network connecting all buildings thus providing high-speed data transmission (100Mbps/1Gbps).

## **2.6 Teaching/ Research Laboratories:**

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

## **2.7 Games and Sports:**

The University has some sporting facilities which include: volleyball, basketball, cricket and football. IMTU students, through IMTUSO, Tanzania University Sports Association, can take part in sports and games competitions organized by various bodies such as the East, Central and Southern African Universities Sports Association (ECSAUSA), the Federation of African University Sports (FASU) and the Federation of International University Sports (FISU)



## 2.8 Religion (Spiritual Gatherings):

Students and staff have complete freedom of worship. However, no facilities of worship are available in the campus for Hindus, Muslims or Christians. Furthermore, the University has not registered any students' religious organizations. For Christians and Muslims, such facilities are available about one to three kilometers from the campus, depending on the denomination. Hindu facilities are only available in the city Centre.

## 2.9 Hostel Accommodation:

A limited number of rooms in both the Ladies' and Men's hostels are available on application before the beginning of every Academic year. They are given strictly on "first come first served" basis.



### Hostel Tariff

Hostel Service Required	Tanzanians (Tshs.)	Foreigners (USD)
Only Stay	175,000/= Per Month	USD 110 Per Month
Stay & all Meals	375,000/= Per Month	USD 225 Per Month
Stay+ 1 meal (dinner)	275,000/= Per Month	USD 160 Per Month

Additional information can be obtained through the Dean of Students or the Students Affairs Manager.

## 2.10 Provisions Relating to Cafeteria:

Students utilizing the cafeteria services available at the University are required to observe cafeteria Rules. Failure to observe any of those Rules shall constitute a disciplinary offence.

Any criticism of or complaint about cafeteria services shall be made to the Dean of the students through students' organization leaders.

## **2.11 Provisions Relating to Students' Code of Conduct and Behaviour:**

### **2.11.1 Regulations for students' professional conduct:**

**2.11.1.1** Every student shall be required to behave professionally and pass Professionalism and Ethics in Health science modules as offered in the respective programs and also pass the professionalism competency domains as assessed in the various modules, courses or rotations in respective programs.

**2.11.1.2** Professionalism will also include attention to the patient, appropriate patient care, upholding of ethical behavior while handling patients, altruism and compliance to the approved University dress code. The following four principles shall be used to assess professionalism:

1. **Excellence:** Knowledge, Skills, Commitment to exceed above ordinary standards. Attendance and active participation in formal learning sessions.
2. **Humanism:** Respect of Seniors, Academia, Peers, and Ancillary Staff. Compassion, Empathy, Honesty and Integrity for the patient.
3. **Accountability:** Response to the needs of patients, Health care system, Regulations, Community and the Profession, beyond the call of duty.
4. **Altruism:** Best interest of patient, Patient needs being above one's own interest.

**2.11.2** Every student must maintain a respectful and pleasant conduct in the University premises.

- a. A student is expected to observe etiquette and politeness in all circumstances.
- b. All students must abide by the University policies, rules and regulations and above all the student organization constitution.
- c. The language used within the university premises should reflect the refinement and usage expected of scholars and educated persons.
- d. Students are expected to refrain from any act of violence and other actions calculated to disrupt the work of the college/university or likely to bring the university or college into disrepute. Any student caught in the act of violence will face the university disciplinary committee or be dismissed from studies/ university.

**2.11.2.1** At all times, the mode of communication at IMTU shall be English. Other languages are strictly not allowed except in special circumstances.

**2.11.2.2** The University reserves the right to exclude any student deemed indecently dressed from the University activities including lecturers. The following dress code rule shall provide guidelines on the appropriate dress code and conduct to be observed by all students of the university when on the university's premises or when attending any official function organised by the university in which the university is involved.

**2.11.3** The following shall be deemed appropriate dressing;



- a. Neat, Decent and well covered formals and semi-formals.
- b. Clean shave and well groomed hair is a must.
- c. Jeans without holes.
- d. T-shirts or Shirts with full or half Sleeve.
- e. Skirts which flow well below knees.

**2.11.4** Unacceptable clothes for women include:

- a. Transparent dresses of any kind which is not supported by a reasonably heavy underskirt.
- b. Gowns and skirts hanging above the knees and thus do not cover the knees when seated.
- c. Sleeveless blouses, backless blouses or dresses.
- d. Any type of dress that cover the entire face (*nikabs*), when in class, library, examination rooms, computer lab or other places where the identity of the student is required.
- e. Dresses exposing stomach, breasts, waist, thighs and such other clothes as tops, low cuts, pants of all kinds.
- f. All kinds of shorts should not be worn.
- g. Tightly fitting clothes and skin tights.
- h. Pajamas, flip flops or slippers in classes, library and offices.
- i. Gowns and skirts hanging above the knees.
- j. Clothes with slits above the knees.
- k. Hats or caps in the class rooms.
- l. Over-adornment with neck-laces, bangles, earrings or other jewellery and make-up which make someone look showy.

**2.11.5** Prohibited men's wear include;

- a. Slovenly looking clothes such as '*mlegezo*' trousers and shorts which also show the under wear.
- b. All kinds of shorts or cut-offs.
- c. Un-buttoned shirts and sleeveless shirts.
- d. Clothing that reveals the torso.
- e. Head stockings, caps (other than religious head wear eg. The Muslim cap) hoods and bandannas worn round the head.
- f. Ear rings
- g. Jeans with holes



- 2.11.6** All officers of the university including the administrative and academic staff are empowered to issue warnings and bar any student who does not follow the rules from attending any official university function and to report any violation of this code to the Dean of Students. The Dean of Students will take action and if found guilty a student may be issued any one or a combination of two or more penalties as provided for in this regulations concerning conduct of students including appearing before the students' disciplinary committee.
- 2.11.7** It's a breach of regulations for a student to be within the University campus while drunk or intoxicated by the voluntary consumption of alcohol.
- a. No student shall take any intoxicating drugs such as khat, opium, cocaine marijuana or any other related illegal drugs in the mentioned category.
  - b. Smoking of any kind is prohibited in lecture rooms, library, and halls of residence and or any other place in the University as may be necessary.
  - c. Any student found smoking, drunk or consuming alcohol or intoxicated while in the university shall be punished by suspension for one academic semester.
- 2.11.8** All students are expected to exhibit high standards of morality and respect for the opposite sex.
- a. Any student that is a victim of sexual harassment is expected to report the matter to the Dean of Students.
  - b. All care shall be taken to ensure confidentiality in such matters and careful action shall be taken to discipline the guilty party.
  - c. After all counselling and warning have been issued, and the person continues in his/her acts of sexual harassment, he/she shall be dismissed from the university. Sexual harassment includes touching the other person's physical body without his/her consent; making indecent sexual remarks, or making sexual advances.
- 2.11.9** Misconduct of any kind by students is hereby prohibited. For the purpose of these Regulations misconduct shall mean improper interference, in the broadest sense, with the proper functioning or activities of the University or of those who work or study in the University; or action which otherwise damage the University image. The following is strictly prohibited and shall amount to misconduct punishable by the Students disciplinary Committee:
- a. Using or threatening to use force or striking a fellow student, an employee of the University or any other person at the university premises or any other place that the student may be under the auspices of the university.
  - b. Maliciously or recklessly damaging, defacing or destroying any property of the university, property under the care of the university or property belonging to any member of the university community or authorized visitors.
  - c. Any act or conduct which is likely to obstruct or obstructs, or to frustrate or frustrates the functions, duties, activities or proceedings of any organ, member of staff, student or any authorized visitor to the University.

- d. Unauthorized use of or interference with any technical, electrical, electronic or any other service or installation at the University or any other premises used by the university.
- e. Disobedience or Refusal or failure to comply with a lawful order or directive given by any staff of the university acting on his/her behalf or under an order from any competent organ or authority of the university.
- f. Use of Unacceptable Language or Use of slanderous, offensive, abusive, obscene or threatening language by any student against any person at the university or any other place where the student may be under the auspices of the university.
- g. Dishonesty or Forging a document or uttering a false document or perpetrating forgery, cheating, fraudulent dealings with intent to cause loss to the university, its employee, any other person, or university whether in cash or otherwise.
- h. Refusal to attend a meeting convened or authorized by the Disciplinary Authority or any other authority of the university when summoned by written notice by such authority or organ.
- i. Contempt of the Disciplinary Committee; or Refusal to abide by the ruling, decision and/or penalty made or imposed by the Disciplinary authority or any other competent authority of the University.
- j. Unlawful Assembly or Unauthorized holding of student Baraza or gathering or any other meeting at the university's premises or anywhere else to discuss issues concerning the university.
- k. Drunkenness, drug abuse, disturbing noise, disorderly conduct of oneself and any kind of nuisance which is likely to cause disruption of learning, or sleeping in halls of residence.
- l. Rape or indecent assault and or physical or verbal attack and indecent behaviour towards any person by a student.
- m. Mismanagement or embezzlement of funds belonging to the students' organization or any other funds that may be available for students' use.
- n. Collecting or charging money from any student, student groups or any other person at the university without prior written permission from the Dean of students.
- o. Mob Action, Class Boycott, strikes and or Demonstration by students without written permission from the Dean of students or any officer authorised by the university or rules which permission shall not be unreasonably withheld. Provided that where students shall boycott classes for three consecutive days they shall be suspended forthwith.
- p. Smoking within the university's premises.
- q. Conduct which does or is likely to cause damage, loss, defacement or violence to a person or property within the University provided that such conduct is that of a student towards another student, member or members of staff or any employee or employees of the University or the University itself, notwithstanding that the conduct in question occurred outside the University Campus.
- r. Using force or offering violence against or striking a fellow student, an officer or any other person at the University Campus or outside the University Campus.
- s. Act or conduct which is likely to obstruct or wilfully obstructs or aims to frustrate or frustrates the implementation or the holding of:-

- Any lecture, class, laboratory work, research or other instructional activity given or authorised by the University;
- Any meeting, function or lawful activity authorised by the University.

Any student whose behavior is considered to be unprofessional or lacks professionalism at any time shall be discontinued from studies by the disciplinary authority without any FURTHER enquiry.

A student whose performance in professionalism is unsatisfactory will be called for mentoring and remediation by a faculty committee appointed by the Head of the relevant Department during the course and at the end of the semester. Failure to improve after such mentoring and remediation meetings, at the end of the semester, will necessitate an intervention by an academic committee appointed by the Dean/Director of the respective School/Institute, comprising of at least three (3) but not more than five (5) Senior academic staff, to discuss the poor performance and unprofessional conduct with the candidate, warn him/her and inform of consequences of not improving in professionalism. If no improvement is achieved in performance, professional attitude and ethical conduct after the warning, by the academic committee and the candidate's professional behavior and performance in professionalism and ethics continues to be rated as unsatisfactory, shall be recommended for discontinuation from studies by Senate through the School/Institute Board at any point during the study period

## **2.12 By-laws Governing Students' General Conduct, Disciplinary Offences, Disciplinary Proceedings, and Penalties:**

The University has Students By-Laws which govern the conduct of students at the university. Students are encouraged to be acquainted with the document content. The By-Laws include those governing: admissions, registration, University hostels, vehicles on the campus, disciplinary offences and penalties, Disciplinary Authority Panel and Disciplinary Appeals Committee, etc.

## **2.13 Provisions Relating to Handling of University Property and Documents:**

**2.13.1** Every student shall exercise the highest standard of caution and care in handling University property and documents issued to them so as to avoid unnecessary possible damages, losses, repercussions and fines arising out of damage and or loss.

- a. It is the duty of every student to report any student or person found mishandling, damaging or destroying or taking out of the university any property belonging to the business of the university.
- b. No University furniture or property of any description shall be taken away from its place or lecture halls or classrooms or labs or library without a written consent of the Head of the Department concerned.

- c. Any student found with University furniture or property outside the designated area or place or without authority from the Head of Department concerned, shall have committed a disciplinary offence punishable by paying a fine that shall be determined by the Students' Disciplinary Committee or by suspension from the university for one Academic semester as the Committee shall deem fit.
- d. Any student who damages a university property due to his/her negligence shall face disciplinary action and shall be liable to pay a fee equivalent to the cost of buying or replacing the damaged property or shall repair the damaged property to the satisfactory state of the University as the case may be.
- e. Any student who by accident or otherwise loses or misplaces his or her document(s) issued by the University such as tuition fee receipt, admission letter, examination admit card, registration card, and any other document in a similar category will pay a fine of 10,000Tsh (ten thousand Tanzania shillings only) for Tanzanians and USD10 for international students as fee for replacement. The money shall be paid in the University bank account.

**2.13.2** In addition to other related offences herein mentioned, the following shall amount to an offence related to property:

- a. Intentionally or negligently abusing, damaging, breaking or destroying property owned or in the possession of another person or the university or tampering with locking mechanisms among other related acts.
- b. The penalty for committing any of the above listed offences shall be as the Disciplinary Committee shall deem appropriate on a case by case basis including but not limited to paying damages to the satisfaction of the university.

**2.14 Provisions Relating to Health and Safety of Students:**

It shall be the duty of each student while in the University to:

- a. Take reasonable care for the health and safety of himself or herself and of any other person who may be affected by his or her acts or omissions.
- b. Cooperate with the university in all measures to eliminate or minimize risks to health and safety in the University.
- c. Carry out any lawful order given to him/her by any person in authority or an authorized person in the interest of health and safety;
- d. Obey the health and safety rules and procedures laid down by the University or as per the laws of the land.
- e. Report all incidents those have led or may lead to injury; A student who wilfully or recklessly does anything which he or she knows or ought to have known to be likely to endanger the safety of the premises or health to himself or other students or who is involved in the operation, commits an offence punishable as the Students disciplinary committee deems fit.

- 2.14.1** Students who fall ill during the academic year or semester and have cause to believe that their illness is of such gravity that might affect their performance in the subsequent examinations, must furnish the relevant Deans / Director with reports of their illness at the material time of the illness.
- a. The reports must be in writing from the University Clinic or a hospital recognized by the University.
  - b. Medical reports which are secured after failure in examinations and without previous records of the illness referred to in the relevant faculty office shall not be accepted as valid ground for review of the failure in the examinations of the students concerned.
- 2.14.2** Every student is advised to belong to a Health Insurance Policy of his/her choice which is operational nation- wide and which handles a wider spectrum of diseases.
- 2.14.3** Upon registration with the university in the first year of study or immediately after detecting a chronic problem or becoming disabled, students with medical chronic problems and or disabled students shall furnish the office of the Dean of Students with the copies of their medical forms for purposes of taking care. This applies also to students with disabilities and special needs. Failure to report to the Dean of students in time shall leave the burden and liability on the student in case of any eventuality.
- 2.14.4** In keeping the university environment clean, students should make use of waste bins within the University compound and buildings and not haphazardly disposing of different types of solid waste. Any student who litters the compound and any other premises of the University shall be in breach of these regulations and shall face disciplinary action.
- 2.15 Provisions Relating to Parking and Bringing Vehicles in The University:**
- 2.15.1** Any student who wishes to bring his vehicle to the University shall comply with the general law of the country governing the driving and parking of vehicles as well as the relevant rules which are in force on the University College.
- 2.15.2** Specific parking areas for University Academic staff, Guests and Students are available.. Security guards will allocate the parking area according to the demands of the University.
- 2.15.3** Driving within the University should be at a regulated reasonable speed (15 Km/Hr) in order to avoid accidents. Any student caught or found driving recklessly or unreasonably shall be in breach of these rules and shall be punished by payment of a fine of Tsh30,000/= (Thirty thousand).
- 2.15.4** Parking in the University is at the owner's risk. Students are advised not to leave any valuables in their vehicles. The University shall ensure that there is security at all times in parking areas but shall hold no liability and responsibility for any loss or theft of vehicle or property left in the vehicle.

- 2.15.5** Leaving the vehicle in the university overnight is strictly prohibited. Students intending to leave their vehicles in the university in the night shall be required to fill a night parking form or obtain written authority from the Director of Estates or a person in charge of security. Any vehicle left in the university overnight shall be towed away at the owner's expenses which shall be paid before the vehicle is released or payment of fine of Tshs.10,000/= to the university's account.
- 2.15.6** The university security personnel or officers reserve the right to stop and check any vehicle entering, parked and or leaving the university premises for security and safety purposes. Students are advised to cooperate with the university security otherwise failure or refusal to cooperate shall constitute breach of these regulations and the punishment shall be determined accordingly.
- 2.15.7** In circumstances where the university rules pertaining to parking and driving while in the university, the Tanzania laws pertaining to road traffic shall apply *mutatis mutandis*.

**2.16 Provisions Relating to Foreign or International Students:**

All foreign students are required to apply for and obtain students' visas or residence permits through the Dean of Students office before beginning their classes.

- a. For more information concerning applications of residence permits students are advised to visit the office of the Dean of students and or visit the Tanzania Immigration website [www.immigration.go.tz](http://www.immigration.go.tz)
- b. Any international student caught without a residence permit shall take full responsibility. The University holds no liability over any student caught with no valid legal requirements.
- c. International students are urged to move with their passports at all times in order to avoid unnecessary inconveniences when outside the university. Passports should be kept safely and with care.
- d. Students whose countries have embassies in Tanzania, should take initiative of visiting and knowing where their embassies are.
- e. International students are advised to follow and adhere to the Tanzania state laws, at all times, during their stay in Tanzania.
- f. Students' visas are obtained for academic purposes only; they should not be used for any other purpose without the authorization of the Tanzania immigration office. Any student caught using the students' visa for any other purpose apart from the stipulated one shall take full personal responsibility. The University shall hold no liability in case one is caught doing the contrary.
- g. No student is allowed to go to class without processing a students' visa.
- h. The general requirements for processing a students' visa include the following;
  1. Introduction letter from the university
  2. Photocopy of admission letter
  3. Photocopy of registration certificate

4. Signed curriculum vitae
  5. Seven current passport photos
  6. Photocopy of the passport detail description page
  7. Photocopy of the current immigration status page
- i. Students' Residence permit is charged a fee as per the immigration charges for Non-East African Citizens. For more information on the charges, applicants should visit the office of the Dean of Students or visit the immigration website [www.immigration.go.tz](http://www.immigration.go.tz)

## CHAPTER THREE

### 3.0 ADMISSION REQUIREMENTS AND PROCEDURES

#### 3.1 Academic Programs Offered:

##### 3.1.1 Faculty of Medicine

###### *Undergraduate Programs:*

1. Bachelor of Medicine and Bachelor of Surgery (MBBS)  
Duration: Five Years
2. Bachelor of Science in Medical Laboratory Technology (BSc MLT)  
Duration: Three Years

###### *Postgraduate Programs:*

1. Master of Medicine (MMed) in Internal Medicine  
Duration: Three Years
2. Master of Medicine (MMed) in Paediatrics and Child Health  
Duration: Three Years
3. Master of Medicine (MMed) in Surgery  
Duration: Three Years
4. Master of Medicine (MMed) in Obstetrics and Gynaecology  
Duration: Three Years
5. Master of Science in Anatomy (MSc Anatomy)  
Duration: Two Years
6. Master of Public Health (MPH)  
Duration: One Year

##### 3.1.1 Faculty of Nursing

###### *Undergraduate Program*

- 3.1.1.1 Bachelor of Science in Nursing (BSc Nursing)  
Duration: Four Years

###### *Certificate/Diploma Programs:*

- 3.1.1.2 Ordinary Diploma in Nursing and Midwifery (NTA Level 4-6)  
Duration: Three Years
- 3.1.1.3 Ordinary Diploma in Nursing and Midwifery (NTA Level 6)  
Duration: One Year
- 3.1.1.4 Certificate in Nursing and Midwifery (NTA Level 4 – 5)  
Duration: Two Years



### **3.2 Admission Criteria for Programs Under Faculty of Medicine:**

#### **3.2.1 Entry Requirements for Undergraduate Programs:**

##### **3.2.1.1 Bachelor of Medicine & Bachelor of Surgery (MBBS) Degree Program:**

###### **a. Direct Entry Qualifications:**

All Applications are directly submitted to IMTU. The following are the minimum direct entry qualifications:

1. Three principal passes in **Physics, Chemistry, and Biology** with minimum entry of **8** points. Whereby one must have at least **C** grade in **Chemistry and Biology** and at least **D** grade in **Physics**.

###### **b. Equivalent Qualifications:**

All equivalent applicants may apply for the MBBS program of IMTU if they meet the requirements stated below.

1. Certificate of Secondary Education Examination (CSEE) with at least Five (5) passes including two credit passes in Chemistry and Biology and a D grade in Physics PLUS appropriate Diploma or Advanced Diploma with an average of “B+” or GPA of 3.5  
OR
2. BSc (lower second or above) majoring in Physics or Mathematics, Chemistry and Biology or Zoology.

###### **c. Holders of Foreign Qualifications:**

All applicants holding foreign qualifications must have their qualifications validated and equated by respective regulatory bodies before submitting their applications for admissions as follows.

1. The National Examination Council of Tanzania in respect of Certificate of Secondary Education ; and
2. The National Council for Technical Education in respect of NTA Level qualification.

##### **3.2.1.2 Bachelor of Science in Medical Laboratory Technology (BSc MLT) Degree Program:**

All Applications directly submitted to IMTU. The following are the minimum direct entry qualifications:

###### **a. Direct Entry Qualifications:**

Three principal passes in Physics, Chemistry, and Biology with minimum entry of 6 points. Whereby one must have at least C grade in Chemistry and at least D grade in Biology and E grade in Physics

###### **b. Equivalent Qualifications:**

All equivalent applicants may apply for the BSc MLT program of IMTU if they meet the requirements stated below.

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

2. BSc (lower second or above) majoring in Physics or Mathematics, Chemistry, Biology or Zoology.

### **3.2.2 Entry Requirements for Postgraduate Programs:**

#### **3.2.2.1 Master of Medicine (MMed) Program:**

- a. Holders of MBBS or MD with B grade in the specialty of study.
- b. Must have successfully completed Internship and one year of service post internship.

#### **3.2.2.2 Master of Sciences in Anatomy:**

- a. Holders of MBBS from this University or MD or / MBBS/MBChB from any other recognized University provided they have at least a “B” grade in Anatomy.
- b. Holders of above degree from this University provided they have at least a “B” grade in subjects related to Anatomy such as Surgery, and Obstetrics & Gynaecology.
- c. Holders of BSc Nursing from this University or any other recognized University provided they have at least a “B” grade in Anatomy.
- d. Holders of DDS / BDS from any recognized University provided they have at least a “B” grade in Anatomy.
- e. Holders of BSc in Human Anatomy from any recognized University provided they have a “B” grade.
- f. Holders of BSc from any recognized University provided they have a “B” grade in Zoology.
- g. Holders of Bachelor of Veterinary Medicine (BVM) or its equivalent from any recognized University provided they have a “B” grade in Anatomy.

#### **3.2.2.3 Master of Public Health:**

- a. Holders of MBBS from this University or MD / MBBS/ MBChB or DDS /BDS from any other recognized University with B grade in Community Medicine or Epidemiology.
- b. Holders of BSc Nursing from this University or any other recognized University with B grade in Community Nursing or Epidemiology.
- c. Holders of Bachelors of Pharmacy from any recognized University with B grade in Community Pharmacy or Epidemiology.
- d. Holders of at least a lower second class first degree in health related fields such as Environmental health, Sociology, Social Welfare, Anthropology, Health Statistics, Health Administration, Demography, Biology, Human Nutrition, Veterinary Sciences, Epidemiology and Information Science.

### **3.3 Admissions Criteria for Programs Under Faculty of Nursing:**

#### **3.3.1 Entry Requirements for Undergraduate Programs:**

##### **3.3.1.1 Bachelor of Science in Nursing (BSc Nursing) Degree Program:**

###### **a. Direct Entry Qualifications:**

Three principal passes in Chemistry, Biology and either Physics or Mathematics or Nutrition with a minimum of 6 points. Whereby, one must have at least C grade in Chemistry and at least D grade in Biology and E grade in Physics or Mathematics or Nutrition.

###### **b. Equivalent Qualifications:**

All equivalent applicants may apply for above programs if they meet the requirements stated below.

1. Certificate of Secondary Education (CSEE) with at least Five (5) passes in the following subjects Physics, Mathematics, Chemistry, Biology, and English. PLUS appropriate Diploma with overall “B” grade or GPA  $\geq 3.5$  and one MUST have completed ‘A-level’.
2. BSc (lower second or above) majoring in Physics or Mathematics, Chemistry, Biology/Zoology.

### **3.4 Admission Criteria for Certificate / Diploma Programs**

#### **3.4.1 Entry Requirements for Diploma Programs:**

##### **3.4.1.1 Ordinary Diploma in Nursing and Midwifery Program (NTA Level 4-6) for Direct Entrants:**

(Duration: 3 years)

*(Adopted from the MoHCDGEC curriculum 2017)*

###### **Minimum Entry qualifications:**

1. Certificate of Secondary Education Examination (CSEE) with at least 2 passes at “C” grade in Biology and Chemistry and “D” grade in Physics, Mathematics and English.

##### **3.4.1.2 Ordinary Diploma in Nursing and Midwifery Program (NTA Level 6): for In-Service:**

(Duration: 1 year).

*(Adopted from the MoHCDGEC curriculum 2017)*

###### **Minimum Entry qualifications:**

1. Certificate of Secondary Education Examination (CSEE) with passes in Biology, Physics, Mathematics and English atleast at “D” grade or above.
2. Must be holder of Certificate in Nursing and Midwifery with working experience of not less than 2 years and license to practice as enrolled Nurse.
3. Must pass entry examination administered by the MoHCDGEC or respective institution.

### **3.4.2 Entry Requirements for Certificate Programs:**

#### **3.4.2.1 Certificate in Nursing and Midwifery Program (NTA Level 4-5) for Direct Entrants:**

(Duration: 2 years)

(Adopted from the MoHCDGEC curriculum 2017)

##### **Minimum Entry qualifications**

1. Certificate of Secondary Education Examination (CSEE) with at least 2 passes at “C” grade in Biology and Chemistry and “D” grade in Physics, Mathematics and English.

### **3.5 Admission Requirements and Procedures:**

All Enquiries About Admission Should Be Addressed To:

**The Deputy Vice Chancellor – Academic, Research and Consultancy (DVC ARC)**

**International Medical and Technological University**

**P.O Box 77594**

**Dar es Salaam, Tanzania**

**E-mail: [dvcac@imtu.edu](mailto:dvcac@imtu.edu)**

**Website: [www.imtu.edu](http://www.imtu.edu)**

#### **3.5.1 Application Procedures For Undergraduate Degree Programs:**

Sections 5 (1) (c) (i) of the Universities Act Cap. 346 of the Laws of Tanzania, mandates TCU to provide guidance and monitor criteria to Universities in the United Republic of Tanzania. Hence, TCU is responsible for coordinating admission into various Undergraduate degree programs in Higher Learning Institutions (HLIs) in Tanzania.

##### **3.5.1.1 Application and Admission Process:**

- a. The IMTU applications form for applying into both undergraduate and post graduate programs offered for 2018 / 2019 is available at the website [www.imtu.edu](http://www.imtu.edu) and submitted with a registration fee of Tshs 50,000/= for Tanzanians and USD 50.00 for Non-Tanzanians.
- b. Along with the application form photocopies of the both Form Four and Form Six Academic Transcript issued by NECTA and Birth Certificate must be submitted to the admissions office.
- c. The Admissions Office process the application forms and prepares a database of all applicants (applied and selected) for further reference within the UIMS framework and authenticates the qualifications through NECTA and NACTE databases.
- d. In case of foreign applicants the Admissions Office verifies the foreign equivalence with the national equivalence before processing their application.
- e. The selected candidates are approved through the Faculty Board and Senate of IMTU.

- f. The list of both selected and non-selected applicants are uploaded into TCU portal for clearance from multiple admissions upon confirmation of the applicants and then the students admitted and non-admitted students (with reasons) are announced through various media.
- g. Admission letters are then issued to selected and confirmed students.
- h. All application appeals will be handled by the Admissions Office.
- i. Inter/intra-institutional transfers are processed by the Admissions Office and credit transfers are submitted to TCU in accordance to set deadlines.

