



MUSLIM UNIVERSITY OF MOROGORO

PROSPECTUS  
2020/2021

**Prospectus 2020-2021**

**Muslim University of Morogoro**

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## **1.0 INTRODUCTION**

### **1.1 Establishment**

The Muslim University of Morogoro was founded by the Muslim Development Foundation (MDF) on 23<sup>rd</sup> October 2004 by a Charter proclaimed by MDF, the proprietors of the University. Studies commenced in the academic year 2005/2006.

### **1.2 Location**

The University is located north of the magnificent Uluguru Mountains, some 4 km from the centre of Morogoro Municipality, about 300 m off the Morogoro-Dodoma highway and just about 10-minutes' walk from the main bus terminal at Msamvu. The campus, surrounded by a wall and set in beautiful gardens, covering a total area of about 18 hectares.

### **1.3 Objectives, Vision, Mission and Core Values**

#### **a) Objectives**

The objectives of the Muslim University of Morogoro (MUM) are to advance education through a variety of patterns, levels and modes of study and by a diversity of means by encouraging and developing learning and creativity, for the benefit of the community, specifically the Muslim community in the United Republic of Tanzania and beyond; to preserve, advance and disseminate knowledge and culture through teaching, scholarship and research, and to make available the results of such research; and to promote wisdom and understanding by example and, to develop the character of its students and staff by virtue of its corporate life guided by Islamic moral values.

#### **b) Vision**

To be a higher education centre of excellence with cutting edge programmes, responsive to the needs of the individual and the nation in a globalized world under the guidance of Islamic moral values.

#### **c) Mission**

To contribute to the national effort by producing highly educated and well-trained human resources inculcated with the appropriate aptitudes and attitudes for the material, moral and spiritual development of the society by upholding the highest standards of teaching, learning, research, outreach and consultancy in the provision of holistic and well-integrated education and training.

#### **d) Core Values**

The core values of the University are embodied in its daily functions. The most fundamental values are:

##### **i) Knowledge Seeking**

As prescribed in Islam, acquisition and advancement of frontiers of knowledge are an obligation of all men and women. Indeed, the first direct revelation to the Holy Prophet Muhammad (SAW) was:

*“Proclaim (or Read) in the name of Thy Lord and Cherisher, Who created man out of a leach-like clot, Proclaim! And Thy Lord is Most Bountiful, He Who taught the use of the pen, taught man that which he knew not” (Qur’an 96: 1-5).*

The revelation bears witness to this noble obligation.

##### **ii) Integrity and Prudence**

Seek nobility in both words and deeds and act in an honest, ethical, prudent and professional manner in all endeavours.

##### **iii) Excellence**

The Muslim University of Morogoro is committed to sterling performance and continuous improvement in carrying out its activities.

##### **iv) Community Built on Respect and Tolerance**

Respect for students, faculty, alumni and the general public as the source of strength will be upheld.

##### **v) Collegiality and Collaboration**

Collegial governance and collaborative, interdisciplinary efforts in teaching, scholarship, and service, and student life will be adopted as essential aspects to the successful functioning of the University.

##### **vi) Responsibility and Accountability**

Adoption of responsibility and accountability in all levels of undertaking-financial and non-financial issues will be ensured. MUM shall endeavour to disclose all pertinent information fully to clients and stakeholders in a transparent manner.

**vii) Academic Freedom, Creativity and Innovation**

The Muslim University of Morogoro will support innovation, creativity and freedom of expression as a cradle of academic excellence and intellectual advancement.

It will actively promote the sharing of ideas and information across the community and will be receptive to new progressive ideas from different quarters.

**viii) Spiritual and Academic Balance**

The Muslim University of Morogoro shall facilitate students, staff and community at large to strive for a proportionate balance between spiritual development, personal fulfilment, rational thinking and intellectual growth.

**ix) Trust and Teamwork**

Commitment to trust and teamwork amongst all stakeholders, including students, faculty members and all strategic partners with similar and/or complementing mission.

**x) Community Service**

Provision of community service around the University and elsewhere in the country aimed at raising living standards of the society.

**2.0 UNIVERSITY EXECUTIVES****2.1 Chancellor**

Prof. Ambassador, Abillahi Omari

*Dip. (IWS); Dip. (ISS); Dip. (WS); B.A. (Hons), M.A. (UDSM);  
PhD (Dalhousie).*

**2.2 Chairperson of the Council**

Dr Abdul-Rahman Saleh Al-Muhailan

### 2.3 Vice-Chancellor

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1.	Dr Abdul-Rahman Saleh Al-Muhailan	Chairman
2.	Dr Issa O. Malecela	Secretary
3.	Prof. Dato' Dr Torla Bin Hassan	Vice-Chancellor
4.	Ms Subira Issa A. Sawasawa	Member
5.	Mr Omar Jumanne Bakari	Member
6.	Dr Beverly Lucian Msambichaka	Member
7.	Sheikh Mohamed Al-Khamis	Member
8.	Dr Abdallah Al-Sumait	Member
9.	Prof. Kamal Obaid	Member
10.	Prof. Amran Rasli	Member
11.	Mr Abdulhamid Slatch	Member
12.	Dr Faraah Sheikh Mohamed	Member
13.	Direct Aid Legal Counsel	Member
14.	Dr Juma S. Chibololo	Academic Staff Representative
15.	Mr Kunambi H. Dibwe	Administrative Staff Representative
16.	Students' Representative	Member



#### 4.0 MEMBERS OF THE UNIVERSITY SENATE

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1	Prof. Dato' Dr Torla Bin Hassan	Chairman, Vice-Chancellor
2	Prof. Hamza M. Njozi	Vice-Chairman, Deputy Vice-Chancellor (Academic)
3	Prof. Mussa J. Assad	Member, Deputy Vice-Chancellor (Administration and Finance)
4	Dr Issa O. Malecela	Secretary
5	Dr Siasa Issa Mzenzi	Member, University of Dar es Salaam
6	Dr Mboni Amiri Ruzegea	Member, Muhimbili University of Health and Allied Sciences
7	Dr Hamisi Sinde	Member, Institute of Finance Management
8	Dr Mariam Hamisi	Member, University of Dar es Salaam
9	Dr Jaha M. Mulema	Member, Quality Assurance Coordinator
10	Dr Salim K. Mohamed	Member, Dean – Faculty of Arts and Humanities
11	Dr Halidi Lyeme	Member, Dean – Faculty of Science
12	Dr Bilal Juma Ramadhani	Member, Dean – Faculty of Islamic Studies
13	Dr Issa Salim Moh'd	Member, Dean – Faculty of Business Administration
14	Dr Ali A. Machano	Member, Dean – Faculty of Law and Shariah
15	Mr Iddi Jengo	Member, Examination Officer
16	Mr Abdul-Rahman J. Mumbu	Member, Admission Officer
17	Dr Nashir Kamugisha	Member, Head of Department – Education
18	Dr Said Nassoro Jaff	Member, Head of Department – Languages and Linguistics
19	Prof. Abdurahman M. Juma	Member, Head of Department – History
20	Dr Nawaje Ali Mganga	Member, Head of Department – Kiswahili
21	Dr Omari S. Shamte	Member, Head of Department – Arabic

S/No	NAME	STATUS/MEMBERSHIP
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26	Mr Mansoor Sameja	Member, Director of ICT
27	Dr Faki Ali Malengo	Member, Director of Postgraduate Studies
28	Mr Juma S. Kachemela	Member, Director of MUM FM
29	Students' Representative 1	Member
30	Students' Representative 2	Member
31	Students' Representative 3	Member
32	Students' Representative 4	Member

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### **6.1.5 Department of Kiswahili**

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## **7.8 Transport Department**

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## 8.0 ADMISSION REQUIREMENTS

### 8.1 GENERAL ADMISSION REQUIREMENTS

#### 8.1.1 Master's Degree Programme

The general minimum entry requirements for master degree are: -

- i. A bachelor degree with a GPA of 2.7 or B grade; or
- ii. A postgraduate diploma in the relevant discipline with a minimum GPA of 3.0 or B grade;

#### 8.1.2 Bachelor Programmes under Direct Entry Scheme (Holders of Form Six Qualifications)

The minimum entry requirements for the degree programmes under direct entry qualifications are: -

S/No	Category of Applicants	Minimum Admission Entry Qualifications
1.	Completed A-Level studies before 2014.	Two principal passes with a total of 4.0 points from Two Subjects defining the admission into the respective programme (where A = 5; B = 4; C= 3; D = 2; E = 1).
2.	Completed A-Level studies in 2014 and 2015.	Two principal passes ('C' and above) with a total of 4.0 points from Two Subjects defining the admission into the respective programme (where A = 5; B+ = 4; B = 3; C= 2; D = 1). <b>Grade 'D' is not considered as a principal pass in this category.</b>
3.	Completed A-Level studies from 2016 onwards	Two principal passes with a total of 4.0 points from Two Subjects defining the admission into the respective programme (where A = 5; B = 4; C= 3; D = 2; E = 1).

**N.B.:** Religious score is accepted only to candidates who apply for Bachelor of Islamic Studies or Bachelor of Law with Shariah.

### **8.1.3 The Equivalent Qualifications Entry Scheme for Holders of Ordinary Diploma or Equivalent Qualification**

Applicants eligible for equivalent admission for an undergraduate degree programmes must have at least four O-Level passes (Ds or above) or NVA Level III with less than four O-Level passes or equivalent foreign qualifications as established by either NECTA or VETA; AND

- i. At least a GPA of 3.0 for Ordinary Diploma (NTA Level 6); OR
- ii. Average of C for Full Technician Certificate (FTC) (where A=5, B=4, C=3, and D=2 points); OR
- iii. Average of 'B' Grade for Diploma in Teacher Education; OR
- iv. A Distinction for unclassified diplomas and certificates.
- v. Upper Second Class for classified non-NTA diplomas.

## **8.2 PROGRAMME SPECIFIC ENTRY REQUIREMENTS**

The specific entry requirements for the different degree programmes are as follow:

### **8.2.1 Master of Arts with Education**

- i. An applicant must have a GPA of at least 2.7 in a relevant Bachelor Degree in Education from an institution recognised by TCU in any of the following fields: Arabic, English Language, Kiswahili, Geography, History or Islamic Studies; or
- ii. Any Bachelor Degree (from a recognised institution) in the following specialisations: Arabic, English Language, Kiswahili, Geography, History or Islamic Studies, plus a Postgraduate Certificate/Diploma in Education; or
- iii. Holder of a pass degree in any field as stated in (i) and (ii) above – plus a Postgraduate Certificate/Diploma in Education

### **8.2.2 Bachelor of Science with Education**

- i. Two principal passes in Chemistry, Advanced Mathematics or Geography; or
- ii. Diploma in Education with an average of "B" or a minimum GPA of 3.0.

### **8.2.3 Bachelor of Arts with Education**

- i. Two principal passes in the following subjects: English, Kiswahili, Arabic, History, Geography or Economics; or
- a) Diploma in Education with an average of “B” or a minimum GPA of 3.0.

### **Bachelor of Arts in Mass Communication**

- a) Two principal passes in English Language and one of the following subjects: History, Geography, Kiswahili, French, Arabic, Fine Art, Economics, Commerce, Accountancy, Physics, Chemistry, Biology, Advanced Mathematics, Agriculture, Computer Science or Nutrition; or
- b) Diploma in Mass Communication, Journalism, International Relations and Records Management with an average of “B” or a minimum GPA of 3.0.

### **Bachelor of Islamic Studies with Education**

- a) Two principal passes in the following subjects: History, Geography, Kiswahili, English Language, French, Arabic, Fine Art, Economics, Commerce, Accountancy, Physics, Chemistry, Biology, Advanced Mathematics, Agriculture, Computer Science or Nutrition. If one of the principal passes is not Islamic Knowledge, an applicant must have a subsidiary pass in Islamic Knowledge at A-Level or a minimum of a “D” grade in Islamic Knowledge at O-Level; or
- b) Diploma in Education with an average of “B” or a minimum GPA of 3.0.

### **Bachelor of Business Administration**

- a) Two principal passes in the following subjects: History, Geography, Kiswahili, English Language, French, Arabic, Fine Art, Economics, Commerce, Accountancy, Physics, Chemistry, Biology, Advanced Mathematics, Agriculture, Computer Science or Nutrition. If one of the principal passes is not Advanced Mathematics, an applicant must have a subsidiary pass in Advanced Mathematics/Basic Applied Mathematics or a minimum of “D” grade in Mathematics at O-Level; or
- b) Diploma in Business Administration, Marketing, Industrial Relations, Public Sector Finance Management, Information Technology with Accounting or Human Resource Management, Financial Administration, Business Administration, Local Government Accounting and Finance, Insurance and Risk Management, Customs and Tax Management, Freight Clearing and

Forwarding, Statistics, Business Management, Procurement and Logistic Management or Banking and Finance with an average of “B” or a minimum GPA of 3.0.

### **Bachelor of Law with Shariah**

- a) Two principal passes in the following subjects: History, Geography, Kiswahili, English Language, French, Arabic, Fine Art, Economics, Commerce, Islamic Knowledge, Accountancy or Advanced Mathematics; or
- b) Diploma in Law or Law Enforcement with an average of “B” or a minimum GPA of 3.0.

## **9.0 TRANSFER OF STUDENTS**

### **9.1 ACCEPTED CONDITIONS**

The University may accept a transfer of students from other Universities provided that:

- i. The minimum transferable load for the degree programme is two semesters equivalent to 120 total credits from his/her former University as per TCU regulations.
- ii. However, students may be exempted from taking some corresponding courses taken at a former University. In this regard, students are required to seek Senate approval through their respective Faculties.

### **9.2 Short Term and Occasional Students**

The University may accept students from other universities who would like to take some courses offered at the university through short term or occasional studentship arrangements.

#### **9.2.1 Short Term arrangement**

Students who meet the University's admission requirement may be allowed to register for one or two academic semesters to take full-time courses at the University. However, they will not be offered certificate, diploma or degree at the end of their registration. They may be given a statement of results for examinations they have attempted at the University.

### **9.2.2 Occasional Students**

These are students who meet the minimum University admission requirements and would like to audit some courses at the University. They usually stay at the university for one semester. Unlike short-term students, they are not required to sit for University Examinations and hence, they are not entitled to any academic document unless a special arrangement is made.

### **9.2.3 Admission Requirements for Short Term and Occasional Students**

Students from other Universities in the country or abroad shall be admitted to this University as Short Term or Occasional Students on the following conditions:

- a) They must possess the University's minimum entry qualifications
- b) Must send applications to the Deputy Vice-Chancellor (Academic)
- c) Must pay all fees as stipulated by the University Authorities
- d) Their Universities or Colleges must support Their applications
- e) Must comply with all rules and regulations as specified by the University Authorities.

### **9.2.4 Termination and Discontinuation from Studies**

Short Term students may be terminated or discontinued from studies on the following grounds:

- a) Breach of University regulations (including examinations and admissions regulations),
- b) Violation of Immigration Regulations,
- c) Abscondment.

### **9.2.5 Change of Status**

A short term or an occasional student may be allowed to change her/his status to a fully registered student on the conditions that she/he must:

- a) Meet all admission requirements.
- b) Show satisfactory performance in courses and examinations taken at the University
- c) Be able to study for at least four semesters.