### **3.5.2 Application on Equivalent Entry Scheme:**

- a. All applicants who wish to apply for undergraduate degree programs on equivalent entry scheme should apply through NACTE.
- b. All applicants with foreign Secondary Education Examination Certificates should submit their original certificates to the National Examinations Council of Tanzania (NECTA) for verification.
- c. All applicants with Diplomas should submit their original certificates to the National Council for Technical Education (NACTE) for verification.
- d. All applicants with degrees obtained from foreign universities should submit their original certificates to the Tanzania Commission for Universities (TCU) for verification.

NOTE:- Forms from applicants who do not meet the IMTU requirements will not be processed.

### **3.6 Application procedures for postgraduate degree programs:**

Application for postgraduate studies at the University should be submitted **DIRECTLY** to the Admissions Office or online from the University website [www.imtu.edu](http://www.imtu.edu)  
The duly filled forms must reach the DVC ARC no later than the date indicated on the advertisement calling for applications for the particular academic year.

### **3.7 Application Procedures for Non-degree Programs:**

- 3.7.1** Application for non-degree courses should be submitted directly to the University or online from the University website [www.imtu.edu](http://www.imtu.edu)
- 3.7.2** The duly filled forms must reach the DVC ARC no later than the date indicated on the advertisement calling for applications for the particular academic year.

### **3.8 Reporting for Studies:**

- 3.8.1** All new students are required to report for the orientation program that normally takes place during the week preceding the beginning of the new academic year.

### **3.8.2 Verification of Certificates:**

- a. An applicant shall be registered for studies **ONLY** after verification of all his / her examination certificates. If it is discovered later that he / she used forged certificates, he / she shall be discontinued from the University forthwith.

### **3.8.3 Change of Program:**

- a. Except under exceptional circumstances, no student will be allowed to change program / course later than two weeks after the beginning of the first semester.
- b. Transferring from one academic program to another will be allowed only where the student has the required admission criteria for the academic program for which transfer is being sought and a vacancy exists in that program / course later than two weeks after the beginning of the first semester.

### **3.8.4 Transfer Students:**

- a. Students entering this University as transfer cases from other universities can only do so during the pre-clinical years and can transfer their credits on basic sciences and biomedical courses. Clinical credits cannot be transferred. The maximum credit allowable for transfer is 50% of the required credit units of an IMTU degree program.
- b. Students who do not have transferable credits will have to do the relevant courses at IMTU, sit and pass the end of semester University examination(s) before they are allowed to continue to the next semester.
- c. Where degrees are classified, the maximum transferable is one academic year.

### **3.8.5 Discontinuation on Academic Grounds:**

- a. Students discontinued on academic grounds can apply in subsequent academic year.

### **3.8.6 Discontinuation from Studies because of Examination Irregularities:**

- a. Students discontinued from studies because of examination irregularities will be considered for re-admission after they have been away for not less than two years to join the same program. They will be required to re-apply and compete with other applicants for re-admission into first year.

### **3.8.7 Payment of Fees and Registration for Studies:**

**Fees and other financial obligations are the sole responsibility of the student and / or the sponsor or guardian.**

- a. Successful applicants will be registered only after they have paid the full fee for the semester.
- b. Only students who have clearance from the Finance Department will be allowed to attend classes. The duration of the clearance shall be one semester, unless specified otherwise, but shall not entitle one to sit for end of semester University examinations unless he / she has cleared all the fees for that semester.
- c. Fees once paid will not be refunded under any circumstances and cannot be transferred to any other person. Any excess amount paid will be carried forward to the next semester.
- d. All students, if accepted, are expected to conform to University regulations.
- e. The deadline for registration of new students will be two weeks from the commencement of the new academic year.
- f. The deadline for registration of all students in any semester shall be two weeks after the commencement of that semester.
- g. **All students should pay fees through the Bank and bring the pay slip to the IMTU Finance Office and get an acknowledgement receipt for the fees paid. The bank accounts details are as follows:**

**For Tanzanians Pay to the**

Account Name	-	IMTU FEES AND HOSPITAL
Bank Name	-	CRDB
Branch	-	MBEZI BEACH BRANCH
Account Number (Tshs.)	-	01J1080309900

**For Foreigners Pay to the**

Account Name (USD)	-	VIGNAN EDUCATIONAL FOUNDATION - FEES
Bank	-	I & M BANK (T) LTD
Branch	-	INDIRA GANDHI STREET
Account Number (USD)	-	010027761111

**A student who is unable to register for any semester because of financial reasons should apply for postponement of studies, otherwise, he / she will be discontinued from studies.**

**3.8.8 Change of Name:**

Except under exceptional circumstances, no change of names by students will be entertained during the course of study at the University and they will only be allowed to use names appearing on their secondary school certificates.

**3.8.9 Freezing of Studies:**

- a. No student will be allowed to freeze studies after effective commencement of an academic year, except under special circumstances. Permission to freeze studies will be

considered **only** after producing satisfactory evidence of the reasons for freezing and a written approval from the sponsor and Senate. Special circumstances shall include:

1. Sickness (supported by doctor's medical certificate)
  2. Serious social problems (each case to be considered on its own merit), and
  3. Severe sponsorship problems
- b. Students who freeze studies will be allowed to be away from University studies for a maximum of two years only within the maximum tenure allowed by the respective program for completion. If they are to be allowed to be re-admitted to the same year of studies where they left off. Otherwise, they will be required to re-apply and compete with other applicants for re-admission into first year.

### **3.8.10 Regulations on Student Credit Accumulation and Transfer:**

**3.8.10.1 General Regulations:** A student who intends to transfer for purposes of accumulating credits on a specific subject, module or course or part of it shall be required to fulfill the following conditions.

- a. Student credit transfer is allowed between Universities only.
- b. Credit transfer applies to both undergraduate and postgraduate degree programs.
- c. Before a credit transfer can be considered, an official transcript must be received by IMTU from the other Universities and will be retained at the office of the DVC (ARC) as an academic record of the student after authorization by TCU. It will not be sent to any other third parties.
- d. Credit transfer can only be allowed if such credits have been obtained within a period of not more than five years from the time they were earned.
- e. Must have been registered in the program to which the credit will be accumulated.
- f. The subject, course or module intended for credit accumulation must be relevant to the program to which the student is registered.
- g. Students discontinued from other universities on academic grounds are not allowed to transfer their credits to the International Medical and Technological University (IMTU). However, those wishing to continue in a program they were discontinued from will have to wait until a lapse of one year.
- h. A student who intends to transfer to the IMTU for purpose of graduation should earn at least 50% of the total credits from this that institution's core courses.
- i. A transfer student cannot transfer elective credits.
- j. A transfer student shall earn credit only for successfully completed course credit or courses.
- k. The transfer student should have cleared all his /her supplementary examinations at the releasing institution, but can transfer carryovers.
- l. A credit cannot be apportioned.
- m. Continuous Assessment cannot be transferred.
- n. IMTU students on study-abroad Programs shall be allowed to transfer credits obtained from the other University to IMTU.



### **3.8.11 Specific Regulations for Professional Programs in Health and Allied Sciences:**

Students will be allowed to transfer credits for Biomedical & Basic Science courses only. Credits for clinical courses cannot be transferred.

### **3.8.12 Conditions Governing Credit Transfer from Other Universities to IMTU:**

- a. The Higher Education Institution from which a student wants to transfer credit must be a University with full accreditation by a recognized body in the country assigned to deal with such matters and the accreditation status of the institution shall be independently verified by IMTU and the Tanzania Commission for Universities (TCU). If in doubt, IMTU reserves the right to reject the application.
- b. The applying student must have an active degree program registration at his / her institution.
- c. The applicant's minimum academic entry qualifications in the other University shall be similar to that required by IMTU including the respective program's cut-off point in the relevant year.

### **3.8.13 Conditions Governing Credit Transfer from IMTU to Other Universities:**

Transfer of credits from IMTU to other universities will be governed by the regulations of the receiving University.

### **3.8.14 Criteria for Establishing Equivalency of Courses:**

Courses can be judged to be equivalent to IMTU courses if they meet the following criteria:

- a. The course must be from a program of the same level as that of IMTU for undergraduates and postgraduate degree courses.
- b. In order to be considered for credit transfer, courses must be completed. A "pass" or "satisfactory" grade will be eligible for transfer only if the other institution's transcript specifies that such grades are equivalent to "C" or above. Incomplete courses will not be acceptable.
- c. Course content must be at least 75% similar to that of the IMTU course.
- d. The number of teaching hours used to cover the course must not be less than 75% of those used at IMTU.
- e. Once a course has been accepted as being equivalent to an IMTU course as per the criteria, the course shall be given the same number of credits as that of the course at IMTU regardless of the credits in the other University.

### **3.8.15 Rules for Grades Conversion:**

- a. Conversion of grades shall be done by anchoring the pass mark of the other university to that of IMTU and accordingly determining the range of marks in the other University for the IMTU grades.
- b. In the case where only grades are available but the range of marks on which they were based are not available, the lower equivalent grade shall be assumed.

### **3.8.16 Procedures and Administration of Student Credit Transfer:**

- a. Applications for credit transfer should be submitted to the DVC (ARC) in writing, and attaching copies of all required supporting documents.
- b. All applications shall be scrutinized by relevant committees responsible for admission at the Department and Faculty of Medicine and Nursing levels before submission to Senate for approval.
- c. Students transferring from other universities to IMTU shall apply for credit transfer at least three months before the beginning of the semester they want to join. Cases of IMTU's study-abroad students shall be dealt with on a case by case basis.
- d. Supporting documents for credit transfer application shall include the following:
  1. Official transcript (to be sent by the other university).
  2. Letter of introduction / recommendation from the other university.
  3. Course description, catalogue or syllabus (to include number of hours of teaching, method of assessment and grading system).
  4. An official translation of the original documents (in case of non-English documents).
  5. Photo-attached personal identification documents e.g. Birth certificate, passport or Identity Card (ID).
  6. Certified copies of the original certificates used to gain admission into the other university.

### **3.8.17 Role of Student as Credits Transfer Applicant:**

Any student who intends to apply for credit transfer is required to:

- a. Research the institution (s) and course (s) which will be at the receiving institution, and any rules and expectations which the receiving institution may have on transfer matters.
- b. Using the approval forms by the sending and receiving institution, apply and secure a place at the receiving institution.
- c. Understand and accept the terms and conditions regarding the sought program.
- d. Take the necessary measures to ensure that, on being transferred he will cope with the learning environment at the receiving institution.
- e. Confirm his/her acceptance of the terms and conditions set by receiving institution.
- f. Notify his/her sponsor about the transfer through the receiving institution.

**3.8.18** The following are reasons that shall be acceptable for credit transfer, in addition to meeting credit transfer criteria:

1. Courses not offered at the University of registration (applies only for short-term transfers.
2. Exchange Programs.
3. Refugee situation.
4. Returning resident.

**3.8.19** Credit transfer applicants must pay a non-refundable fee to be determined from time to time by the Council; however, IMTU students on study-abroad Programs need not pay such fees as they had already paid the fee when applying for admission into the University.

## CHAPTER FOUR

### 4.0 GENERAL EXAMINATION REGULATIONS

#### 4.1 Introduction:

4.1.1 Unless otherwise stated, the regulation shall apply to all academic programs at IMTU.

4.1.2 University Examination Sessions shall be duly indicated in the University Almanac.

4.1.3 All University Examinations and processing of certificates shall be centrally administered by the Controller of Examinations (COE) under DVC (ARC).

#### 4.2 Conduct of Examinations:



4.2.1 University Examinations shall be conducted under the control of the Controller of Examinations or other officer as the Senate may prescribe.

4.2.2 The external examiner for University examinations shall be recommended by the Faculty Board and approved by the Senate.

4.2.3 The Controller of Examinations shall have powers to issue such instructions or guidelines to candidates, invigilators or examiners of University examinations as he / she shall deem appropriate for the proper, efficient and effective conduct of such examinations.

4.2.4 The instructions or guidelines issued by the Controller of Examinations under regulation shall form part of and be as binding as these regulations.

4.2.5 End of semester examinations for diploma and certificate programs in the Institute of Health and Allied Sciences shall be conducted under the control and supervision of MoHCDGEC and NACTE.

### **4.3 Dates of Examinations:**

- 4.3.1 University examinations shall be held at a time to be determined by the Senate which shall normally be at the end of each semester.
- 4.3.2 Candidates who are referred and required to do supplementary examinations shall be re-examined in the referred subjects at time to be determined by the Senate or in particular cases by the relevant Faculty Board of Medicine or Faculty Board of Nursing, as the case may be, which shall not be less than one month after the ordinary examinations at the end of the second semester in the academic year.
- 4.3.3 A Candidate who, for grave cause, was unable to present himself / herself in the ordinary University examination shall sit for the special examination as first sitting at a time fixed for any supplementary examination, subject to approval by the Senate on the recommendation of the Faculty Board of Medicine or Faculty Board of Nursing.

### **4.4 Registration for Examinations:**

- 4.4.1 As candidate shall be required to register for the course he / she is admitted for at the beginning of the academic year and pay the required fees.
- 4.4.2 Examination Fees should be paid at the beginning of every academic year.
- 4.4.3 For those whom Special examinations were approved by the Senate separate fee shall be charged as per the university examination regulations.
- 4.4.4 A candidate shall be issued with a University examination admit card by the respective Dean of the Faculties at least 7 days before the commencement of the examinations, after getting clearance certificate from the finance department of IMTU.
- 4.4.5 No candidate shall be issued a University Examination admit card unless he / she has paid all the fee installments up to the end of that semester.
- 4.4.6 A candidate shall be required to carry his / her examinations admit card at all times during the examination period.
- 4.4.7 A candidate shall not be allowed to enter the examination hall or other examination room if he / she does not have the examination admit card.

### **4.5 Eligibility for University Examinations:**

- 4.5.1 A candidate shall be eligible for University examination if Dean / Controller of Exams are Satisfied with the following:
  - a. He / she have attended 80% of all lectures / seminars and practical / clinical sessions.
  - b. His / her performance in continuous assessment test (CAT) has been satisfactory for the course for which the examination is being held.
- 4.5.2 The DVC (ARC) or the Dean of respective Faculties may bar a candidate from attempting an examination if he / she is not satisfied with the candidate's attendance or performance.
- 4.5.3 Where a candidate who has been barred in accordance with Regulation 4.5.2 enters the examination room and sits for the paper, his / her results in the paper shall be declared null and void.

**4.5.4** Where a student is suspended or discontinued from studies on disciplinary grounds in accordance with University regulations or students bye-laws and the execution of such discontinuation is not stayed, he / she will not be eligible for any form of assessment under these regulations.

**4.5.5** Where the student, who without reasonable cause, fails or refuses to comply with any such requirements he / she shall be deemed to be disqualified for any assessment or examination during the period in question.

**4.6 Absence from Examinations:**

**4.6.1** A candidate who deliberately absents himself / herself from any examination without compelling reasons he / she shall be discontinued from the University.

**4.7 Postponements of Examinations:**

**4.7.1** Students are discouraged from postponing examinations. However, extraordinary circumstances such as sickness a request for postponement may be considered by the Dean of the Faculty with valid supporting documentation.

**4.7.2** Even though postponement may be granted it is the sole responsibility of the student to satisfy the criteria for progression from one year to another at the end of the audit year as specified in section 4.22 “Progression from Year to Year”.

**4.7.3 Falling Sick Immediately Before or During Examination:**

If a candidate falls sick immediately before or during the time of the scheduled examination and proves unable to proceed [i.e. as certified by the university medical officer], he/she will be advised by the faculty dean to postpone the examination until an appropriate time to be arranged by the respective department through the faculty or institute. Any student who is sick and nevertheless decides to take an examination takes it at his/her own risk and must abide by the result of the examination.

**4.8 Form of Examination:**

**4.8.1** Each University examination shall include three components namely:

- a. Theory:
  1. **Paper I** which shall consists of multiple choice questions, objective type questions and short answers;
  2. **Paper II** which shall consist of essay questions;
- b. Practical, Clinical examination or project report.
- c. Viva Voce or oral examination.

**4.9 Instructions to Head of the Department (HoD):**

- 4.9.1** The HoD shall recommend to the Senate, through the Faculty Board, the name(s) of suitable person(s) who has / have accepted to be external examiner(s) in his/her subject, at least 4 weeks before the commencement of the examination.
- 4.9.2** The HoD of the department shall prepare, type and print University examination papers, staple enough copies for all the candidates and submit them in sealed envelopes to the Controller of Examination at least 14 days before the commencement of the examination.
- 4.9.3** The HoD of the department must maintain confidentiality of the questions submitted for examination(s).
- 4.9.4** The HoD must be present in the examination hall during the examination in order to answer questions that might arise.
- 4.9.5** The HoD must collect the examination scripts for marking, and must sign the Attendance Sheet from CoE.
- 4.9.6** The HoD shall submit the mark list of all the candidates to the Dean of the Faculty In the recommended format in both hard and soft copies.

**4.10 Instruction to Candidates:**

- 4.10.1** Each candidate shall be required to observe all the regulations pertaining to the examinations as outlined before.
- 4.10.2** Each candidate admitted into the examination hall should make sure that he / she has the following working tools which are authorized:
  - a. Admit Card
  - b. Pen(s)
  - c. Pencil(s)
  - d. Eraser
  - e. Calculator if necessary, and
  - f. Statistical tables if necessary.
- 4.10.3** Borrowing of working tools from other students in the examination hall shall be prohibited.
- 4.10.4** All candidates should assemble outside the examination room at least 15 minutes before the examination starts and shall only enter if and when signaled to do so by the invigilator(s).
- 4.10.5** Before entering an examination room, each candidate shall be required to ensure that he / she is not carrying any unauthorized material with him including mobile phones.
- 4.10.6** Each candidate shall only sit on the seat bearing his / her examination number.
- 4.10.7** Each candidate shall write his / her examination number on top of the cover of the answer book or paper on the space provided before commencing to answer the questions.
- 4.10.8** Answer books or papers bearing the candidate name or any unusual mark shall not be marked.
- 4.10.9** Candidates shall only be allowed to write answers to all examination questions in the answer books or papers provided.
- 4.10.10** No candidates shall be allowed to detach any paper or part from that book or script.
- 4.10.11** Candidates must not begin writing until they are told to do so by the invigilator.

- 4.10.12 A Candidate who arrives more than half an hour after the commencement of the examination shall not be admitted into the examination hall / .room.
- 4.10.13 No candidate shall be allowed to leave the examination hall / room within the first half hour from the commencements of the examination.
- 4.10.14 Cheating during the examination is prohibited and therefore constitutes a serious offence.
- 4.10.15 Candidates are permitted to do rough work on the right margin of the examination booklet / script but must cross through at the end of the examination.
- 4.10.16 No candidate shall be allowed to go out of the examination hall / room and return to continue with the examination **EXCEPT** where it is proved by the invigilator that it is absolutely necessary.
- 4.10.17 No food or drink shall be allowed into the examination hall /room.
- 4.10.18 All candidates shall observe silence at all time in the examination hall / room.
- 4.10.19 Candidates are not allowed to write anything in their question papers.

#### **4.11 Instruction to Invigilators:**

- 4.11.1 All examinations shall be invigilated by academic staff appointed by Controller of Examination..
- 4.11.2 Invigilators shall be appointed in writing and the appointment shall remain confidential.
- 4.11.3 Each invigilator must collect envelopes containing examination questions from Controller of Examination office, and make sure that it is the correct exam, the number of scripts, date of examination and the packet is secured before signing in the register.
- 4.11.4 After the examination each invigilator must ensure that the answer booklets / scripts are collected from the examination hall and are returned to the office of the Controller of Examination.

#### **4.12 Procedures in the Examination Hall(s) Before the Examination:**

- 4.12.1 The invigilator(s) shall be present in the examination hall / room 20 minutes before the commencement of the examination(s).
- 4.12.2 The invigilator(s) shall ensure that all candidates admitted into the examination room have:
  - a. Relevant Examination admit card for that University Examination session;
  - b. Only “authorized working tools “relevant to the examination as listed under 4.10.2;
  - c. Unauthorized materials are not allowed into the examination hall / room;
  - d. Bags, books, papers and other related items should be left outside the examination hall.
- 4.12.3 The invigilator(s) should allow students into the examination ten minutes before the commencement of the examination and they must make sure they sit on the right places.
- 4.12.4 During the first 10 minutes in the examination room, the invigilator(s) must do the following:
  - a. Ensure that there is reasonable space between one candidate and another;
  - b. Make an announcement to the effect that unauthorized materials are not allowed in the examination hall / room and that all mobile phones should be switched off and deposited at the table in front of the examination hall.



- 4.12.5** The invigilator(s) shall **open the sealed envelope(s) containing the Examination papers in front of the candidates** then distribute them to the candidates.
- 4.12.6** The invigilator(s) must ensure that **ONLY ONE** answer book is provided to each candidate unless the rubric on the question paper requires otherwise. The answer book must be filled before any additional book or paper is provided.
- 4.12.7** The invigilator(s) shall call attention to any rubric at the head of the paper, which seems to require attention.
- 4.12.8** The invigilator(s) shall make any other announcement if necessary.
- 4.12.9** The invigilator(s) shall allow the candidates at least 5 minutes to read the paper and to make sure that it is the right paper they are supposed to do.
- 4.12.10** The invigilator(s) shall, at the end of the first 10 minutes in the examination room, tell the candidates to begin writing.
- 4.12.11** The invigilator(s) shall announce the **starting and ending time**.

**4.13 Procedure in the Examination Room During the Examination:**

- 4.13.1** At the commencement of the examination the invigilator(s) should remind candidates to ensure they are attempting the right examination paper.
- 4.13.2** At the end of the first half hour, the invigilator(s) shall:
- Note down the number of candidates present
  - Collect the answer books from all vacant places;
  - Return all spare question papers and envelopes to the Controller of Examinations.
  - Ensure that no candidate is allowed to enter into the examination room.
- 4.13.3** During the examination, the invigilator(s) shall ensure that;
- Candidates are provided with additional scripts if and when it is necessary;
  - Candidates are permitted to do rough work, if necessary, on the right margin but must cross through at the end of the examination;
  - Candidates do not borrow working tools from one another;
  - No candidate is permitted to leave his / her place except to leave the examination room;
  - A candidate who contravenes the regulations and instructions governing the examinations, especially unfair practices such as copying from or communicating with other candidates, shall be reported immediately to the Controller of Examination office, the Dean of the Faculty and DVC (ARC).
  - Once a student is found with unauthorized material, he / she should be made to sign on the materials to conform that they are his / hers.
  - The candidate shall be informed that he / she has contravened Examination regulations and that he / she has been reported.
  - It is part of the invigilator's duty to move about the examination hall as quietly as possible at frequent intervals.
  - The invigilator(s) must report all cases of ill health to the Controller of Examination office, the Dean of the Faculty and DVC (ARC) as soon as possible.

#### **4.14 Examination Irregularities:**

##### **4.14.1** The following shall constitute examination irregularities:

- a. Unauthorized absence from the examination hall;
- b. Unauthorized passing or receiving verbal or written communication from candidate or any other source during the examination;
- c. Possession of any unauthorized materials in or around the examination hall;
- d. Exchanging scripts and question papers, allowing copying or copying from another candidate's answers;
- e. Causing disturbance in or around the examination hall;
- f. Disobeying orders, or instructions given by the invigilators;
- g. Any form of cheating;
- h. Unauthorized borrowing of materials such as pens, pencils, eraser, calculator, rulers or any other material among candidates during the examination;
- i. Any other act which contravenes these regulations;
- j. Leakage of Examination.

##### **4.14.2** In this Regulation:

- a. "Unauthorized material" means any written or printed material that is generally or specifically prohibited from being brought in to the examination hall such as books, bags, mobile phones, radios, radio cassettes or other types of cassettes, computers or any other electronic device with audio or retrievable information.
- b. "Unauthorized absence from examination hall" means going out of the examination hall without authorization or permission from the invigilators.
- c. "Cheating in examinations" includes deception, impersonation, dishonesty, destruction or falsification of any evidence of irregularity and prior bribing.

##### **4.14.3 Procedures for Handling Examination Irregularities:**

- a. When any examination irregularity is committed by a staff or student, the observation is first to be brought to the notice of the Controller of Examinations.
- b. Any allegation of an examination irregularity committed by a member of the staff will be dealt with separately by a committee appointed by the DVC (ARC).
- c. Where an invigilator finds that a candidate has committed an examination irregularity, he / she shall outline the allegations on the prescribed form and shall require the candidate to sign it agreeing or disagreeing with the allegations. Where the candidate refuses to sign any of the options, he / she shall not be allowed to continue with the examination and shall be dismissed from the examination hall.
- d. After the conclusion of the examination, the invigilator shall report the examination irregularity to the Controller of Examinations.
- e. The Controller of Examination will report the examination irregularity to the respective Dean of the Faculty and submit a copy of the same to the DVC (ARC).

- f. The Dean of the Faculty will then set up an enquiry committee for investigation into the matter and forward the findings to be presented to the Examiners' Meeting and the Faculty Board.
- g. The Faculty Board will discuss the examination irregularity and bring its recommendation of the disposal of the candidate for endorsement by the senate.
- h. A decision made thereof by the senate shall be final and shall immediately be communicated to the candidate by the DVC (ARC).

#### **4.14.4 Disciplinary Action Against the Examination Irregularities:**

- 4.14.4.1** Subject to confirmation by Senate, any candidate found guilty of bringing unauthorized material in to examination room in any part of the examination process shall be deemed to have committed an examination irregularity and shall be discontinued forthwith from studies in the University.
- 4.14.4.2** Any candidate found guilty of cheating in relation to any part of the examination process shall be deemed to have committed an examination irregularity and to have failed in the whole examination for that year and shall be discontinued from the studies in the University.
- 4.14.4.3** Any candidate found guilty of causing disturbance in or near the examination hall shall be deemed to have committed an examination irregularity shall be penalized as determined by the university disciplinary committee.
- 4.14.4.4** Where the candidate refuses to sign the Invigilator's report of any commission of examination of irregularity, he / she shall be deemed to have failed in whole of that examination for that year and shall be discontinued from the studies in the University.
- 4.14.4.5** Where the candidate is aggrieved by the decision of the Faculty Board may within seven (7) days after the publication of results, appeal to the Senate in accordance with regulations 4.21.
- 4.14.4.6** The Senate may impose such a lesser penalty on a candidate found guilty of commission of examination irregularity, depending on the gravity of the irregularity or circumstances constituting the offense, as the Senate may deem appropriate.
- 4.14.4.7** In any event of examination leakage the following will be done
  - a. The examination will immediately be cancelled;
  - b. Another examination paper shall be prepared and done within the allowed time;
  - c. Disciplinary actions shall be instituted to any University employee found guilty of causing the leakage.

#### **4.15 At the End of the Examination:**

- 4.15.1** Invigilators shall not permit candidates to leave their places before scripts have been collected. Candidates who wish to leave the examination hall / room before the end of the examination shall hand over their scripts to the invigilator before leaving the examination hall.
- 4.15.2** At the end of the examination period, invigilators shall instruct the candidates to stop writing and then collect all the scripts.

#### **4.15.3 Invigilators Shall:**

- a. Ensure that each candidate signs on the attendance sheets before receipt of the examination answer script.
- b. Enter the number of the examination answer scripts collected from the candidate on the Attendance Sheet(s) provided by controller of examinations office at the time of collecting the papers;
- c. Sign the said Attendance Sheet before they hand over all the answer scripts including unused question papers and answer scripts to the Controller of Examinations.
- d. The Controller of Examinations after verification will then hand over the examination answer scripts to the internal examiner for marking
- e. The internal examiner will acknowledge receipt of the answer scripts by counter signing the attendance sheets.

#### **4.15.4 Central Evaluation System:**

Evaluation of University Examination answer scripts should be evaluated in Central Evaluation System by Internal / External Examiner(s) under decoding of the answer scripts with tight security, vigilance and secrecy.