## 10.0 FEE STRUCTURE

### 10.1 Master's Programme

#### A: Direct University Costs (Payable to the University by Student/Student's Sponsor)

	Year 1		Year 2	
	Local (TShs)	Foreign (USD)	Local (TShs)	Foreign (USD)
Application Fee	50,000	50	-	-
Tuition Fee	2,000,000	2,000	1,500,000	1,500
Admission/Registration Fee	50,000	50	-	-
Graduation Fee	-	-	40,000	40
NHIF Contribution	50,400	-	50,400	-
TCU-Quality Control	20,000	20	20,000	20
Identity Card	10,000	10	-	-
Students' Union Fee	10,000	10	10,000	10
Research (Supervision)	-	-	300,000	300
<b>Total</b>	<b>2,190,400</b>	<b>2,140</b>	<b>1,920,400</b>	<b>1,870</b>

#### B: Direct Students Costs (Payable Directly to Students by his/her Sponsor)

	Year 1		Year 2	
	Local (TShs)	Foreign (USD)	Local (TShs)	Foreign (USD)
Meals	3,240,000	3,240	3,240,000	3,240
Books & Stationary	400,000	400	400,000	400
Field Expenses/Transportation	620,000	620	620,000	620
Research Expenses	-	-	4,000,000	4,000
Personal Care & Miscellaneous expenses	300,000	300	300,000	300
<b>Total</b>	<b>4,560,000</b>	<b>4,560</b>	<b>8,560,000</b>	<b>8,560</b>

## 10.2 Degree Programmes

### A: Faculties of Arts & Humanities/Business Studies/Law and Shariah/Islamic Studies.

Direct University Costs (Payable to the University by Student/Student's Sponsor)

	Tanzanian Students (TShs)				Foreign Students (USD)			
	Year 1	Year 2	Year 3	Year 4	Year 1	Year 2	Year 3	Year 4
Tuition Fee	1,200,000	1,200,000	1,200,000	1,200,000	1,200	1,200	1,200	1,200
University Accommodation	300,000	300,000	300,000	300,000	200	200	200	200
Admission/registration Fee	50,000	-	-	-	50	-	-	-
Graduation Fee			40,000	40,000	-	-	40	40
Field/Practical Training Fee	50,000	50,000	50,000	-	50	50	50	-
NHIF Contribution	50,400	50,400	50,400	50,400	-	-	-	-
TCU - Quality Control	20,000	20,000	20,000	20,000	20	20	20	20
Identity Card	5,000	-	-	-	5	-	-	-
Students' Union Fee	5,000	5,000	5,000	5,000	5	5	5	5
<b>Total</b>	<b>1,680,400</b>	<b>1,625,400</b>	<b>1,665,400</b>	<b>1,615,400</b>	<b>1,530</b>	<b>1,475</b>	<b>1,515</b>	<b>1,465</b>

**NOTE:** Year 4 is for students pursuing Bachelor of Law with Shariah programme.

**B: Faculty of Science**

Direct University Costs (Payable to the University by Student/ Student's Sponsor)

	Tanzanian Students (TShs)			Foreign Students (USD)		
	Year 1	Year 2	Year 3	Year 1	Year 2	Year 3
Tuition Fee	1,300,000	1,300,000	1,300,000	1,300	1,300	1,300
Faculty requirement	120,000	120,000	120,000	100	100	100
University hostel accommodation	300,000	300,000	300,000	200	200	200
Admission/Registration Fee	50,000	-	-	50	-	-
Field/Practical Training Fee	50,000	50,000	50,000	50	50	50
NHIF Contribution	50,400	50,400	50,400	-	-	-
Graduation Fee	-	-	40,000	-	-	40
TCU - Quality Control	20,000	20,000	20,000	20	20	20
Identity Card	5,000	-	-	5	-	-
<b>Total</b>	<b>1,895,400</b>	<b>1,840,400</b>	<b>1,880,400</b>	<b>1,725</b>	<b>1,670</b>	<b>1,710</b>

**C: Direct Students Costs (Payable Directly to Students by his/her Sponsor)**

	Tanzanian Students (TShs)				Foreign Students (USD)			
	Year 1	Year 2	Year 3	Year 4	Year 1	Year 2	Year 3	Year 4
Meals	1,800,000	1,800,000	1,800,000	1,800,000	1,500	1,500	1,500	1,500
Books & Stationary	200,000	200,000	200,000	200,000	200	200	200	200
Field Expenses/Transportation	620,000	620,000	620,000	620,000	500	500	500	500
Personal Care & Miscellaneous Expenses	250,000	250,000	250,000	250,000	250	250	250	250
<b>Total</b>	<b>2,870,000</b>	<b>2,870,000</b>	<b>2,870,000</b>	<b>2,870,000</b>	<b>2,450</b>	<b>2,450</b>	<b>2,450</b>	<b>2,450</b>

**NOTE:** Year 4 is for students pursuing Bachelor of Law with Shariah program.



### 10.3 Diploma Programmes

#### A: Non-Science Diploma Programmes

##### Direct University Costs (Payable to the University by Student/Student's Sponsor)

	<b>Year 1</b>	<b>Year 2</b>
Tuition Fee	920,000	920,000
University Accommodation	300,000	300,000
Application Fee	25,000	-
Admission/ Registration Fee	50,000	-
NHIF Contribution	50,400	50,400
Field/Practical Training Fee	50,000	
Graduation fees	-	40,000
TCU – Quality Control	20,000	20,000
Students' Union	3,000	3,000
Identity Card	5,000	-
<b>Total</b>	<b>1,423,400</b>	<b>1,333,400</b>

#### B: Diploma in Science & Laboratory Technology

##### Direct University Costs (Payable to the University by Student/ Student's Sponsor)

	<b>Year 1</b>	<b>Year 2</b>
Tuition Fees	1,200,000	1,200,000
University Accommodation	300,000	300,000
Application Fee	25,000	-
Admission/ Registration Fee	50,000	-
NHIF Contribution	50,400	50,400
Field/Practical Training Fee	50,000	-
Graduation Fee	-	40,000
TCU – Quality Control	20,000	20,000
Students' Union	3,000	3,000
Identity Card	5,000	-
<b>Total</b>	<b>1,703,400</b>	<b>1,613,400</b>

**C: Diploma in Medical Laboratory Sciences**
**Direct University Costs (Payable to the University by Student/  
Student's Sponsor)**

	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>UPGRADING</b>
Tuition Fees	2,200,000	2,200,000	2,200,000	2,200,000
University Accommodation	300,000	300,000	300,000	300,000
Admission/Registration Fee	50,000			50,000
NHIF Contribution	50,400	50,400	50,400	50,400
Graduation fees		40,000	40,000	40,000
TCU - Quality Control	20,000	20,000	20,000	20,000
Students' Union	3,000	3,000	3,000	3,000
Identity Card	5,000			5,000
<b>Total</b>	<b>2,628,400</b>	<b>2,613,400</b>	<b>2,613,400</b>	<b>2,663,800</b>

**NB:**

- i. Students who will get supplementaries will be required to pay 100,000/= while those who get carryovers or repeat of modules shall pay 300,000/=.
- ii. Students will pay annual NACTE/Ministry Examinations fees set by NACTE/Ministry.

**D: Direct Students Costs (Payable Directly to Students by his/her Sponsor per annum)**

<b>Meals</b>	<b>Books &amp; Stationary</b>	<b>Field Expenses &amp; Transport</b>	<b>Personal Care &amp; Miscellaneous expenses</b>	<b>Total</b>
1,666,000	200,000	620,000	250,000	2,736,000

**10.4 Certificate Programmes****A: Non-Science Programmes**

<b>Item</b>	<b>Total</b>
Tuition Fee	700,000
University Accommodation	300,000
Application Fee	25,000
Admission/ Registration Fee	50,000
NHIF Contribution	50,400
Field/Practical Training Fee	50,000
Graduation fees	40,000
TCU – Quality Control	20,000
Students' Union	3,000
Identity Card	5,000
<b>Total</b>	<b>1,243,400</b>

**B: Science Programmes**

<b>Item</b>	<b>Total</b>
Tuition Fee	800,000
University Accommodation	300,000
Application Fee	25,000
Admission/ Registration Fee	50,000
NHIF Contribution	50,400
Field/Practical Training Fee	50,000
Graduation fees	40,000
TCU – Quality Control	20,000
Students' Union	3,000
Identity Card	5,000
<b>Total</b>	<b>1,343,400</b>

**C: Direct Students Costs (Payable Directly to Students by his/her Sponsor per Annum)**

<b>Meals</b>	<b>Books &amp; Stationary</b>	<b>Field Expenses &amp; Transport</b>	<b>Personal Care &amp; Miscellaneous expenses</b>	<b>Total</b>
1,666,000	200,000	620,000	250,000	2,736,000

## 11.0 APPLICATION PROCEDURES

Candidates who wish to join MUM should apply online through the application portal at <http://application.mum.ac.tz>. The list of selected applicants is then submitted to TCU for approval. Admission enquiries should be addressed to:

*The Deputy Vice-Chancellor (Academic),*

*The Muslim University of Morogoro,*

*P.O. Box 1031,*

*Morogoro,*

*TANZANIA.*

*Telephone: +255 023 2600256.*

*Fax +255 023 2600286*

*E-mail address: [mum@mum.ac.tz](mailto:mum@mum.ac.tz)*

**Applicants selected to join the University are required to:**

- a) Bring with them original certificates and other relevant documents as declared in the application forms. All submitted academic records will be thoroughly checked using the NECTA database during registration.
- b) Legal action shall be taken against any applicant, who presents forged documents.
- c) Furnish the University with a satisfactory medical report from a recognized medical practitioner to obtain registration
- d) Abide fully by the University Regulations; failure to do so may lead to suspension or expulsion from the studies.

## 12.0 ADMISSION REGULATIONS

Usually, new students are admitted between October and November of every year. The academic year consists of eight months—[Circumstances may change these dates].

Registration can only be considered if the University receives satisfactory evidence that the candidate will be adequately financed during his/her course at the University. Applicants from other countries who need financial assistance to meet fees and other expenses are advised to apply for bursaries from their respective governments, employers or other sponsoring agencies.

The medium of instruction at the university is English. Thus, prospective students must have reading, writing and speaking proficiency in English. Admission to the University is conditional upon payment of a required tuition fee and presentation of a satisfactory medical report during registration.

Prospective International students must necessarily seek and obtain police clearance from their respective countries and a residence permit from immigration and submit them to the Admissions Office. International students applying for admission should submit ten black and white passport size photos, while Tanzanian students should submit three photos. Deadline of registration for the first year and continuing students shall be three weeks from the first date of orientation week.

All students admitted are required to conform entirely to the University Code of Conduct, as well as rules and regulations, which may be issued from time to time, by the University Council. Students should carry with them enough money for contingencies.

Except in exceptional circumstances, no student shall be allowed to change courses or subjects later than the fourth week after the beginning of the respective semester of the academic year.

A candidate who has previously attended any University and was discontinued on academic grounds may be admitted to this University after being tested/examined and proved that she/he is capable of carrying out studies.

A candidate who was discontinued on academic grounds wishing to re-apply in the same Faculty shall be re-admitted if he/she produces evidence which satisfies the University Senate that he/she has done some further studies and she/he is capable of following University studies.

A candidate discontinued on academic grounds from one degree programme may be allowed to apply into another degree programme provided that the University Senate approves. The Senate shall determine the mode of entry into the other degree programme.

Candidates discontinued from other universities on disciplinary grounds or on the grounds of an examination irregularity, which include cheating in the examination, possession of illegal material in the examination room, or cheating to gain admission shall not be admitted to MUM.

Students discontinued from studies on the grounds of examination irregularity shall be considered for re-admission into the same programme and year of study after

being away for two years. They shall be required to apply for re-admission through their respective Heads of Departments and Faculty Deans.

Any candidate who will be found with evidence to have cheated to gain admission shall be expelled from the University.

No students will be allowed to postpone studies except under exceptional circumstances such as; poor health or social problems, and this must be supported by satisfactory material/medical evidence.

Students may be allowed to be away from University studies for a maximum period of two years if they are to be re-admitted into the same programme and year of study where they left off.

No student shall be allowed to register for more than one programme in the same period. Students must complete all formalities, or seek, advice and be allowed to terminate or freeze registration in one programme before being admitted into another programme provided that the change is effected within three weeks after the first day of orientation week in the respective semester of study.

## **13.0 GENERAL UNIVERSITY EXAMINATION REGULATIONS**

### **13.1 PREAMBLE**

These are guidelines regulating the conduct of examinations at the Muslim University of Morogoro.

University Examinations: These are all examinations, tests, quizzes, class assignments, projects, oral panels assessment, and other forms of examinations administered to candidates registered at the University as full time, short term, occasional, or pre-University students.

### **13.2 ACADEMIC ASSESSMENT**

#### **13.2.1 DEGREE PROGRAMMES**

##### **Coursework and Final examination**

All courses shall be examined during academic semesters in which they are studied. The examinations shall consist of a continuous subject assessment of class assignments, tests, quizzes, practical, oral panels, projects and written examinations at the end of each semester.

Course work assessment shall account for 40 per cent of the total final marks, while the final examination shall account for 60 per cent of the overall final examination scores. The pass mark for each course shall be 40 per cent or C.

### **Assessment for Research Projects**

Except for Mass Communication research projects which carry 40% for research proposal and 60% for project report, all other programmes carry 20% for Research Proposal and 80% for project report.

### **Oral Examination**

A candidate at any examination may, at the discretion of the Board of Examiners, be required to attend an oral examination in addition to written and practical exams. Where oral examination is applicable, the percentages of the total scores awarded shall be as follow: - Written examinations - 60%, Practical examinations - 20% and Oral examinations - 20%. Otherwise, the Senate shall determine the distribution of scores on the recommendation of the appropriate Faculty Board.

### **Eligibility for Examinations**

- a) No candidate shall be admitted to any examination of any subject unless the Dean of the Faculty is satisfied that the candidate has fully completed all the requirements of the course.
- b) A candidate whose academic progress is considered unsatisfactory may be advised by the Dean of the Faculty to withdraw from the University.
- ⇒ A candidate whose Coursework is incomplete due to absenteeism without extenuating justification shall not be allowed to sit for a Final University Examination for a particular course.
- d) In case a candidate barred from an examination enters the examination room and sits for the paper, her/his results shall be declared null and void.

### **Absence from Examinations**

- a) No candidate shall be admitted to any examination in any subject unless the Dean of the Faculty is satisfied that the candidate has fully completed all the requirements of the course.
- b) A candidate who absconds from examination(s) (as prescribed under Section 3 of the General University Examination Regulations) without genuine reasons shall be discontinued from studies.

**Board of Examiners**

- a) There shall be a Board of Examiners at departmental and faculty levels which shall consist of Internal and External Examiners.
- b) External Examiners shall receive such honoraria, as the Council may prescribe from time to time.

**Dates of Examinations**

- a) Examinations in all Faculties shall be held at a time to be determined by the University, which shall generally be the last two weeks of the academic semester. Candidates who are referred will be re-examined in the referred subjects at a time to be determined by the University, which shall generally be not less than one month after the ordinary final examinations at the end of the academic semester.
- b) A candidate who for any genuine cause was unable to present himself/herself in the ordinary examination may, with the special permission of the Senate, present himself/herself for first sitting examination, at a time fixed for any supplementary examination.
- c) In case such a candidate again for any genuine cause was unable to sit during the time fixed for the supplementary examination, she/he shall be required to postpone studies.
- d) Any such candidate who fails in his/her first sitting in any examination done at a time other than ordinary examination time shall be allowed to do a supplementary examination one-month after the official results.

**Conduct of Examinations**

- a) University examinations shall be conducted under the control of the Deputy Vice-Chancellor (Academic) or such other officer of the University as the Deputy Vice-Chancellor (Academic) may appoint.
- b) Senate shall appoint the examiners for the University Examinations in the manner it shall prescribe.
- c) The Office of the Deputy Vice-Chancellor (Academic) shall have the power to issue instructions, notes and guidelines to candidates, invigilators, and examiners.

**Examination Irregularities**

- a) An examination irregularity may include cheating or dishonesty or falsification, causing a disturbance in or near any examination room, destruction of evidence of illegal material, unauthorised absence from the



- examination room, staying outside the examination room for an unduly long period without permission from the invigilator.
- b) Unauthorised materials include written or printed materials, electronic devices such as mobile phones, computers, radio cassettes or other types of cassette players, radios, drinks, food and any other equipment specified from time to time by the University authorities.
  - c) All cases of alleged examination irregularities shall be reported immediately to the Deputy Vice-Chancellor (Academic) who shall promptly call the Examination Committee to discuss the matter and decide what further actions to take.
  - d) Any candidate proved to have cheated in any part of the examination as prescribed under Section 3 of the General University Examination Regulations, or brought or used unauthorised material in the examination room shall be discontinued immediately from studies, subject to confirmation by Senate.
  - e) A candidate discontinued from University because of an examination irregularity shall be barred from University for three years. He/she may be reinstated after sending a request to Senate through his/her respective Department and Faculty. The Senate shall have powers to allow the student to continue with studies in a year of study or request the candidate to send a new application for admission.

### **Release of Examination Results**

The Dean of the relevant Faculty shall publish provisional Examination results arranged in a manner prescribed by Senate, soon after the Faculty Board meeting; however, the results shall not be regarded as final until they are confirmed by Senate.

### **Appeals**

- a) When unfair marking, which has not been noticed by an external examiner or other similar irregularity in the conduct of any University Examination is alleged, an appeal may be made by the concerned student.
- b) An appeal about the conduct of any University examinations and marking of scripts must be lodged within 60 days from the date of which examination results were published.
- c) All appeals must be lodged with the Faculty Board to which the appellant belongs. The Faculty Board or its Chairman shall make observations or recommendations and forward them to the Senate.
- d) An appellant shall pay a charge of Tsh.50,000/- per course, or as the

University Senate may prescribe from time to time.

**Preservation of scripts**

The University shall preserve the students' scripts for reference for three years.

**Supplementary Examinations**

- a) A candidate failing in any number of courses and whose GPA is not less than 1.8 shall be allowed to sit for supplementary examination(s).
- b) A supplementary examination shall only be awarded a "C" grade.

**Carry Over**

- a) A candidate who fails a supplementary examination (s) shall be allowed to carry over the failed courses.
- b) Carrying over failed courses into following year shall imply repeating the failed courses into the following year by fulfilling all the requirements of the course.
- c) All carried over courses shall be cleared within the maximum allowable period of registration; otherwise, the student will be discontinued from studies.
- d) A candidate who fails a carryover shall be allowed to do supplementary examination(s) of that course.
- e) A carried over subject shall be awarded a "C" grade.

**Discontinuation from studies on academic grounds**

- a) A candidate failing in any number of courses and whose GPA is less than 1.8 shall be discontinued.
- b) A candidate who fails a supplementary examination(s) of carried over course shall be discontinued.

### Grading System

For purposes of the classification of degrees, a Five-Point system shall be used in averaging the final grades. The letter grades shall be assigned as follow:

<b>MARKS (%)</b>	<b>GRADE</b>	<b>POINTS</b>	<b>REMARKS</b>
70 - 100	A	5 points	Excellent
60 – 69	B+	4 points	Very Good
50 – 59	B	3 points	Good
40 – 49	C	2 points	Fair/satisfactory
35 – 39	D	1 point	Fail
0 – 34	E	point	Absolute fail

### Classification of Degree

Courses shall be weighted by multiplying the points associated with the final grade of a given course by the number of its course units. A candidate's overall performance, i.e., Grade Points Aggregate (GPA) is then found by dividing the total scores taken for all course units into the weighted total number of all courses taken:

$$\text{Grade Points Aggregate (GPA)} \\ = \frac{\text{Total scores for all course units}}{\text{Weighted total number of all courses taken}}$$

### Classification of Final Awards

The Bachelor's degree of the Muslim University of Morogoro shall be classified as First Class, Upper Second Class, Lower Second Class, and Pass (Third Class).

These categories shall be awarded as follow:

- a) First Class shall be awarded to a candidate, who obtains an overall average of A, i.e., a GPA of 4.4 to 5.0.
- b) Upper Second Class shall be awarded to a candidate who obtains an overall

average in the range of 3.5 to 4.3.

- c) Lower Second Class shall be awarded to a candidate who obtains an overall average in the range of 2.7 to 3.4.
- d) Pass degree shall be awarded to a candidate who obtains an overall average in the range of 2.0 to 2.6.

**NB:** GPA shall be truncated in one decimal point.

### **Certificates and Transcripts**

The Muslim University of Morogoro certificates shall carry special features as shall be prescribed. Original certificates shall be signed by the Vice-Chancellor and the Deputy Vice-Chancellor (Academic) and shall be issued to graduates upon successful completion of their programmes. The Deputy Vice-Chancellor (Academic) or any other person appointed by the University Authorities may certify copies of certificates as true copies of the original.

Original copies of official transcripts are the property of the University. They must be kept under the custodian of the Deputy Vice-Chancellor (Academic) or any other person appointed by the University Authorities. Candidates shall be issued with certified copies of transcripts.

The Senate may prescribe rates of certification fee from time to time.

### **Minimum Credits for Certificates Awards at Each Exit Level**

Certificates will be awarded to candidates who failed to continue with their studies to acknowledge the knowledge and skills they have obtained in their studies. The qualified candidates should have the following qualifications in terms of credits.

- a) Higher Certificate (UQF Level 7) requires a student to complete 120 credits,
- b) Higher Diploma (UQF Level 7) requires a student to complete 240 credits.
- c) Bachelor Degree (UQF level 8) requires a student to complete 360 credits

### **Loss of Certificate**

- a) In case of loss of the original certificate or a copy thereof, the Senate or its Chairman may authorise the Deputy Vice-Chancellor (Academic) to issue a copy after fulfilling the following conditions:
  - i. The applicant produces an affidavit declaring the loss of the

- certificate;
- ii. The applicant presents evidence that the loss has been reported to the applicant's nearest Police Station;
  - iii. The applicant produces evidence that the loss has been widely announced on the newspapers and other media;
  - iv. The applicant has paid the replacement fee as prescribed by the Senate.
  - v. A copy of the lost certificate shall be issued after one year from the date the applicant has submitted the requirements stated (a) - (d) above.

The University shall issue a new certificate stamped COPY across.

- b) In case of partial destruction of the original certificate or a copy thereof of the Muslim University of Morogoro, the Senate or its Chairman may authorise the Deputy Vice-Chancellor (Academic) to issue a copy after fulfilling the following conditions:

- i. The applicant produces an affidavit declaring the destruction of the certificate;
- ii. Submits a letter to the Deputy Vice-Chancellor (Academics) requesting the University to replace the destroyed certificate;
- iii. Submits the destroyed certificate;
- iv. The applicant has paid the replacement fee as prescribed by Senate

The University shall issue a new certificate stamped COPY across

### 13.2.2 NON-DEGREE PROGRAMMES

With the exception of **Eligibility for Examinations, Absence from Examinations, Board of Examiners, Dates of Examinations, Conduct of Examinations, Examination Irregularities, Release of Examination Results, Appeals, Preservation of scripts, Certificates and Transcripts and Loss of Certificates**, all other University examinations regulations for Non-Degree programmes shall be as prescribed in their respective curricula.

## 14.0 GUIDELINES ON THE CONDUCT OF UNIVERSITY EXAMINATIONS

### 14.1.0 EXAMINERS

#### 14.1.1 External Examiners

##### 14.1.1.1 Participation in Moderation of Examinations

All Academic Members of staff who have participated in teaching courses under examination shall constitute the Board of Internal Examiners.

##### 14.1.1.2 Duties and Responsibilities of Internal Examiners

- a) Participate fully in the Examination Process.
- b) Attend the examination room before and after the Examination to assist Invigilators.
- c) Mark the Examinations and submit provisional results to the Head of department.

#### 14.1.2 External Examiners

- a) External Examiners shall be appointed from qualified persons outside the University who have not served the University for any Post (Part-Time, Temporary, or Permanent) for at least two years before the appointment.
- b) Unless the Senate decides otherwise, a person shall not serve as an external examiner for a period longer than four consecutive years.
- c) Unless the Senate decides otherwise, a person who has served as an external examiner for four consecutive years may be re-appointed two years after the end of his first appointment.
- d) No person shall serve as an external examiner for more than two terms.

##### 14.1.2.1 Appointment of External Examiners

- a) The Department, through the Faculty, shall recommend to Senate, the appointment of external examiners. The recommendation shall be attached to the candidate's CV.
- b) The minimum period of field experience before someone can be eligible for appointment as an External Examiner shall be three (3) years for holders of Master's Degree and two (2) years for holders of Doctorate Degree.

#### 14.1.2.2 External Examiners' Board Meeting

- a) There will be an External Examiners' Board Meeting in every Semester to remark and cross-check the Examinations scripts. The External Examiners should also be given the respective examinations papers for moderation before the conduct of the examinations.
- b) Upon arrival for the duty, the External Examiner shall be provided with:
  - i. Course Outline
  - ii. Reading List
  - iii. Examinations Questions
  - iv. Marking Guide
  - v. Candidates' answer Scripts

#### 14.1.2.3 Marking of Scripts

- a) External Examiners shall mark examinations scripts of each semester.
- b) Where there is a substantial discrepancy in grading between Internal and External Examiner, the Examiners Board shall have the mandate to direct the Department concerned on how to resolve the issue.

#### 14.1.2.4 External Examiners' Reports

External Examiners are required, as part of their duties, to report to the Deputy Vice-Chancellor (Academic) on the general standard of examination papers and the candidate's performances. The Report shall follow the following format:

- Introduction (General Overview of the syllabus, course outline, course content, examination questions and the material covered);
- The relevance of material referred to the subject matter;
- The relevance of examination to syllabus, course outlines and course resources;
- Comments on each examination question;
- Recommendations on areas of improvement;
- Conclusion.

#### **14.1.2.5 Meeting with Internal Examiners**

It is recommended that external examiners and internal examiners from their respective faculties meet for a discussion about the marking process before submitting the general report to DVC academic. The meeting aims at furthering their frontiers of knowledge and sharing ideas on marking.

#### **14.1.2.6 External Examiners for Supplementary/ Special Examinations**

There shall be no external examiners for supplementary/special examinations. However, the faculty may appoint a staff member to act as moderator.

### **14.2.0 ALLOWANCES PERTAINING TO EXAMINATIONS**

#### **14.2.1 Internal Examiners**

Internal Examiners will be provided with transport cost and per diem on the day(s) of the Examinations Board Meeting.

#### **14.2.2 External Examiners**

In consideration of their services to the University, External Examiners shall receive:

- a) Honorarium as prescribed by the Senate;
- b) Free accommodation for a specific period;
- c) Return First Class ticket by sea or rail, economy class by air;
- d) Meal allowance (the amount to be prescribed by the Senate);
- e) Refund of incidental expenses (postage, fax, local transport, visa, etc.) upon submission of relevant receipts.

### **14.3.0 INSTRUCTIONS**

#### **14.3.1 INSTRUCTIONS TO CANDIDATES**

1. These instructions shall be read along with other University Regulations governing the conduct of examinations.
2. Candidates shall make sure that they have been issued with examination numbers in two or three days before the examinations begin.
3. Candidates shall read the Examinations timetable. If there are any queries, students shall present them to the examination officer as soon as they discover them.
4. Candidates are required to acquaint themselves with the seating arrangement for each examination in advance.



5. Candidates are required to be at the Examinations centre at least thirty (30) minutes before the commencement of the examination.
6. No candidate shall enter into the examination room unless they are instructed to do so by the invigilator.
7. The Invigilator shall enter into the examination room ten (10) minutes before the commencement of examination.
8. In case, the Invigilator fails to turn up at the examination room, twenty (20) minutes after the time scheduled for the commencement of examination, the candidates' representative shall immediately report to the Head of Department, who shall then report to the respective Dean of Faculty and Examinations Officer.
9. While in the examination room candidates are required to sit quietly at their respective seats.
10. Rough work shall be done at the end of the examination answer booklet and be crossed out.
11. If the candidate needs additional answer booklet, he/she shall request for it from the Invigilator.
12. No books, papers, computers and all other electronic devices, and any unauthorized material shall be taken into the examination room.
13. Candidates may request the Invigilator to provide mathematical tables, statutes and any other material required for a particular examination.
14. Once a candidate is found with illegal materials in the examination room, he/she shall be required to sign on the material to confirm that they are his/hers.
15. Failure of a candidate to adhere to instruction No. 14 shall constitute an offence.
16. Invigilator shall have the power to confiscate any book, manuscript, paper, electronic device or other unauthorized materials brought into the examinations room by a candidate.
17. The Invigilators shall have the power to expel any candidate who creates disturbance in the examination room.
18. No candidate shall be allowed to enter into the examinations room after thirty (30) minutes of commencement of examinations.
19. No candidate shall be allowed to leave the examination room without permission from the invigilator.
20. At the end of the examination and on instruction from the invigilator, candidates shall stop writing and remain seated until all examination scripts are collected and counted by the invigilator.

21. Candidates shall not leave the examination room until the invigilator instructs them to do so.
22. Candidates shall not be allowed to take anything from the examination room unless they are instructed otherwise.
23. If a candidate feels sick during the examination, he/she shall report the matter to the invigilator.

### **14.3.2 INSTRUCTIONS TO INVIGILATORS**

#### **14.3.2.1 Procedures before the Examination**

- 14.3.2.1.1 The Invigilator shall be present in the Examination room at least twenty minutes before the commencement of the examination.
- 14.3.2.1.2 If he/she finds some students in the Examinations room, he/she shall order them to vacate the room.
- 14.3.2.1.3 The Invigilator shall make sure that the Examinations Officer provided them with the following items;
  - i. Question papers;  
Each Invigilator shall personally collect sealed envelopes containing question papers from the Examinations Officer at least thirty (30) minutes before the examination. If the envelope containing examinations papers is not sealed, the Invigilator must report the incident to the Head of Department who shall then report to the Dean of the respective Faculty and the Deputy Vice-Chancellor (Academics);
  - ii. List of candidates required to sit for the examination;
  - iii. Invigilators report form;
  - iv. Examination answer books;
  - v. Any other material needed for examination (e.g. charts, log tables, statutes, etc.).
- 14.3.2.1.4 In case the Invigilator fails to collect question papers and other materials from the Examinations Officer, five (5) minutes after the scheduled time of examination; the Examinations Officer shall report the incident to the respective Head of Department who shall then appoint another Invigilator.

- 14.3.2.1.5 The Head of Department shall request the invigilator who failed to execute his/her obligations to provide a written explanation before reporting the matter to the respective Dean of Faculty.
- 14.3.2.1.6 Invigilator shall announce that no bags, books, attaché cases, papers, electronic devices are allowed in the Examinations room. For the security of some items, the Invigilator may allow candidates to deposit them with him/her before the candidate is permitted to enter into the Examinations room.
- 14.3.2.1.7 Invigilators shall admit candidates to the Examinations room ten minutes before the commencement of the examinations. In case of a big class, Invigilators may admit candidates twenty minutes before the start of examination(s).
- 14.3.2.1.8 Invigilators shall make sure all candidates have taken their proper seats.
- 14.3.2.1.9 After all candidates are seated, the Invigilator shall:
- i. Inspect the room to make sure that there are no unauthorized materials;
  - ii. Remind the candidates that illegal materials are not allowed in the examination;
  - iii. Distribute examination papers;
  - iv. Distribute examination answer booklets;
  - v. Call attention to and instruction on the answer booklet and question paper if necessary;
  - vi. Announce to candidates that they should satisfy themselves that they have the correct examination paper;
  - vii. Announce to candidates the duration of the examination;
  - viii. Give candidates five minutes to read the examination paper and ask questions if any;
  - ix. Tell the candidates to start writing the examination and note the starting time.

#### **14.3.2.2 Procedures During the Examination**

- 14.3.2.2.1 Invigilators shall not admit any candidate into the examination room after thirty (30) minutes from the commencement of the examination.
- 14.3.2.2.2 Invigilators shall not allow any candidate to leave the examination room within the first thirty (30) minutes of the examination.

- 14.3.2.2.3 After the first thirty (30) minutes, the Invigilator shall pass around, register the candidates present and collect examination papers and answer booklet from vacant seats.
- 14.3.2.2.4 During the examination, the Invigilator, shall make sure that candidates are provided with any additional requirements like paper, log tables, statutes etc.
- 14.3.2.2.5 Candidates may be provided with rough papers or allowed to do rough work at the end of their answer booklets.
- 14.3.2.2.6 No candidate shall be permitted to leave his/her seat during the examination without the permission of the Invigilator.
- 14.3.2.2.7 In case of examination irregularity, (especially, cheating, i.e. Copying, communicating, or causing disturbance and other unfair practices) the Invigilator shall call the attention of another Invigilator or any other staff member who is around to act as a witness, if available. Then the case shall be reported to the Examinations Officer immediately.
- 14.3.2.2.8 Once the Invigilator finds a candidate with unauthorized material, he/she shall ask the candidate to sign on the material to confirm that the material belongs to him or her.
- 14.3.2.2.9 Invigilators shall have the power to confiscate illegal materials and order the candidate to leave the examination room if he/she creates a disturbance.
- 14.3.2.2.10 In case of 14.4.2.7 and 14.1.2.8 above, the candidate shall be informed that he/she contravened the University Examinations Regulations and that he/she shall be reported to the University Authorities, but he/she shall be allowed to continue with the examination.
- 14.3.2.2.11 After the examination, the Invigilator, shall write a report on the incident (14.4.2.7 and 14.1.2.8) and submit it together with confiscated material to the Deputy Vice-Chancellor (Academics).
- 14.3.2.2.12 In case of examination irregularity, the Deputy Vice-Chancellor (Academic) shall call the Examinations Committee to discuss the matter. The accused candidate and other witnesses shall appear before the Committee.