#### **4.16 Preservation of Examination Papers:**

- 4.16.1** The University shall preserve the student's examination papers for purpose of reference for a period of ONE (1) year only

#### **4.17 Processing and Compilation of Results:**

- 4.17.1** The marking of examination papers and conduct of practical / clinical examinations shall be done within the time frame provided for by Controller of Examination office.
- 4.17.2** The Head or Coordinator of the Department shall be responsible for compilation of examination results in his / her department.
- 4.17.3** The examination time table indicates the deadline for submitting the marks to the Dean of Faculty which must be strictly adhered to.
- 4.17.4** The marks and grades must be submitted in the format recommended by the Senate.
- 4.17.5** The Dean of Faculty shall compile the final list of marks for all the candidates in his / her faculty in the format recommended by the Senate.
- 4.17.6** In all cases, the results shall be based on the marks awarded by the examiners only.
- 4.17.7** Any arbitrary addition or subtraction of the marks shall be treated as a case of dishonesty.
- 4.17.8** Any person shown to be dishonest, to mishandle examination results or to delay submitting the results shall be subject to disciplinary action in accordance with Staff Regulations.

#### **4.18 Marks:**

**4.18.1** For each course / subject the cumulative marks of the continuous assessment test (CAT) comprised of theory, practical / clinical and viva voce shall form 50% while the corresponding component of the final examination (FE) shall form the other 50%. Thus, the final mark (FM) shall be CAT+FE except DS where CAT shall contribute 60% and FE 40%.

#### **4.19 Board of Examiners:**

**4.19.1** Every University Examination shall be conducted by a Board of Examiners which shall consist of one or more examiners appointed from outside the University (External Examiners) in conjunction with one or more of the teachers of the subject under examination (Internal Examiners).

**4.19.2** In case of the re-examination of the candidates who failed in the ordinary University examination, all the examiners may be appointed from within the University, provided that at least one of them had no part in teaching the candidate(s) the subject (s) under examination, who will act as the moderator.

**4.19.3** External examiners shall be entitled to such honoraria as the Council shall prescribe.

#### **4.20 Publications of Results:**

**4.20.1** For all University examinations, the Head of the Department shall call a departmental meeting to discuss the examination results, before forwarding them to the Dean of Faculty.

**4.20.2** The results shall then be discussed in Examiners Meeting of all internal and external examiners in the Faculty.

**4.20.3** After going through the Examiners Meeting, the results will be tabled and discussed at the Faculty Board Meeting.

**4.20.4** The provisional results of the candidates in every examination arranged, in a manner as prescribed by the Senate or, in that behalf, as provided under internal examinations regulations of the relevant Faculty approved by the Senate and not in conflict with these Regulations, shall be published by the Controller of Examinations soon after the Faculty board Meeting but the results shall not be regarded as final until they are confirmed by the Senate.

**4.20.5** The Senate shall confirm the University Examinations results for both Semesters at a time to be determined by Senate, which shall normally be at the end of second semester.

#### **4.20.6 Withholding Results:**

The Senate may, where a candidate has failed to fulfill a fundamental contractual or legal obligation or a breach of the same e.g. not paying fees or outstanding dues or where there is dishonesty or fraud, bar him from doing examination or withhold examination results until he or she discharges the obligation or is exonerated from the wrong.

#### **4.21 Appeals:**

**4.21.1** Except where unfair marking, wrongful computation of marks or grades, others like irregularity committed in the conduct of any University examination is alleged, no appeal shall lie in respect of any such examination on any other ground.

**4.21.2** Appeal shall be made within 7 days after the publication of results. No complaints shall be entertained after that period.

**4.21.3** Any appeals shall be lodged with the Board of the appellant's Faculty which shall forward the appeal with observations and recommendations to the Senate for approval.

**4.21.4** Any member of the appellant's Faculty Board who participated in the making of the decision against which the appeal is lodged shall not have a voting right in the Senate over such an appeal and may participate therein only in terms of presentation of findings and recommendation of the appellant's Faculty Board or answering queries, as the case may be, and shall otherwise be absent from the Senate session considering such appeal.

**4.21.5** The DVC (ARC) shall, within 24 to 48 hours after the determination of the appeal, inform the appellant in writing the decision of Senate.

**4.21.6** The decision of Senate shall be final.

#### **4.21.7 Appeal Fee:**

**4.21.8** All appeals must be accompanied by a non-refundable appeal fee of twenty thousand shillings (TZS 20,000/-) with respect to Tanzanian students or Thirty dollars (USD 30.00) for foreign students per subject, made to the University except where permission were given.

**4.21.9** The same rates or any other rates as approved by relevant organs shall be charged for any further appeal decisions.

#### **4.22 Progress from Year to Year:**

**4.22.1** All Programs are organized into modules which are taught in specified semesters.

**4.22.2** Modular examinations which will constitute CAT shall be conducted at the end of each module and shall consist of written theory papers, practical / clinical or assignments and oral (viva voce) examinations.

**4.22.3** The range of marks for corresponding grades in CAT shall be similar to those given the final examination (FE) (see 4.24.2).

**4.22.4** Continuous assessment test shall contribute 50% of final marks with the exception of Development Studies, where CAT shall contribute 60% and FE the remaining 40%.

**4.22.5** The pass mark for all examinations shall be 50% overall in both the coursework (CAT) and Final University Examination.

**4.22.6** The pass letter grades are: A, B+, B and C for undergraduates and A, B+ and B for postgraduates.

**4.22.7** Undergraduate students are required to attain a minimum of 50% course credits in the respective academic year examinations and obtain a minimum overall GPA of 2.1 before

proceeding to the following year of study. The same applies to postgraduate students though in this case the candidate must obtain a minimum GPA of 2.7.

**4.22.8** A candidate may be allowed to re-sit failed subjects in Supplementary Examination if he / she has attained a GPA of 1.6 or above (Undergraduates) and a GPA of 2.4 or above (Postgraduates) in the First Sitting calculated in accordance with the credit weighting of individual courses.

- a. Carry over failed courses in to subsequent years shall imply repeat the failed courses in the subsequent years by fulfilling all requirements of the course.
- b. All carried over courses shall be cleared within the allowable maximum period of registration (as specified in the specific program) otherwise the student shall be discontinued from studies. The maximum period of registration is normally seven years for a program that takes five years, six years for a four years program, five years for three years program and three years for two years program.

**4.22.9** No candidate shall be allowed to repeat any year of study on academic grounds, except with special permission or approval of the Senate upon recommendation of Faculty Board, as the case may be.

**4.22.10** A candidate who passes a supplementary at any level shall be awarded a “C” equivalent to 2.1 grade points (50 Marks) for Undergraduates and “B” grade equivalent to 2.7 grade points (50 Marks) for Postgraduates.

**4.22.11** A candidate who fails the second supplement examination shall be discontinued from studies at the University.

**4.22.12** No candidate shall be allowed to proceed to the clinical year rotations unless and until he / she has passed in all basic science courses.

**4.22.13** To qualify for a degree award, the cumulative total minimum number of course credits shall be a sum of the minimum number of course credits required per academic year for each degree program. That is:

- a. For a three year degree program, such cumulative total minimum shall be 360 credits.
- b. For a four year degree program, it shall be 480 credits, and
- c. For a five (or four and half) year degree program, it shall be 600 credits.

#### **4.23 Grading System (Marks, Letter Grades and Grade Points):**

**4.23.1** A five point system shall be used to assign a numerical score, referred to as Grade Point (GP) for a specific range of marks in the final Grades.

**4.23.2** The Letter Grades and Grade Points assigned to the raw marks attained shall be as follows:

##### **a. Grading of Marks for Undergraduates Subjects**

Marks (Percentage)	Letter Grade	Grade Points	Remarks
100-70	A	5.0-4.4	Excellent
69-65	B+	4.3-3.5	Very Good
64-56	B	3.4-2.7	Good
55-50	C	2.6-2.1	Satisfactory
49-40	D	2.0-1.5	Poor
39-0	E	1.4-0.0	Very Poor

## b. Grading of Marks for Postgraduate Subjects

Marks(Percentage)	Letter Grade	Grade Points	Remarks
100-70	A	5.0-4.4	Excellent
69-60	B+	4.3-3.5	Very Good
59-50	B	3.4-2.7	Good
49-40	C	2.6-2.0	Satisfactory
39-0	D	1.9-0	Poor

### 4.24 Classifications of Degrees:

**4.24.1** For purposes of the final classification of the degrees, where applicable, a five point system shall also be used.

**4.24.2** Approved courses given for each degree shall be appropriately weighted in terms of credits where by each 10 hours of Lecture, Practical, Seminars, Fieldwork and Clinical rotation shall constitute 1 credit.

**4.24.3** To get the score for each course multiply the points as in 4.24.1 by the weights as in 4.24.2.

**4.24.4** The total score for the degree shall be the total score for all the countable courses taken by the candidate for the degree, as computed in 4.24.3.

**4.24.5** The average score (Grade Points Average or GPA) for the degree shall be computed by dividing the total score in 4.24.4 by the total weight obtained as in 4.24.2.

**4.24.6** GPA is then calculated using the formula of **Total GP / Total Credits**.

### 4.24.7 The Final Degree Classifications:

The table below shows the GPA for audit year and the final degree classification, where applicable

Letter Grade	GPA Points	Degree Class
A	5.0-4.4	First
B+	4.3 -3.5	Upper Second
B	3.4-2.7	Lower Second
C	2.6-2.0	Pass

Such degree classification shall not apply to MBBS, or B.Sc. (Nursing) but the GPA will appear in the transcript.

### 4.25 Classification of Diplomas and Certificates:

**4.25.1** No Diplomas or Certificate of University shall be classified, but the GPA will appear on the transcript.



#### **4.26 Certificate and Transcripts:**

**4.26.1** The Senate shall issue certificates for degrees, diplomas and certificates to such candidates as shall be declared to have satisfied the Faculty Board and shall have been recommended to and approved by the Senate for the conferment of such degrees, diploma.

**4.26.2** Students can request for diploma/degree certificate and/or academic transcript and pay required fee in advance to obtain them soon after the graduation ceremony.

**4.26.3** A fee of forty thousand shillings (TSh 40,000/-) in respect of Tanzanian students or fifty dollars (USD 50.00) for international students, or such other sum as the Senate may prescribe from time to time, shall be charged for certifying each copy of degree or diploma.

**4.26.4** Any student desirous of obtaining a transcript(s) shall submit an application for a transcript, a clearance form and one colored passport size photograph for the preparation of transcripts. A fee of thirty thousand shillings (TSh 30,000/-) in respect of Tanzanian students or forty dollars (USD 40.00) for International students, or such other sum as the Senate may prescribe from time to time, shall be charged for each transcript.

#### **4.26.5 Partial Academic Transcript:**

Official Partial Academic transcripts are provided after the end of the Semester will be issued after payment of a processing fee of five thousand shilling (TSh 5000/=) in respect of Tanzanian students or ten dollars (USD 10.00) for international students. Transcript records will require a minimum of 10 days for processing from the time of submission of the filled-in form in the Controller of Examinations Office.

Note: No request will be processed unless all financial and other obligations to the University have been fulfilled.

#### **4.27 Loss of Certificates:**

The University may issue a copy of certificate in case of loss or destruction of the original certificate on the following conditions:

- a. The applicant produces a sworn affidavit
- b. The certificate so issued shall be marked “**copy**” across it.
- c. Replacement of certificate will not be issued until 12 months from the date of such loss has elapsed.
- d. The applicant produces a police report and evidence that the loss was adequately publicly announced in the country where the loss occurred.
- e. A minimum fee of TSh. 30,000/- in respect of Tanzania students or USD 40.00 for International students, or such other fee as may be prescribed from time to time by Senate, shall be charged for each copy of certificate issued.

#### **4.28 Criteria for Selecting Best Students:**

To qualify for overall best student award at the end of program, a student must:

- a. Have highest aggregate score combined for the program
- b. Have scored at least “B” Grade (or) higher in all subjects
- c. Be among the best in discipline and behavior at University level.
- d. On submission of tentative results for approval by the Senate, Faculty and Institutes must also submit for approval a list of students proposed for best student
- e. A student who supplement or Re-registers for a subject(s) in a semester cannot qualify for the best student award.

## CHAPTER FIVE

### 5.0 FACULTY OF MEDICINE

### 5.1 Bachelor of Medicine and Bachelor of Surgery (MBBS):

#### 5.1.1 Introduction:

The Bachelor of Medicine and Bachelor of Surgery (MBBS), leading to the MBBS degree of this University is a ten-semester (5 years) program, followed by a one year-internship at a hospital approved by the Medical Council of the country where the internship will be done. The first four semesters are fully devoted to the basic and biomedical sciences; next two semesters are introduction to clinical subjects, and field and community training. The last four semesters are largely practical and consist of intensive clinical apprenticeship and community health training. Students do rotations in Community Medicine, Internal Medicine, Obstetrics & Gynecology, Paediatrics & Child Health, Surgery and Surgical Sub-specialties.

#### 5.1.2 Program Objective:

The overall objective of the Medical Program is to train a general duty medical practitioner, who is clinically and scientifically competent and well-motivated to plan, implement, promote and evaluate primary health and secondary health care. At the end of the 5 year course the medical graduate will be able to:

- a. Correctly diagnose, treat, and control medical and surgical diseases, disorders and traumatic injuries.
- b. Recognize medical, surgical, obstetric and gynecological, and Paediatrics emergencies and render appropriate first aid to such patients.
- c. Competently diagnose conditions which are above his abilities and refer them to appropriate specialties.
- d. Manage and run correctly and ethically district health services.
- e. Be able to competently run a medical institution with cost sharing activities, including medical / surgical / obstetrical and pediatric health units within the public or private sector.
- f. Conduct research and utilize findings, and continue to learn in order to keep up with advances in medical sciences.
- g. Supervise and train allied medical and health personnel.
- h. Conduct forensic medicine tasks as and when required to do so.

### 5.1.3 The Curriculum for the 10 Semester MBBS Program:

#### 5.1.3.1 Course Structure:

The structure of the 10-semester MBBS program is as follows:

- a. The program shall be organized into 10 semesters. Each semester shall have 20 teaching weeks including examinations with a one week breather in between the semesters. At the end of each academic year, there will be a long vacation before the new academic year.
- b. The teaching week shall comprise of five days of 8 lecture hours each from Monday to Friday. Saturday is for meetings and other extracurricular activities. Each week will have a total of 40 contact hours.
- c. The teaching shall be organized into modules and credit units for each semester. Each credit unit shall comprise of 10 contact hours in the form of didactic lectures and also 10 hours of practical / clinical or seminar classes. There shall be a minimum of TWO Continuous Assessment Test (CAT) conducted during the semester. An End of Semester University Examination shall be done at the end of each semester when teaching of the course has been completed.
- d. At the end of each academic year, a disposal for progress from year to year shall be made by the Faculty Board of Medicine based on the GPA level / Minimum Pass attained.
- e. A one year of internship shall be done after graduation.

#### 5.1.3.2 Phases of the MBBS program:

The 10 semester MBBS program shall be organized into phases as follows:

##### a. Basic & Biomedical Sciences:

This shall consist of the first 2 Academic Years (Semesters 1-4), during which the student will cover the Basic & Biomedical science courses.

- **First 2 Academic Years (Semesters 1-4):** Comprises of Anatomy, Physiology, Biochemistry, Behavioral Sciences, Communication Skills, Biostatistics & Demography, Development Studies, Microbiology & Immunology, Epidemiology and Research Methodology, Pathology, Pharmacology, Parasitology & Entomology, Professionalism & Medical Ethics, Forensic Medicine and Health Information Technology.



**b. Pre-Clinical and Clinical Training:**

Introduction to Clinical Subjects is scheduled during the 5<sup>th</sup> Semester and the Clinical Training including Junior and Senior Apprenticeships starts from the 6<sup>th</sup> semester and continue all the way to the 10<sup>th</sup> semester.

Clinical training will be scheduled in the four major clinical subjects (Internal Medicine, Paediatrics and Child Health, Surgery and Obstetrics and Gynecology) at the Mwananyamala Regional Referral Hospital and the Temeke Regional Referral Hospital. Surgical Specialty Training sessions will be scheduled at the Muhimbili Orthopaedic Institute (MOI), Muhimbili National Hospital (MNH), Ocean Road Cancer Institute (ORCI), Mirembe Psychiatric Referral Hospital, Mnazi Mmoja Health Centre and Tumbi Regional Referral Hospital. Community Medicine and Nutrition Field Project rotations will be conducted in the nearby Kinondoni and Ubungo district health facilities. Students are required to be in hospitals, health centers and dispensaries in which they are posted from 8:00 am to 5:00 PM.



- **Third Year (Semester V & VI):** Comprises of a total 38 weeks. Out of 38 weeks the first 12 weeks shall be devoted to the theory classes in the 5 major clinical disciplines of Internal Medicine, Surgery, Obstetrics & Gynecology, Paediatrics & Child Health and Community Medicine. The next 2 weeks are allocated for Nutrition Field Project and the remaining 24 weeks shall be devoted to the Junior Clinical Rotation of 6 weeks each in Internal Medicine, Surgery, Obstetrics & Gynecology, and Paediatrics

& Child Health. Research Project Proposal writing should be submitted at the end of third year.

- **Fourth Year (Semester 7 & 8):** These 2 semesters shall be devoted to the Surgical Specialties in five disciplines Anesthesiology & Critical Care, Ophthalmology, Otorhinolaryngology, Radiology, Oncology & Palliative Care and Orthopedic Surgery & Traumatology. In addition, Community Medicine, Psychiatry and Research Field Project will also be conducted during this period. The first 19 weeks shall be devoted for theory classes in all subjects. The next 19 weeks will be devoted for rotations in surgical specialties, Community Medicine and Research Field Project. Psychiatry rotations for 4 weeks will be conducted in Final Year.
- **Research Field Project:** The research project shall begin during Semester – 5 with the development of a research field project proposal which is written and submitted at the end of semester – 6 for approval and ethical clearance by IMTU Institutional Review (Ethical) Board. The student for the entire period of 2 years is supervised and guided by a research supervisor in the preparation of a research proposal, conduct of field work and report writing. **Final report must be submitted at the end of semester – 8 before proceeding to the final year.**
- **Final Year (Semester 9 & 10):** These two semesters shall be devoted to the 5 major clinical disciplines namely: Internal Medicine, Surgery, Obstetrics & Gynecology and Paediatrics & Child Health and Psychiatry. The senior clinical rotations in each of these 4 disciplines shall be for 8 weeks. Psychiatry rotation will be for four weeks.



### Summary of the Curriculum for 10 Semester MBBS Program

Year – 1		Semester – I					
Course Code	Course Name	Lectures		Practical/Clinical		Total	
		Hours	Credits	Hours	Credits	Hours	Credits
ANA 101	Anatomy – I	120	12.0	60	6.0	180	18.0
PHY 101	Physiology – I	112	11.2	54	5.4	166	16.6
BCH 101	Biochemistry – I	112	11.2	54	5.4	166	16.6
BSC 101	Behavioral Sciences	60	6.0	30	3.0	90	9.0
CSK 101	Communication Skills	26	2.6	12	1.2	38	3.8
	<b>Total</b>	<b>430</b>	<b>43.0</b>	<b>210</b>	<b>21.0</b>	<b>640</b>	<b>64.0</b>

<b>Year – 1</b>		<b>Semester – II</b>					
<b>Course Code</b>	<b>Course Name</b>	<b>Lectures</b>		<b>Practical/Clinical</b>		<b>Total</b>	
		<b>Hours</b>	<b>Credits</b>	<b>Hours</b>	<b>Credits</b>	<b>Hours</b>	<b>Credits</b>
ANA 102	Anatomy – II	120	12.0	60	6.0	180	18.0
PHY 102	Physiology – II	110	11.0	50	5.0	160	16.0
BCH 102	Biochemistry – II	108	10.8	50	5.0	158	15.8
BSD 102	Biostatistics & Demography	52	5.2	20	2.0	72	7.2
DES 102	Development Studies	50	5.0	20	2.0	70	7.0
	<b>Total</b>	<b>440</b>	<b>44.0</b>	<b>200</b>	<b>20.0</b>	<b>640</b>	<b>64.0</b>
<b>Year – 2</b>		<b>Semester – III</b>					
<b>Course Code</b>	<b>Course Name</b>	<b>Lectures</b>		<b>Practical/Clinical</b>		<b>Total</b>	
		<b>Hours</b>	<b>Credits</b>	<b>Hours</b>	<b>Credits</b>	<b>Hours</b>	<b>Credits</b>
EPR 203	Epidemiology & Research Methodology – I	60	6.0	30	3.0	90	9.0
MMI 203	Medical Microbiology & Immunology – I	80	8.0	40	4.0	120	12.0
PAE203	Parasitology and Entomology	100	10.0	40	4.0	140	14.0
PAT 203	Pathology – I	100	10.0	50	5.0	150	15.0
PHA 203	Pharmacology – I	60	6.0	30	3.0	90	9.0
PME 203	Professionalism and Medical Ethics	50	5.0	0	0.0	50	5.0
	<b>Total</b>	<b>450</b>	<b>45.0</b>	<b>190</b>	<b>19.0</b>	<b>640</b>	<b>64.0</b>
<b>Year – 2</b>		<b>Semester – IV</b>					
<b>Course Code</b>	<b>Course Name</b>	<b>Lectures</b>		<b>Practical/Clinical</b>		<b>Total</b>	
		<b>Hours</b>	<b>Credits</b>	<b>Hours</b>	<b>Credits</b>	<b>Hours</b>	<b>Credits</b>
MMI 204	Medical Microbiology & Immunology – II	70	7.0	30	3.0	100	10.0
EPR 204	Epidemiology & Research Methodology – II	60	6.0	20	2.0	80	8.0
PAT 204	Pathology – II	90	9.0	40	4.0	130	13.0
PHA 204	Pharmacology – II	60	6.0	20	2.0	80	8.0
FME 204	Forensic Medicine	38	3.8	12	1.2	50	5.0
HIT 204	Health Information Technology	40	4.0	20	2.0	60	6.0
	<b>Total</b>	<b>448</b>	<b>44.8</b>	<b>192</b>	<b>19.2</b>	<b>640</b>	<b>64.0</b>
<b>Year – 3</b>		<b>Semester – V &amp; VI</b>					
<b>Course Code</b>	<b>Course Name</b>	<b>Lectures</b>		<b>Practical/Clinical</b>		<b>Total</b>	
		<b>Hours</b>	<b>Credits</b>	<b>Hours</b>	<b>Credits</b>	<b>Hours</b>	<b>Credits</b>
MED 300	Internal Medicine	100	10.0	240	24.0	340	34.0
PCH 300	Paediatrics & Child Health	100	10.0	240	24.0	340	34.0

SUR 300	General Surgery	100	10.0	240	24.0	340	34.0
OBG 300	Obstetrics &Gynaecology	100	10.0	240	24.0	340	34.0
COM 300	Community Medicine and Nutrition Field Project	120	12.0	80	8.0	200	20.0
	<b>Total</b>	<b>520</b>	<b>52.0</b>	<b>1000</b>	<b>100.0</b>	<b>1520</b>	<b>152.0</b>

**Year – 4 Semester – VII & VIII**

Course Code	Course Name	Lectures		Practical/Clinical		Total	
		Hours	Credits	Hours	Credits	Hours	Credits
ACC 400	Anesthesiology& Critical Care	80	8.0	80	8.0	160	16.0
OPH 408	Ophthalmology	80	8.0	80	8.0	160	16.0
OST 408	Orthopedic Surgery & Traumatology	80	8.0	160	16.0	240	24.0
ORL 408	Otorhinolaryngology	80	8.0	80	8.0	160	16.0
ROP 408	Radiology, Oncology & Palliative Care	80	8.0	80	8.0	160	16.0
COM 400	Community Medicine	280	28.0	160	16.0	440	44.0
PSY 408	Psychiatry	80	8.0	0	0.0	80	8.0
RFP 408	Research Field Project (RFP)	0	0.0	120	12.0	120	12.0
	<b>Total</b>	<b>760</b>	<b>76.0</b>	<b>760</b>	<b>76.0</b>	<b>1520</b>	<b>152.0</b>

**Year – 5 Semester – IX & X**

Course Code	Course Name	Lectures		Practical/Clinical		Total	
		Hours	Credits	Hours	Credits	Hours	Credits
MED 509	Internal Medicine	15	1.5	320	32.0	335	33.5
PCH 509	Paediatrics & Child Health	15	1.5	320	32.0	335	33.5
SUR 510	General Surgery	15	1.5	320	32.0	335	33.5
OBG 510	Obstetrics & Gynaecology	15	1.5	320	32.0	335	33.5
PSY 510	Psychiatry	20	2.0	160	16.0	180	18.0
	<b>Total</b>	<b>80</b>	<b>8.0</b>	<b>1440</b>	<b>144.0</b>	<b>1520</b>	<b>152.0</b>

**5.1.4 University Examination Regulations for the MBBS Program:**

- a. General University Examination Regulations on registration for examination, eligibility for examination, absence from examination, board of examiners, conduct of examinations, examination irregularities, marks and grading system, procedures for appeals and preservation of scripts shall remain as stipulated in Chapter 4.
- b. The MBBS program is a ten semester program and the maximum tenure for the MBBS degree shall be 14 semesters.
- c. All students entering the University must register at the time of admission. Students will also be required to register at the beginning of each semester of the academic year.



- d. For every course there shall be a minimum of two continuous assessment examinations and an end of semester University Examination for the course(s) taught during the semester. The continuous assessment score shall constitute 50% of the final grade in each course and the end of semester University examination the other 50%. The field reports shall also be marked and graded as CAT.
- e. A candidate will be considered to have passed a course after passing all modules / rotations of the respective course.
- f. A candidate who passes the examination with a “C” grade or higher will be declared to have passed the examination. A candidate who scores an overall GPA of 1.6 or higher, but fails in two course(s) or less shall be allowed to supplement in the failed course(s).
- g. Disposal of failed students shall be determined at the end of the audit year.
- h. A candidate who obtains an overall GPA of less than 1.6 at the end of the academic audit year shall be discontinued from studies.
- i. A candidate who fails three or more courses in any audit year shall be discontinued from studies regardless of GPA.
- j. A candidate who fails in the Second Supplementary examination during any audit year of the program shall be discontinued from studies.
- k. A candidate who passes a supplementary examination at any level shall be awarded a “C” grade, with Grade Point equivalent to 2.1.

#### **5.1.4.1 Examination Regulations For Year 1 & 2:**

- a. Continuous Assessment Tests (CAT): Shall comprise of theory and a practical component.
- b. The end of semester University Examinations shall comprise papers I & II of 100 marks each, practical 60 marks and *viva voce* 40 marks, thus making a total of 300 marks.
- c. A candidate who FAILED in the 1st Supplementary Examination in Basic and Biomedical Sciences shall be allowed to carry-over the failed course(s) to the next academic year and appear for the 2<sup>nd</sup> Supplementary Examination in the failed subjects when next available provided the GPA is 1.8 or higher or else will be discontinued.
- d. A candidate who obtains a GPA of 1.8 or higher in the first supplementary examinations, but failed in semester 3 and 4 shall be allowed to freeze registration and appear for another / 2<sup>nd</sup> supplementary examination when next available and the maximum freezing period shall be 2 semesters. A student who fails to clear the failed courses within two semesters shall be discontinued.
- e. No candidate shall be allowed to join the pre-clinical year (year 3) unless and until all the basic and biomedical science courses were completed successfully.
- f. Examination Regulations For Year 3:-
- g. The Junior rotation in each of the Four major clinical disciplines (Internal Medicine, Surgery, Obstetrics & Gynecology and Paediatrics & Child Health) shall be 6 weeks.
- h. There shall be a Continuous Assessment Test (CAT) after three weeks of rotation and End of Rotation Examination after completing the six weeks of rotation, comprising theory, clinical examination and Viva Voce.