14.3.2.2.13 During the examination, the Invigilator, shall move around the examination room as frequently as possible.

14.3.2.2.14 In case of illness of a candidate, the Invigilator shall report the incident immediately to the Examinations Officer.

### **14.3.2.3 Procedures at the End of the Examination**

14.3.2.3.1 No candidate shall be allowed to leave the examination room before his/her script has been collected.

14.3.2.3.2 At the end of the examination period, the Invigilator shall ask students to stop writing and then collect all scripts.

14.3.2.3.3 The Invigilator shall count the examination scripts and compare them to the attendance sheet. This is to ensure that all scripts have been collected.

14.3.2.3.4 Invigilators shall sign the attendance sheet before handing over the scripts to the Examinations Officer.

14.3.2.3.5 The Invigilator shall hand over all extra examination papers and answer booklets to the Examinations Officer.

## **15.0 SOCIAL AND WELFARE FACILITIES**

### **15.1 PLACES OF WORSHIP**

The University is close to many places of worship for different religions. There is a mosque on campus.

### **15.2 MEDICAL SERVICES**

Students are advised to use medical services at designated hospitals in the Morogoro Municipality or Regional Government hospital where staff and their immediate families attend.

### 15.3 STUDENTS' ACCOMMODATION

Currently, the University Campus has four hostel buildings with the capacity of accommodating 830 students as described in the table below:

<b>S/N</b>	<b>BUILDING</b>	<b>CAPACITY</b>	<b>GENDER</b>
1.	Nyerere	240	Males
2.	Mandela	240	Females
3.	Samora	250	Females
4.	Junior Quarter	100	Females
<b>5.</b>	<b>Total</b>	<b>830</b>	

The following order of priority shall be considered in the allocation of rooms in the University hostels:

- a) Disabled students,
- b) International students, and
- c) Female students.

Students who are accommodated in the University hostels are obliged to pay accommodation fee at an authorized rate. For students who opt to live off-campus, the Dean of Students offers advice on matters of appropriate housing.

### 15.4 STUDENTS' ORGANISATION

Students have their organisation known as the Muslim University of Morogoro Students' Organisation (MUMSO) which covers a wide range of students' interests. One of the objectives of the students' organisation is to protect and promote students' interests in line with academic, professional, social and cultural ethics, in all aspects of their lives during their stay at the University. The student government organizes most of the students' activities. The organization addresses itself on issues of student's politics, social events, games and sports and various other forms of entertainment.

### 15.5 GAMES AND SPORTS

The University has some sporting facilities such as running track, lawn tennis court, netball, basketball, volleyball grounds and standard football pitch with terraces for seating up to 5,000 people.

### 15.6 CATERING SERVICES

The University provides out-sourced cafeteria services. Students are not allowed to cook or dine in their hostel rooms. Since the present cafeteria is commercialised, students and staff have to pay cash for their meals. Furthermore, the cafeteria offers catering services for special events upon request.

## 15.7 BOOKSHOP AND STATIONERIES

At the moment, the University does not have a bookshop. Bookstores are available in the centre of Morogoro Municipality, about four Kilometres from the University Campus. There are small privately-owned stores on-campus that sell stationeries and provide some secretarial services.

## 15.8 THE LIBRARY

The University plans to extend an ICT Complex which will also house the library facility. For the moment, the University maintains a temporary library to which extension has been made to accommodate nearly 300 readers at a time. The collection of printed and audio-visual materials present in the library is geared towards providing materials to support teaching, learning and research activities at the University. PCs in the library and the Computer Room currently housed in ICT building are connected to the internet and users can access materials. The Library has a total of 7,000 volume number of books, 1,500 volume number of Journal Titles, and 22 Computer Terminals. Students at all levels of study are strongly encouraged to come along with their own laptops.

### 15.8.1 Opening Hours

DAYS	EVENT	TIME	TIME
Monday to Thursday	Opening	08:30 am	– 12:45 pm
	Break	12:45 pm	– 01:30 pm
	Evening	01:30 pm	– 03:45 pm
	Break	03:45 pm	– 04:30 pm
	Evening	04:30 pm	– 06:30 pm
	Break	06:30 pm	– 08:15 pm
	Evening	08:15 pm	– 10:00 pm
Friday	Opening	08:30 am	– 11:00 am
	Break	11:00 am	– 02:00 pm
	Evening	02:00 pm	– 03:45 pm
	Break	03:45 pm	– 04:30 pm
	Evening	04:30 pm	– 06:30 pm
	Break	06:30 pm	– 08:15 pm
	Evening	08:15 pm	– 10:00 pm
Saturday	Opening	09:00 am	– 12:45 pm
	Break	12:45 pm	– 01:30 pm
	Evening	01:30 pm	– 03:45 pm
	Break	03:45 pm	– 04:30 pm
	Evening	04:30 pm	– 06:30 pm
	Break	06:30 pm	– 08:15 pm

	<b>Evening</b>	<b>08:15 pm</b>	–	<b>09:00 pm</b>
<b>Sunday</b>	<b>Opening</b>	<b>10:00 am</b>	–	<b>12:45 pm</b>
	<b>Break</b>	<b>12:45 pm</b>	–	<b>01:30 pm</b>
	<b>Evening</b>	<b>01:30 pm</b>	–	<b>03:00 pm</b>

### 15.8.2 Membership

Membership to the library is open to bonafide members of the University, i.e. Faculty, Students and Staff. Students must undergo a library orientation programme before registration. Researchers and other users who are not members of the University will be allowed to utilise materials/resources within the library but cannot borrow them for home use.

### 15.8.3 Loan Privileges

Registered members will be able to enjoy borrowing facilities offered by the library in the following categories:

- i. Faculty: maximum of six (6) books for two (2) months.
- ii. Staff: maximum of two (2) books for one (1) month.
- iii. Students: maximum of two (2) books for two (2) weeks.

### Loan Duration

How long a user stays with a loaned material will depend on which category of items he/she has borrowed, as shown below:

- i. Long term loans – a category of books borrowed for one (1) week.
- ii. Short term loans – a category of books borrowed for one (1) hour and not borrowed out of the library.
- iii. Reference books – borrowed and used within the library.

### Renewal

Library Members who wish to extend the loan period of library materials under their custody are eligible for renewal as long as nobody else has reserved the item.

### Reservations

Library members who wish to borrow books that are already on loan to other users can place a reservation on the items so that items upon return cannot be renewed.

### Recall

The librarian can recall books already borrowed to a user before the loan period is over to facilitate the use of the materials by another user.



#### 15.8.4 Conduct

Library rules and regulations will include the expected general behaviour and conduct of users while they are in the library.

##### **General Regulations**

- i. Any reader leaving the library should declare his/her possessions at the counter for inspection.
- ii. Handbags, files, folders, envelopes and any other belongings are not allowed in the library beyond the baggage area.
- iii. All cell phones (mobiles) MUST be switched off or put on vibration or silent mode before entering the library.
- iv. Library seats are not to be booked by users either for their personal use or for friends.
- v. There should be peace and tranquillity within the premises; any breach of this rule can lead to drastic disciplinary action against the culprit.
- vi. Do not mutilate, steal or tear library books or any other library material.
- vii. Do not smoke, drink, chew gum, eat or make noise in the library.

##### **Penalties**

- i. A fine will be charged on overdue books/materials at sh. 200/= per book per day, and sh. 300/= for a special reserve collection or reference books taken for photocopy out of the library and not returned on the same day.
- ii. Any user who loses a library book/material will be required to pay an equivalent amount of money for the lost book or purchase a new copy as a replacement.
- iii. Overdue fines will continue to accumulate even after the loss of the book has been reported, and the user will also pay the accrued overdue fines.
- iv. Disciplinary action will be taken against users who attempt to steal or damage library materials.

## 16.0 POSTGRADUATE PROGRAMME

In the academic year 2020/2021, the Muslim University of Morogoro offers one master's programme, namely Master of Arts with Education.

### **Programme Description**

The Master of Arts with Education is intended for graduate arts teachers who want to expand scope and depth of their knowledge base in their major areas of specialisation and advance their professional careers in their fields of specialisation. The programme is offered in the mode of course-work and dissertation, and the duration is 18 months. The course-work programme component consists of arts discipline-based and educational courses. A candidate shall major in only one art subject among the following subjects; Arabic, Kiswahili, English, Geography, History or Islamic Studies. The following tables show the programme matrix and courses matrix offered in the programme.

**Table 16.1:** *Master of Arts with Education – Programme Matrix*

<b>Educational Courses</b>				
<b>Code</b>	<b>Course Title</b>	<b>Credits</b>	<b>Year</b>	<b>Semester</b>
ED 611	Research Methods in Social Sciences	12	1	1
ED 612	Curriculum Foundations, Issues & Applications	12	1	1
<b>Elective Courses</b>				
Elective education	Elective	12	1	1
TS (C1)		12	1	1
Elective course		12	1	1
<b>Total First Semester Credits</b>		<b>60</b>		
ED 621	Educational Planning, Management & Leadership	12	1	2
ED 622	Educational psychology	12	1	2
Elective education	Elective	12	1	1
TS (C2)		12	1	2
Elective course		12	1	2
<b>Total Second Semester Credits</b>		<b>60</b>		
ED 699	Dissertation	<b>60</b>	2	3
<b>Total Credits</b>		<b>120</b>		

\*TS = Teaching Subject

\*C = A course within a selected Teaching Subject

**Table 16.2:** *Elective Courses – Education*

Code	Course Title	Credits	Year	Semester
ED 613	Educational Technology	12	1	1
ED 614	Educational Policy & Comparative Education	12	1	1
ED 623	Educational Guidance and Counselling	12	1	2
ED 625	Educational Measurement & Statistics	12	1	2
ED 626	Economics of Education and Finance	12	1	2

**Table 16.3:** *Core Courses – Geography*

Code	Course Title	Credits	Year	Semester
GE 611	Geoinformatics	12	1	1
GE 621	Social Science Statistical Methods	12	1	2

**Table 16.4:** *Elective Courses – Geography*

Code	Course Title	Credits	Year	Semester
GE 612	Project Planning Management	12	1	1
GE 613	Climatology & Hydrology	12	1	1
GE 622	Environment & Landscape	12	1	2
GE 623	Demographic Techniques	12	1	2

**Table 16.5:** *Core Courses – English*

Code	Course Title	Credits	Year	Semester
EL 611	Teaching English as Second Language	12	1	1
EL 621	Discourse Analysis for English Language Teachers	12	1	2

**Table 16.6:** *Elective Courses – English*

Code	Course Title	Credits	Year	Semester
EL 612	Second Language Acquisition	12	1	1
EL 613	A Practical Guide to English Phonetics and Phonology	12	1	1
EL 622	Language Skills for English Language Learners	12	1	2
EL 623	Advanced Linguistic Theory	12	1	2

**Table 16.7:** *Core Courses – Kiswahili*

Code	Course Title	Credits	Year	Semester
KS 611	Nadharia na Mbinu za Kufundishia Kiswahili kwa Wageni	12	1	1
KS 621	Stadi za Utafiti	12	1	2

**Table 16.8:** *Elective Courses – Kiswahili*

Code	Course Title	Credits	Year	Semester
KS 612	Ujasiriamali katika Taaluma za Kiswahili	12	1	1
KS 613	Kazi Bora za Fasihi ya Kiswahili	12	1	1
KS 622	Tafsiri na Ukalimani: Nadharia na Vitendo	12	1	2
KS 623	Masuala ya Kisasa katika Isimu ya Kiswahili	12	1	2

**Table 16.9:** *Core Courses – Arabic*

Code	Course Title	Credits	Year	Semester
AR 611	Method and techniques of teaching Arabic language skills.	12	1	1
AR 621	Constructive Linguistics & Error Analysis	12	1	2

**Table 16.10:** *Elective Courses – Arabic*

Code	Course Title	Credits	Year	Semester
AR 612	Testing and Evaluation in Arabic language	12	1	1
AR 613	Arabic Literature Criticism	12	1	1
AR 622	Curriculum and Text Book Designing for Non-Arabic Speakers	12	1	2
AR 623	Advanced studies in Arabic Syntax, Morphology and Rhetoric	12	1	2

**Table 16.11:** *Core Courses – Islamic*

Code	Course Title	Credits	Year	Semester
IS 612	Sciences of the Qur'an	12	1	1
IS 623	Hadith Studies	12	1	2

**Table 16.12:** *Elective Courses – Islamic*

<b>Code</b>	<b>Course Title</b>	<b>Credits</b>	<b>Year</b>	<b>Semester</b>
IS 613	Principles of Islamic Jurisprudence ( <i>Usool al-Fiqh</i> )	12	1	1
IS 614	Maqasid al-Shari'ah (Objectives of the Islamic law)	12	1	1
IS 621	Islamic History	12	1	2
IS 622	Institutional Management and Administration in Islam	12	1	2

**Table 16.13:** *Core Courses – History*

<b>Code</b>	<b>Course Title</b>	<b>Credits</b>	<b>Year</b>	<b>Semester</b>
HI 611	African Historiographic Traditions	12	1	1
HI 621	Philosophy of History	12	1	2

**Table 16.14:** *Elective Courses – History*

<b>Code</b>	<b>Course Title</b>	<b>Credits</b>	<b>Year</b>	<b>Semester</b>
HI 612	Africa in Global Capitalist System	12	1	1
HI 613	Sources and Methods of African History	12	1	1
HI 622	Research Methods in History	12	1	2
HI 623	Issues in Teaching History Content for Secondary Education	12	1	2

## 17.0 UNDERGRADUATE PROGRAMMES

In the academic year 2020/2021, the Muslim University of Morogoro offers six bachelor programmes, as shown in Table 1 below.

**Table 17.1:** *Bachelor Programmes*

S/No	Programme	No. of Years
1	Bachelor of Arts (Education)	3
2	Bachelor of Science (Education)	3
3	Bachelor of Islamic Studies with Education	3
4	Bachelor of Arts (Mass Communication)	3
5	Bachelor of Business Administration	3
6	Bachelor of Law with Shariah	4

### 17.1 Bachelor of Arts (Education) – Programme Structure

Students pursuing a degree in Bachelor of Arts (Education) select two teaching subjects out of six arts teaching subjects offered at Muslim University of Morogoro namely; History, Geography, Economics, Kiswahili, English and Arabic. They also have to take the university-wide course and educational courses. For a student to graduate in this programme, he/she should accumulate at least 360 credits. The following tables show the programme matrix and courses matrix offered in the programme.



Table 17.2: Bachelor of Arts (Education) – Programme Matrix

Semester 1, Year 1		Semester 2, Year 1		Semester 1, Year 2	
Course Code	Credits	Course Code	Credits	Course Code	Credits
MS 111	5	IS 120	5	IS 234	5
MS 114	5	ED 121	7.5	ED 230	7.5
EL 110	5	ED 124	7.5	ED 231	7.5
IS 114	5	TS I	15	ED 232	10
ED 112	7.5	TS II	15	TS I	15
ED 113	7.5			TS II	15
TS I	15				
TS II	15				
<b>Total</b>	<b>65</b>		<b>50</b>		<b>60</b>
Semester 2, Year 2		Semester 1, Year 3		Semester 2, Year 3	
Course Code	Credits	Course Code	Credits	Course Code	Credits
IS 245	5	ED 350	7.5	ED 364	7.5
ED 240	7.5	ED 354	7.5	ED 365	7.5
ED 247	7.5	ED 356	10	TS I	15
TS I	22.5	TS I	15	TS II	15
TS II	22.5	TS II	15	Elective	15
		Elective	15		
<b>Total</b>	<b>65</b>		<b>70</b>		<b>60</b>

NOTE:

TS I = Teaching Subject One

TS II = Teaching Subject Two

**Table 17.3: Compulsory Courses**

S/No	Code	Course Title	Credits	Semester	Year
1	MS 111	Development Studies	5	I	1
2	MS 114	Introduction to Computing and Information Systems	5		
3	EL 110	Communication Skills	5		
4	IS 114	Introduction to Islam	5		
5	IS 120	Introduction to Qur'an and Hadith Studies	5	II	
6	IS 234	Biography of the Prophet Muhammad (S.A.W)	5	I	2
7	IS 245	Introduction to Islamic History	5	II	

**Table 17.4: Educational Courses**

S/No	Course Code	Course Title	Credits	Semester	Year
<i>Core Courses</i>					
1	ED 112	Principles and Philosophy of Education	7.5	I	1
2	ED 113	Educational Psychology	7.5		
3	ED 121	General Teaching Methods	7.5	II	
4	ED 124	Sociology of Education	7.5		
5	ED 230	Curriculum Development and Evaluation	7.5	I	
6	ED 231	Educational Resources, Media and Technology	7.5		

S/No	Course Code	Course Title	Credits	Semester	Year
7	ED 233	Teaching Practice I	10		
8	ED 240	Educational Measurement and Evaluation	7.5	II	
9	ED 247	Educational Research Methods	7.5		
10	ED 350	Principles of Guidance and Counselling	7.5	I	3
11	ED 354	Educational Statistics and Data Analysis	7.5		
12	ED 356	Teaching Practice II	10		
13	ED 364	Educational Administration and Management	7.5	II	
14	ED 366	Educational Research Project	7.5		
<i>Elective Courses</i>					
1	ED 352	Social Psychology	5	I	3
2	ED 353	Management of Organisational Behaviour in Education	5		
3	ED 355	Business and Entrepreneurial Education	5		
4	ED 363	Economics of Education and Finance	5	II	
5	ED 365	International and Comparative Education	5		
6	ED 367	Psychology of Child Development and Learning	5		

S/No	Course Code	Course Title	Credits	Semester	Year
7	ED 368	Human Resources Management and Development in Education	5		

**Table 17.5: History Courses**

S/No	Course Code	Title	Credits	Semester	Year
<i>Core Courses</i>					
1	HI 110	Introduction to African History	7.5	I	1
2	HI 120	Capitalism and Imperialism	7.5	II	
3	HI 121	History of Tanzania I	7.5		
4	HI 230	Philosophy and Methodologies of History	7.5	I	2
5	HI 231	History of Tanzania II	7.5		
6	HI 240	Themes in East African History	7.5	II	
7	HI 241	History Research Methods	7.5		
8	HI 351	Islam and Christianity in the History of Africa	7.5	I	3
9	HI 352	History of Southern Africa	7.5		
10	HI 361	History of Central Africa	7.5	II	
11	HI 362	History of Globalization	7.5		
12	HI 364	History of North Africa	7.5		
<i>Elective Courses</i>					
1	HI 363	Pre-Independence and Post-Independence Wars in Africa	7.5	II	3
2	HI 365	Industrialization and the Rise of Working Class in Britain	7.5		
3	HI 366	Introduction to Archaeology	7.5		

**Table 17.6: Geography Courses**

S/No	Course Code	Title	Credits	Semester	Year
<i>Core Courses</i>					
1	GE 111	Background to Human Geography	7.5	I	1
2	GE 112	Introduction to Physical Geography	7.5		
3	GE 120	Climatology and Biogeography	7.5	II	
4	GE 121	Surveying and Mapping Science	7.5		
5	GE 122	Introduction to Population Geography	7.5		
6	GE 231	Research Methods in Geography	7.5	I	2
7	GE 233	Remote Sensing and Earth Observation	7.5		
8	GE 240	Earth and Biotic Resources	7.5	II	
9	GE 241	Quantitative Techniques in Geography	7.5		
10	GE 352	Geographical Information System	7.5	I	3
11	GE 360	Management of Disasters	7.5	II	
12	GE 361	Project Planning and Management	7.5		
<i>Elective Courses</i>					
1	GE 350	Agriculture and Rural Settlement Planning	7.5	I	3
2	GE 353	Population and Development	7.5		
3	GE 354	Integrated Water Resources Management	7.5		
4	GE 362	Urban Systems, Planning and Management	7.5	II	
5	GE 363	Environmental Resources and Food Security	7.5		

Table 17.7: *Economics Courses*

S/No	Course Code	Title	Credits	Semester	Year	
<i>Core Courses</i>						
1	EC 110	Principles of Microeconomics I	7.5	I	1	
2	EC 111	Principles of Macroeconomics I	7.5			
3	BAC 100	Fundamentals of Accounting	7.5			
4	EC 120	Principles of Microeconomics II	7.5	II		
5	EC 121	Principles of Macroeconomics II	7.5			
6	EC 122	Mathematics for Economists	7.5			
7	EC 230	Intermediate Microeconomics I	7.5	I	2	
8	EC 231	Intermediate Macroeconomics I	7.5			
9	EC 232	Econometrics I	7.5			
10	EC 240	Intermediate Microeconomics II	7.5	II		
11	EC 241	Intermediate Macroeconomics II	7.5			
12	EC 242	Econometrics II	7.5			
13	EC 351	Public Sector Economics I	7.5	I	3	
14	EC 352	Financial Economics I	7.5			
15	EC 361	Public Sector Economics II	7.5	II		
16	EC 362	Financial Economics II	7.5			
<i>Elective Courses</i>						
1	EC 350	Development Economics	7.5	I		3
2	EC 360	International Economics	7.5	II		

Table 17.8: *Kiswahili Courses*

S/No	Course Code	Course Title	Credits	Semester	Year
<i>Core Courses</i>					
1	KS 110	Utangulizi wa Fasihi ya Kiswahili	7.5	I	1
2	KS112	Uandishi na Uhariri katika Kiswahili	7.5		
3	KS 120	Utangulizi wa Isimu ya Kiswahili	7.5	II	
4	KS 122	Historia ya Kiswahili na Lahaja	7.5		
5	KS 123	Fonolojia ya Kiswahili	7.5		
6	KS 232	Fasihi Simulizi ya Kiswahili	7.5	I	2
7	KS 233	Tamthiliya ya Kiswahili	7.5		
8	KS 234	Mofolojia ya Kiswahili	7.5		
9	KS 240	Tafsiri na Ukalimani	7.5	II	
10	KS 241	Uandishi wa Kiubunifu katika Kiswahili	7.5		
11	KS 350	Riwaya ya Kiswahili	7.5	I	
12	KS 352	Mbinu za Utafiti katika Kiswahili	7.5		
13	KS 353	Ushairi wa Kiswahili	7.5		
14	KS 360	Sintaksia ya Kiswahili	7.5	II	
15	KS 363	Semantiki na Pragmatiki ya Kiswahili	7.5		
<i>Elective Courses</i>					
1	KS 361	Taaluma za Shaaban Robert	7.5	II	3
2	KS 362	Leksikografia ya Kiswahili	7.5		

**Table 17.9:** *English Courses*

S/No	Course Code	Course Title	Credits	Semester	Year
<i>Core Courses</i>					
1	EL 111	The Study of Language	7.5	I	1
2	EL 113	English to Non-Native Speakers I (Intermediate)	7.5		
3	LE 110	Introduction to Theories and Devices of Literature	7.5		
4	EL 122	English to Non-Native Speakers II (Advanced)	7.5	II	
5	EL 123	Language Skills	7.5		
6	LE 120	Introduction to Poetry	7.5		
7	EL 231	Applied Linguistics	7.5	I	2
8	EL 232	Introduction to English Phonetics and Phonology	7.5		
9	LE 230	Introduction to Drama	7.5	II	
10	EL 242	Morphology	7.5		
11	EL 243	Introduction to Linguistic Theory	7.5		
12	LE 240	Literature and the Art of Writing	7.5	I	3
13	EL 353	Pragmatics	7.5		
14	EL 354	English Syntax	7.5		
15	EL 360	Sociolinguistics	7.5	II	
16	EL 361	Psycholinguistics	7.5		
<i>Elective Courses</i>					
1	LE 121	Society and Literature	7.5	II	1
2	LE 241	The Novel and its Antecedents	7.5	II	2
3	LE 350	Literature from Tanzania	7.5	I	3
4	LE 351	African Poetry	7.5		
5	EL 365	Introduction to Translation and Interpretation	7.5	II	



Table 17.10: *Arabic Courses*

S/No	Course Code	Course Title	Credits	Semester	Year
<i>Core Courses</i>					
1	AR 111	Elementary Arabic I	7.5	I	1
2	AR 113	Arabic Morphology I	7.5		
3	AR 123	Elementary Arabic II	7.5	II	
4	AR 124	Arabic Morphology II	7.5		
5	AR 233	Intermediate Arabic I	7.5	I	2
6	AR 234	Arabic Syntax I	7.5		
7	AR 244	Intermediate Arabic II	7.5	II	
8	AR 245	Arabic Syntax II	7.5		
9	AR 354	Advanced Arabic I	7.5	I	3
10	AR 355	Arabic Syntax III	7.5		
11	AR 361	Arabic Translation	7.5	II	
12	AR 365	Advanced Arabic II	7.5		
<i>Elective Courses</i>					
1	AR 235	Arabic Literature I	7.5	I	2
2	AR 246	Arabic Literature II	7.5	II	
3	AR 356	Arabic Rhetoric I	7.5	I	3
4	AR 366	Arabic Rhetoric II	7.5	II	

## 17.2 Bachelor of Science (Education) – Programme Structure

Students pursuing a degree in Bachelor of Science (Education) select two teaching subjects out of three science subjects namely; Chemistry, Geography and Mathematics. They also have to take a university-wide course and educational courses along with Bachelor of Arts (Education). Students who take Geography as one of their teaching subjects have to get along in their classroom studying Geography courses with students pursuing Bachelor of Arts (Education). For a student to graduate in this programme, he/she should accumulate at least 360 credits. The following tables show the programme and science courses matrix, respectively.

Table 17.11: Bachelor of Science (Education) – Programme Matrix

Semester 1, Year 1		Semester 2, Year 1		Semester 1, Year 2	
Course Code	Credits	Course Code	Credits	Course Code	Credits
MS 111	5	IS 120	5	IS 234	5
MS 114	5	ED 121	7.5	ED 230	7.5
EL 110	5	ED 124	7.5	ED 231	7.5
IS 114	5	TS I	15	ED 232	10
ED 112	7.5	TS II	15	TS I	15
ED 113	7.5			TS II	15
TS I	15				
TS II	15				
<b>Total</b>	<b>65</b>		<b>50</b>		<b>60</b>
Semester 2, Year 2		Semester 1, Year 3		Semester 2, Year 3	
Course Code	Credits	Course Code	Credits	Course Code	Credits
IS 245	5	ED 350	7.5	ED 364	7.5
ED 240	7.5	ED 354	7.5	ED 365	7.5
ED 247	7.5	ED 356	10	TS I	15
TS I	22.5	TS I	15	TS II	15
TS II	22.5	TS II	15	Elective	15
		Elective	15		
<b>Total</b>	<b>65</b>		<b>70</b>		<b>60</b>

NOTE:

TS I = Teaching Subject One

TS II = Teaching Subject Two

**Table 17.12: Chemistry Courses**

S/No	Course Code	Course Title	Credits	Semester	Year
<i>Core Courses</i>					
1	CHE 111	General and Analytical Chemistry	5	I	1
2	CHE 112	Physical Chemistry I	5		
3	CHE 113	General Chemistry Practical	10		
4	CHE 121	Inorganic Chemistry	5	II	
5	CHE 122	Organic Chemistry	5		
6	CHE 123	Analytical Chemistry Practical	10		
7	CHE 231	Instrumental Method in Analytical Chemistry	5	I	2
8	CHE 232	Physical Chemistry II	5		
9	CHE 233	Physical Chemistry Practical	10		
10	CHE 241	Inorganic Chemistry II	5	II	
11	CHE 242	Organic Chemistry II	5		
12	CHE 243	Organic Chemistry Practical	10		
13	CHE 351	Electrochemistry and Chemical Kinetics	5	I	3
14	CHE 352	Inorganic Chemistry Practical	10		
15	CHE 361	Organic Spectroscopy	5	II	
16	CHE 364	Chemistry Project	10		
<i>Elective Courses</i>					
1	CHE 353	Environmental Analytical Chemistry	5	I	3
2	CHE 354	Polymer Chemistry	5		
3	CHE 362	Forensic Science	5	II	
4	CHE 363	Chemistry of Natural Products	5		

**Table 17.13: Mathematics Courses**

S/No	Course Code	Course Title	Credits	Semester	Year
<i>Core Courses</i>					
1	MTH 110	Introduction to Mathematical Analysis	7.5	I	1
2	MTH 111	Introduction to Computer and Programming	7.5		
3	MTH 120	Single Variable Functions Analysis	7.5	II	
4	MTH 121	Introduction to Linear Algebra	7.5		
5	MTH 230	Multiple Variables Functional Analysis	7.5	I	2
6	MTH 231	Ordinary Differential Equations	7.5		
7	MTH 240	Numerical Analysis 1	7.5	II	
8	MTH 241	Mathematical Statistics	7.5		
9	MTH 242	Introduction to Operations Research	7.5		
10	MTH 350	Introduction to Complex Analysis	7.5	I	3
11	MTH 351	Abstract Algebra	7.5		
12	MTH 360	Functional Analysis	7.5	II	
13	MTH 361	Mathematical Project	7.5		
<i>Elective Courses</i>					
1	MTH 362	Advanced Linear Algebra	7.5	II	3
2	MTH 363	Numerical Analysis 2	7.5		
3	MTH 364	Applied Complex Analysis 2	7.5		

### 17.3 Bachelor of Islamic Studies with Education – Programme Structure

In Bachelor of Islamic Studies with Education students select one teaching subject among teaching subjects and education courses offered in Bachelor of Arts (Education) and Bachelor of Science (Education). For a student to graduate in this programme, he/she should accumulate at least 360 credits. The following tables show the programme and courses matrix offered in the programme.

**Table 17.14:** *Bachelor of Islamic Studies with Education – Programme Matrix*

Semester 1, Year 1		Semester 2, Year 1		Semester 1, Year 2	
Course Code	Credits	Course Code	Credits	Course Code	Credits
MS 111	5	ED 121	7.5	ED 230	7.5
MS 114	5	ED 124	7.5	ED 231	7.5
EL 110	5	IS 120	5	ED 232	10
ED 112	7.5	IS 123	7.5	IS 233	5
ED 113	7.5	AR 123	7.5	IS 234	5
IS 111	7.5	TS	15	IS 235	7.5
IS 112	7.5			AR 234	7.5
IS 113	5			TS	15
IS 114	5				
AR 111	7.5				
TS	7.5				
<b>Total</b>	<b>70</b>		<b>50</b>		<b>65</b>
Semester 2, Year 2		Semester 1, Year 3		Semester 2, Year 3	
Course Code	Credits	Course Code	Credits	Course Code	Credits
ED 240	7.5	ED 350	7.5	ED 364	7.5
ED 247	7.5	ED 354	7.5	ED 365	7.5
IS 241	7.5	ED 356	10	IS 361	5
IS 243	5	IS 351	7.5	IS 362	7.5
IS 245	5	IS 354	7.5	AR 364	7.5
AR 244	7.5	AR 354	7.5	TS	15
TS	15	TS	7.5	Elective	7.5
		Elective	7.5		
<b>Total</b>	<b>55</b>		<b>62.5</b>		<b>57.5</b>

NOTE:

TS = Teaching Subject

**Table 17.15: Islamic Studies Courses**

S/No	Course Code	Course Title	Credits	Semester	Year
<i>Core Courses</i>					
1	IS 111	Islamic Doctrine- <i>TAWHEED</i>	7.5	I	1
2	IS 112	Principles and Methods of Interpretation of the Qur'an	7.5		
3	IS 113	Qur'an Recitation and <i>Tajweed</i>	5		
4	AR 111	Elementary Arabic I	7.5		
5	IS 123	Principles of Islamic Jurisprudence	7.5	II	2
6	AR 123	Elementary Arabic II	7.5		
7	IS 233	Hadith of Rules ( <i>AHKAM</i> )	5	I	
8	IS 235	Fiqh of Worship	7.5		
9	AR 234	Intermediate Arabic I	7.5		
10	IS 241	Comparative Religion I	7.5	II	
11	IS 243	Science of the Qur'an	5		
12	AR 244	Intermediate Arabic II	7.5		
13	IS 351	Islamic Schools of Thought	7.5	I	3
14	IS 354	Philosophy of Islamic Law/ <i>Shariah</i>	7.5		
15	AR 354	Advanced Arabic I	7.5		
16	IS 361	Islamic Social System	5	II	
17	IS 362	Islamic Call in Modern Era	7.5		
18	AR 364	Advanced Arabic II	7.5		

S/No	Course Code	Course Title	Credits	Semester	Year
<i>Elective Courses</i>					
1	IS 122	Foundation of Islamic Economics	5	II	1
2	IS 231	Islamic Philosophy	5	I	2
3	IS 246	Introduction to Islamic Inheritance	5	II	
4	IS 353	Principles and Methods of Islamic Education	5	I	3
5	IS 360	Islamic Commercial Law	7.5	II	
6	IS 363	Muslim Community Building and Development	5		
7	IS 364	Comparative Religion and Philosophy II	7.5		

#### 17.4 Bachelor of Arts (Mass Communication) – Programme Structure

Bachelor of Arts (Mass Communication) is the programme designed to prepare specialists in areas of print media, broadcasting and public relations. Students take University wide courses with other bachelor programmes. Students from different specialisations share courses in their first and second year of study. The fifth semester is premediated for practical training while in the sixth semester students take concentration courses based on their areas of specialisation. For a student to graduate in this programme, he/she should accumulate at least 360 credits. The following tables show the programme structure and courses offered in the programme respectively.