- i. In all clinical subjects the CAT shall consist of a Theory as well as Clinical Component. Continuous Assessment Tests (CAT) in Clinical Subjects will be obtained by the use of Log Books (20%), Theory (40%) and clinical examination (40%).
- j. There will be a University Examination in all FIVE major clinical subjects including Community Medicine at the end of 3<sup>rd</sup> year.
- k. The University Examination in 4 clinical subjects shall comprise Papers I & II of 100 marks each, Clinical Examination 150 marks and *Viva Voce* 50 marks, thus making a total of 400 marks.
- l. A student who fails the End of Junior Rotation Examination in any of the four subjects shall be required to sit for a FIRST supplementary End of Junior Rotation Examination (without rotating) during the long vacation, and must pass, in order to be allowed to sit for the University Examination.
- m. A student who fails the FIRST supplementary end of Junior rotation examination in any of the 4 subjects shall be required to rotate at their own expense for 3 weeks in that subject, provided that the maximum tenure of 14 semesters is not exceeded and sit for SECOND supplementary end of Junior rotation examination, and must pass, in order to be allowed to sit for the University Examination. If he / she Fails SECOND supplementary end of Junior rotation examination such student will be discontinued from studies.
- n. No candidate shall be allowed to sit for the University Examination unless and until they successfully complete all courses.
- o. A candidate shall not be considered to have passed any clinical course unless and until he / she had passed the clinical components of the examination.
- p. Any candidate who fails in the University Examination will be required to sit for FIRST supplementary (without rotating) UE when next available. If he / she fail the first supplementary examination will be required to repeat the rotation in the failed subject for 3 weeks and then do the examination when next available . If he / she fails SECOND supplementary UE, then he / she will be discontinued.
- q. No candidate shall be allowed to Fourth Year unless they clear all third year subjects successfully.

#### **5.1.4.2 Examination Regulations For Year 4:**

- a. The Senior Rotations in year four in each of the five Surgical Specialties (Anesthesiology & Critical Care, Ophthalmology, Otorhinolaryngology, Radiology, Oncology & Palliative Care) shall be 2 weeks each along with 4 weeks of Community Medicine and 4 weeks of Orthopaedic Surgery & Traumatology.
- b. There shall be a Continuous Assessment Test (CAT) comprising Theory, Clinical Examination and *Viva Voce*.
- c. There shall be End of Rotation University Examination comprising Theory, Clinical Examination and *Viva Voce* in each of disciplines after completing the Rotation.

- d. A candidate who fails the End of Rotation University Examination in any of the subjects shall be required to sit for First Supplementary University Examination in the failed course during the long vacation.
- e. A student who fails the FIRST supplementary End of Rotation University Examination in any of the courses shall be required to rotate **at their own expense** in that course, provided that the maximum tenure of 14 semesters is not exceeded and sit for SECOND supplementary End of Rotation University Examination. If he / she Fails SECOND supplementary End of Rotation University Examination such student will be discontinued from studies.
- f. A Student who fails the End of Rotation University Examination(s) in Fourth Year shall NOT be allowed to proceed to Final year (Year 5).

#### 5.1.4.3 Examination Regulations For Year 5:

- a. The Senior Rotation in each of the FOUR major clinical disciplines (Internal Medicine, Surgery, Obstetrics & Gynecology and Paediatrics & Child Health) shall be 8 weeks along with 4 weeks of Psychiatry.
- b. There shall be a Continuous Assessment Test (CAT) comprising Theory, Clinical Examination and *Viva Voce*.
- c. There shall be END of Senior Rotation Examination in each of the FOUR major clinical disciplines comprising Theory, Clinical Examination and *Viva Voce* after 8 weeks and a candidate must pass before being allowed to appear for the Final University Examinations. If he / she fail in any of the FOUR major clinical disciplines will have to repeat rotation for another 4 weeks, **provided that the maximum tenure of 14 semesters is not exceeded** and must pass, in order to be allowed to sit for the Final University Examination.
- d. There shall be End of Rotation University Examination in Psychiatry after 4 weeks, and a candidate must pass before being allowed to appear for the Final University Examinations. There will be no Final university Examination for Psychiatry.
- e. **No candidate shall be allowed to sit for the Final University Examination unless and until he / she had cleared all courses.**
- f. A candidate shall not be considered to have passed any clinical course unless and until he / she had passed the clinical components of the examination.
- g. Any candidate who fails in the Final University Examination will be required to sit for FIRST supplementary (without rotating) UE when next available. If he / she fail the first supplementary examination will be required to repeat the rotation in the failed subject for 4 weeks and then do examination when next available . If he / she fails SECOND supplementary UE then he / she will be discontinued.
- h. No candidate shall be awarded if he / she has not completed all field work assignments and submitted relevant report within the stipulated time period.
- i. A student shall be awarded the MBBS degree after passing all prescribed courses in the MBBS Program.

- j. Computation of the GPA for the MBBS degree shall be based on the number of credits approved for each course and shall be equated to the letter grade as shown in table below. **However, the MBBS degree shall not be classified.**

#### Grading System

Marks	Grading	GPA
70 – 100	A	4.4-5.0
65 – 69	B+	3.5-4.3
56 – 64	B	2.7-3.4
50 – 55	C	2.1-2.6
40 – 49	D	1.5-2.0
<40	E	0.0-1.4

### 5.2 Bachelor of Science in Medical Laboratory Technology (B.Sc. MLT):



#### 5.2.1 Objective of the Program:

- The main objective of the B.Sc. MLT program is to produce a high-level manpower cadre at Bachelor degree level (B.Sc.) in the field of Medical Laboratory Technology and it is run under the Faculty of Medicine. On successful completion of the program the candidates will be awarded the Degree of Bachelor of Science in Medical Laboratory Technology (B.Sc. MLT).
- The main focus of the program will be providing knowledge on service to the community and betterment of training in higher learning institutions. The graduates will be members in Medical Laboratory Technology of the health planning and management teams within the government as well as non-governmental and international organizations, and also as chief liaison officers of the Ministry of Health, Community Development, Gender, the Elderly and Children (MoHCDCGEC) at district level. To this end the graduate will be trained to acquire knowledge and skills for managing health teams and for planning, initiating and evaluating diagnostic and research programs.
- The graduates will be competent to address the specific objectives as listed below:

## 5.2.2 Specific Objectives:

- To translate the national health laboratory policies into program planning and management activities.
- To update the laboratory diagnostic services in therapy, research and quality control by finding and sharing experience through Information, Communication and Technology (ICT).
- To provide strategic, operational and technical support through entrepreneurship thus implementing primary health care Programs and health sector reforms relevant to Medical Laboratory Technologists.
- To exercise leadership through strengthening of supervision and management of Medical Technology laboratories and to maintain Good Laboratory Practice (GLP) in improving collection, analysis, management, correlation and interpretation of laboratory test results in both clinical medicine and public health.
- To design and conduct relevant research studies in Biomedical Laboratory and Clinical Sciences that will critically interpret research as well as routine data for appropriate decision making and subsequent action.
- To understand and influence decision-making processes related to Maintenance and proper operation of laboratory equipment, plan and implement laboratory and field based research evaluations and monitoring.
- To strengthen and improve appropriate laboratory protocols, quality control systems and procurement procedures.
- To conceptualize, plan and prepare medical laboratory technology training programs, particularly with regard to continuing education for different cadres of medical and research laboratory at district, regional, national, non-governmental and international organizations.

### Summary of the Curriculum for 6 Semester BSc MLT Program

YEAR - 1		SEMESTER – I					
CODE	COURSE NAME	LECTURE		PRACTICAL		TOTAL	
		HRS	CREDITS	HRS	CREDITS	HRS	CREDITS
<b>CORE COURSES</b>							
BSD 110	Biostatistics & Demography	50	5.0	-	-	50	5.0
BCH110	Biochemistry & Molecular Biology	200	20.0	55	5.5	255	25.5
CSK 110	Communication Skills	45	4.5	-	-	45	4.5
ANA 110	Human Anatomy	110	11.0	80	8.0	190	19.0
LAH 110	Lab Animal Handling	35	3.5	25	2.5	60	6.0
<b>Semester I –Total</b>		<b>440</b>	<b>44.6</b>	<b>160</b>	<b>16.0</b>	<b>600</b>	<b>60.0</b>
YEAR - 1		SEMESTER – II					
CODE	COURSE NAME	LECTURE		PRACTICAL		TOTAL	
		HRS.	CREDITS	HRS	CREDITS	HRS.	CREDITS
<b>CORE COURSES</b>							
DES 120	Development Studies I	40	4.0	-	-	40	4.0
GPL 120	General Pathology	60	6.0	30	3.0	90	9.0
MII 120	Medical Microbiology, Immunology & Immunodiagnostic Techniques	180	18.0	70	7.0	250	25.0

PHY120	Human Physiology	90	9.0	40	4.0	130	13.0
ICT 120	Introduction to Microcomputers	55	5.5	20	2.0	75	7.5
ELP 120	Ethics & Good Laboratory Practice	45	4.5	-	-	45	4.5
<b>Semester II -Total</b>		<b>470</b>	<b>47.0</b>	<b>160</b>	<b>16.0</b>	<b>630</b>	<b>63.0</b>
<b>YEAR - 2</b>		<b>SEMESTER – III</b>					
CODE	COURSE NAME	LECTURE		PRACTICAL		TOTAL	
		HRS	CREDITS	HRS	CREDITS	HRS	CREDITS
<b>CORE COURSES</b>							
DES 230	Development Studies II	60	6.0	-	-	60	6.0
EPR 230	Epidemiology & Research Methodology	70	7.0	30	3.0	100	10.0
FTC 230	Forensic Medicine& Toxicology	55	5.5	45	4.5	100	10.0
HML 230	Hematology	80	8.0	80	8.0	160	16.0
PAE 230	Parasitology & Entomology	110	11.0	70	7.0	180	18.0
<b>Semester III –Total</b>		<b>375</b>	<b>37.5</b>	<b>225</b>	<b>22.5</b>	<b>600</b>	<b>60.0</b>
<b>YEAR - 2</b>		<b>SEMESTER – IV</b>					
CODE	COURSE NAME	LECTURE		PRACTICAL		TOTAL	
		HRS.	CREDITS	HRS.	CREDITS	HRS.	CREDITS
<b>CORE COURSES</b>							
BTF 240	Blood Transfusion	60	6.0	30	3.0	90	9.0
CPH 240	Cytopathology& Histopathology	100	10.0	50	5.0	150	15.0
CLR I 240	Clinical Laboratory Rotations I (Reception, Media and Store)	-	-	140	14.0	140	14.0
NFS 240	Nutrition & Food Safety	75	7.5	-	-	75	7.5
CBC 240	Clinical Biochemistry	75	7.5	7.	7.0	145	14.5
<b>Semester IV –Total</b>		<b>310</b>	<b>31.0</b>	<b>290</b>	<b>29.0</b>	<b>600</b>	<b>60.0</b>
<b>YEAR - 3</b>		<b>SEMESTER – V</b>					
CODE	COURSE NAME	LECTURE		PRACTICAL		TOTAL	
		HRS.	CREDITS	HRS.	CREDITS	HRS.	CREDITS
<b>CORE COURSES</b>							
FLA 350	Field Lab Attachments	-	-	90	9.0	90	9.0
CBT 350	Clinical Lab Rotation II& Field Attachment (Blood Transfusion)	-	-	140	14.0	140	14.0
CCB 350	Clinical Lab Rotation II & Field Attachment(Clinical Biochemistry)	-	-	140	14.0	140	14.0
CHM 350	Clinical Lab Rotation II & Field attachment (Haematology)	-	-	140	14.0	140	14.0
PWK 350	Project Work I ( Proposal Writing )	-	-	180	18.0	180	18.0
<b>Semester V Total</b>		-	-	<b>600</b>	<b>60.0</b>	<b>600</b>	<b>60.0</b>
<b>YEAR - 3</b>		<b>SEMESTER – VI</b>					
CODE	COURSE NAME	LECTURE		PRACTICAL		TOTAL	
		HRS.	CREDITS	HRS.	CREDITS	HRS.	CREDITS
<b>CORE COURSES</b>							
CHP 360	Clinical Lab Rotation III (Histopathology)	-	-	120	12.0	120	12.0
CMB 360	Clinical Lab Rotation III (Microbiology)	-	-	120	12.0	120	12.0
CPL 360	Clinical Lab Rotation III (Parasitology)	-	-	120	12.0	120	12.0
PWK 360	Project Work II(Report Writing)	-	-	240	24.0	240	24.0
<b>Semester VI –Total</b>		-	-	<b>600</b>	<b>60.0</b>	<b>600</b>	<b>60.0</b>

### 5.2.3 Examination Regulations for the Bachelor of Science in Medical Laboratory Technology:

- a. General University Examination regulations on registration for examinations, eligibility for examinations, absence from examinations, Board of Examiners, conduct of examinations, examination irregularities, procedures for appeals and preservation of scripts shall remain as stipulated in Chapter 4.
- b. The BSc MLT Program is a six semester program and the maximum tenure shall be 8 semesters.
- c. Registration of full time students shall be once at the beginning of the program. Students will also be required to re-register at the beginning of each semester.
- d. Students' weekly reports on practical work in the laboratory or seminars shall carry 20% of the assessment.
- e. For every course / subject taught in a semester there shall be at least three continuous assessment examinations. Continuous assessment tests, practical, essays and assignments, which will be given at appropriate stages during the course, shall carry 50% of the assessment.
- f. The end of semester theory and practical / oral examination shall account for 50% of the marks, and where applicable the theory shall carry 50%.
- g. The Grading system shall be as follows:

Marks	Grading	GPA
70-100	A	4.4-5.0
65-69	B+	3.5-4.3
56-64	B	2.7-3.4
50-55	C	2.1-2.6
40-49	D	1.5-2.0
0-39	E	0.0-1.4

- 5.2.4** The project work will be part of the final examination and will account for 100%
- 5.2.5** A candidate who obtains a "C" grade or higher in all courses / subjects examined in an audit year shall be declared to have passed the examination and will proceed to the next year.
- 5.2.6** Disposal of failing students shall be determined at the end of the audit year.
- 5.2.7** A candidate who obtains an overall GPA of less than 1.6 at the end of the audit year shall be discontinued from studies.
- 5.2.8** A candidate who fails in two or less of the subjects shall be allowed to sit for first supplementary examination in the failed subjects during the long vacation if he or she obtained an overall GPA of 1.6 or higher.
- 5.2.9** A candidate who fails three or more courses in any semester or in an audit year shall be discontinued from studies regardless of GPA.
- 5.2.10** A candidate who fails in the first supplementary examination in first year courses shall be allowed to carry-over the failed course(s) to the next academic audit year and appear for a second supplementary examination in the failed courses when next available provided the

GPA is 1.8 or higher. If the GPA obtained in the first supplementary less than 1.8, the candidate shall be discontinued from studies.

- 5.2.11** A candidate who obtains a GPA of 1.8 or higher in the first supplementary examinations in semester 3 and 4 shall be allowed to freeze registration and appear for another supplementary examination when next available and the maximum freezing period shall be 2 semesters. A student who fails to clear the failed courses within two semesters shall be discontinued.
- 5.2.12** A candidate who fails in the Second supplementary examination shall be discontinued from studies.
- 5.2.13** **No candidate shall be allowed to proceed to the clinical YEAR 3 rotations unless and until she / he has passed all courses, in semester 1 – 4.**
- 5.2.14** A candidate shall not be considered to have passed any clinical course unless and until he / she have passed the clinical components of the examination.
- 5.2.15** A candidate with incomplete course work in any semester will not be allowed to sit for end of University Examination.
- 5.2.16** The highest grade a candidate can obtain after passing a supplementary shall be a “C” equivalent to 2.1.
- 5.2.17** No candidate shall be awarded if he / she has not completed all field work assignments and submitted relevant report within the stipulated time period.
- 5.2.18** A student shall be awarded the BSc MLT degree after passing all prescribed courses in the BSc MLT program including Research Methods and Development Studies.

**5.2.19 Field Practical Training and Visits:**

Field practical training shall be an essential requirement of the BSc Medical Laboratory Technology degree program and shall be conducted effectively at the beginning of the 4<sup>th</sup> to the end of 6<sup>th</sup> semester. A special committee comprising of members from the Faculty of Medicine shall make the assessment of the field training, and the performance will form part of the student’s performance for that semester. A pass in the field practical training shall be required before a candidate is allowed to proceed to the next semester of study or to graduate in the case of a final year student. Students will visit one or several laboratories to familiarize themselves with different specialized laboratory activities e.g., TBS, Breweries, Industrial bio-processing laboratories, etc. Computation of the GPA for the BSc MLT Programs shall be based on the number of credits approved for each course and shall be equated to letter a grade.

**5.2.20** The BSc MLT degree shall be classified as shown below:

Marks	Grading	GPA	CLASSIFICATION
70 – 100	A	4.4-5.0	<b>First Class (I)</b>
65 – 69	B+	3.5-4.3	<b>Upper Second (II<sup>1</sup>)</b>
56 – 64	B	2.7-3.4	<b>Lower Second (II<sup>2</sup>)</b>
50 – 55	C	2.1-2.6	<b>Pass</b>



## CHAPTER SIX

### 6.0 FACULTY OF NURSING

#### 6.1 Introduction:

The Faculty of Nursing, in line with the Tanzania Vision 2025 which aims at achieving high quality livelihood of all Tanzanians, runs a Bachelor of Science (BSc) in Nursing program for students fresh from school and In service students who must be nurses registered with the Tanzania Nurses and Midwives Council.

#### 6.2 Bachelor of Science in Nursing (BSc Nursing):



The BSc in Nursing program is a four year (eight semesters) program leading to the Bachelor of Science in Nursing Degree of this University. The training is followed by a one year internship program at a hospital approved by the MoHCDGEC. The biomedical courses are taught mainly during the first four semesters while nursing courses are done in a concentric manner over the entire training.

The main aim of the program is to offer higher educational and professional training in nursing care of patients, family and community care in order to produce competent nurse practitioners and the role models in clinical practice, administration, teaching and research.

The main aim of this program is to produce graduates who will demonstrate sound knowledge, skills and attitudes pertaining to nursing and midwifery care utilizing evidence based practice; exhibit managerial communication, reflective and creative skills in order to handle the growing

health care needs nationally, regionally and internationally in a professional, moral and ethical manner.

The curriculum design for this program is a competence-based curriculum. The curriculum model / framework of the Faculty of Nursing depict the essential components of nursing that the learner will assimilate and integrate as she / he evolves through the four years of the program. The Bachelor of Nursing program is designed to provide an innovative education which is responsive to society needs and demands, while not compromising both learner and professional needs and demands. The student is the central focus of the nursing educational program. Within a learning environment, the learner will acquire knowledge, professional attitudes and competencies.

The summary of the curricula for the BSc in Nursing Program is shown in table below.

### Summary of the 8 Semester Curriculum for BSc Nursing Program

Year – 1		Semester - I					
Course Code	Course Name	Lectures		Practical/Clinical		Total	
		Hours	Credits	Hours	Credits	Hours	Credits
ANA 101	Anatomy – I	120	12.0	60	6.0	180	18.0
PHY 101	Physiology – I	112	11.2	54	5.4	166	16.6
BCM 101	Biochemistry – I	112	11.2	54	5.4	166	16.6
BES 101	Behavioral Sciences	60	6.0	30	3.0	90	9.0
CSK 101	Communication Skills	26	2.6	12	1.2	38	3.8
	<b>Total</b>	<b>430</b>	<b>43.0</b>	<b>210</b>	<b>21.0</b>	<b>640</b>	<b>64.0</b>
Year – 1		Semester – II					
Course Code	Course Name	Lectures		Practical/Clinical		Total	
		Hours	Credits	Hours	Hours	Credits	Hours
ANA 102	Anatomy – II	120	12.0	60	6.0	180	18.0
PHY 102	Physiology – II	110	11.0	50	5.0	160	16.0
BCM 102	Biochemistry – II	108	10.8	50	5.0	158	15.8
BST 102	Biostatistics & Demography	52	5.2	20	2.0	72	7.2
DES 102	Development Studies	50	5.0	20	2.0	70	7.0
	<b>Total</b>	<b>440</b>	<b>44.0</b>	<b>200</b>	<b>20.0</b>	<b>640</b>	<b>64.0</b>
Year – 2		Semester – III					
Course Code	Course Name	Lectures		Practical/Clinical		Total	
		Hours	Credits	Hours	Hours	Credits	Hours
MMI 203	Medical Microbiology & Immunology – I	80	8.0	40	4.0	120	12.0
PAE 203	Parasitology & Entomology	100	10.0	40	4.0	140	14.0
EPR 203	Epidemiology & Research Methodology – I	60	6.0	30	3.0	90	9.0

PHA 203	Pharmacology – I	60	6.0	30	3.0	90	9.0
PNE 203	Professionalism & Nursing Ethics	100	10.0	0	0.0	100	10.0
NPS 203	Nursing Philosophy	100	10.0	0	0.0	100	10.0
	<b>Total</b>	<b>460</b>	<b>46.0</b>	<b>180</b>	<b>18.0</b>	<b>640</b>	<b>64.0</b>
<b>Year – 2</b>		<b>Semester - IV</b>					
Course Code	Course Name	Lectures		Practical/Clinical		Total	
		Hours	Credits	Hours	Credits	Hours	Credits
MMI 204	Medical Microbiology & Immunology – II	70	7.0	30	3.0	100	10.0
EPR 204	Epidemiology & Research Methodology- II	60	6.0	20	2.0	80	8.0
NTN 204	Nutrition	90	9.0	0	0.0	90	9.0
PHA 204	Pharmacology – II	60	6.0	20	2.0	80	8.0
HIT 204	Health Information Technology	60	6.0	40	4.0	100	10.0
NPN 204	Principles of Nursing- I	110	11.0	80	8.0	190	19.0
	<b>Total</b>	<b>440</b>	<b>44.0</b>	<b>200</b>	<b>20.0</b>	<b>640</b>	<b>64.0</b>
<b>Year – 3</b>		<b>Semester - V</b>					
Course Code	Course Name	Lectures		Practical/Clinical		Total	
		Hours	Credits	Hours	Credits	Hours	Credits
DEC 305	Disaster & Emergency Care	90	9.0	28	2.8	118	11.8
HGD 305	Human Growth and Development	73	7.3	0	0.0	73	7.3
PCS 305	Professional Communication Skills	90	9.0	0	0.0	90	9.0
MCN 305	Maternal and Child Health – I	100	10.0	45	4.5	145	14.5
NPN 305	Principles of Nursing- II	134	13.4	200	20.0	334	33.4
	<b>Total</b>	<b>487</b>	<b>48.7</b>	<b>273</b>	<b>27.3</b>	<b>760</b>	<b>76.0</b>
<b>Year – 3</b>		<b>Semester - VI</b>					
Course Code	Course Name	Lectures		Practical/Clinical		Total	
		Hours	Credits	Hours	Credits	Hours	Credits
ANC 306	Advocacy and Counseling	40	4.0	45	4.5	85	8.5
PLT 306	Principles of Learning and Teaching	75	7.5	70	7.0	145	14.5
CHN 306	Community Health Nursing – I	100	10.0	0	0.0	100	10.0
MSN 306	Medical and Surgical Nursing – I	100	10.0	160	16.0	260	26.0
MCN 306	Maternal and Child Health- II	50	5.0	120	12.0	170	17.0
	<b>Total</b>	<b>365</b>	<b>36.5</b>	<b>395</b>	<b>39.5</b>	<b>760</b>	<b>76.0</b>
<b>Year – 4</b>		<b>Semester - VII</b>					
Course Code	Course Name	Lectures		Practical/Clinical		Total	
		Hours	Credits	Hours	Credits	Hours	Credits
MPN 407	Mental Health & Psychiatric	70	7.0	90	9.0	160	16.0

	Nursing – I						
NRS 407	Nursing Research – I	120	12.0	0	0.0	120	12.0
CHN 407	Community Health Nursing – II	15	1.5	240	24.0	255	25.5
MSN 407	Medical and Surgical Nursing –II	90	9.0	135	13.5	225	22.5
	<b>Total</b>	<b>295</b>	<b>29.5</b>	<b>465</b>	<b>46.5</b>	<b>760</b>	<b>76.0</b>
<b>Year – 4</b>		<b>Semester - VIII</b>					
Course Code	Course Name	Lectures		Practical/Clinical		Total	
		Hours	Credits	Hours	Credits	Hours	Credits
PDN 408	Paediatric Nursing	75	7.5	125	12.5	200	20.0
NLM 408	Nursing Leadership & Management	70	7.0	135	13.5	205	20.5
MPN 408	Mental Health & Psychiatric Nursing –II	55	5.5	160	16.0	215	21.5
NRS 408	Nursing Research – II	20	2.0	120	12.0	140	14.0
	<b>Total</b>	<b>220</b>	<b>22.0</b>	<b>540</b>	<b>54.0</b>	<b>760</b>	<b>76.0</b>

### 6.3 Examination regulations for the Bachelor of Science in Nursing:

- 6.3.1** General University Examination regulations on registration for examinations, eligibility for examinations, absence from examinations, Board of Examiners, conduct of examinations; examination irregularities, procedures for appeals and preservation of scripts shall remain as stipulated in Chapter 4.
- 6.3.2** The BSc Nursing is an 8 semester program and the maximum tenure of registration is 10 semesters.
- 6.3.3** The registration of full time students shall be once at the beginning of the program. The students are also required to re-register at the beginning of each semester.
- 6.3.4** For each course taught in a semester, there shall be at least one continuous assessment examination and End of Semester University Examination.
- 6.3.5** The continuous assessment shall contribute 50% of the final mark and grade for each course while the final examination shall contribute the other 50%.
- 6.3.6** A candidate who obtains a “C grade” or higher in all courses examined in an audit year shall be declared to have passed the examination and will be allowed to proceed to the next year of study.
- 6.3.7** A candidate who, for compelling reasons, does not appear for any regular examination wholly or partly shall be allowed to sit for special examination as first sitting when next offered.
- 6.3.8** A candidate who obtains a GPA of less than 1.6 at the end of the audit year, shall be discontinued from studies.
- 6.3.9** A candidate who fails in half of all subjects shall be allowed to sit for a first supplementary examination during the long vacation if he/she obtained an overall GPA 1.6 or higher.

- 6.3.10** A candidate who fails the First supplementary examination with an overall GPA of less than 1.8 shall be discontinued from studies.
- 6.3.11** A candidate who fails the first supplementary examination shall be allowed to proceed to next year of study and sit for a second supplementary provided he/she obtains a GPA of 1.8 or higher.
- 6.3.12** A candidate who passes a supplementary examination at any level shall be awarded a “C” grade equivalent to 2.1 grade points.
- 6.3.13** A candidate who fails the second supplementary examination shall be discontinued from studies.
- 6.3.14** Disposal of failing students shall be determined at the end of the audit year.
- 6.3.15** **A candidate shall not be considered to have passed any clinical course unless and until he/she has passed the clinical component of the examination whereby 50% is from continuous assessment and 50% is from the end of semester University examination.**
- 6.3.16** A candidate in the final year failing a supplementary examination after he/she has attended all prescribed courses shall sit for a second supplementary examination when next offered.
- 6.3.17** A student shall be awarded the Bachelor of Science in Nursing degree of the International Medical and Technology University after passing all the prescribed courses of the program including Development Studies.
- 6.3.18** The Bachelor of Science in Nursing degree shall not be classified.

## CHAPTER SEVEN

### 7.0 MASTERS DEGREE PROGRAMS

The Faculty of Medicine of the International Medical and Technological University currently offers three types of Masters Degree Programs namely:

1. Master of Medicine,
2. Master of Science in Anatomy, and
3. Master of Public Health.

#### 7.1 Master of Medicine (MMed) Degree Program:

##### 7.1.1 Introduction:

These are **six-semester** (three-year) programs intended to train proficient and skilled human resource to improve the delivery of quality specialist health care services including clinical work, research and training of other health professionals in the country.

The first semester is devoted to biomedical (basic) sciences core courses which should not be less than five and not more than six. During semesters 2-6, trainees receive in-depth study of various discipline-specific courses and pursue a comprehensive apprenticeship in the patient care settings depending on the subject of specialization. During semesters 3-6, trainees design, conduct and report comprehensive research work which forms the dissertation in partial fulfillment of the award of the respective M Med degree. Specific programs under this category include:

- 7.1.1.1 Master of Medicine in Surgery (M Med Surgery)
- 7.1.1.2 Master of Medicine in Paediatrics and Child Health (M Med Paed and Child Health)
- 7.1.1.3 Master of Medicine in Internal Medicine (M Med Internal Medicine)
- 7.1.1.4 Master of Medicine in Obstetrics and Gynaecology (M Med Obs and Gyn)

#### 7.1.2 Entry Requirements for M Med Programs:

- 7.1.2.1 A holder of a Bachelor of Medicine and Bachelor of Surgery (MBBS) from this University with at least a “B” grade in the subject of study.
- 7.1.2.2 A holder of a Doctor of Medicine (MD) degree or its equivalent from any other recognized university with at least a “B” grade in the subject of study.
- 7.1.2.3 Applicant must have successfully completed internship and obtained a “B” grade.
- 7.1.2.4 Applicant must have completed at least one year working experience as a medical practitioner in a recognized hospital.