**Table 17.6:** *Bachelor of Arts (Mass Communication) – Programme Structure*

Semester 1, Year 1		Semester 2, Year 1		Semester 1, Year 2	
Course Code	Credits	Course Code	Credits	Course Code	Credits
EL 110	5	IS 120	5	IS 234	5
IS 114	5	MS 120	7.5	MS 230	7.5
MS 110	10	MS 121	10	MS 231	7.5
MS 111	5	MS 122	7.5	MS 232	7.5
MS 112	7.5	MS 123	7.5	MS 234	7.5
MS 113	7.5	MS 124	7.5	MS 235	5
MS 114	5	MS 126	7.5	MS 238	7.5
MS 115	7.5	MS 127	7.5	MS 239	7.5
				LP 350	5
<b>Total</b>	<b>52.5</b>		<b>60</b>		<b>60</b>
Semester 2, Year 2		Semester 1, Year 3		Semester 2, Year 3	
Course Code	Credits	Course Code	Credits	Course Code	Credits
IS 245	5	MS 350	60	MS 365	7.5
MS 240	7.5			MS 370	7.5
MS 241	7.5			371	12.5
MS 242	7.5			Concentration courses	22.5
MS 243	7.5			Electives	15
MS 244	7.5				
MS 245	7.5				
MS 246	7.5				
LP 363	7.5				
<b>Total</b>	<b>65</b>		<b>60</b>		<b>65</b>



**Table 17.17: Mass Communication Courses**

S/No	Course Code	Course Title	Credits	Semester	Year
1	MS 110	Introduction to Mass Communication	10	I	1
2	MS 112	Introduction to Journalism	7.5		
3	MS 113	Media History & Issues	7.5		
4	MS 114	Intro to Computer & Information Systems	5		
5	MS 115	Introduction to Sociology	7.5		
6	MS 111	Development Studies	5		
7	MS 120	Introduction to Print Media	7.5	II	
8	MS 121	News Writing and Reporting	10		
9	MS 122	Introduction to Broadcasting	7.5		
10	MS 123	Mass Media, Culture & society	7.5		
11	MS 124	Media Law	7.5		
12	MS 127	Introduction to New Media	7.5		
13	MS 126	Social Psychology	7.5		
14	MS 230	Media Ethics	7.5	I	2
15	MS 231	Introduction to Public Relations	7.5		
16	MS 232	Editing, Layout and Design	7.5		
17	MS 238	Fundamentals of Electronic Media	7.5		

S/No	Course Code	Course Title	Credits	Semester	Year
18	MS 234	Photo Journalism & Digital Image Production	7.5		
19	MS 235	Principles of Economics	5		
20	LP 350	Sign language I	5		
21	MS 239	New Media in Mass Communication	7.5		
22	MS 240	Features and Editorial Writing	7.5	II	
23	MS 241	Methods of Mass Communication Research	7.5		
24	MS 242	Electronic Media Production	7.5		
25	MS 243	Communication and Development	7.5		
26	MS 244	Advertising Copy and Layout	7.5		
27	MS 245	Public Relations Campaigns	7.5		
28	LP 363	Sign Language II	7.5		
29	MS 246	Critical Thinking	7.5		
30	MS 350	Media Attachment Practical	60	I	3
31	MS 360	Critical Issues in Public Relations	7.5	II	
32	MS 361	Copy Editing and Subediting	7.5		

S/No	Course Code	Course Title	Credits	Semester	Year
33	MS 362	Radio and TV Programme Writing and Production	7.5		
34	MS 363	Ethics in Public Relations	7.5		
35	MS 364	Specialized Reporting	7.5		
36	MS 365	Media Management	7.5		
37	MS 366	Public Relations and Consumer Behaviour	7.5		
38	MS 367	Newspaper Management and Production	7.5		
39	MS 368	Station Management and Operations	7.5		
40	MS 369	Drama and Documentary Production	7.5		
41	MS 370	Media Entrepreneurship	7.5		
42	MS 371	Research Project	12.5		

### 17.5 Bachelor of Business Administration – Programme Structure

Bachelor of Business Administration is the programme designed to prepare specialists in areas of accounting, banking and finance, marketing, procurement and logistics management and human resources management. Currently, the University offers two specialisations, namely; accounting, and procurement and logistics management. Students take University wide courses with other bachelor programmes. The following tables show the programme structure and courses offered in the programme respectively.

**Table 17.18:** *Bachelor of Business Administration – Programme Matrix*

Semester 1, Year 1		Semester 2, Year 1		Semester 1, Year 2	
Course Code	Credits	Course Code	Credits	Course Code	Credits
EL 110	5	IS 120	5	IS 234	5
IS 114	5	BAC 101	10	BAC 200	10
MS 111	5	BFN 101	10	BGM 200	10
MS 114	5	BMK 100	10	BFN 200	10
BAC 100	10	BIM 100	10	BGM 201	10
BFN 100	10	BMK 101	10	Specialisation Course	10
BGM 101	10	BPL 100	10		
		BHR 100	10		
<b>Total</b>	<b>50</b>		<b>75</b>		<b>55</b>
Semester 2, Year 2		Semester 1, Year 3		Semester 2, Year 3	
Course Code	Credits	Course Code	Credits	Course Code	Credits
IS 245	5	BGM 300	8	BMK 300	10
BAC 202	10	BGM 301	10	Specialisation Course	40
BGM 202	10	BGM 302	10	Elective	10
Specialisation Course	40	Specialisation Course	20		
		Elective	10		
<b>Total</b>	<b>65</b>		<b>58</b>		<b>60</b>

**Table 17.19: BBA in Accounting Courses**

S/No	Course Code	Course Title	Credits	Semester	Year
<i>Core Courses</i>					
1	MS 111	Development Studies I	5	I	1
2	IS 114	Introduction to Islam	5		
3	BAC 100	Fundamentals of Accounting	10		
4	BFN 100	Introduction to Economics	10		
5	BGM 101	Business Mathematics	10		
6	EL 110	Communication Skills	5		
7	MS 114	Introduction to Computer	5		
8	BAC 101	Financial Accounting	10	II	
9	BFN 101	Principles of Islamic Economics	10		
10	BMK 100	Introduction to Business and Business Environment	10		
11	BIM 100	Introduction to Information Management Systems	10		
12	BMK 101	Principles of Marketing	10		
13	BPL 100	Principles of Procurement and Logistics	10		
14	BHR 100	Principles of Human Resources Management	10		
15	IS 120	Introduction to Quran & Hadith Studies	5		
16	BAC 200	Islamic Accounting, Theory and Practice	10		

S/No	Course Code	Course Title	Credits	Semester	Year
17	IS 234	Biography of the Prophet Muhammad (s.a.w)	5		
18	BGM 200	Quantitative Methods for Business Decisions	10		
19	BAC 201	Advanced Financial Accounting	10		
20	BFN 200	Financial Management	10		
21	BGM 201	Business Law	10		
22	IS 245	Introduction to Islamic History	5	II	
23	BAC 203	Principles of Auditing	10		
24	BAC 206	Financial Reporting	10		
25	BAC 202	Cost Accounting	10		
26	BGM 202	Business Research Methods	10		
27	BAC 204	Taxation Theory and Practice	10		
28	BAC 205	Public Sector Accounting	10		
29	BGM 300	Practical Training	8	I	3
30	BGM 301	Strategic Planning and Management	10		
31	BGM 302	Business Ethics and Management	10		
32	BAC 300	Corporate Reporting	10		
33	BAC 301	Advanced Auditing and Assurance Services	10		

S/No	Course Code	Course Title	Credits	Semester	Year
34	BMK 300	Entrepreneurship and Business Planning	10	II	
35	BFN 300	International Finance	10		
36	BAC 310	Management Accounting	10		
37	BAC 305	Advanced Taxation	10		
38	BFN 312	Islamic Insurance System (Takaful)	10		
<i>Elective Courses</i>					
1	BAC 303	Forensic Accounting and Fraud Investigation I	10		
2	BAC 304	Shariah Compliance Audit	10		
3	BAC 306	Computerized Accounting	10		
4	BAC 307	Forensic Accounting and Fraud Investigation II	10		
5	BAC 309	Reporting of Corporate Social Responsibility	10		
6	BAC 308	Public Sector Auditing and Accountability	10		
7	BFN 301	Corporate Finance	10		

**Table 17.20:** *BBA in Procurement and Logistics Management Courses*

S/No	Course Code	Course Title	Credits	Semester	Year
1	MS 111	Development Studies I	5	I	1
2	IS 114	Introduction to Islam	5		
3	BAC 100	Fundamentals of Accounting	10		
4	BFN 100	Introduction to Economics	10		
5	BGM 101	Business Mathematics	10		
6	EL 110	Communication Skills	5		
7	MS 114	Introduction to Computer	5		
8	BAC 101	Financial Accounting	10	II	
9	BFN 101	Principles of Islamic Economics	10		
10	BMK 100	Introduction to Business and Business Environment	10		
11	BIM 100	Introduction to Information Management Systems	10		
12	BMK 101	Principles of Marketing	10		
13	BPL 100	Principles of Procurement and Logistics	10		
14	BHR 100	Principles of Human Resources Management	10		
15	IS 120	Introduction to Quran & Hadith Studies	5		
16	BAC 200	Islamic Accounting, Theory and Practice	10		



S/No	Course Code	Course Title	Credits	Semester	Year
17	IS 234	Biography of the Prophet Muhammad (s.a.w)	5		
18	BGM 200	Quantitative Methods for Business Decisions	10		
19	BFN 200	Financial Management	10		
20	BGM 201	Business Law	10		
21	BPL 200	Logistics Management	10		
22	BPL 201	Warehouse Management	5	II	
23	BPL 202	Procurement Contract Management	10		
24	BPL 203	Public Procurement	10		
25	BGM 202	Business Research Methods	10		
26	BAC 202	Cost Accounting	10		
27	BPL 205	Supply Chain Management	10		
28	IS 245	Introduction to Islamic History	10		
29	BGM 300	Practical Training	8	I	3
30	BGM 301	Strategic Planning and Management	10		
31	BGM 302	Business Ethics and Sustainability	10		
32	BPL 300	Operations Management	10		
33	BGM 303	Management Information System	10		

S/No	Course Code	Course Title	Credits	Semester	Year
34	BMK 300	Entrepreneurship and Business Planning	10	II	
35	BMK 301	Marketing of Services	10		
36	BPL 302	International Procurement Management	10		
37	BPL 303	Inventory Management	10		
38	BPL 305	Procurement and Supplies Audit	10		
<i>Elective Courses</i>					
1	BMK 302	Management Consulting	10	I	3
2	BMK 307	Logistics and Distribution Management	10		
3	BPL 304	Project Planning and Management	10	II	
4	BPL 301	Purchasing Management	10		
5	BPL 306	Negotiation Skills	10		

### 17.6 Bachelor of Law with Shariah – Programme Structure

The Faculty of Law and Shariah offers a Bachelor of Law with Shariah (LLBS) degree programme. This four-year undergraduate programme provides students with legal, academic and practical skills in various legal arenas. The knowledge, skills and competence in secular laws and Shariah (Islamic Law) are intended to prepare students to work as magistrates, judges and legal practitioners.

Table 17.21: Bachelor of Law with Shariab – Programme Structure

Semester 1, Year 1		Semester 2, Year 1		Semester 1, Year 2	
Course Code	Credits	Course Code	Credits	Course Code	Credits
EL 113	5	EL 114	5	IS 234	5
IS 114	5	IS 120	5	LW 2101	7.5
MS 111	5	LW 1201	7.5	LW 2102	7.5
MS 114	5	LW 1202	7.5	LW 2103	7.5
LW 1101	7.5	LW 1203	7.5	LW 2104	7.5
SL 1101	7.5	LW 1204	7.5	LW 2105	7.5
LW 1102	7.5	SL 1201	7.5	SL 2101	7.5
LW 1103	7.5	SL 1202	7.5	SL 2102	7.5
SL 1102	5	SL 1203	7.5	SL 2103	7.5
LW 1104	7.5	SL 1204	7.5		
<b>Total</b>	<b>62.5</b>		<b>70</b>		<b>65</b>
Semester 2, Year 2		Semester 1, Year 3		Semester 2, Year 3	
Course Code	Credits	Course Code	Credits	Course Code	Credits
IS 245	5	LW 3102	7.5	SL 3201	7.5
LW 2201	7.5	LW 3103	7.5	LW 3201	7.5
LW 2202	7.5	LW 3104	7.5	LW 3202	7.5
LW 2203	7.5	LW 3105	7.5	LW 3204	7.5
LW 2204	7.5	SL 3101	7.5	LW 3205	7.5
LW 2205	7.5	SL 3102	7.5	LW 3208*	7.5
SL 2201	7.5	Elective	15	Elective	15
SL 2202	7.5				
<b>Total</b>	<b>57.5</b>		<b>60</b>		<b>60</b>
Semester 1, Year 4		Semester 2, Year 4			
Course Code	Credits	Course Code	Credits		
LW 4101	7.5	LW 4202	7.5		
LW 4102	7.5	SL 4201	7.5		
LW 4104	7.5	Elective	30		
LW 4107	15				
SL 4101	7.5				
Electives	15				
<b>Total</b>	<b>60</b>		<b>45</b>		

\*LW 3208: Clinical Law is a third-year course conducted in an extended vacation after the second semester. The marks are recorded in fourth-year second-semester results.

**Table 17.22: Law with Shariah Courses**

S/No	Course Code	Title	Credits	Semester	Year
<i>Core Courses</i>					
1	EL 113	Communication Skills for Lawyers I	5	I	1
2	LW 1101	Constitutions and Legal Systems of East Africa I	7.5		
3	SL 1101	Philosophy of Shariah	7.5		
4	LW 1102	Law of Contract I	7.5		
5	LW 1103	Legal Methods I	7.5		
6	SL 1102	Introduction to Shariah	5		
7	LW 1104	Criminal Law	7.5		
8	EL 114	Communication Skills for Lawyers II	5	II	
9	LW 1201	Constitutions and Legal Systems of East Africa II	7.5		
10	LW 1202	Criminal Procedure	7.5		
11	LW 1203	Law of Contract II	7.5		
12	LW 1204	Legal Methods II	7.5		
13	SL 1201	History of Islamic Jurisprudence	7.5		
14	SL 1202	Islamic Family Law	7.5		
15	SL 1203	Principles of Islamic Jurisprudence I	7.5		
16	SL 1204	Islamic Constitutional Law I	7.5		

S/No	Course Code	Title	Credits	Semester	Year	
17	LW 2101	Administrative Law I	7.5	I	2	
18	LW 2102	Law of Evidence I	7.5			
19	LW 2103	Lands Law I	7.5			
20	LW 2104	Law of Torts I	7.5			
21	LW 2105	Public International Law	7.5			
22	SL 2101	Islamic Legal Thought	7.5			
23	SL 2102	Islamic Constitutional Law II	7.5			
24	SL 2103	Principles of Islamic Jurisprudence II	7.5			
25	LW 2201	Administrative Law II	7.5			II
26	LW 2202	Law of Evidence II	7.5			
27	LW 2203	Lands Law II	7.5			
28	LW 2204	Law of Torts II	7.5			
29	SL 2201	Principles and Application of Zakat	7.5			
30	LW 2205	Family Law	7.5			
31	SL 2202	Islamic Criminal Law	7.5			
32	LW 3102	Jurisprudence I	7.5	I	3	
33	LW 3103	Labour Law	7.5			
34	LW 3104	Succession and Trust	7.5			
35	SL 3101	Islamic Criminal Procedure	7.5			
36	SL 3102	Islamic Law of Inheritance and Succession	7.5			

S/No	Course Code	Title	Credits	Semester	Year
37	LW 3105	Legal Research Methodology	7.5		
38	SL 3201	Islamic Will and Endowment	7.5	II	
39	LW 3201	Civil Procedure II	7.5		
40	LW 3202	Jurisprudence II	7.5		
41	LW 3204	Legal Ethics	7.5		
42	LW 3205	Law of Business Associations I	7.5		
43	LW 3208*	Clinical Law	7.5		
44	LW 4101	Law of Business Associations II	7.5	I	4
45	LW 4102	Private International Law	7.5		
46	LW 4104	Arbitration and Alternative Dispute Resolution	7.5		
47	LW 4107	LL.B Dissertation	15		
48	SL 4101	Islamic Legal Maxims	7.5		
49	SL 4201	Islamic Commercial Law	7.5	II	
50	LW 4202	Insurance Law	7.5		
<i>Elective Courses</i>					
1	LW 2106	Human Rights Law	7.5	I	2
2	LW 2206	Intellectual Property Law	7.5	II	
3	LW 3101	Civil Procedure I	7.5	I	3
4	LW 3106	International Humanitarian Law	7.5		
5	LW 3203	Criminology and Penology	7.5	II	

S/No	Course Code	Title	Credits	Semester	Year
6	LW 3206	Legal Writing and Drafting	7.5		
7	LW 3207	Banking Law	7.5		
8	LW 4103	Press Law and Ethics	7.5	I	4
9	LW 4105	Social Security Law	7.5		
10	LW 4106	Environmental Law	7.5		
11	LW 4201	Taxation Law	7.5	II	
12	LW 4203	Commercial Law	7.5		
13	LW 4204	Capital Market and Securities Law	7.5		
14	LW 4205	Internal Organizations	7.5		

## 18.0 NON-DEGREE PROGRAMMES

Muslim University of Morogoro (MUM) is currently offering a total of 16 non-degree programmes in Certificate and Diploma levels in Journalism, Science and Laboratory Technology, Medical Laboratory Technology, Procurement and Logistics Management, Islamic Banking and Finance, Accountancy, Business Administration and Law with Shariah.

**Table 18.1:** *Non-Degree Programmes*

S/No	Programme	No. of Years
1	Ordinary Diploma in Journalism Programme	1
2	Technician Certificate in Journalism Programme	1
3	Basic Technician Certificate in Journalism Programme	1
4	Certificate in Science and Laboratory Technology	1
5	Diploma in Science and Laboratory Technology	2
6	Certificate in Medical Laboratory Sciences	1
7	Diploma in Medical Laboratory Sciences	2
8	Certificate in Procurement and Logistics Management	1
9	Diploma in Procurement and Logistics Management	2
10	Certificate in Islamic Banking and Finance	1
11	Diploma in Islamic Banking and Finance	2
12	Basic Technician Certificate in Business Administration	1
13	Technician Certificate in Business Administration	1
14	Basic Technician Certificate in Accountancy	1
15	Certificate in Law and Shariah	1
16	Ordinary Diploma in Law and Shariah	2

### 18.1 Ordinary Diploma in Journalism Programme

The Ordinary Diploma Course in Journalism includes supervisory studies, editing and writing techniques, and investigative skills for exploring some complex journalistic subjects. The purpose of including these studies at level six is two-fold: First, to equip learners with skills that will help them take up middle-level managerial tasks in the media industry. Second, to provide learners with skills that enable them to undertake analysis, writing and editing of various media issues.



**Table 18.2:** *Ordinary Diploma in Journalism Courses*

S/N	Course Code	Course Title	Credits	Semester	Year
1	IS 06210	Introduction to Islam II	5	I	2
2	JST 06101	Basic Concept of Finance and Accounting	5		
3	JST 06102	News Media Management	10		
4	JST 06103	Editing for Print Media	10		
5	JST 06105	News Sources and Gathering	20		
6	JST 06106	Feature and Sports Writing	10		
7	JST 06204	Editing for Electronic Media	10	II	
8	JST 06207	News Analysis	20		
9	JST 06208	Layout, Design and Graphics for Print and Electronic Media	20		

## 18.2 Technician Certificate in Journalism Programme

The Technician Certificate in Journalism course includes Media ethics, Media Law and Policy, Radio Broadcasting, TV Broadcasting, News writing, Media and Democracy, Photojournalism, Online Journalism, Public Relations and Advertising and cross-cutting issues like Entrepreneurship, HIV/AIDS, Environment and Gender. The purpose of including these studies in level 5 is two-fold. First, they equip the learners with skills that will help them bolster their professional competence in the main trades of journalism. Similarly, promoting their essential and superior skills adequate to enable them to perform supervisory skills over those in the lowest ladder of the professional hierarchy.

**Table 18.3:** *Technician Certificate in Journalism Courses*

S/N	Course Code	Course Title	Credits	Semester	Year
1	IS 05110	Introduction to Islam I	5	I	1
2	JST 05101	Media Ethics	15		
3	JST 05102	Media Law and Policy	7		
4	JST 05103	Radio Broadcasting	10		
5	JST 05111	Entrepreneurship	4		
6	JST 05105	News Writing	10		
7	JST 05107	Photojournalism	18		
8	JST 05204	TV Broadcasting	12	II	
9	JST 05206	Media and Democracy	8		
10	JST 05208	Online journalism	21		
11	JST 05209	Environment, Gender, HIV/AIDS	9		
12	JST 05210	Public Relations and Advertising	6		

### 18.3 Basic Technician Certificate in Journalism Programme

The Basic Technician Certificate in Journalism course includes the History of Journalism, Journalism and Society, Journalism Ethics and Practice, News Concepts and Values, Interview and Newsgathering, News Writing, Introduction to Media Law, English for Journalists, "Kiswahili kwa Waandishi wa Habari", and Basic Computer Applications. The purpose of including these studies in this programme is two-fold. First, the courses will enable the learner to acquire skills for the practice of journalism and secondly; they form the basis for further studies and continuing professional development.

**Table 17.4:** *Basic Technician Certificate in Journalism Courses*

S/N	Course Code	Course Title	Credits	Semester	Year
1	IS 04110	Islamic Theology	5	I	1
2	JST04101	History of Journalism	6		
3	JST 04108	English for Journalists	18		
4	JST 04103	Journalism Ethics and Practice	6		
5	JST 04104	News Concepts and Values	10		
6	JST 04109	Basic Computer Applications	9		
7	JST04201	Journalism and Society	6	II	
8	JST 04205	Interview and Newsgathering	20		
9	JST 04206	News Writing	21		
10	JST 04207	Introduction to Media Law	5		
11	JST 04110	Kiswahili kwa Waandishi wa Habari	19	I & II	

### 18.4 Certificate and Diploma in Science and Laboratory Technology Programmes

Certificate and Diploma in Science and Laboratory Technology are designed to produce technicians capable of carrying out various laboratory analysis and practical works in industries, hospitals, schools, colleges and research institutions.

**Table 18.5:** *Certificate in Science and Laboratory Technology Courses*

S/No	Course Code	Course Title	Credits	Semester	Year
1	IS 04101	Islamic Theology	05	I	1
2	CP 04101	Basic Computer Packages	05		
3	EL 04101	Basics in English Grammar	05		
4	LT 04102	Laboratory Safety	05		
5	MTH 04101	Algebra	05		
6	CHE 04101	General Principles of Chemistry I	06		
7	CHE 04102	Basic Experimental Chemistry I	07		
8	BIO 04101	Basic Biological Principles	06		
9	BIO 04102	Basic Biological Experiments I	07		
10	PHY 04101	Basic Principles of Physics	06		
11	PHY 04102	Basic Physics Practical I	07		
12	EL 04201	Basic Communication Skills	05	II	
13	BMN 04201	Introduction to Entrepreneurship	05		
14	LT 04201	Use and Maintenance of Laboratory Equipment and Apparatus	05		
15	IPT 04201	Industrial Practical Training	07		

S/No	Course Code	Course Title	Credits	Semester	Year
16	MTH 04201	Trigonometry and Vectors	05		
17	CHE 04202	Basic Experimental Chemistry II	06		
18	CHE 04201	General Principles of Chemistry II	07		
19	BIO 04201	Introductory Microbiology	06		
20	BIO 04202	Basic Biological Experiments II	07		
21	PHY 04201	Electromagnetism and Electronics	06		
22	PHY 04202	Basic Physics Practical II	07		

**Table 18.6:** *Diploma in Science and Laboratory Technology Courses*

S/No	Course Code	Course Title	Credits	Semester	Year
1	IS 05101	Introduction to Islam I	05	I	1
2	CP 05201	Computer Packages	05		
3	EL 05101	Communication Skills	05		
4	LT 05101	Laboratory Safety and Maintenance	05		
5	MTH 05101	Fundamental Rule of Counting, Matrices and Differentiation	05		
6	CHE 05101	Inorganic Chemistry	05		
7	CHE 05102	Chemistry Practical I	08		
8	BIO 05101	Introductory Cell Biology and Genetics	05		
9	BIO 05102	Biology Practical I	08		
10	PHY 05101	Mechanics	05		
11	PHY 05102	Thermodynamics	08		

S/No	Course Code	Course Title	Credits	Semester	Year		
12	IPT 05201	Industrial Practical Training	10	II			
13	LT 05201	Preparation of Reagents, Separation Techniques and Sample Management	05				
14	MTH 05201	Integration, Statistics and Probability	05				
15	CHE 05201	Physical Chemistry	05				
16	CHE 50202	Chemistry Practical II	08				
17	BIO 05201	Morphology, Physiology and Taxonomy of Living Things	05				
18	BIO 05202	Biology Practical II	08				
19	PHY 05201	Electricity and Magnetism	05				
20	PHY 05202	Physics Practical I	08				
21	PHY 05203	Optics and Waves	05				
22	IS 06101	Introduction to Islam II	05			I	2
23	RMS 06101	Research Methods for Scientists	05				
24	MTH 06101	Conics and Differential Equations	05				
25	CHE 06101	Organic Chemistry	05				
26	CHE 06102	Partition and Instrumental Practical	08				
27	BIO 06101	Pathology and Microbiology	05				
28	BIO 06102	Biology Practical III	08				
29	BIO 06103	Pests and Pests Control	05				
30	PHY 06101	Optics and Waves	05				
31	PHY 06102	Physics Practical II	08				

S/No	Course Code	Course Title	Credits	Semester	Year
32	BMN 06201	Small Business Management	05	II	
33	LT 06201	Maintenance and Repair of Scientific and Electronic Equipment	10		
34	PPS 06201	Practical Project and Seminar	12		
35	MTH 06201	Complex Numbers, Numerical Methods and Series	05		
36	CHE 06201	Analytical Chemistry	05		
37	CHE 06202	Chemistry Practical II	08		
38	BIO 06201	Ecology	05		
39	BIO 06202	Biology Practical IV	08		
40	PHY 06201	Electromagnetism	05		
41	PHY 06202	Physics Practical III	08		

### 18.5 Diploma in Medical Laboratory Sciences (DMLS) - NTA Level 6

The Ordinary Diploma Course in Medical Laboratory Sciences is a two-semester programme, which has been developed to suit the needs of the health sector, the labour market demands and professional needs that exist in our country. It is one of the initiatives by the Government to modernise qualifications within the health sector. The philosophy of developing NTA Medical Laboratory Sciences programme at level 6 is to provide for a reasonably well-developed pathway in Basic Medical Laboratory Sciences education and competence acquisition. It opens the possibility of moving around and within the NTA qualification framework as established by NACTE and allows graduates to receive appropriate recognition. It is thus intended for producing creative, innovative and flexible medical laboratory personnel who will contribute to the public health sector by utilising their Medical Laboratory Sciences skills appropriately.

**Table 18.7:** *Diploma in Medical Laboratory Sciences – NTA Level 6 Courses*

S/N	Course Code	Course Title	Credits	Semester	Year
1	IS 06210	Introduction to Islam II	5	I	1
2	MLT06101	Management and Leadership	9		
3	MLT06102	Bio-safety and Biosecurity	10		
4	MLT06103	Public Health Promotion	9		
5	MLT06104	Health Economics and Entrepreneurship	8		
6	MLT06105	Laboratory Ethics and Professional Code of Conduct	3		
7	MLT06106	Laboratory Information Management	8		
8	MLT06107	Laboratory Quality Assurance	10		
9	MLT06208	Diagnostic Pathology in Parasitology and Entomology	11	II	
10	MLT06209	Diagnostic Pathology in Microbiology and Immunology	16		
11	MLT06210	Diagnostic Pathology in Clinical Chemistry	11		
12	MLT06211	Diagnostic Pathology in Histology and Cytology	13		
13	MLT06212	Diagnostic Pathology in Haematology and Blood Transfusion	12		



### 18.6 Diploma in Medical Laboratory Sciences (DMLS) - NTA Level 5

The NTA Level 5 in Medical Laboratory Sciences is a two-semester programme, which has been developed to suit the needs of the health sector, the labour market demands and professional needs that exist in our country. It is one of the initiatives by the Government to modernise qualifications within the health sector.

The philosophy of developing NTA Medical Laboratory Sciences programme at level 5 is to provide for a reasonably well-developed pathway in Basic Medical Laboratory Sciences education and competence acquisition. It opens the possibility of moving around and within the NTA qualification framework as established by NACTE and allows graduates to receive appropriate recognition. It is thus intended for producing creative, innovative and flexible medical laboratory personnel who will contribute to the public health sector by utilising their Medical Laboratory Sciences skills appropriately.

**Table 18.8:** *Diploma in Medical Laboratory Sciences – NTA Level 5 Courses*

S/N	Course Code	Course Title	Credits	Semester	Year
1	IS 05110	Introduction to Islam I	5	I	1
2	MLT05101	Introduction to Histological and Cytological Technique	6		
3	MLT05102	Application of Computer in Health Laboratory	10		
4	MLT05103	Quality Assessment of Laboratory Services	10		
5	MLT05104	Procurement of Laboratory Supplies	12		
6	MLT05105	Maintenance & Calibration of Laboratory Equipment and Instruments	14		
7	MLT05106	Laboratory Specimen Collection and Transportation	10		

S/N	Course Code	Course Title	Credits	Semester	Year
8	MLT05207	Haematology & Blood Transfusion	15	II	
9	MLT05208	Microbiology and Immunology	15		
10	MLT05209	Clinical Chemistry	14		
11	MLT05210	Medical Parasitology	14		

### 18.7 Certificate in Medical Laboratory Sciences (CMLS) – NTA Level 4

The NTA Level 4 in Medical Laboratory Sciences is a two-semester programme, which has been developed to suit the needs of the health sector, the labour market demands and professional needs that exist in our country. It is one of the initiatives by the Government to modernise qualifications within the health sector.