### 7.1.2.5 Summary of Curricula for M Med Programs:

#### Summary of 6 Semester Master of Medicine (MMed) in Internal Medicine Program

Code	Course	Lectures		Practical / Seminar		Total	
		Hours	Credits	Hours	Credits	Hours	Credits
<b>SEMESTER 1</b>							
PHY 600	Physiology	57	5.7	110	11.0	167	16.7
PHA 600	Clinical Pharmacology	67	6.7	106	10.6	173	17.3
EPR 600	Epidemiology and Research Methodology	80	8.0	80	8.0	160	16.0
BM 600	Molecular/Cellular biology and Genetics	48	4.8	25	2.5	73	7.3
MIM 606	Microbiology and Immunology	62	6.2	64	6.4	126	12.6
BEE 600	Bioethics	30	3	30	3.0	60	6.0
<b>SEMESTER 2</b>							
IM 600	Internal Medicine I	100	10	420	42.0	520	52.0
EH 600	Teaching Methodology	-	-	120	12.0	120	12.0
<b>SEMESTER 3</b>							
IM 601	Internal Medicine II	88	8.8	452	45.2	540	54.0
IMC 600.1	Dissertation proposal write up	-	-	100	10.0	100	10.0
<b>SEMESTER 4</b>							
IM 602	Internal medicine III	80	8	460	46.0	540	54.0
IMC 600.2	Research Data collection	-	-	100	10.0	100	10.0
<b>SEMESTER 5</b>							
IM 603	Internal Medicine IV (Special rotations)	80	8	460	46.0	540	54.0
IMC 600.3	Data analysis and report writing	-	-	100	10.0	100	10.0
<b>SEMESTER 6</b>							
IM 604	Internal Medicine V	80	8	460	46.0	540	54.0
IM 600.4	Dissertation submission, examination and dissemination	-	-	100	10.0	100	10.0

#### Summary of 6 Semester Master of Medicine (MMed) in Obstetrics & Gynaecology Program

Code	Course	Lectures		Practical/ Seminar		Total	
		Hours	Credits	Hours	Credits	Hours	Credits
<b>SEMESTER 1</b>							
ANA 600	Anatomy	74	7.4	94	9.4	168	16.8
PHY 600	Physiology	57	5.7	110	11.0	167	16.7
PAT 600	Pathology	56	5.6	40	4.0	96	9.6
MII600	Microbiology and Immunology	50	5.0	67	6.7	117	11.7
EBR 600	Epidemiology and Research Methodology	80	8.0	80	8.0	160	16.0
BEE600	Bioethics	30	3.0	30	3.0	60	6.0
<b>SEMESTER 2</b>							
OBG 600	Obstetrics & Gynecology	80	8.0	688	68.8	768	76.8
RES 600	Dissertation I						
<b>SEMESTER 3</b>							
OBG 601	Obstetrics & Gynecology	80	8.0	688	68.8	768	76.8
RES 601	Dissertation II						
<b>SEMESTER 4</b>							
OBG 602	Obstetrics & Gynecology	25	2.5	743	74.3	768	76.8
RES 602	Dissertation III						

<b>SEMESTER 5</b>							
OBG 603	Obstetrics & Gynecology	22	2.2	746	74.6	768	76.8
RES 603	Dissertation						
<b>SEMESTER 6</b>							
OBG 604	Obstetrics & Gynecology	-	-	768	76.8	768	76.8
RES 604	Dissertation IV						

### Summary of 6 Semester Master of Medicine (MMed) in Pediatrics and Child Health Program

Code	Course	Lectures		Practical/ Seminar		Total	
		Hours	Credits	Hours	Credits	Hours	Credits
<b>SEMESTER 1</b>							
PHY 600	Physiology	57	5.7	110	11.0	167	16.7
PHA 600	Clinical Pharmacology	67	6.7	106	10.6	173	17.3
EPR 600	Epidemiology and Research Methodology	80	8.0	80	8.0	160	16.0
BCH 600	Biochemistry	48	4.8	25	2.5	73	7.3
MII 606	Microbiology, and Immunology	62	6.2	64	6.4	126	12.6
BEE 600	Bioethics	30	3.0	30	3.0	60	6.0
<b>SEMESTER 2</b>							
PED 600	Paediatrics I	80	8.0	668	66.8	748	74.8
<b>SEMESTER 3</b>							
PED 601	Paediatrics II	60	6.0	478	47.8	538	53.8
PED 699	Dissertation I	-	-	230	23.0	230	23.0
<b>SEMESTER 4</b>							
PED 602	Paediatrics III	60	6.0	460	46.0	520	52.0
PED 699	Dissertation II	-	-	230	23.0	230	23.0
<b>SEMESTER 5</b>							
PED 603	Paediatrics IV	60	6.0	522	52.2	589	58.9
PED 699	Dissertation III	-	-	180	18.0	180	18.0
<b>SEMESTER 6</b>							
PED 604	Paediatrics V	60	6.0	624	62.4	684	68.4
PED 699	Dissertation IV	-	-	80	8.0	80	8.0

### Summary of 6 Semester Master of Medicine (MMed) in Surgery Program

Code	Course	Lectures		Practical/ Seminar		Total	
		Hours	Credits	Hours	Credits	Hours	Credits
<b>SEMESTER 1</b>							
ANA 600	Anatomy	163	16.3	314	31.4	477	47.7
PHY 600	Physiology	67	6.7	-	-	67	6.7
PAT 600	Pathology	56	5.6	40	4	96	9.6
EPR 600	Epidemiology and Research Methodology	57	5.7	15	1.5	72	7.2
BEE 600	Bioethics	60	6	-	-	60	6
<b>SEMESTER 2</b>							
SUR 601	Principles of Surgery	36	3.6	268	26.8	306	30.6
SUR 601	Gastrointestinal Surgery	32	3.2	268	26.8	298	29.8
ETS 601	Teaching Methodology	40	4	60	6	100	10
RES 699	Dissertation I	-	-	76	7.6	76	7.6



SEMESTER 3							
SUR 601	Thoracic Surgery	32	3.2	264	26.4	296	29.6
SUR 601	Urology	44	4.4	260	26	304	30.4
RES 699	Dissertation II	-	-	230	23	230	23
SEMESTER 4							
SUR 604	Orthopaedic and Trauma / Neural Surgery	48	4.8	189	18.9	237	23.7
SUR 605	Laposcopic Surgery	48	4.8	567	56.7	615	61.5
SEMESTER 5							
SUS 602	Otorhinolaryngology	24	2.4	90	9	114	11.4
SUS 602	Pediatric Surgery	48	4.8	189	18.9	237	23.7
SUS 602	Obstetric / Gynaecology	24	2.4	90	9	114	11.4
RES 699	Dissertation III	-	-	315	31.5	315	31.5
SEMESTER 6							
SUS 603	Anaesthesia and Critical Care	-	-	128	12.8	128	12.8
SUS 699	Advanced Clinical and Operative Surgery II	-	-	560	56	560	56
RES 699	Dissertation IV	-	-	96	9.6	96	9.6

### 7.1.3 Examination Regulations for the M Med Programs:

- 7.1.3.1** The General University Examinations regulations on registration for examination, eligibility for examination, absence from examination, Board of Examiners, conduct of examinations, Examination irregularities, procedures for appeals and preservation of scripts shall remain as stipulated in Chapter 4.
- 7.1.3.2** The M Med program is a 6-semester program and the maximum tenure for the M Med degree shall be 8 semesters.
- 7.1.3.3** All courses offered during a semester shall be examined at the end of the semester where external examiners will be invited.
- 7.1.3.4** There shall be at least one continuous assessment examination for each course taught in Semester 1 which shall contribute 50% of the final grade and the end of Semester University examination the other 50%.
- 7.1.3.5** Continuous assessment in semesters 2 – 6 shall consist of evaluation of clinical work in the of log book in addition to continuous assessment examination.
- 7.1.3.6** The continuous assessment and end of semester University Examinations for Semesters 2 – 6 shall consist of written, clinical and oral components whose proportional contribution shall be 40%, 50% and 10%, respectively.
- 7.1.3.7** To pass a course, a candidate has to attain at least a B grade.
- 7.1.3.8** Decision-making on failing students in biomedical science courses shall be determined at the end of the audit year.
- 7.1.3.9** A candidate who fails three courses or less and has a GPA of 2.4 or more shall be allowed to sit for a supplementary examination.
- 7.1.3.10** No candidate shall be allowed to sit for a supplementary examination in more than three courses at any given time irrespective of GPA and shall be discontinued from the University.
- 7.1.3.11** A candidate who fails any number of courses and has GPA of less than 2.4 shall be discontinued from studies.

- 7.1.3.12 A candidate who fails the first supplementary University examination shall be allowed to sit for a second supplementary examination when next offered provided he / she has an average GPA of 2.6 or more.
- 7.1.3.13 A candidate who fails the second supplementary examination shall be discontinued from the course except in special circumstances, if recommended by the Faculty of Medicine and approved by the Senate.
- 7.1.3.14 To pass the end of semesters 2 – 6 University Examinations, the written and clinical parts have to be passed separately.
- 7.1.3.15 A candidate who passes a supplementary at any level shall be awarded a “B” grade.
- 7.1.3.16 No candidate will be allowed to repeat a semester except in very exceptional circumstances, on the recommendation of the Faculty Board and approval by the Senate.
- 7.1.3.17 A student shall be awarded the MMed degree upon passing all examinations in the prescribed courses in the respective MMed program and submitting an error free dissertation.

**7.1.4 Regulations on MMed Dissertations:**

- 7.1.4.1 The dissertation shall consist of one research topic which will be determined by the candidate and approved by the department.
- 7.1.4.2 Four loosely bound copies of the dissertation shall be submitted to the Dean, Faculty of Medicine at least three months before the beginning of semester 6 University examinations.
- 7.1.4.3 A candidate who does not submit a dissertation at this period will be barred from sitting for that examination.
- 7.1.4.4 The candidate will be required to submit loosely bound copies of the dissertation not less than three months prior to the examination when next offered provided that the regulation on maximum tenure for MMed degree allows.
- 7.1.4.5 Oral defense of the dissertation shall be done during the end of semester 6 University examinations.
- 7.1.4.6 Both the supervisor and external examiner shall assess the dissertation before it is submitted to the Dean of the Faculty of Medicine.
- 7.1.4.7 The dissertation shall be phrased in accordance with standard general guidelines suitable to the respective department.
- 7.1.4.8 Based on the above, the examining panel of the viva voce will draw the final conclusion about the assessment of the dissertation:
- 7.1.4.9 The disposal of the dissertation shall be in accordance with the laid down university guidelines as shown below:

**Grade “A”: EXCELLENT.**

The dissertation is passed as it is unconditionally.

**Grade “B+”: VERY GOOD.**

The dissertation is passed subject to correction of minor / typographical errors and submission of error-free dissertation within 1 week.

**Grade “B”: GOOD.**

The dissertation is passed subject to correction of typographical errors and essential improvements / corrections. Submission of an error free document should be made within 2 weeks.

**Grade “C”: PASS.**

The dissertation is passed subject to correction of typographical errors and improvement in several well defined areas, after which the candidate has to submit the improved and error free dissertation within 4 weeks.

**Grade “D”: FAIL.**

The dissertation is not accepted because it needs major revision under the guidance of the supervisor which may include more literature review, addition of data, data re-analysis, rearrangement of the results/tables, revised discussion or any other major improvements. Submission of the revised dissertation should take place within 3 months.

**Grade “E”: COMPLETE REJECTION.**

The research work is totally unacceptable and the candidate has to formulate a new proposal which may be under the guidance of another supervisor and do a completely new research. The new dissertation should be submitted for fresh assessment within 6 months.

**7.1.5 Award:**

**7.1.5.1** A student shall be awarded the MMed degree after passing all prescribed end of semester University examinations of the respective MMed program and submitting an error-free dissertation.

**7.1.5.2** The MMed degree shall not be classified.

**7.2 Master of Science in Anatomy (MSc Anatomy) Degree Program:**

**7.2.1 Introduction:**

This is a four-semester (two-year) program intended to train anatomists in order to sustain the long term human resource requirements for training institutions in Tanzania, Africa and the world in general.

**7.2.2 Entry Requirements for Master of Science in Anatomy:**

**7.2.2.1** Holders of MBBS from this University or MD / MBBS from any other recognized University provided they have at least a “B” grade in Anatomy.

**7.2.2.2** Holders of MBBS degree from this University provided they have at least a “B” grade in related to Anatomy such as Surgery, and Obstetrics & Gynaecology.

**7.2.2.3** Holders of BSc Nursing from this University or any other recognized University provided they have at least a “B” grade in Anatomy.

**7.2.2.4** Holders of DDS / BDS from any recognized University provided they have at least a “B” grade in Anatomy.

**7.2.2.5** Holders of BSc in Human Anatomy from any recognized University provided they have a “B” grade.

**7.2.2.6** Holders of BSc from any recognized University provided they have a “B” grade in Zoology.

**7.2.2.7** Holders of Bachelor of Veterinary Medicine (BVM) or its equivalent from any recognized University provided they have a “B” grade in Anatomy

**7.2.3 Objective of the Course:**

**7.2.3.1 General Objective:**

To train and produce competent academicians who can teach and conduct research in anatomy at University level.

**7.2.3.2 Specific Objectives:**

- a. To enable the graduate to have a good understanding of cell biology; gross anatomy, developmental biology, histology and neurobiology of the human body.
- b. To enable the graduate to relate the knowledge in anatomy to functions of body systems and trends in evolution.
- c. To enable the graduate to teach anatomy to the undergraduate and postgraduate students.
- d. To produce anatomists, who will make correct observations, prepare and interpret microscopic specimens of normal structures of the human body, give presentation and discuss research findings at scientific forums.
- e. To enable the graduate to design and conduct independent research and publish results in peer reviewed journals.
- f. To enable the graduate to design and submit research proposals for possible funding from donor agencies.
- g. At the end of the course, the student should be able to prepare the similarities and differences in primates and how this may be related to functional adaptations compared to the human beings.

**Summary of the 4 Semester MSc Anatomy Program**

Course Code	Course Name	Lectures		Practical		Total	
		Hrs.	Credits	Hrs.	Credits	Hrs.	Credits
<b>SEMESTER 1</b>							
EBR 601 – 606	Epidemiology, Research methods, Biostatistics & Computer Skills	80	8.0	80	8.0	160	16.0
ANA 601 – 605	Tissue processing, Cell Biology, Basic Histology & Embryology and Teratology, Anatomy & Surgical Anatomy of Limbs and Thorax	120	12.0	360	36.0	480	48.0
<b>SEMESTER 2</b>							
ANA 606 – 611	Systemic Histology & Embryology and Developmental Anomalies, Histology of the	205	20.5	435	43.5	640	64.0

	CNS, Anatomy & Surgical Anatomy of the Head and Neck Dissertation I						
<b>SEMESTER 3</b>							
ANA 612 – 614, ANA 611	Histochemistry & Immunohistochemistry; Anatomy and Surgical Anatomy of the Abdomen, Perineum and Pelvis Dissertation II	130	13.0	510	51.0	640	64.0
<b>SEMESTER 4</b>							
ANA 615	Principals of Genetics and Evolution	30	3.0	10	1.0	40	4.0
ANA 616	Identification of Human and non-human remains	60	6.0	15	1.5	75	7.5
ANA 611	Dissertation III	-	-	525	52.5	625	62.5

## 7.2.4 Examination Regulations for MSc in Anatomy Program:

- 7.2.4.1** General University Examination regulations on registration for examination, eligibility for examination, absence from examination, Board of Examiners, conduct of examinations, Examination irregularities, procedures for appeals and preservation of scripts shall be as stipulated in Chapter 4.
- 7.2.4.2** The academic year is the basic academic audit unit.
- 7.2.4.3** The Master of Science in Anatomy degree is a 4-semester (two-year) program and the maximum tenure for the degree shall be 6 semesters.
- 7.2.4.4** The maximum freezing period shall be two semesters.
- 7.2.4.5** There shall be at least one continuous assessment examinations for each module taught during a semester.
- 7.2.4.6** The continuous assessment examinations shall contribute 50% of the final grade.
- 7.2.4.7** All courses offered during a semester shall be examined at the end of that semester where external examiners or moderators shall be invited.
- 7.2.4.8** Decision making shall be determined at the end of the audit year.
- 7.2.4.9** A candidate who obtains 50% (B grade) or higher in an examination shall be declared to have passed the examination.
- 7.2.4.10** Disposal of failing students shall be determined at the end of the academic audit year.
- 7.2.4.11** A candidate who fails any number of the subjects in end of semester University examinations shall be allowed to proceed to the next semester but shall have to sit for a supplementary examination before the beginning of the next audit year provided he / she has an average GPA of 2.4 or more.
- 7.2.4.12** A candidate who fails the first supplementary examination shall be allowed to sit for a second supplementary examination when next offered provided he / she has an average GPA of 2.6 or more.
- 7.2.4.13** A candidate who fails the second supplementary examination shall be discontinued from the course, except in special circumstances if recommended by the Faculty Board and approved by the University Senate.

- 7.2.4.14** A candidate who fails any number of subjects and has an average GPA of less than 2.4 of a semester examination shall be discontinued from the course.
- 7.2.4.15** The pass mark for the examinations in the Masters of Anatomy program shall be 50%.
- 7.2.4.16** A candidate who passes a supplementary examination at any level shall be awarded a “B” grade.
- 7.2.4.17** A candidate will be allowed to repeat a semester except in very exceptional circumstances on the recommendations of the Board of the Faculty of Medicine and approved by the Senate.
- 7.2.4.18** **Marks Shall Be Graded as Shown Below:**

<b>Grade</b>	<b>A</b>	<b>B+</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>Percent</b>	100 – 70	60 – 69	59 - 50	49 – 40	39 – 0
<b>Grade Points</b>	5.0 – 4.4	4.3 – 3.5	3.4 – 2.7	2.6 – 2.0	1.9 – 0

**7.2.5** **Dissertation Regulations:**

- 7.2.5.1** The dissertation shall consist of one research topic as proposed by the candidate, supported by the Department of Anatomy / Histology and approved by the Faculty Board of Medicine and the Senate.
- 7.2.5.2** The head of department will look for an external examiner for the dissertation.
- 7.2.5.3** The external examiner must be approved by the Faculty Board and the Senate.
- 7.2.5.4** Four copies of the dissertation loosely bound shall be submitted to the Dean of the Faculty of Medicine at least three months before the end of semester 4 University examinations. Candidates who do not submit their dissertations at this during this period will be barred from sitting for the final University examination.
- 7.2.5.5** Both the supervisor and external examiner shall assess the dissertation before it is finally submitted to the Dean of the Faculty of Medicine.
- 7.2.5.6** To be phrased in accordance with standard general guidelines suitable to the Anatomy department. ‘Based on the above, the examining panel of the viva voce will draw the final conclusion about the assessment of the dissertation.

The disposal of the dissertation shall be in accordance with the laid down university guidelines as shown below.

**Grade “A”: EXCELLENT.**

The dissertation is passed as it is unconditionally.

**Grade “B+”: VERY GOOD.**

The dissertation is passed subject to correction of minor / typographical errors and submission of error-free dissertation within 1 week.

**Grade “B”: GOOD.**

The dissertation is passed subject to correction of typographical errors and essential improvements / corrections. Submission of an error free document should be made within 2 weeks.

**Grade “C”: PASS.**

The dissertation is passed subject to correction of typographical errors and improvement in several well defined areas, after which the candidate has to submit the improved and error free dissertation within 4 weeks.

**Grade “D”: FAIL.**

The dissertation is not accepted because it needs major revision under the guidance of the supervisor which may include more literature review, addition of data, data re-analysis, rearrangement of the results/tables, revised discussion or any other improvements. Submission of the revised dissertation should take place within 3 months.

**Grade “E”: COMPLETE REJECTION.**

The research work is totally unacceptable and the candidate has to formulate a new proposal which may be under the guidance of another supervisor and do a completely new research. The new dissertation should be submitted for fresh assessment within 6 months.

**7.2.6** Award:

**7.2.6.1** For a student to qualify for the award of Master of Science in Anatomy degree, he/she must pass all prescribed end of semester University examinations and submit an error-free dissertation after examination.

**7.2.6.2** The Master of Science in Anatomy degree shall not be classified.

**7.3 Master of Public Health (MPH) Degree Program:**

**7.3.1 Introduction:**

This is a two-semester (one-year) program aimed at addressing the dire and increasing need for public health specialists to make health development plans and manage health facilities, services, and programs at national, regional, and district levels in Tanzania and other developing countries.

**7.3.2 Entry Requirements for Master of Public Health (MPH) degree:**

**7.3.2.1** Holders of MBBS from this University or MD / MBBS or DDS /BDS from any other recognized University with B grade in Community Medicine or Epidemiology.

**7.3.2.2** Holders of BSc Nursing from this University or any other recognized University.

**7.3.2.3** Holders of Bachelors of Pharmacy from any recognized University.

**7.3.2.4** Holders of at least a lower second class first degree in health related fields such as Sociology, Social Welfare, Anthropology, Health Statistics, Health Administration, Demography, Biology, Human Nutrition, Veterinary Sciences, Epidemiology and Information Science.

### 7.3.3 Objective of the Course:

#### 7.3.3.1 General Objective:

The aim of the course is to train public health specialists with emphasis on management skills for public health promotion and disease prevention.

#### 7.3.3.2 Specific Objectives:

The course specific objectives are to train and produce graduates with a wide range of knowledge and skills for:

- a. Leadership career development for public health services and programs at district, regional and national levels.
- b. Sourcing finances for health services and programs from the government and development partners.
- c. Supervising the expenditure of the sourced finance.
- d. Supervising the management of health and disease surveillance data.
- e. Identifying and investigating disease outbreaks.
- f. Coordinating multi-sectoral collaboration to:
  - Conduct scientific research to identify and prioritize public health problems,
  - Develop, implement, monitor, and evaluate health promotion and disease prevention programs;
- g. Academic career development for university teaching in public health.

### Summary of the 2 Semester MPH Program

Code	Module	Theory		Practical		Total	
		Hrs.	Credits	Hrs.	Credits	Hrs.	Credits
<b>Semester 1</b>							
IPH 600	Issues in Public Health	45	4.5	45	4.5	90	9.0
PHM 600	Public Health Management	90	9.0	90	9.0	180	18.0
ICT 600	Introduction to Computing	15	1.5	45	4.5	60	6.0
SHD 600	Sociology of Health and Disease	45	4.5	45	4.5	90	9.0
PHN 600	Public Health Nutrition	30	3.0	45	4.5	75	7.5
EBR 600	Epidemiology , Biostatistics & Demography, and Research Methodology						
EBR 601	Principles of Epidemiology	15	1.5	15	1.5	30	3.0
EBR 602	Methods of Epidemiology	15	1.5	15	1.5	30	3.0
EBR 603	Research Methodology	15	1.5	15	1.5	30	3.0
EBR 604	Biostatistics & Demography	45	4.5	45	4.5	90	9.0
CPD 600	Control of Priority Diseases	75	7.5	95	9.5	165	16.5
<b>Total</b>		<b>390</b>	<b>39.0</b>	<b>450</b>	<b>45.0</b>	<b>840</b>	<b>84.0</b>
<b>Semester 2</b>							
RMD 600	Dissertation	45	4.5	405	40.5	450	45.0
<b>Total</b>		<b>435</b>	<b>43.5</b>	<b>855</b>	<b>85.5</b>	<b>1290</b>	<b>129.0</b>



**7.3.4 Examination regulations for the MPH Program:**

- 7.3.4.1 General University Examination regulations on registration for examination, eligibility for examination, absence from examination, Board of Examiners, conduct of examinations, Examination irregularities, procedures for appeals and preservation of scripts shall remain as stipulated in Chapter 4.
- 7.3.4.2 The MPH Program is a two semester course and the maximum tenure for the MPH course shall be four semesters.
- 7.3.4.3 For each semester there shall be a minimum of two continuous assessment tests.
- 7.3.4.4 At the end of each semester there shall be end of semester University examination. To sit for the end of semester examination, candidates will be required to pass the continuous assessment by scoring at least 50% of the mark.
- 7.3.4.5 Continuous assessment will constitute 50% of the total score while the end of semester University examination will constitute 50%.
- 7.3.4.6 The examination marks shall be graded as shown in table below:

Grade	A	B+	B	C	D
Percent	100 – 70	60 – 69	59 - 50	49 – 40	39 - 0
Grade Points	5.0 – 4.4	4.3 – 3.5	3.4 – 2.7	2.6 – 2.0	1.9 - 0

- 7.3.4.7 To pass a course a candidate has to attain a “B” grade or higher.
- 7.3.4.8 Decision making on failing students shall be made at the end of the audit year.
- 7.3.4.9 A candidate failing the end of semester University examination shall be allowed to supplement at the end of the audit year provided the GPA is 2.4 or higher.
- 7.3.4.10 A candidate failing the end of semester University examination shall be discontinued from studies if the GPA is less than 2.4.
- 7.3.4.11 A candidate who fails the first supplementary examination shall be allowed to Sit for second supplementary examination when next offered provided he / she has a GPA of 2.6 or higher.
- 7.3.4.12 A candidate who fails the second supplementary examination shall be discontinued from the course, except in special circumstances if recommended by the Faculty Board and approved by the University Senate.
- 7.3.4.13 No candidate will be allowed to repeat a semester except in exceptional circumstances, on the recommendation of the Faculty Board and approved by the Senate.

**7.3.5 Dissertation Regulations:**

- 7.3.5.1 The dissertation shall consist of one research topic as proposed by the candidate, supported by the department of Community Medicine and approved by the directorate of postgraduate studies
- 7.3.5.2 There shall be an internal and external examiner for the dissertation.
- 7.3.5.3 Four loosely bound copies of the dissertation shall be submitted to the Dean Faculty of Medicine, at least 4 weeks before the end of semester 2. For any candidates who do not

submit their dissertations at this period, their dissertations will be considered as unsatisfactory

- 7.3.5.4 Oral defense of the dissertation medicine shall be done during the end of semester 2.
- 7.3.5.5 Both the supervisor and external examiner shall assess the dissertation before it is finally submitted to the Dean of the Faculty of Medicine.
- 7.3.5.6 To be phrased in accordance with standard general guidelines suitable to the Community Medicine department.
- 7.3.5.7 ‘Based on the above, the examining panel of the viva voce will draw the final conclusion about the assessment of the dissertation:  
**The disposal of the dissertation shall be in accordance with the laid down university guidelines as shown below.**

**Grade “A”: EXCELLENT.**

The dissertation is passed as it is unconditionally.

**Grade “B+”: VERY GOOD.**

The dissertation is passed subject to correction of minor / typographical errors and submission of error-free dissertation within 1 week.

**Grade “B”: GOOD.**

The dissertation is passed subject to correction of typographical errors and essential improvements / corrections. Submission of an error free document should be made within 2 weeks.

**Grade “C”: PASS.**

The dissertation is passed subject to correction of typographical errors and improvement in several well defined areas, after which the candidate has to submit the improved and error free dissertation within 4 weeks.

**Grade “D”: FAIL.**

The dissertation is not accepted because it needs major revision under the guidance of the supervisor which may include more literature review, addition of data, data re-analysis, rearrangement of the results/tables, revised discussion or any other major improvements. Submission of the revised dissertation should take place within 3 months.

**Grade “E”: COMPLETE REJECTION.**

The research work is totally unacceptable and the candidate has to formulate a new proposal which may be under the guidance of another supervisor and do a completely new research. The new dissertation should be submitted for fresh assessment within 6 months.

**7.3.6 Award:**

- 7.3.6.1 For a student to qualify for the award of Master of Public Health degree he/she must pass all prescribed end of semester University examinations and submit an error-free dissertation after examination.
- 7.3.6.2 Master of Public Health degree shall not be classified.

## **7.4 Supervision of Post Graduate Students:**

### **7.4.1 Introduction:**

- a. Heads of departments at IMTU are required to appoint a supervisor for each prospective candidate.
- b. Usually, each postgraduate student is assigned a single supervisor. In cases where the need for additional expert supervision arises, one or more additional supervisors may be appointed. This is especially true where the student's research topic is multi – disciplinary hence, requiring supervision from more than one academic discipline. In such instances, one of the supervisors is normally designated as the principal supervisor.

### **7.4.2 General Duties and Responsibilities of Supervisors:**

- a. The head of Department should carefully consider the proposed supervisor's area of expertise, his/her qualifications and experience before nomination for a supervisory role.
- b. The supervisor is the University's agent in ensuring that:
  1. The higher degree candidate demonstrates originality, contribution to knowledge, significance to the study and adhering to IMTU research writing format and maintains satisfactory progress;
  2. The candidate receives adequate advice and encouragement on the thesis/ dissertation research project;
  3. The work being done on the thesis/dissertation is reviewed critically and on a continuous basis.

**7.4.2.1** From the University's point of view, a positive attitude and relationship between the supervisor(s) and the candidate as outlined in the IMTU mentor/mentee guidelines is essential in order to:

- a. Ascertain that the candidate completes the research work he/she started;
- b. Be able to identify difficult problems, or inadequate work, early enough to avoid unnecessary frustrations to the candidate;
- c. Restore a "failing" piece of work to acceptable standards;

**7.4.2.2** Since the supervisor is the agent of the University in ensuring that the student's work attains a satisfactory standard, he/she should be an active member of the Department, who is well acquainted with all the University's postgraduate regulations.

**7.4.2.3** As far as possible, the supervisor should supervise postgraduate students only in his/her area of specialization. This would help to ensure high standards of attainment, and to avoid possible embarrassments resulting from rejection of theses/dissertations classified as shallow by external examiners.

**7.4.2.4** The supervisor should know the student well, and be familiar with whatever special problems the candidate may have.

**7.4.2.5** The supervisor should know his/her expected role, when supervising a Masters Degree thesis/dissertation. He/she should understand that, in essence:

The Masters Research program is designed as a training course, in which the candidate is expected to:

- a. Be exposed to the fundamentals of research;
- b. Acquire certain new techniques;
- c. Learn how to present the results of research in a scholarly manner;
- d. Make some important contribution to knowledge, even though it may not be very original. Because he/she lacks previous research experience, the Masters candidate requires close and careful supervision at all times, but more so during the early stages when learning the research techniques, and at the time of thesis/dissertation writing.

**7.4.2.6** The supervisor has the responsibility of assisting the candidate to formulate an appropriate research proposal. The relevant Boards must approve the research proposal before the candidate formally begins to undertake the research.

**7.4.2.7** The supervisor has the responsibility of focusing ahead, and seeing the potential and limitations of the research problem, before the candidate goes too far with the research work. He/ She should be capable of foreseeing through his/her previous research experience, whether or not the candidate will get meaningful data within the earmarked research time duration or whether or not the proposed research is suitable for higher degree.

**7.4.2.8** The supervisor has the responsibility of monitoring the candidate's progress throughout the research period. There are various methods through which he/she can do this:

- a. Have a written Masters Degree plan agreeable to the supervisor and the candidate.
- b. Instruct the candidate to submit periodic reports (every two months) about his/her research progress. Progress reports should be made by filling form of Masters programs (Annexure – IV).
- c. Regular consultations between the candidate and the supervisor (e.g. once every month) to discuss the research work, is recommended. Frequent consultations help to make the supervisor aware of new problems in the student's research since the last report, and to suggest remedial measures, before it is too late.
- d. Seminar presentation by the candidate to the relevant Department about his/her research work. The Supervisor should thus ensure that his/her higher degree candidate delivers a seminar during proposal development, during analysis of data and before submission of the dissertation/thesis for examination.

**7.4.2.9** The supervisor also has the responsibility of ensuring that the candidate has given an appropriate title to his/her thesis/dissertation at the end of the thesis/dissertation research, and when submitting the thesis/dissertation for examination.

**7.4.2.10** Although the writing of the thesis/dissertation is entirely the responsibility of the candidate. It is the supervisor's responsibility to ensure that the candidate submits a research work report of a standard that is acceptable for the degree it is intended for. In order to enhance the presentation of acceptable theses/dissertations, the supervisor should:

- a. Be accessible, show interest and enthusiasm in the candidate's research work, and have a positive and friendly relationship with the candidate.
- b. Discuss the thesis/dissertation draft with the candidate regularly, and provide a quick feedback (within two to three weeks of receiving them).

c. In the end, read the entire final draft, and satisfy himself / herself that the thesis/dissertation is suitable for examination.

**7.4.2.11** The Supervisor also has the responsibility of recommending to the Head of Department potential External Examiners for the candidate's thesis.

**7.4.2.12** Finally, he/she also has the responsibility of guiding the candidate in the revision of the thesis/dissertation, in the event that examiners recommend such revision.

### **7.4.3 Other Suggestions on Supervisor's/Candidate's Duties:**

**7.4.3.1** The supervisor's role is to advise and guide, but not to write the thesis/dissertation for the candidate. Candidates are fully responsible for the work and its fate. However, joint publication of the research work is strongly encouraged and in such publications the candidate should be the first author.

**7.4.3.2** If the candidate's main supervisor should be away from the University for more than three consecutive months, an acting supervisor should be appointed.

**7.4.3.3** In terms of responsibilities, postgraduate candidates are expected to:

- a. Maintain regular contact with the supervisors.
- b. Maintain progress in accordance with the agreed work.
- c. Attend specific taught courses and any other training sessions identified by the supervisors.
- d. Assist in undergraduate teaching as assigned by the Departments.
- e. Attend regularly in the Department or other assigned place of work, and ensure that the University's permission is granted for any absence (even to conduct research).
- f. Make regular presentation on progress to the supervisors, Departments, and specified groups(s) as required by the supervisors/Departments.
- g. Make themselves aware of, and abide by the Health and Safety Regulations, for their welfare as well that of their colleagues.
- h. Operate instruments, apparatus and equipment in a way that optimizes their safety, precision and longevity.
- i. Decide, after consultation with the supervisors, when to submit the theses/ dissertations.
- j. Exercise the highest level of maturity, honesty, integrity and professional ethics in all curricular and extra-curricular activities.

**7.4.3.4** The supervisor should not, however, become a limiting factor leading to delays in the candidates work. In the course of the higher degree candidate's research, a situation may develop where one or more of the following happen:

- a. A breakdown in communication between the student and the supervisor.
- b. Personal clashes and conflicts between the candidate and the supervisor.
- c. A hostile relationship between the candidate and the supervisor.
- d. Refusal by the candidate to follow the supervisor's advice.

**7.4.3.5** When any of the above situations occur, both the supervisor and the candidate should report the problem, in writing to the Head of the relevant Department, with a copy to the Dean of the relevant Faculty and the Director of Postgraduate Studies (DPGS). The Head should

study the nature of the problem and recommend to the Faculty and subsequently to Faculty Higher Degree Committee (FHDC) one of the following actions:-

- a. The candidate be warned, in writing about his/her weakness (if it is established that he/she is the cause of the problem).
- b. The candidate be transferred to another supervisor (where possible, and where necessary).
- c. The supervisor be informed about his/her weaknesses (if it is established that he/she is the source of the problem). Depending on the severity of the problem, the supervisor may continue to guide the candidate, or follow alternative (2).
- d. A small advisory panel be established by the Head of Department to guide the candidate, if there is no other person in the Department who has the expertise to supervise the candidate.
- e. Any other reasonable action, including advising the candidate to withdraw from studies, or discontinuation of the candidate may be taken.

**7.4.3.6** Since, from what has been outlined above, it is evident that the supervisor's responsibility to the candidate is so central and critical, and since the job of supervision is time-consuming, it is recommended that:

- a. The maximum number of postgraduate students a single member of staff member supervises at a time should not exceed five. This would ensure that candidates are adequately supervised.
- b. The University, as an incentive, and as a token of appreciation for the supervisor's work will do the following:
  - Pay an annual supervision allowance to supervisors
  - Give the supervisor a copy of the candidate's thesis/dissertation as his/her permanent record of the work he/she has supervised.
- c. There should be no link between the payment of the supervision allowance and the candidate's fate (i.e. the supervisor should be paid the allowance even if the thesis/dissertation fails).

## CHAPTER EIGHT

### 8.0 RESEARCH AND PUBLICATION GUIDELINES

#### 8.1 Introduction:

Research is a requirement for all courses offered at IMTU and for all academic staff of the University. To facilitate this objective, IMTU has the Research and Publications Committee (RPC), which advises and issues Ethical Clearance (EC) for all research proposals involving human subjects.

These general guidelines are to be followed by all students. But, depending on the research topic, the IMTU department concerned will assign a supervisor who assists the student to prepare a research proposal and throughout the research implementation. The student has to have approval by his or her supervisor, before seeking EC from the RPC. The supervisor has also to certify that the work belong to the student and grade it, before its submission for examination. Details of research requirement for each University programs offered at IMTU are found in the program description.

#### 8.2 Marking of Research Project:

The research project will be graded separately as a University Examination (UE), following the grading sheet given in Annexure - VIII, which will be followed by both internal and external examiners. Both the proposal and the final report will be graded. However, the proposal will be graded by internal examiners only, while the research report or dissertation will be graded by both internal and external examiners. The proposal will contribute 20 % of the marks for the final UE. The successful proposal pass (50% or above) is prerequisite for passing semester VI MBBS UEs. Likewise, the successful research report pass (above 50%) is prerequisite for passing semester VIII MBBS UEs, while it is also prerequisite for BSc Nursing (semester VIII) and BSc MLT (semester VI).

#### 8.3 The Research Writing Format:

**This format sequence is obligatory! (Applicable to both the proposals as well as the research reports)**

##### **THE RESEARCH TITLE AND TITLE PAGE:**

The title shows the target population, the key variables and indicates the general objective or purpose of the study, and should not exceed 20 words. The title page is the first page of the document and includes the name and emblem of IMTU, the department, study title, full names of the author, course, and registration number, mailing address, phone numbers and e mail address. This page also shows the full name of the supervisor and his or her designation.

### **The Fore Pages:**

The fore pages include certification by the supervisor, declaration, acknowledgement, copyright, dedication, acronyms, definitions of terms and abstract. All of these are numbered in 8 separate roman numbered pages.

### **The Abstract:**

This should be structured into introduction, objectives, methodology, results and recommendations and no references are cited in it.

## **CHAPTER 1: THE INTRODUCTION**

This chapter has the following sub divisions:

- 1.1 **The Background:** This gives the definition, overview of the problem under investigation, the magnitude globally, and country wide. References should be cited, following Vancouver style of referencing.
- 1.2 **The Statement of the Problem:** This shows the gaps existing in knowledge of the problem, which require an investigation, a situation that needs investigation or a problem, for which there are possible solutions.
- 1.3 **The Rationale:** This is the justification for doing the investigation by showing the expected health and economic benefits as a direct result of the investigation.
- 1.4 **The Research Questions/Hypothesis:** These are questions planned to be answered by the investigation. The questions will later yield specific objectives. A hypothesis is a tentative proposition for the cause, or solution, of a problem which is being proposed for testing using analytical or experimental studies
- 1.5 **The Objectives:** The broad objective is showing the key variables, their cause effect relationship and the target population. The specific objectives should be SMART, i.e specific, measurable, achievable, reliable and time bound.

## **CHAPTER TWO: THE REVIEW OF LITERATURE**

This chapter has no subchapters as in chapter one. As in the background citation in Vancouver style is mandatory. It gives what is published about the research problem and what gaps existing in this knowledge, as well as what similar research has been done in other places or countries, in the same or similar problems, also giving the researcher what to expect to achieve with his or her proposed research.

## **CHAPTER 3: THE RESEARCH METHODOLOGY**

This chapter consists of the following sub divisions:

- 3.1 **The Study Design:** This gives the research method proposed, e.g. descriptive cross-sectional study, case control and cohort study (prospective, retrospective and longitudinal). Studies may be qualitative or quantitative.



- 3.2 **The study area:** The district or region where the investigation is carried out is described (Its main features are given, e.g. total population, type of people, vegetation, climate, geography, economy and culture)
- 3.3 **The Study Population:** Is the study subjects, e.g. women of child bearing age, children under the age of five, from which the study sample is derived.
- 3.4 **The Sample Size:** Is the number of study participants (study subjects)
- 3.5 **The Sampling Method:** Shows how study participants are finally selected.
- 3.6 **The Data Collection Techniques:** Methods of gathering data either or both qualitative or quantitative.
- 3.7 **The Data Processing and Analysis:** Methods of processing and analysis of data using computer programs or by hand calculators.
- 3.8 **The Plan of Dissemination of the Results to the Stakeholders: How the data will be shared with various stake holders.**
- 3.9 **The Ethical Considerations:** These include the ethical clearance certificate by the Institutional Ethical Review Board. At the community level or at any other Institution, local permission to conduct research is needed. For research outside Tanzania as well as when funds are obtained from abroad, approval may be required from ethical review boards in those countries. If research is to be done in a medical institution, the same may require its review board to give an ethical clearance certificate in addition to the IMTU one, but not a substitute. Of great importance is the consent of research participants or subjects. For this a consent form is an essential part of the research activity. This is explaining the purpose, benefits privacy, confidentiality, lack of harm to the participants and freedom to withdraw at any time.

#### **CHAPTER 4: RESULTS**

The results of the study or research findings are written in the same order as the objectives. The tables, graphs and other illustrations should be precise and related to the specific objectives. Do not duplicate data in graphs and tables. Specify the statistical methods used to analyze the data (chi square test, t-test, logistic regression, etc)

#### **CHAPTER 5: THE DISCUSSION, CONCLUSIONS AND RECOMMENDATIONS \**

- 5.1 **The Discussion:** Discuss the results by comparing the findings with previous studies/publications shown in the review of literature. The author's views and comments should be expressed in this section.
- 5.2 **The Conclusions:** This shows the important answer or answers to the research questions or objectives. It also indicates the finding or findings which are bases for recommendations
- 5.3 **The Recommendations:** These should correspond to the conclusions and address policy makers and various stake holders.

**References:**

At IMTU referencing is by Vancouver style of referencing.

**Annexure:**

These should include research tools (e.g. Questionnaire), ethical clearance certificate, consent form and letters of permission to do research.

## CHAPTER NINE

### 9.0 FEES STRUCTURE

#### 9.1 FACULTY OF MEDICINE

##### 9.1.1 FEE STRUCTURE FOR THE MBBS COURSE

#### TANZANIAN STUDENTS FEE PAYABLE TO THE UNIVERSITY IN TSH

S. No.	Item	First Year	Second Year	Third Year	Fourth Year	Fifth Year
1	Registration fee	50,000	50,000	50,000	50,000	50,000
2	Caution deposit (Refundable)	75,000				
3	Sports and Games	150,000				
4	Examination fee	100,000	100,000	100,000	100,000	100,000
5	Development Fees	50,000	50,000	50,000	50,000	50,000
6	Graduation fee					150,000
7	Tuition fee	6,250,000	6,250,000	6,500,000	6,500,000	6,500,000
8	Student Union fee	20,000	20,000	20,000	20,000	20,000
9	Medical Insurance	55,000	55,000	55,000	55,000	55,000
10	Identity Card	10,000				
11	Book Bank Borrowing	50,000	50,000	50,000	50,000	50,000
12	Uniform	100,000				
13	Research Supervisor / Guide				100,000	
14	Quality Assurance fee to TCU	20,000	20,000	20,000	20,000	20,000
	<b>Total</b>	<b>6,930,000</b>	<b>6,595,000</b>	<b>6,845,000</b>	<b>6,945,000</b>	<b>6,995,000</b>

Note:

- a. The fee will be reviewed based on the unit cost worked out by the Government. If not, the fee may be revised.
- b. **Fee once paid is not refundable.**
- c. Tuition Fees does not cover Field Practical Training, Special Faculty Requirements and Clinical Rotation Transportation as shown in the table below:

#### RECOMMENDED FEE PAYABLE IN TSH TO THE STUDENTS BY THE SPONSOR

S. No.	Item	First Year	Second Year	Third Year	Fourth Year	Fifth Year
1	Stationary	100,000	100,000	100,000	100,000	100,000
2	Books	400,000	400,000	400,000	400,000	400,000
3	Special Faculty Requirements	130,000	215,000	205,000	450,000	450,000
4	Field Practical Training			265,000	620,000	340,000
5	Research Project			100,000	100,000	
6	Rotation within Tanzania (Transportation)			280,000	400,000	280,000
7	Accommodation	1,750,000	1,750,000	1,750,000	1,750,000	1,750,000
8	Meals	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000
	<b>Total</b>	<b>4,380,000</b>	<b>4,465,000</b>	<b>5,100,000</b>	<b>5,750,000</b>	<b>5,610,000</b>

**NON-TANZANIAN STUDENTS FEE PAYABLE TO THE UNIVERSITY IN USD**

S. No.	Item	First Year	Second Year	Third Year	Fourth Year	Fifth Year
1	Registration fee	50	50	50	50	50
2	Caution deposit (Refundable)	50				
3	Sports and Games	150				
4	Examination fee	100	100	100	100	100
5	Development Fees	50	50	50	50	50
6	Graduation fee					150
7	Tuition fee	9,000	9,000	9,250	9,250	9,250
8	Student Union fee	15	15	15	15	15
9	Medical Insurance	30	30	30	30	30
10	Identity Card	10				
11	Book Bank Borrowing	50	50	50	50	50
12	Uniform	100				
13	Research Supervisor / Guide				100	
14	Quality Assurance fee to TCU	15	15	15	15	15
	<b>Total</b>	<b>9,620</b>	<b>9,310</b>	<b>9,560</b>	<b>9,660</b>	<b>9,710</b>

Note:

- a. The fee will be reviewed based on the unit cost worked out by the Government. If not, the fee may be revised.
- b. **Fee once paid is not refundable.**
- c. Tuition Fees does not cover Field Practical Training, Special Faculty Requirements and Clinical Rotation Transportation as shown in the table below:

**RECOMMENDED FEE PAYABLE IN USD TO THE STUDENTS BY THE SPONSOR**

S. No.	Item	First Year	Second Year	Third Year	Fourth Year	Fifth Year
1	Stationary	100	100	100	100	100
2	Books	200	200	200	200	200
3	Special Faculty Requirements	100	200	200	450	450
4	Field Practical Training			250	350	250
5	Research Project			100	100	
6	Rotation within Tanzania (Transportation)			200	300	200
7	Accommodation	1,100	1,100	1,100	1,100	1,100
8	Meals	1,150	1,150	1,150	1,150	1,150
	<b>Total</b>	<b>2,650</b>	<b>2,750</b>	<b>3,300</b>	<b>3,750</b>	<b>3,450</b>

## 9.1.2 FEE STRUCTURE FOR THE B. Sc. MLT COURSE

### TANZANIAN STUDENTS FEE PAYABLE TO THE UNIVERSITY IN TSH

S. No.	Item	First Year	Second Year	Third Year
1	Registration fee	50,000	50,000	50,000
2	Caution deposit (Refundable)	75,000		
3	Sports and Games	150,000		
4	Examination fee	100,000	100,000	100,000
5	Development Fees	50,000	50,000	50,000
6	Graduation fee			150,000
7	Tuition fee	3,500,000	3,500,000	4,000,000
8	Student Union fee	20,000	20,000	20,000
9	Medical Insurance	55,000	55,000	55,000
10	Identity Card	10,000		
11	Book Bank Borrowing	50,000	50,000	50,000
12	Uniform	100,000		
13	Research Supervisor / Guide			100,000
14	Quality Assurance fee to TCU	20,000	20,000	20,000
	<b>Total</b>	<b>4,180,000</b>	<b>3,845,000</b>	<b>4,595,000</b>

Note:

- The fee will be reviewed based on the unit cost worked out by the Government. If not, the fee may be revised.
- Fee once paid is not refundable.**
- Tuition Fees does not cover Field Practical Training, Special Faculty Requirements and Clinical Rotation Transportation as shown in the table below:

### RECOMMENDED FEE PAYABLE IN TSH TO THE STUDENTS BY THE SPONSOR

S. No.	Item	First Year	Second Year	Third Year
1	Stationary	100,000	100,000	100,000
2	Books	400,000	400,000	400,000
3	Special Faculty Requirements	130,000	500,000	360,000
4	Field Practical Training		75,000	225,000
5	Research Project			600,000
6	Rotation within Tanzania (Transportation)			400,000
7	Accommodation	1,750,000	1,750,000	1,750,000
8	Meals	2,000,000	2,000,000	2,000,000
	<b>Total</b>	<b>4,380,000</b>	<b>4,825,000</b>	<b>5,835,000</b>

### NON-TANZANIAN STUDENTS FEE PAYABLE TO THE UNIVERSITY IN USD

S. No.	Item	First Year	Second Year	Third Year
1	Registration fee	50	50	50
2	Caution deposit (Refundable)	50		
3	Sports and Games	150		
4	Examination fee	100	100	100
5	Development Fees	50	50	50
6	Graduation fee			150
7	Tuition fee	5,000	5,000	5,500
8	Student Union fee	15	15	15
9	Medical Insurance	30	30	30
10	Identity Card	10		
11	Book Bank Borrowing	50	50	50
12	Uniform	100		
13	Research Supervisor / Guide			100
14	Quality Assurance fee to TCU	15	15	15
	<b>Total</b>	<b>5,620</b>	<b>5,310</b>	<b>6,060</b>

Note:

- The fee will be reviewed based on the unit cost worked out by the Government. If not, the fee may be revised.
- Fee once paid is not refundable.**
- Tuition Fees does not cover Field Practical Training, Special Faculty Requirements and Clinical Rotation Transportation as shown in the table below:

### RECOMMENDED FEE PAYABLE IN USD TO THE STUDENTS BY THE SPONSOR

S. No.	Item	First Year	Second Year	Third Year
1	Stationary	100	100	100
2	Books	200	200	200
3	Special Faculty Requirements	100	400	300
4	Field Practical Training		75	200
5	Research Project			350
6	Rotation within Tanzania(Transportation)			300
7	Accommodation	1,100	1,100	1,100
8	Meals	1,150	1,150	1,150
	<b>Total</b>	<b>2,650</b>	<b>3,025</b>	<b>3,700</b>

## 9.2 FACULTY OF NURSING

### 9.2.1 FEE STRUCTURE FOR THE B. Sc. NURSING COURSE

#### TANZANIAN STUDENTS FEE PAYABLE TO THE UNIVERSITY IN TSH

S. No.	Item	First Year	Second Year	Third Year	Fourth Year
1	Registration fee	50,000	50,000	50,000	50,000
2	Caution deposit (Refundable)	75,000			
3	Sports and Games	150,000			
4	Examination fee	100,000	100,000	100,000	100,000
5	Development Fees	50,000	50,000	50,000	50,000
6	Graduation fee				150,000
7	Tuition fee	4,000,000	4,000,000	4,250,000	4,250,000
8	Student Union fee	20,000	20,000	20,000	20,000
9	Medical Insurance	55,000	55,000	55,000	55,000
10	Identity Card	10,000			
11	Book Bank Borrowing	50,000	50,000	50,000	50,000
12	Uniform	100,000			
13	Research Supervisor / Guide				100,000
14	Quality Assurance fee to TCU	20,000	20,000	20,000	20,000
	<b>Total</b>	<b>4,680,000</b>	<b>4,345,000</b>	<b>4,595,000</b>	<b>4,845,000</b>

Note:

- The fee will be reviewed based on the unit cost worked out by the Government. If not, the fee may be revised.
- Fee once paid is not refundable.**
- Tuition Fees does not cover Field Practical Training, Special Faculty Requirements and Clinical Rotation Transportation as shown in the table below:

#### RECOMMENDED FEE PAYABLE IN TSH TO THE STUDENTS BY THE SPONSOR

S. No.	Item	First Year	Second Year	Third Year	Fourth Year
1	Stationary	100,000	100,000	100,000	100,000
2	Books	400,000	400,000	400,000	400,000
3	Special Faculty Requirements	130,000	250,000	300,000	450,000
4	Field Practical Training		125,000	280,000	510,000
5	Research Project			100,000	100,000
6	Rotation within Tanzania (Transportation)			300,000	400,000
7	Accommodation	1,750,000	1,750,000	1,750,000	1,750,000
8	Meals	2,000,000	2,000,000	2,000,000	2,000,000
	<b>Total</b>	<b>4,380,000</b>	<b>4,625,000</b>	<b>5,130,000</b>	<b>5,440,000</b>

### NON-TANZANIAN STUDENTS FEE PAYABLE TO THE UNIVERSITY IN USD

S. No.	Item	First Year	Second Year	Third Year	Fourth Year
1	Registration fee	50	50	50	50
2	Caution deposit (Refundable)	50			
3	Sports and Games	150			
4	Examination fee	100	100	100	100
5	Development Fees	50	50	50	50
6	Graduation fee				150
7	Tuition fee	5,000	5,000	5,250	5,250
8	Student Union fee	15	15	15	15
9	Medical Insurance	30	30	30	30
10	Identity Card	10			
11	Book Bank Borrowing	50	50	50	50
12	Uniform	100			
13	Research Supervisor / Guide				100
14	Quality Assurance fee to TCU	15	15	15	15
	<b>Total</b>	<b>5,620</b>	<b>5,310</b>	<b>5,560</b>	<b>5,810</b>

Notes:

- a. The fee will be reviewed based on the unit cost worked out by the Government. If not, the fee may be revised.
- b. **Fee once paid is not refundable.**
- c. Tuition Fees does not cover Field Practical Training, Special Faculty Requirements and Clinical Rotation Transportation as shown in the table below:

### RECOMMENDED FEE PAYABLE IN USD TO THE STUDENTS BY THE SPONSOR

S. No.	Item	First Year	Second Year	Third Year	Fourth Year
1	Stationary	100	100	100	100
2	Books	200	200	200	200
3	Special Faculty Requirements	100	300	200	350
4	Field Practical Training		75	150	150
5	Research Project		100	100	100
6	Rotation within Tanzania(Transportation)			200	300
7	Accommodation	1,100	1,100	1,100	1,100
8	Meals	1,150	1,150	1,150	1,150
	<b>Total</b>	<b>2,650</b>	<b>3,025</b>	<b>3,200</b>	<b>3,450</b>



### 9.3 POST GRADUATE PROGRAMS

#### 9.3.1 FEE STRUCTURE FOR M.MED (SURGERY, PEADIATRICS, INTERNAL MEDICINE & OBGY)

##### TANZANIAN STUDENTS FEE PAYABLE TO THE UNIVERSITY IN TSH

S. No.	Item	First Year	Second Year	Third Year
1	Registration fee	50,000	50,000	50,000
2	Caution deposit (Refundable)	75,000		
3	Sports and Games	150,000		
4	Examination fee	300,000	300,000	300,000
5	Development Fees	50,000	50,000	50,000
6	Graduation fee			150,000
7	Tuition fee	9,500,000	9,500,000	9,500,000
8	Student Union fee	20,000	20,000	20,000
9	Medical Insurance	55,000	55,000	55,000
10	Identity Card	10,000		
11	Book Bank Borrowing	50,000	50,000	50,000
12	Uniform	100,000		
13	Clinical Rotations		3,250,000	3,250,000
14	Dissertation Supervision		1,000,000	1,000,000
115	Quality Assurance fee to TCU	20,000	20,000	20,000
	<b>Total</b>	<b>10,380,000</b>	<b>14,295,000</b>	<b>14,445,000</b>

Note:

- The fee will be reviewed based on the unit cost worked out by the Government. If not, the fee may be revised.
- Fee once paid is not refundable.**
- Tuition Fees does not cover Field Practical Training, Special Faculty Requirements and Clinical Rotation Transportation as shown in the table below:

##### RECOMMENDED FEE PAYABLE IN TSH TO THE STUDENTS BY THE SPONSOR

S. No.	Item	First Year	Second Year	Third Year
1	Stationary	400,000	400,000	400,000
2	Books	750,000	750,000	750,000
3	Special Faculty Requirements	3,600,000	3,600,000	3,600,000
4	Research and Field Costs		1,000,000	500,000
5	Dissertation / Thesis Production	1,000,000	1,000,000	
6	Accommodation	1,750,000	1,750,000	1,750,000
7	Meals	2,000,000	2,000,000	2,000,000
	<b>Total</b>	<b>9,500,000</b>	<b>10,500,000</b>	<b>9,000,000</b>

**NON-TANZANIAN STUDENTS FEE PAYABLE TO THE UNIVERSITY IN USD**

S. No.	Item	First Year	Second Year	Third Year
1	Registration fee	50	50	50
2	Caution deposit (Refundable)	50		
3	Sports and Games	150		
4	Examination fee	300	300	300
5	Development Fees	50	50	50
6	Graduation fee			150
7	Tuition fee	8,000	8,000	8,000
8	Student Union fee	15	15	15
9	Medical Insurance	30	30	30
10	Identity Card	10		
11	Book Bank Borrowing	50	50	50
12	Uniform	100		
13	Clinical Rotations		2,500	2,500
14	Dissertation Supervision		1000	1000
15	Quality Assurance fee to TCU	15	15	15
	<b>Total</b>	<b>8,820</b>	<b>12,010</b>	<b>12,160</b>

Note:

- a. The fee will be reviewed based on the unit cost worked out by the Government. If not, the fee may be revised.
- b. Fee once paid is not refundable.**
- c. Tuition Fees does not cover Field Practical Training, Special Faculty Requirements and Clinical Rotation Transportation as shown in the table below:

**RECOMMENDED FEE PAYABLE IN USD TO THE STUDENTS BY THE SPONSOR**

S. No.	Item	First Year	Second Year	Third Year
1	Stationary	300	300	300
2	Books	700	700	700
3	Special Faculty Requirements	1,500	1,500	1,500
4	Research and Field Costs		500	250
5	Dissertation / Thesis production	500	500	
6	Accommodation	1,100	1,100	1,100
	<b>Meals</b>	<b>1,150</b>	<b>1,150</b>	<b>1,150</b>

### 9.3.2 FEES STRUCTURE FOR M.Sc. ANATOMY

#### STUDENTS FEE PAYABLE TO THE UNIVERSITY

S.No.	Item	TSh		USD	
		First Year	Second Year	First Year	Second Year
1	Registration fee	50,000	50,000	50	50
2	Caution deposit (Refundable)	75,000		50	
3	Sports and Games	150,000		150	
4	Examination fee	200,000	200,000	200	200
5	Development fee	50,000	50,000	50	50
6	Graduation fee		150,000		150
7	Tuition fee	6,000,000	6,000,000	6,000	6,000
8	Student Union fee	20,000	20,000	15	15
9	Medical Insurance	55,000	55,000	30	30
10	Identity Card	10,000		10	
11	Book Bank Borrowing	50,000	50,000	50	50
12	Uniform	100,000		100	
13	Proposal Development and Marking	350,000		225	
14	Dissertation Supervision	1,000,000	1,000,000	700	700
15	Quality Assurance fee to TCU	20,000	20,000	15	15
	<b>Total</b>	<b>8,130,000</b>	<b>7,595,000</b>	<b>7,645</b>	<b>7,260</b>

Notes:

- a. The fee will be reviewed based on the unit cost worked out by the Government. If not, the fee may be revised.
- b. Fee once paid is not refundable.**
- c. Tuition Fees does not cover Field Practical Training, Special Faculty Requirements and Clinical Rotation Transportation as shown in the table below:

#### RECOMMENDED FEE PAYABLE TO THE STUDENTS BY THE SPONSOR

S.No.	Item	TSh		USD	
		First Year	Second Year	First Year	Second Year
1	Stationary	300,000	300,000	200	200
2	Books	400,000	400,000	250	250
3	Special Faculty Requirements	1,000,000	1,000,000	500	500
4	Research and Field Costs	1,250,000		625	-
5	Rotation within Tanzania (Transportation)	400,000		250	-
6	Dissertation and Thesis Production	500,000	500,000	225	225
7	Accommodation	1,750,000	1,750,000	1,100	1,100
8	Meals	2,000,000	2,000,000	1,150	1,150
9	<b>Total</b>	<b>7,600,000</b>	<b>5,950,000</b>	<b>4,300</b>	<b>3,425</b>

### 9.3.3 FEE STRUCTURE FOR MASTER OF PUBLIC HEALTH (MPH)

#### FEE PAYABLE TO THE UNIVERSITY

S.No.	Item	TSh	USD
1	Registration fee	50,000	50
2	Caution deposit (Refundable)	75,000	50
3	Sports and Games	150,000	150
4	Examination fee	250,000	250
5	Development fee	50,000	50
6	Graduation fee	150,000	150
7	Tuition fee	5,000,000	5,000
8	Student Union fee	20,000	15
9	Medical Insurance	55,000	30
10	Identity Card	10,000	10
11	Book Bank Borrowing	50,000	50
12	Proposal Development and Marking	500,000	500
13	Dissertation Supervision	1,000,000	1000
14	Quality Assurance fee to TCU	20,000	15
	<b>Total</b>	<b>7,380,000</b>	<b>7,320</b>

Notes:

- The fee will be reviewed based on the unit cost worked out by the Government. If not, the fee may be revised.
- Fee once paid is not refundable.**
- Tuition Fees does not cover Field Practical Training, Special Faculty Requirements and Clinical Rotation Transportation as shown in the table below:

#### RECOMMENDED FEE PAYABLE TO THE STUDENTS BY THE SPONSOR

S.No.	Item	TSh	USD
1	Stationary	300,000	200
2	Books	400,000	250
3	Special Faculty Requirements	400,000	250
4	Research and Field Costs	1,000,000	1000
5	Dissertation and Thesis Production	500,000	500
6	Accommodation	1,750,000	1,100
7	Meals	2,000,000	1,150
8	<b>Total</b>	<b>6,350,000</b>	<b>4,450</b>

**Note:**

1. Application fees for all the students TSh. 50,000/=
2. Accommodation for Tanzanian Students
  - a. Accommodation charges per month are Tzs. 175,000/= per student.
  - b. Accommodation with All Meals charges per month is Tzs. 375,000 /= per student.
  - c. Accommodation with Dinner charges per month is Tzs. 275,000/= per student.
3. Accommodation for Non- Tanzanian Students
  - a. Accommodation charges per month are \$. 110/= per student.
  - b. Accommodation with All Meals charges per month is \$. 225/= per student
  - c. Accommodation with Dinner charges per month is \$. 160/= per student.
4. All students shall promptly pay their dues to the university and sign the Higher Education Student Loans Board Pay Slips immediately.
5. Examination Fees does not include the Supplementary Exam Fees, Special Exam Fees etc.
6. Charge for authenticating copies of academic transcripts is TSh 50,000/=
7. Library Annual Membership charges for non-IMTU students or staff shall be TSh 50,000/=.  
Library fine for overdue materials are TSh 1000/= per day
8. Graduation gowns must be returned intact with utmost good faith in order to be cleared to receive certificates.
9. Charge for issuing a duplicate final certificate and transcript is TSh 30,000/= for Tanzanians and USD 40/= for Non.Tanzanians, with formal announcement of loss to general public.
10. Charge for any appeal is TSh 20,000/= per subject.
11. Charge for Special/Supplementary exams is TSh 20,000/= per session.
12. Postponement of studies fee shall incur a TSh 20,000/= fee, payable at the time of lodging the request
13. Charge for replacement for Lost Student ID Card or Exam Card is TSh 10,000/=.

**All students should pay fees through the Bank and bring the pay slip to the IMTU Finance Office and get an acknowledgement receipt for the fees paid. The bank accounts details are as follows:**

1. Account Name: International Medical and Technological University (IMTU) FEES and HOSPITAL ACCOUNT at CRDB BANK, Mbezi Beach Branch, Account Number 01J1080309900
2. For USD Currency Pay to the Account Name: M/s. Vignan Education Foundation - Fees, Account Number 010027761111 at I & M Bank, Indira Gandhi Street, Dar es Salaam

**Due Dates for Payment of Tuition Fees:**

1. Student should register for the academic year by paying 50% of the Tuition Fee on or before TWO WEEKS from the start of the semester. The remaining 50% of the Tuition Fee will be paid within TWO WEEKS from the start of second quarter each semester
2. Failures to pay the fee each quarter in time, students are liable to pay a penalty of Tshs.50, 000/- for each quarter.

## CHAPTER TEN

### 10.0 ACADEMIC STAFF

#### 10.1 ACADEMIC STAFF - FACULTY OF MEDICINE (2018/2019)

S. No.	NAME	SEX	ACADEMIC RANK	QUALIFICATION
<b>DEPARTMENT OF ANATOMY AND PATHOLOGY</b>				
1	Dr. Janardan Chaudhary	M	Professor, Head of Department	B.Sc. Microbiology (Tribhuvan University, Nepal), M.Sc MC Anatomy (Dr. NTR University of Health Sciences, India), Ph.D Anatomy ( Banaras Hindu University, India)
2	Dr. K. Supriya Naidu Chaudhary	F	Associate Professor	B.Sc MLT (Dr. NTR University of Health Sciences, India), M.Sc MC Anatomy (Dr. NTR University of Health Sciences, India), Ph.D Anatomy ( Banaras Hindu University, India)
3	Mr. Jean Lamarck Okwaro	M	Tutorial Assistant	B.Sc. Forensic Medicine (Kenyatta University, Kenya)
4	Mr. George Lufukuja	M	Visiting Assistant Lecturer	B.Sc. Ed (UDSM), MSc Anatomy (IMTU)
5	Dr. Angela Mwakimonga	F	Visiting Senior Lecturer	DDS (MUHAS), M.Med Anat. Path (MUHAS)
6	Dr. Amos R Mwakigonja	M	Visiting Senior Lecturer	M.D (UDSM), M.Med in Anat.Path (UDSM), PhD in Pathology, Cytology and Experimental Pathology (Karolinska Institute, Stockholm, Sweden), Fellow of the College of Pathologists of East, Central & Southern Africa
7	Dr. Hassan Mwinchande Chande	M	Visiting Lecturer	M.D(UDSM), M.Med Anat. Path (UDSM), Fellow of the College of Pathologists of East, Central & Southern Africa
8	Dr. Leah Mnango	F	Visiting Lecturer	M.D (KCMC), M.Med Path (MUHAS)
9	Mr. Yohana Mtali	M	Visiting Tutorial Assistant	B.Sc in Health Laboratory Sciences(KCMC), (M.Sc) in Hematology & Blood Transfusion ( MUHAS)
<b>DEPARTMENT OF BIOCHEMISTRY</b>				
1	Dr. Ratna Kumari Koneru	F	Sr. Lecturer, Head of Department,	BSc Microbiology, Biochemistry & Food & Nutrition (ANU, India), MSc Biochemistry (ANU, India), PhD Biotechnology (JNTU, Hyderabad, India)
2	Mr. Furaha A. Lema	M	Assistant Lecturer	BSc Molecular Biology & Biotech (UDSM), MSc Biochemistry (MUHAS)
3	Mr. Simon Michael Lupata	M	Tutorial Assistant	B.Sc MLT (IMTU)
4	Mr. Idris Mshanga	M	Visiting Lecturer	BMLS (ADMLS) (MUHAS), MSc Molecular Biology University of London (LSHTM)
<b>DEPARTMENT OF COMMUNITY MEDICINE</b>				
1	Dr. Fariji Daniel Elineema Mtango	M	Senior Lecturer in Epidemiology, Head of Department	MD (UDSM), DTM&H, DPH, MSPH (Lomalinda, USA), Ph.D. (University of Bergen, Norway)
2	Prof. Kigoma S. Mnyika	M	Associate Professor	MD (MUHAS), M.Sc TDC (UDSM),

3	Dr. Felix Kisanga	M	Senior Lecturer	MD (UDSM), MSc, Tropical Disease Control (MUHAS), MPH (Belgium) PhD (Umea-Sweden)
4	Dr. Seth Dyauli	M	Assistant Lecturer	Doctor of Medicine (Warsaw Medical Academy, Poland), Master's Degree in Community Medicine (Royal Tropical Institute, Amsterdam)
5	Dr. Ray Masumo	M	Visiting Lecturer	DDS (MUHAS), MPH (National Institute of Public Health, Japan), PhD Applied Biostatistics and Epidemiology (Bergen, Norway)
6	Dr. Amani Flexson Shao	M	Visiting Lecturer	MD (UDSM), MPH (Harvard School Of Public Health, Boston, USA), Ph.D (Basel University, Switzerland)
7	Dr. Fredrick Baragi E. Haraka	M	Visiting Lecturer	M.Sc Applied Epidemiology (University of Nottingham, UK)
8	Mr. Heriel Mfangavo	M	Visiting Lecturer	B.Sc, Med Psychology (MUHAS), M.Sc, Med Psycholog (MUHAS)
<b>DEPARTMENT OF DEVELOPMENT STUDIES &amp; BEHAVIOURAL SCIENCES</b>				
1	Dr. Richard K Arap Towett	M	Senior Lecturer	BA Sociology, Political Science and Community Development & Extension (Agra University, India), MA Rural Sociology & Community Development (Agra University, India), PhD Sociology (Agra University, India)
2	Mr. Salum S Shawishi	M	Assistant Lecturer, Head of the Department	BA Education (UDSM), MA Development Management (UDSM)
3	Mrs. Anna Amos Masaga	F	Assistant Lecturer	BA in Archeology (UDSM), MA in Information Studies(UDSM)
<b>DEPARTMENT OF INTERNAL MEDICINE</b>				
1	Dr. Michael Evarist Massawe	M	Senior Lecturer, Head of the Department	MD (UDSM), MMed (UDSM)
2	Dr. Mandali Asok Babu	M	Professor	M.B.B.S(Andhra University), M.D (Andhra University)
3	Dr. Steven Mwenda	M	Tutorial Assistant	MBChB (MUST, Uganda)
4	Dr. Albert F. Siyame	M	Visiting Lecturer	M.D (UDSM), DA (Royal College of Surgeons of England), DTM & H (Royal College of Physicians of London)
<b>DEPARTMENT OF MICROBIOLOGY AND PARASITOLOGY</b>				
1	Mr. M. Isaac Umaphthy	M	Senior Lecturer , Head of the Department	BSc Zoology (University of Madras, India), Diploma MLT (CMAI, India), MSc Medical Microbiology (The Tamil Nadu Dr. MGR Medical University, India), MPhil (Bharathidasan University, India)
2	Mr. Guddeti Prashanth Kumar	M	Assistant Lecturer	BSc MLT (Dr. NTRUHS, India), MSc Medical Microbiology (SVIMS University, India)
3	Mr. Benjamin Enos Ngoso	M	Assistant Lecturer	Diploma in Clinical Medicine (Lindi Medical College), BSc Biotechnology & Laboratory Sciences (SUA), MSc Molecular Biology (UDSM), (PhD George Washington University of ScienceTechnology)
<b>DEPARTMENT OF OBSTETRICS AND GYNAECOLOGY</b>				
1	Dr. Charles Stanley Mngale	M	Lecturer, Head of the Department	MD (UDSM), MMed (MUHAS)
2	Dr. Rashid Mohamed Salim	M	Lecturer	MBBS (IMTU), MMed (IMTU)
3	Dr.Elice G.Mweluka	M	Tutorial Assistant	MBBS (IMTU)

3	Dr. Isaac R. Abraham	M	Visiting Lecturer	M.D (MUHAS); MMED (IMTU)
4	Dr. Luzango Evarist Maembe	M	Part Time Lecturer	M.D (MUHAS), M.Med (MUHAS)
<b>DEPARTMENT OF PAEDIATRICS AND CHILD HEALTH</b>				
1	Dr. Maulidi Rashidi Fataki	M	Lecturer, Head of the Department	MD (Donetsk, USSR), MMed (UDSM), MPH (Harvard, USA)
2	Dr. Andrew Isaack Lwali	M	Lecturer	Diploma in Clinical Medicine, MD (Vitebsk Medical Institute, Russia), MMed (Tumaini University)
3	Dr. Dr. Emmanuel Munumbi	M	Lecturer	MBCHB (Makerere University, Kampala) MMed (University of Dar es Salaam)
4	Dr. Kabedasa Litulile Othaman	M	Tutorial Assistant	MD (MUHAS), PG Certificate in Children Palliative Medicine (PASADA)
5	Dr. Emmanuel G Bayda	M	Visiting tutorial Assistant	M.B.B.S ,(MMed)
<b>DEPARTMENT OF PHARMACOLOGY</b>				
1	Dr. Gerald Herman Rimoy	M	Visiting Senior Lecturer	MD (UDSM), PhD (Nottingham, UK)
<b>DEPARTMENT OF PHYSIOLOGY</b>				
1	Prof. Swarupa Rani Suravarapu	F	Professor &Head of Department	M.B.B.S (Nagarjuna University, India), M.D (Andhra University, India)
2	Dr. Camille Inès Alexandra OKOM	F	Lecturer	B.Sc in Life Sciences & Biology (Universite Pierre et), M.Sc in Neuroscience & Cognition (Utrecht University, Netherlands), Ph.D (Dr.rer.nat.) in Molecular Physiology of the Brain, (Georg August University of Goettingen, Germany )
3	Dr. Robert Mbelala	M	Visiting Lecturer	MD, M.Sc
<b>DEPARTMENT OF SURGERY</b>				
1	Dr. Wambura Boniphace Wandwi	M	Lecturer, Head of the Department	MD (UDSM) MMed (UDSM), Rowan Nick Fellow (Australasian College of Surgeons), Cardithoracic Fellow University of Telaviv, Israel) , Fellow College of Surgeons, (ECSA)
2	Dr. Willybroad Massawe	M	Visiting Lecturer	MD (MUHAS), MMED (MUHAS)
3	Dr. Shadrack Mponzi	M	Visiting Tutorial Assistant	M.B.B.S (IMTU), (MMED)
4	Dr. Hashim Mohamed Chaoga	M	Tutorial Assistant	MD (Stavrol Medical Institute, Rusia)
5	Prof. Ndeserua Herman Moshi	M	Visiting Associate Professor	MD (UDSM), M.Med (UDSM), M.Sc, ENT (Catholic University, Nijmeden, Holland)
6	Dr. Samuel Swai	M	Visiting Senior Lecturer	M.D (Varna Medical University, Varna, Bulgaria), M.MED, Orthopaedics (UDSM)
7	Dr. Bryceson Loti Kiwelu	M	Visiting Lecturer	M.D (UDSM), M.Med Orthopaedics (KCMC)
8	Dr. Julius Mndolwa	M	Visiting Lecturer	M.D (Dr. Julius Mndolwa), M.MED, Orthopaedics (KCMC)
9	Dr. Grace Mella	F	Visiting Lecturer	M.D (HKMU), M.Med, Radiology (Tong Ji Medical College of HUST)
<b>DEPARTMENT OF OPHTHALMOLOGY</b>				
1	Dr. Luke Siyame	M	Senior Lecturer, Head of the Department	MD (UDSM), MMed (Dr. Luke Siyame), MPH (Johns Hopkins University)



## 10.2 ACADEMIC STAFF IN THE FACULTY OF NURSING (2018/2019)

<b>DEPARTMENT OF CLINICAL NURSING</b>				
S.No.	NAME	SEX	ACADEMIC RANK	QUALIFICATION
1	Mrs. Marystella Nyankweli	F	Assistant Lecturer & Head of the Department	RN/RM Diploma (Muhimbili School of Nursing), Advanced Diploma in Nursing Education (Tutor) (Muhimbili University of Health Sciences), BSc in Nursing (St. John's University), MPH (IMTU)
2	Ms. Annusiata Komba	F	Assistant Lecturer	B.Sc. Nursing (MUHAS), M.Sc Nursing (Muhimbili University oh Health and Allied Sciences)
3	Ms. Carina Mboja	F	Lecturer	B.Sc. Nursing (MUHAS), M.Sc. Nursing (MUHAS)
4	Ms. Loveness Daniel Isojick	F	Tutorial Assistant	B.Sc Nursing (St.John's University)
5	Mr. Maroa Lucas	M	Visiting Assistant Lecturer	BSc in Nursing (St. John's University), MPH (Muhimbili University oh Health and Allied Sciences)
<b>DEPARTMENT OF COMMUNITY HEALTH NURSING</b>				
1	Mr. Ezekiel Mbao	M	Assistant Lecturer, Head of the Departmen	BSc Nursing (MUHAS), MSc in Mental Health Nursing (MUHAS)
2	Mr. Benedict Mpazi	M	Tutorial Assistant	Diploma In Nursing, Advanced Diploma in Nursing (University of Dar es Salaam ), BSc Nursing (Aga Khan University)
3	Mrs. Oresta	F	Visiting Tutorial Assistant	BSc Nursing (Aga Khan University)
4	Dr. Sebalda Charles Leshabari	F	Visiting Senior Lecturer	BA (Medical Sociology) (UDSM), MPH (Boston University, USA), Ph.D (University of Bergen, Norway)
<b>DEPARTMENT OF NURSING MANAGEMENT</b>				
1	Mrs. Rahabu Marwa Morro	F	Assistant Lecturer, Head of the Departmen	BSc Nursing (IMTU), MSc Anatomy (IMTU)
2	Ms. Chausiku Hamisi Mashauri	F	Assistant Lecturer	Diploma In Nursing (Muhimbili University of Health and Allied Sciences), Bachelor of Science in Nursing Profession (Kilimanjaro Christian Medical University), MPH (MUHAS)
3	Ms. Adela Abel Mwakanyamale	F	Lecturer	BSc Nursing (St. John's Unviersity of Tanzania), MSc Nursing (MUHAS), (PhD) in Mental Health Nursing, Huazhong Unviersity of Science and Technology
4	Mrs. Aselina Mlinga	F	Tutorial Assistant	BSc Nursing (HKMU), (M.Sc Nursing, University of Dodoma)
5	Mrs. Airkande Mbando	F	Visiting Tutorial Assistant	BSc Nursing ( HKMU)

**10.3 LIBRARY STAFF (2018 – 2019)**

<b>S.No.</b>	<b>NAME</b>	<b>SEX</b>	<b>RANK</b>	<b>QUALIFICATION</b>
1	Mrs. Anna Amos Masaga	F	Librarian	BA in Archeology (UDSM), Masters of Arts in Information Studies (UDSM)
2	Mr. Faraji Selemani	M	Assistant Librarian	Bachelor in Science of Library And Information Management (Mzumbe University)
3	Mrs. Rosemary Raymond Mashauri	F	Library Assistant	Diploma in Librarianship and Documentation (SLADS), Certificate in Library Studies (SLADS)
4	Mr. Faridi Hemed Salum	M	Library Assistant	Certificate in Librarianship and Documentation Studies (SLADS)
5	Mrs. Frida Norbert Msuya	F	Library Assistant	Certificate Librarianship Archive and Documentation Studies (SLADS)

**10.4 ICT STAFF (2018 – 2019)**

<b>S.No.</b>	<b>NAME</b>	<b>SEX</b>	<b>RANK</b>	<b>QUALIFICATION</b>
1	Mr. Fredrick Candidus Ngaponda	M		Advanced Diploma in ICT (Learn IT College of Business & Technology)
2	Mr. Amon Paul Shija	M		Diploma in ICT (Fo Kuang Shan Buddhist College, South Africa)

# CHAPTER ELEVEN

## 11.0 THE UNIVERSITY LIBRARY



### 11.1 Introduction:

IMTU Library is a collection which comprises with more than 5000 volume of books and about 200 titles of periodicals. The collection includes books, journals, magazines, bulletins, new letters and student dissertations in the field of medical and health sciences. The broad areas covered include Medicine, Nursing, Dentistry, Pharmacy, Public Health and Basic Sciences. Social Sciences and Humanities are also covered, to a lesser extent. The Library has a mixture of local content materials mostly generated from Tanzania and East Africa for example, IMTU Medical Journal and Tanzania Medical Journals.

In keeping pace with technology the library subscribe electronic resources for online accesses, creation of Online Public Cataloguing Access (OPAC), and computerization of library activities like cataloguing, classification and circulations. The library also has ICT section which serves more than 50 students at a time. The section provides access to online database such as PUBMED, ELSEVER and HINARI for up to dated reading materials. The library accommodates more than 200 students at a time for reading services.

Each student must be registered with the library service before he/she is allowed to use its facilities. Once a student is registered with the library, he/she will be issued with a library regulation outlines, which encompasses guidelines for the Library Rules and procedures, Book-Bank, and the Computer Laboratory.

The main function of the IMTU Library is to provide library services that support health/medical services, research, teaching and consultancy at the University and IMTU Hospital. The IMTU Library has three main divisions: Technical Services (Cataloguing and

Classification); Reader services (Reference, Circulation, Information Desk and Special Reserve) and Periodicals as well as Documentation.

**11.2 Opening Hours:**

Monday – Saturday: 8:30 am – 9:00 pm  
Sunday and Public Holiday: Closed

**11.3 Vacation Period:**

Monday – Saturday; 8.30 am- 05:00 pm  
Sundays and Public Holidays: Closed

## CHAPTER TWELVE

### 12.0 THE UNIVERSITY ICT SERVICE

#### 12.1 Introduction:

The ICT section provides bandwidth of 20mbps. Download and upload speed is about 1.9Mbps and 2.1Mbps. Its Latency follows between the ranges of 0 - 294ms. Internet Wi-Fi service is free available around the campus which accommodate more than 1500 users at a time. The ICT section also provides Internet Connected Computer Lab service for free of cost for registered student and staff of IMTU. It accommodates more than 50 users at a time. The Computer Section is well equipped with flat screen pcs plus necessary software and special required program helping in data analysis, server room for main campus data service and Internet Bandwidth Management System.

#### 12.2 Opening Hours:

Monday – Saturday: 8.30 am – 5.00 pm  
Sunday and Public Holiday: Closed

#### 12.3 Vacation Period:

Monday – Saturday; 8.30 am- 05:00 pm  
Sundays and Public Holidays: Closed

## CHAPTER THIRTEEN

### 13.0 THE IMTU HOSPITAL

#### 13.1 Introduction:



IMTU hospital, located within the Campus at Mbezi Beach along Bagamoyo Road, has a capacity of 50 beds. It has recently been renovated and modernized to match the modern requirements for both inpatient and outpatient care.

It is a service oriented hospital and serves as a teaching hospital of the University. The facilities offered include:

1. Casualty and emergency services 24 hours,
2. Pharmacy: open 24 hours daily
3. Consultant outpatient clinics in: Internal Medicine, General Surgery, Obstetrics & Gynecology, and Pediatrics and Child Health.
4. Inpatient care services,
5. Day time dental services
6. Modern well equipped laboratory
7. Diagnostic services: X-ray, Ultra-sonography, ECG, etc.
8. The hospital offers these at one of the most affordable charges.

In addition, the hospital often conducts free medical camps in the neighborhood communities and on the campus so that the needy sections of the society can avail the opportunity and get free medical advice and affordable care. These camps are very popular where students of IMTU and clinicians take active part. The Hospital, in general, provides a caring service at an affordable price.

This hospital is used by individual families and corporate clients for their health care needs. IMTU students do their clinical rotations in the hospital.