The philosophy of developing NTA Medical Laboratory Sciences programme at level 4 is to provide for a reasonably well-developed pathway in Basic Medical Laboratory Sciences education and competence acquisition. It opens the possibility of moving around and within the NTA qualification framework as established by NACTE and allows graduates to receive appropriate recognition. It is thus intended for producing creative, innovative and flexible medical laboratory personnel who will contribute to the public health sector by utilising their Medical Laboratory Sciences skills appropriately.

**Table 18.9:** *Certificate in Medical Laboratory Sciences – NTA Level 4 Courses*

S/N	Course Code	Course Title	Credits	Semester	Year
1	IS 04110	Islamic Theology	5	I	1
2	MLT04101	Anatomy and Physiology I	12		
3	MLT04102	Basic Laboratory Instrumentation	12		

S/N	Course Code	Course Title	Credits	Semester	Year
4	MLT04103	Customer Care and Communication Skills	8		
5	MLT04104	Laboratory Ethics and Professionalism	6		
6	MLT04105	Laboratory Safety and Waste Management	10		
7	MLT04106	Prevention and Control of Diseases Transmission	10		
8	MLT04207	Anatomy and Physiology II	12	II	
9	MLT04208	Basic Computer Skills and Information Management	8		
10	MLT04209	Basic Laboratory Investigation	12		
11	MLT04210	Basic Laboratory Specimen Management	10		
12	MLT04211	Occurrence Management and Record-Keeping	8		
13	MLT04212	Preparation of Basic Laboratory Reagents and Solutions	12		

### **18.8 Procurement and Logistics Management Programmes**

Certificate and Diploma in procurement and logistics management aim to provide knowledge and skills to enable learners to; extend the scope of understanding of procurement and Logistics in both private and public institutions. Impart the foundation of principles and skills that will allow trainees to develop their competence in the field of procurement and Logistics. Adjust changes in procurement and Logistics arising from technological development or legal requirement.

**Table 18.10:** *Certificate in Procurement and Logistics Management Courses*

S/No	Course Code	Course Title	Credits	Semester	Year
1	IS 04110	Islamic Theology	05	I	1
2	PLM 04101	English Grammar	08		
3	PLM 04103	Introduction to Computer Application	08		
4	PLM 04102	Commercial Arithmetic	08		
5	PLM 04104	Elements of Procurement Principles	12		
6	PLM 04105	Elements of Commercial Knowledge	08		
7	PLM 04106	Introduction to Entrepreneurship	08		
8	PLM 04201	Basic Communication Skills	08	II	
9	PLM 04203	Elements of Bookkeeping	08		
10	PLM 04204	Elements of Store keeping	12		
11	PLM 04202	Elements of Public Procurement	12		
12	PLM 04205	Elements of Transport Management	12		
13	PLM 04206	Field Training	12		

**Table 18.11:** *Diploma in Procurement and Logistic Management Courses*

S/No	Course Code	Course Title	Credits	Semester	Year
1	PLM 05104	Computer Application Skills	08	I	1
2	PLM 05101	Procurement Principles	12		
3	PLM 05102	Communication Skills	08		
4	PLM 05103	Business Mathematics and statistics	08		
5	PLM 05105	Commercial Knowledge	08		
6	IS 05110	Introduction to Islam I	5		
7	PLM 05106	Principles of Economics	12		
8	PLM 05207	Office Management	08	II	
9	PLM 05206	Practical Training	08		
10	PLM 05203	Introduction to Inventory	12		
11	PLM 05204	Introduction to Public Procurement	12		

S/No	Course Code	Course Title	Credits	Semester	Year
12	PLM 05201	Introduction to Physical Distribution Management	12		
13	PLM 05205	Fundamentals of Accounting	10		
14	PLM 06101	Introduction to Procurement Auditing	12	I	2
15	PLM 06102	Principles of Clearing and Forwarding	08		
16	PLM 06103	Introduction to Financial Management	10		
17	PLM 06104	Logistics Management	08		
18	IS 06210	Introduction to Islam II	5		
19	PLM 06105	Introduction to Entrepreneurship	12		
20	PLM 06106	Store Administration	12		
21	PLM 06201	Introduction to Supply Chain Management	12		
22	PLM 06202	Introduction to Operation Management	08		
23	PLM 06203	Principles of Management	08		
24	PLM 06204	Introduction to International Procurement	12		
25	PLM 06205	Introduction to E-Procurement	10		
26	PLM 06206	Inventory Management	10		

### 18.9 Islamic Banking and Finance Programmes

Certificate and Diploma in Islamic banking and finance aim to; relate and analyse the theories of Islamic banking to broader knowledge such as economics, finance, accounting, legal and Shariah. They are enabling students to enter the job market in Islamic banking and finance industry and apply Islamic financial principles in real-life experience.

**Table 18.12: Certificate in Islamic Banking and Finance Courses**

S/No	Course Code	Course Title	Credits	Semester	Year
1	IBFT 04101	English Grammar	08	I	1
2	IBFT 04102	Commercial Arithmetic	08		
3	IBFT 04106	Introduction to Entrepreneurship	08		
4	IBFT 04103	Introduction to Computer Application	08		
5	IBFT 04105	Introduction to Islamic Finance	12		
6	IS 04110	Islamic Theology	5		
7	IBFT 04101	Introduction to Banking and Insurance	12		
8	IBFT 04201	Basic Communication Skills	08	II	
9	IBFT 04202	Field Training	12		
10	IBFT 04203	Elements of Bookkeeping	08		
11	IBFT 04204	Introduction to Islamic Economics	12		
12	IBFT 04205	Islamic Law of Contract	12		
13	IBFT 04206	Basics of Islamic Insurance	08		

**Table 18.13: Diploma in Islamic Banking and Finance Courses**

S/No	Course Code	Course Title	Credits	Semester	Year
1	IS 05110	Introduction to Islam I	5	I	1
2	IBFT 05101	Introduction to Islamic Jurisprudence	08		
3	IBFT 05102	Communication Skills	08		
4	IBFT 05103	Business Mathematics and Statistics	08		
5	IBFT 05104	Computer Application Skills	08		
6	IBFT 05105	Principles of Economics	12		
7	IBFT 05201	Islamic Commercial Law I	12	II	
8	IBFT 05202	Foundation of Islamic Economics	12		
9	IBFT 05203	Operations of Islamic Commercial Banks	12		
10	IBFT 05204	Introduction to Money and Banking	12		
11	IBFT 05205	Fundamentals of Accounting	10		

S/No	Course Code	Course Title	Credits	Semester	Year
12	IBFT 05207	Office Management	08		
13	IBFT 05206	Practical Training	08		
14	IBFT 06101	Islamic Commercial Law II	12	I	2
15	IBFT 06102	Introduction to Financial Management	10		
16	IBFT 06103	Risk Management in Islamic Financial Institutions	12		
17	IBFT 06104	Accounting for Islamic Financial Institutions	10		
18	IBFT 06101	Introduction to Entrepreneurship	12		
19	IS 06101	Introduction to Islam II	5		
20	IBFT 06201	Legal Aspects of Islamic Banking and Financial Services	08	II	
21	IBFT 06202	Islamic Insurance [Takaful]	08		
22	IBFT 06203	Islamic Marketing Strategies	10		
23	IBFT 06204	Islamic Capital Markets	12		
24	IBFT 06205	Islamic Ethics and Corporate Governance	08		
25	IBFT 06206	Islamic Wealth Management	12		
26	IBFT 06207	Introduction to Financial Analysis and Planning	08		

### 18.10 Business Administration Programme

#### Ordinary Diploma (NTA 6) in Business Administration

The objective of Ordinary Diploma in Business Administration is to prepare learners for a business career or provide a learning pathway for those wishing to proceed to higher levels of business management study. It is also a pre-requisite level to advance into the bachelor programmes in Business Administration or related qualification.

**Table 18.14:** *Ordinary Diploma in Business Administration Courses*

S/N	Course Code	Course Title	Credits	Semester	Year
1	BAT 06101	Business Law	12	I	1
2	BAT 06102	Principles of Management	13		
3	BAT 06103	Elements of Finance	12		
4	BAT 06104	Principles of Production Management	18		
5	BAT 06206	Elements of Human Resource Management	13	II	
6	GST 06101	Action Research	10		
7	BAT 06208	Business Contract	17		
8	BAT 06209	Elements of Logistics and Inventory Control	15		
9	GST 06201	Small Business Development	10		

### **Technician Certificate (NTA 5) in Business Administration**

The objective of Technician Certificate in Business Administration is to prepare learners for a business career or provide a learning pathway for those wishing to proceed to higher levels of business management study. It is also a pre-requisite level to advance into the ordinary diploma in Business Administration (NTA Level 6)



**Table 18.15:** *Technician Certificate in Business Administration Courses*

S/N	Course Code	Course Title	Credits	Semester	Year
1	BAT 05101	Commercial Arithmetic	20	I	1
2	BAT 05106	Principles of Marketing	17		
3	BAT 05105	Business Communication Skills	8		
4	BAT 05108	Commercial knowledge and Business Ethics	15		
5	BAT 05202	Fundamentals of Accounting	10	II	
6	BAT 05203	Office Management	7		
7	BAT 05204	Basics of e-commerce	5		
8	BAT 05207	Fundamentals of Economics	8		
9	BAT 05209	Elements of commercial law	10		
10	BAT 05210	Fundamentals of Procurement and Supply	10		
11	BAT 05211	Field Practical	10		

### **Basic Technician Certificate (NTA 4) in Business Administration**

The objective of this programme is to prepare learners for a business career or provide a learning pathway for those wishing to proceed to higher levels of business management study. It is also the building block to advance the learner into the Technician Certificate in Business Administration (NTA Level 5)

**Table 18.16:** *Basic Technician Certificate in Business Administration Courses*

S/N	Course Code	Course Title	Credits	Semester	Year
1	BAT 04101	Basics Communications Skills	10	I	1
2	BAT 04102	Business Mathematics	8		
3	BAT 04103	Basics Computer Applications	15		
4	BAT 04108	Life Skills	15		
5	BAT 04106	Customer Care Skills	10		
6	BAT 04204	Principles of bookkeeping	12	II	
7	BAT 04205	Elements of Marketing	20		
8	BAT 04207	Fundamentals of Entrepreneurship	15		
9	BAT 04209	Field Practical Training	10		

### 18.11 Accountancy Programme

The Accountancy programme is an entry-level to higher-level qualification in the Accountancy. The objective of this programme is to prepare learners for a career in accountancy or providing a learning pathway for those wishing to proceed to higher levels of study.

**Table 18.17:** *Basic Technician Certificate in Accountancy Courses*

S/No	Course Code	Course Title	Credits	Semester	Year
1	ACT 04101	Elements of Book-keeping and Accounts	18	I	1
2	ACT 04102	Elements of Business Mathematics	14		
3	ACT 04103	Communication Skills	16		
4	ACT 04104	Basic Computer Skills	14		
5	ACT 04105	Elements of Commerce	8		
6	ACT 04201	Computer Applications in Accounting	16	II	
7	ACT 04202	Basic Records Management	16		
8	ACT 04203	Customer Care	8		
9	ACT 04204	Principles of Entrepreneurship	10		

**Table 18.18:** *Technician Certificate in Accountancy Courses*

S/No	Course Code	Course Title	Credits	Semester	Year
1	ACT 05101	Bookkeeping and Accounting	17	I	1
2	ACT 05102	Business Mathematics	10		
3	GST 05101	Communication Skills	16		
6	ACT 05204	ICT in Accounting	21	II	
7	ACT 05205	Elements of Procurement and Supplies	10		

S/No	Course Code	Course Title	Credits	Semester	Year
8	ACT 05206	Principles of Accounting	24		
9	ACT 05207	Field Practical Training	30		

**Table 18.19:** *Ordinary Diploma in Accountancy Courses*

S/No	Course Code	Course Title	Credits	Semester	Year
1	ACT 06101	Principles of Financial Reporting	18	I	1
2	ACT 06105	Business Communication and Information System	6		
3	ACT 06108	Commercial Law	6		
4	ACT 06109	Principles of Economics	7		
5	GST 06101	Action Research	10		
6	ACT 06202	Accounting for Specialized Entities and Items	12	II	
7	ACT 06203	Principles of Taxation	12		
8	ACT 06204	Principles of Auditing	18		
9	ACT 06206	Elements of Cost and Management Accounting	14		
10	ACT 06207	Principles of Financial Management	12		
11	GST 06201	Small Business Development	10		

### 18.12 Ordinary Diploma in Law and Shariah

The general objective of this programme is to impart knowledge, skills and understanding to students to grasp a broad range and basics of conventional and Islamic law issues. The Ordinary Diploma in Law and Shariah is a two years' program spread over four semesters. The programme comprises of a minimum total of 30 courses.

**Table 18.20:** *Ordinary Diploma in Law and Shariah Courses*

S/N	Course Code	Course Title	Credits	Semester	Year
1	IS 05110	Introduction to Islam I	5	I	1
2	DLT 05101	Constitution and Legal Systems of Tanzania	10		
3	DLT 05102	Criminal Law	10		
4	DLT 05103	Legal Methods	10		
5	DLT 05104	Law of Succession	10		
6	DLT 05105	Introduction to Shariah	10		
7	DLT 05106	Principles of Islamic Jurisprudence	10		
8	DLT 05107	Islamic Family Law	10		
9	DLT 05109	Communication Skills for Lawyers	10		
10	DLT 05201	Criminal Procedure	10	II	
11	DLT 05202	Law of Contract	10		
12	DLT 05203	Law of Evidence	10		
13	DLT 05204	Islamic Law of Inheritance	10		

S/N	Course Code	Course Title	Credits	Semester	Year
14	DLT 05205	Islamic Constitutional Law	10		
15	DLT 05206	Islamic Criminal Law	10		
16	DLT 05207	Land Law	10		
17	DLT 05208	Law of Torts	10		
18	IS 6210	Introduction to Islam	5	I	2
19	DLT 06101	Administrative Law I	10		
20	DLT 06102	Civil Procedure I	10		
21	DLT 06103	Family Law	10		
22	DLT 06104	Islamic Law of Banking and Finance	10		
23	DLT 06105	Islamic Will and Endowment	10		
24	DLT 06106	Human Rights Law	10		
25	DLT 06107	Legal Writing and Drafting Skills	10		
26	DLT 06108	Labour Law	10		
27	DLT 06201	Civil Procedure II	10	II	
28	DLT 06202	Commercial Law	10		
29	DLT 06203	Introduction to Alternative Dispute Resolution	10		
30	DLT 06204	Administrative Law II	10		
31	DLT 06205	Public International Law	10		

S/N	Course Code	Course Title	Credits	Semester	Year
32	DLT 06206	Field Attachment and Moot Court Practice			
33	DLT 06207	Communication and Language Skills for Lawyers	10		

### 18.13 Certificate in Law and Shariah

The Basic Technician Certificate in Law and Shariah is a training programme designed for facilitating the widest possible dissemination of the basic knowledge of the law and Islamic law among members of the society whose professional or routine work often interfaces with the law. The program also serves as a bridge for further studies in the field of law for candidates who aspire to be lawyers but do not meet required qualifications for joining advanced studies in law.

**Table 18.21:** *Certificate in Law and Shariah Courses*

S/N	Course Code	Course Title	Credits	Semester	Year
1	CLT 04108	Introduction to Computer Skills for Lawyers	10	I	1
2	IS 04110	Islamic Theology	5		
3	CLT 04108	Introduction to Computer Skills for Lawyers			
4	CLT04101	Constitutional Law	10		
5	CLT04102	Criminal Law	10		
6	CLT04103	Principles of Islamic Jurisprudence	10		

S/N	Course Code	Course Title	Credits	Semester	Year
7	CLT04104	Islamic Family Law	10	II	
8	CLT04106	Legal Methods	10		
9	CLT04107	Law of Contract	10		
10	CLT04201	Human Rights Law	10		
11	CLT04202	Administrative Law	10		
12	CLT04203	Islamic Law of Inheritance	10		
13	CLT04204	Introduction to the Islamic law of Banking and Finance	10		
14	CLT04205	Criminal Procedure	10		
15	CLT04206	Family Law	10		
16	CLT04207	Civil Procedure	10		
17	CLT04208	Law of Evidence	10		
18	CLT04209	Clinical Law and Moot Court Practice	10		