The following is the timing of the services available:

**Casualty and emergency services:** Available 24 hours daily.

**General Outpatient (OPD) services:** Available 24 hours daily.

**Pharmacy:** Available 24 hours daily.

**Laboratory services:** Daily from 7.00am – 9.00pm including weekends

**Reproductive Health Clinics (Mother and Child Clinics):** Available once a week

**Infectious Disease Clinic (IDC) and Care and Treatment Center (CTC):** Available daily from 08:00 am to 2:00 pm

### 13.2 Special Clinics:

#### **TB/Leprosy Clinic (IDC):**

Monday – Friday: 8.00 am – 5.00 pm

Saturdays: 8.00 am – 1.00 pm

#### **HIV/AIDS Clinics (CTC):**

Monday – Friday: 8.00 am – 5.00 pm

Saturdays: 8.00 am – 1.00 pm

### 13.3 Consultant Clinics:

The table below shows the consultant clinics available and their timings:

S. No.	DEPARTMENT	TIME	
		Monday - Friday	Saturday
1	Internal Medicine	8.00 am – 5.00 pm	8.00 am – 1.00 pm
2	Surgery	8.00 am – 5.00 pm	8.00 am – 1.00 pm
3	Paediatrics	8.00 am – 5.00 pm	8.00 am – 1.00 pm
4	Obstetrics and Gynecology	8.00 am – 5.00 pm	8.00 am – 1.00 pm
5	Ophthalmology	8.00 am – 5.00 pm	8.00 am – 1.00 pm
6	Dentistry	8.00 am – 5.00 pm	8.00 am – 1.00 pm
7	Cardiology	3.00 pm – 9.00 pm	
8	Dermatology	Wednesdays & Fridays 08:00 am – 5:00 pm	
9	Orthopedics	Tuesday, Wednesday & Friday 2.30 pm – 6.30 pm	

All clinics are run by senior accredited specialists recognized by Ministry of Health.

Practical training of students doing clinical rotations is also carried out at Mwananyamala Hospital, Temeke Hospital, Muhimbili Orthopedic Institute (MOI), Ocean Road Cancer Institute (ORCI) in Dar es Salaam, Mirembe Psychiatric Referral Hospital in Dodoma and through field studies, to give the students a good exposure to a wide range of patients and conditions.

#### **13.4 Health Insurance Accreditation:**

The hospital has been accredited to offer services to beneficiaries of:

1. National Insurance Fund (NHIF),
2. Metropolitan Insurance
3. Jubilee Insurance
4. National Insurance Corporation



## IMTU ALMANAC 2018– 2019



MONTH, DATE & DAY	ACTIVITY	REMARKS
<b>JUNE 2018</b>		
4 <sup>th</sup> , Mon	IMTU admissions committee meeting	IMTU admissions committee meeting discuss, prepares & advertises for admitting new students for academic year 2018 – 2019
8 <sup>th</sup> , June – September 2018	Receiving applications for various certificate and diploma programmes for September/October, 2018 intake for academic year 2018/2019	IMTU Institute of Health & Allied Sciences (IHAS) & NACTE
15 <sup>th</sup> , Fri	<b>Eid-ul-Fitr (End of Ramadan)</b>	<b>Public Holiday</b>
18 <sup>th</sup> , Mon	Opening applications window for applicants for various programs offered at IMTU	<b>HLIs &amp; Students</b> - IMTU starts receiving applications from prospective students who completed F6 and Diploma in previous years for various programs
19 <sup>th</sup> Tue	TCU 13 <sup>th</sup> Higher Education Exhibition Organizing Committee Meeting	The organizing committee meets to plan for participation
<b>JULY 2018</b>		
7 <sup>th</sup> , Sat	<b>Saba Saba (Dar es Salaam International Trade Fair Day)</b>	<b>Public Holiday</b>
18 <sup>th</sup> Mon – 21 <sup>st</sup> Sat	TCU 13 <sup>th</sup> Higher Education Exhibitions	IMTU team participates in the TCU 13 <sup>th</sup> Higher Education Exhibitions
20 <sup>th</sup> Fri	Opening applications window for applicants for various programs offered at IMTU	<b>HLIs &amp; Students</b> - IMTU starts receiving applications from prospective students who completed F6 and Diploma in 2018 for various programs
31 <sup>st</sup> , Tue	Applications Deadline for HESLB loans	HESLB and registered students Registered students directly apply to HESLB for loans
<b>AUGUST 2018</b>		
7 <sup>th</sup> Tue	August 2018 End of Semester UE Starts	All Students & Examiners <b>MBBS</b> Semester – VI <b>BSc MLT</b> Semester – VI <b>BSc Nursing</b> Semester – VI & VIII <b>MMed</b> Semester – V & VI
8 <sup>th</sup> , Wed	<b>NaneNane (Farmer's Day)</b>	<b>Public Holiday</b>
15 <sup>th</sup> , Wed	Deadline for 1 <sup>st</sup> round of applications for admission to various programs at IMTU	HLIs & Students
22 <sup>nd</sup> , Wed	<b>Eid El Haj (Sacrifice Feast)</b>	<b>Public Holiday</b>
24 <sup>th</sup> Fri	August 2018 End of Semester UE End	All students & Examiners
25 <sup>th</sup> Sat	Deadline for uploading admission data into TCU portal	HLIs
30 <sup>th</sup> , Thu	Returning feedback to HLIs and announcement of selected students	TCU & HLIs DVC Academic Affairs publishes list of selected students to various programs in the newspaper and IMTU website
<b>SEPTEMBER 2018</b>		
3 <sup>rd</sup> , Mon–7 <sup>th</sup> , Fri	Second round applications	HLIs & Prospective students
3 <sup>rd</sup> Mon – 7 <sup>th</sup> , Fri	OneSight Eye Clinic	OneSight Volunteers, IMTU Organizing Committee & Clients
7 <sup>th</sup> Fri	Examiners Meeting – Faculty of Nursing & Medicine	All Examiners of the respective Faculties to receive and discuss results of August 2018 UE
9 <sup>th</sup> , Sun – 14 <sup>th</sup> , Fri	Processing of applications and selections of students	IMTU Institute of Health & Allied Sciences (IHAS) & NACTE
11 <sup>th</sup> , Tue	Departmental meeting	All HODs and Departmental staff members

		meet and prepare for the New Academic Year 2018 – 2019
12 <sup>th</sup> , Wed	Deadline for uploading second round admitted students into TCU portal	HLLs
13 <sup>th</sup> Thu	Faculty Board Meeting – Faculty of Nursing & Medicine	Faculty board members of the Faculty of Nursing & Medicine: Receive results from the board of examiners of August 2018 UE, discuss, give recommendations and forward for endorsement by senate
14 <sup>th</sup> , Fri	University budget meeting	DVC Administrative Affairs  All faculties, Administrative heads submit annual budgets for academic year 2018 – 2019 to DVC Administrative Affairs for approval by Senate and IMTU Council
17 <sup>th</sup> , Mon	Returning feedback to HLLs and announcement of selected students	TCU & HLLs
19 <sup>th</sup> , Wed – 21 <sup>st</sup> , Fri	Third round applications	Prospective students & HLLs
21 <sup>st</sup> , Fri	Senate Meeting	Senate members approve and endorse the August 2018 UE results as recommended by the respective Faculty Boards
26 <sup>th</sup> , Wed	Deadline for uploading third round admitted students into TCU portal	HLLs
<b>OCTOBER 2018</b>		
1 <sup>st</sup> , Mon	Supplementary / First Sitting University Examination – Start	All supplementing / first sitting students & examiners
6 <sup>th</sup> , Sat	Final announcement of admitted students	HLLs
8 <sup>th</sup> , Mon	IMTU 3 <sup>rd</sup> Scientific Conference Organizing Committee Meeting	Organizing committee members plan for Scientific Conference preparations
12 <sup>th</sup> Fri	Supplementary / First Sitting University Examination – End	All supplementing / first sitting students & examiners
<b>14<sup>th</sup> Sun</b>	<b>MwalimuNyerere Day</b>	<b>Public Holiday</b>
22 <sup>nd</sup> Mon	Students Orientation (Freshers)	VC, DVCs & Deans of respective Faculties, staff members & all students
23 <sup>rd</sup> Tue	Examiners Meeting – Faculty of Nursing & Medicine	All Examiners of the respective Faculties to receive and discuss results of October 2018 UE
24 <sup>th</sup> Wed	11 <sup>th</sup> Graduation Day Organizing Committee Meeting	Organizing Committee members meet to plan for the 11 <sup>th</sup> Graduation
26 <sup>th</sup> Fri	Faculty Board Meeting – Faculty of Nursing & Medicine	Faculty board members of the Faculty of Nursing & Medicine: 1. Receive results from the board of examiners of October 2018 UE, discuss, give recommendations and forward for endorsement by senate Preparations for new academic year
29 <sup>th</sup> , Mon	Students Orientation (Continuing Students)  Classes Reopen for New Academic Year 2018– 2019  <b>Undergraduate Programmes</b>  MBBS – Start of Biomedical Classes	VC, DVCs & Deans of respective Faculties, staff members & all students  All classes begin; All students & staff members report for classes; <b>ONLY REGISTERED STUDENTS ARE ELIGIBLE TO ATTEND CLASSES / CLINICAL ROTATIONS</b>  <b>MBBS:</b> Semester – I (Biomedical) 16 Weeks of

	(29 <sup>st</sup> Oct 2018 – 22 <sup>nd</sup> Feb 2019)  MBBS – Junior Rotation – I (29 <sup>th</sup> Oct 2018 – 21 <sup>st</sup> Dec 2018)  MBBS – Start of Surgical Specialty Rotations (29 <sup>th</sup> Oct 2018 – 22 <sup>nd</sup> Feb 2019)  BSc MLT (29 <sup>st</sup> Oct 2018 – 22 <sup>nd</sup> Feb 2019)  BSc Nursing (29 <sup>st</sup> Oct 2018 – 22 <sup>nd</sup> Feb 2019)  Postgraduate Programs (29 <sup>th</sup> Oct 2018 – 22 <sup>nd</sup> Feb 2019)	Contact Classes Start & End Semester – VII (Clinical) (16 Weeks of Contact Classes Start & End)  Semester – VII & VIII (8 Weeks Junior Clinical Rotation – I in COM 400, PCH 400, SUR 400, OBG 400 & MED 400 Start & End)  Semester – IX [(Surgical Specialties rotations in SUS 501, SUS 502, SUS 503, SUS 504, SUS 505) & PSY 500 Start & End]  <b>BSc MLT</b> <b>Semester – I;</b> 16 Weeks of Contact Classes Start & End)  <b>BSc Nursing:</b> Semester – I; 16 Weeks of Contact Classes Start & End) members  All PG students & staff <b>Semester – I</b> (MMed, MPH, MSc Anat); 16 weeks of contact classes start & end  <b>Semester – V (MMed) 20 weeks of clinical rotation start &amp; end</b>
<b>NOVEMBER 2018</b>		
1 <sup>st</sup> , Thu	Departmental Meeting	All HODs and departmental staff members meet to discuss departmental issues
5 <sup>th</sup> , Mon Nov 2018 – 14 <sup>th</sup> , Dec 2018	Diploma/Certificate Nursing – Six weeks block study starts	Diploma/Certificate Nursing first, second and third year students and staff members
6 <sup>th</sup> Tue	11 <sup>th</sup> Graduation Day Organizing Committee Meeting	Organizing Committee members meet to plan for the 11 <sup>th</sup> Graduation
9 <sup>th</sup> , Fri	Senate Meeting	Senate members approve and endorse the September 2018 UE results as recommended by the respective Faculty Boards
14 <sup>th</sup> , Wed	Deadline for Receiving transfers from HLIs	HLIs
15 <sup>th</sup> , Thu	Student's Welfare Committee Meeting	Committee members discuss student welfare issues
21 <sup>st</sup> , Wed	<b>Maulid Day</b>	<b>Public Holiday</b>
22 <sup>nd</sup> , Thu	11 <sup>th</sup> Graduation Day Organizing Committee Meeting	Organizing Committee members meet to plan, finalize and confirm all preparations
23 <sup>rd</sup> , Fri	Introduction to Research Field Project Proposal Writing – A one Day Scientific Workshop	RPC members, supervisors, MBBS Semester – V students
26 <sup>th</sup> , Mon	Feedback on Approved Transfers	TCU
26 <sup>th</sup> , Mpn	Deadline for Submitting registered Students	HLIs
29 <sup>th</sup> , Thu	IMTU Council Meeting	IMTU Council members
30 <sup>th</sup> , Fri	11 <sup>th</sup> Graduation Day	All graduands, continuing students & staff members
<b>DECEMBER 2018</b>		
3 <sup>rd</sup> , Mon	Departmental Meeting	All HODs and departmental staff members meet to discuss departmental issues
7 <sup>th</sup> , Fri	IMTUSO General Body Meeting	IMTUSO Cabinet & All Students
9 <sup>th</sup> , Sun	<b>Independence Day</b>	<b>Public Holiday</b>
17 <sup>th</sup> , Mon	Feedback on 2018/19 Admission (Comprehensive List of Transferred /	TCU

	Admitted Students, Deferred Transfers)	
17 <sup>st</sup> , Mon	Diploma/Certificate Nursing – Clinical Rotations (Mwananyamala Hospital) Starts	Diploma/Certificate Nursing first, second and third year students and staff members
22 <sup>rd</sup> Dec 2018 to 1 <sup>st</sup> Jan 2019	<b>SHORT HOLIDAYS</b>	<b>ALL Students</b>
25 <sup>th</sup> , Tue	<b>Christmas Day</b>	<b>Public Holiday</b>
26 <sup>th</sup> , Wed	<b>Boxing Day</b>	<b>Public Holiday</b>
<b>JANUARY 2019</b>		
1 <sup>st</sup> , Tue	<b>New Year's Day</b>	<b>Public Holiday</b>
2 <sup>nd</sup> , Wed	Classes Resume after Short Holidays  MBBS – Junior Rotation – II (2 <sup>nd</sup> Jan 2019 – 22 <sup>nd</sup> Feb 2019)	All students & staff members  Semester – VII & VIII; (8 Week Junior Clinical Rotation – II in COM 400, PCH 400, SUR 400, OBG 400 & MED 400)
2 <sup>nd</sup> , Wed	Departmental Meeting	All HODs and departmental staff members meet to discuss departmental issues
11 <sup>th</sup> , Fri	Fresher's Day / IMTU Get Together	All IMTU Students and Staff Members
12 <sup>th</sup> , Sat	<b>Zanzibar Revolution day</b>	<b>Public Holiday</b>
23 <sup>rd</sup> , Wed	IMTU 3 <sup>rd</sup> Scientific Conference	All Organizers, delegates and Special Invitees
24 <sup>th</sup> , Thu	Student Welfare Committee Meeting	Committee members discuss student welfare issues
30 <sup>th</sup> , Wed	Management Committee Meeting	Top IMTU officers meet to discuss & review managerial issues & implementation of strategic plans
<b>FEBRUARY 2019</b>		
1 <sup>st</sup> , Fri	Departmental Meeting	All HODs with respective staff members discuss departmental issues
5 <sup>th</sup> , Tue	Dean's Meeting with HODs	All departmental HODs meet with the respective deans to discuss faculty issues
7 <sup>th</sup> , Thu	Student's Welfare Committee Meeting	Committee members discuss student welfare issues
8 <sup>th</sup> , Fri	IMTUSO General Body Meeting	IMTUSO Cabinet & All Students
11 <sup>th</sup> , Mon Feb 2019 – 22 <sup>nd</sup> , Fri Feb 2019	End of Semester Exam – Diploma/Certificate Nursing starts.	Diploma/Certificate Nursing first, second and third year students and staff members
22 <sup>nd</sup> , Fri	Last Working Day of the Semester for MBBS, BSc MLT & BSc N (Biomedical & Pre-Clinical Courses)	All classes, CATS end after 16 Weeks of Contact classes for MBBS, BSc MLT & BSc Nursing (Biomedical & Pre-Clinical Courses)
25 <sup>th</sup> , Mon	MBBS – Start of Junior Rotation – III (25 <sup>th</sup> Feb 2019 – 19 <sup>th</sup> Apr 2019)	Semester – VII & VIII; (8 Week Junior Clinical Rotation – III in COM 400, PCH 400, SUR 400, OBG 400 & MED 400)
20 <sup>th</sup> , Wed	<b>LAST DAY</b> for Registration March 2019 UE	All students register on or before 20 <sup>th</sup> of February for March 2019 UE
23 <sup>rd</sup> Sat February 2019 3 <sup>rd</sup> Sun March 2019	<b>STUDY HOLIDAYS</b> for March 2018 UE	9 days Study holidays for <b>MBBS</b> Semester – I <b>BSc MLT</b> Semester – I <b>BSc Nursing</b> Semester – I
25 <sup>th</sup> , Mon – Feb 2019 – 1 <sup>st</sup> , Fri March 2019	<b>BREATHER</b>	Diploma/Certificate Nursing first, second and third year students and staff members
<b>MARCH 2019</b>		
4 <sup>th</sup> , Mon	March 2019 End of Semester UE Starts  MBBS: Start of Senior Clinical Rotation – I (4 <sup>th</sup> March 2019 – 29 <sup>th</sup> March, 2019)	All Students & Examiners  Semester – X; (4 Weeks of Senior Clinical Rotation – II in MED 500, PCH 500, SUR 500 & OBG 500)
4 <sup>th</sup> , Mon Mar 2019 –	Diploma/Certificate Nursing: 4 weeks Block	Diploma/Certificate Nursing Staff &

29 <sup>th</sup> , Fri Mar 2019	study starts for Year – I students	Students
22 <sup>nd</sup> Fri	March 2019 End of Semester UE End	All Students & Examiners
25 <sup>th</sup> Mon	Registration Starts for the New Semester	Continuing students pay fees and register for the new semester & obtain confirmation from the admissions office
<b>APRIL 2019</b>		
1 <sup>st</sup> , Mon	Classes Resume for ALL Students  MBBS: Biomedical & Pre-Clinical Courses (1 <sup>st</sup> Apr, 2019 – 26 <sup>th</sup> Jul, 2019)  MBBS: Junior Clinical Rotations  MBBS: Start of Senior Clinical Rotation – II (1 <sup>st</sup> April 2019 – 26 <sup>th</sup> April 2019)  BSc MLT: Start of New Semester  BSc Nursing: Start of New Semester  Post Graduates:	All Faculty Members and Students  <b>MBBS:</b> Semester – I: Proceed into the next Semester of the year i.e. Semester – II: 16 Weeks of Contact Classes Start & End)(Biomedical & Pre- Clinical)  Semester – VII & VIII; (Continue Junior Clinical Rotations)  Semester – X; (4 Weeks of Senior Clinical Rotation – III in MED 500, PCH 500, SUR 500 & OBG 500)  <b>BSc MLT:</b> Semester – I: Proceed into the next Semester of the year i.e. Semester – II  <b>BSc Nursing:</b> Proceed into the next Semester of the year i.e. Semester – II  <b>Post Graduates:</b> All Post Graduates students proceed to the next Semester i.e. Semester –II & VI
1 <sup>st</sup> , Mon	Diploma/Certificate Nursing – Clinical Rotations (Mwananyamala Hospital) starts	Diploma/ Certificate Nursing: year three Students and Staff members
1 <sup>st</sup> , Mon	Diploma/Certificate Nursing – Clinical Rotations (Mwananyamala Hospital) starts	Diploma/ Certificate Nursing: year one Students and Staff members
1 <sup>st</sup> , Mon, Apr 2019 – 10 <sup>th</sup> , Fri, May, 2019	Community Health Nursing Field (4 wks) start and 2 weeks report writing	Diploma/ Certificate Nursing: year two Students and Staff members
3 <sup>rd</sup> , Wed	Departmental Meeting	All HODs with respective staff members discuss departmental issues
4 <sup>th</sup> , Thu	Examiners Meeting – Faculty of Nursing & Faculty of Medicine	All examiners to receive and discuss results of March 2019 UE from all departments
7 <sup>th</sup> Sun	<b>Karume Day</b>	<b>Public Holiday</b>
10 <sup>th</sup> Mon	Diploma/Certificate Nursing – Clinical Rotations (Mwananyamala Hospital) starts	Diploma/ Certificate Nursing: year two Students and Staff members
11 <sup>th</sup> , Thu	Faculty Board Meeting – Faculty of Nursing & Medicine	Faculty board members of respective faculty receive results from March 2019 UE Examiner’s Board, discuss, make recommendations and forward for endorsement by the senate
12 <sup>th</sup> , Fri	Registration Ends for the New Semester	Registration ends for the new semester; Only registered students are eligible to attend classes / clinical rotations
19 <sup>th</sup> Fri	<b>Good Friday</b>	<b>Public Holiday</b>
21 <sup>st</sup> Sun	<b>Easter Sunday</b>	<b>Public Holiday</b>
22 <sup>nd</sup> Mon	<b>Easter Monday</b>	<b>Public Holiday</b>
23 <sup>rd</sup> , Tue	Student Welfare Committee Meeting	Committee members discuss student welfare issues

	MBBS – Start of Junior Clinical Rotation – IV (23 <sup>rd</sup> April 2019– 14 <sup>th</sup> June 2019)	Semester – VII & VIII; (8 Week Junior Clinical Rotation – V in MED 400, PCH 400, SUR 400, OBG 400 & COM 400)
24 <sup>th</sup> , Wed	IMTUSO General Body Meeting	IMTUSO Cabinet & All Students
25 <sup>th</sup> Thu	DVC (Administrative Affairs) Meeting Administrative and Supporting staff	All administrative & supporting staff members
26 <sup>th</sup> , Fri	<b>Union day</b>	<b>Public Holiday</b>
29 <sup>th</sup> , Mon	MBBS: Start of Senior Rotation – III (29 <sup>th</sup> April 2019 – 24 <sup>th</sup> May 2019)	Semester – X; (4 Weeks of Senior Clinical Rotation – IV in MED 500, PCH 500, SUR 500 & OBG 500)
30 <sup>th</sup> , Tue	Senate Meeting	Senate members approve and endorse the results of March 2019UEresults as recommended by the respective Faculty boards
<b>MAY 2019</b>		
1 <sup>st</sup> , Wed	<b>Labour Day</b>	<b>Public Holiday</b>
3 <sup>rd</sup> , Fri	Departmental Meeting	All HODs with respective staff members discuss departmental issues
13 <sup>th</sup> Mon, May 2019 – 7 <sup>th</sup> , Fri, June 2019	4 Weeks Mental Health Nursing Field Rotation (Mirembe, Dodoma)	BSc Nursing Semester VI (Generic & Post RN) Students & Staff members
13 <sup>th</sup> Mon, 2019 – 7 <sup>th</sup> , Fri June 2019	4 Weeks Mental Health & Psychiatry Nursing Clinical Rotation – Muhimbili National Hospital (MNH) starts	Diploma/ Certificate Nursing: year II Students and Staff members
15 <sup>th</sup> , Wed	Dean’s Meeting with HODs & Coordinators	All departmental HODs & coordinators meet with the respective deans to discuss faculty issues
27 <sup>th</sup> , Mon	MBBS: Start of Senior Rotation – IV (27 <sup>th</sup> May 2019 – 21 <sup>st</sup> , June 2019)	Semester – X; (4 Weeks of Senior Clinical Rotation – IV in MED 500, PCH 500, SUR 500 & OBG 500)
30 <sup>th</sup> , Thu	Management Committee Meeting	Top IMTU officers meet to discuss & review managerial issues & implementation of strategic plans
<b>JUNE 2019</b>		
4 <sup>th</sup> , Tue	Departmental Meeting	All HODs with respective staff members discuss departmental issues
5 <sup>th</sup> Wed	<b>EidulFitri (Subject to sighting of the moon)</b>	<b>Public Holiday (End of Ramadan)</b>
13 <sup>th</sup> , Mon	Dean’s Meeting with HODs	All Departmental HODs meet with the respective Deans to discuss faculty issues
10 <sup>th</sup> , Mon Jun 2019 – 31 <sup>st</sup> , Fri Jul 2019	Diploma/Certificate Nursing – Clinical Rotations (Mwananyamala Hospital)	All Diploma / Certificate Nursing – Year one, two and three students & Staff Members
17 <sup>th</sup> , Mon	MBBS – Start of Junior Clinical Rotation – V (17 <sup>th</sup> Jun 2019 – 9 <sup>th</sup> Aug 2019)	Semester – VII & VIII; (8 Week Junior Clinical Rotation – V in MED 400, PCH 400, SUR 400, OBG 400 & COM 400)
19 <sup>th</sup> , Wed	Student Welfare Committee Meeting	Committee Members Discuss Student Welfare Issues
22 <sup>nd</sup> , Fri	IMTU Council Meeting (Tentative)	IMTU Council Members
<b>JULY 2019</b>		
2 <sup>nd</sup> , Tue	Departmental Meeting	All HODs with respective staff members discuss departmental issues
2 <sup>nd</sup> , Mon Jul 2019 – 12 <sup>th</sup> , Fri Jul 2019	<b>Diploma / Certificate Nursing: End of Semester Exam starts</b>	All Diploma / Certificate Nursing – Year one, two and three Students & Staff Members
5 <sup>th</sup> , Fri	IMTUSO General Body Meeting	IMTUSO Cabinet & All Students
7 <sup>th</sup> Sun	<b>Saba Saba Day</b>	<b>Public Holiday</b>
19 <sup>th</sup> , Fri	<b>LAST DAY</b> for Registration for August 2019 UE	All students register on or before 19 <sup>th</sup> of July for August 2019 UE
24 <sup>th</sup> , Wed	<b>LAST DAY</b> for Submission of Research Field	RPC members, supervisors, all MBBS

	Project Proposals	semester – VI students; <b>Nobody will be allowed to go to Semester VII without submission of an APPROVED proposal by the research committee</b>
26 <sup>th</sup> , Fri	Last Working Day of the Semester for MBBS (Except Junior Clinical Rotations), BSc MLT & BSc N Biomedical & Pre-Clinical Courses	All classes, CATS end after 16 Weeks of Contact classes for MBBS, BSc MLT & BSc Nursing Biomedical & Pre-Clinical Courses
27 <sup>st</sup> Sat July 2019 – 4 <sup>th</sup> Aug 2019	<b>STUDY HOLIDAYS</b> for August 2019 UE	9 days Study holidays for <b>MBBS</b> Semester – II, <b>BSc MLT</b> Semester – II, <b>BSc Nursing</b> Semester – II, MMed – Semester – II, MSc Semester – II, MPH – Semester – II
JULY/AUGUST 2019	FINAL NATIONAL DIPLOMA & CERTIFICATE NURSING EXAM ACCORDING TO MINISTRY OF HEALTH DATES	<b>Certificate Nursing</b> Year two & Diploma Nursing year three students and staff members
<b>AUGUST 2019</b>		
5 <sup>th</sup> , Wed	August 2019 End of Semester UE Starts	August 2019 End of Semester UE starts <b>MBBS</b> Semester – II, <b>BSc MLT</b> Semester – II, <b>BSc Nursing</b> Semester – II, MMed – Semester – II, MSc Semester – II, MPH – Semester – II
8 <sup>th</sup> Thu	<b>NaneNane (Farmer’s) Day</b>	<b>Public Holiday</b>
12 <sup>nd</sup> Wed	<b>Eid el Haj (Subject to sighting of moon)</b>	<b>Public Holiday</b>
23 <sup>rd</sup> , Fri	August 2019 End of Semester UE End	August 2019 End of Semester UE ends; All students & examiners
<b>SEPTEMBER 2019</b>		
4 <sup>th</sup> , Wed	Examiners Meeting – Faculty of Nursing & Medicine	All Examiners of the respective Faculties to receive and discuss results of August 2019 UE
12 <sup>th</sup> Thu	Faculty Board Meeting – Faculty of Nursing & Medicine	Faculty board members of the Faculty of Nursing & Medicine: 1. Receive results from the board of examiners of August 2019 UE, discuss, give recommendations and forward for endorsement by senate
23 <sup>rd</sup> , Mon	Supplementary / First Sitting University Examination – Start	All supplementing/first sitting students & examiners
<b>OCTOBER 2019</b>		
4 <sup>th</sup> , Fri	Supplementary / First Sitting University Examination – End	All supplementing/first sitting students & examiners
14 <sup>th</sup> Mon	<b>Mwalimu Nyerere Day</b>	<b>Public Holiday</b>
15 <sup>th</sup> , Tue	Examiners Meeting – Faculty of Nursing & Medicine	All examiners to receive and discuss results of September 2019 UE
22 <sup>nd</sup> Tue	Faculty Board Meeting – Faculty of Nursing & Medicine	Faculty board members of the Faculty of Nursing & Medicine: 1. Receive results from the board of examiners of September 2019 UE, discuss, give recommendations and forward for endorsement by senate 2. Preparations for new academic year
30 <sup>th</sup> , Wed	Senate Meeting	Senate members approve and endorse the August 2019& September 2018 UE results as recommended by the respective Faculty Boards