

# RUAHA CATHOLIC UNIVERSITY PROSPECTUS 2022/2023

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# WELCOMING NOTE FROM THE VICE CHANCELLOR

Once again we are sailing fast into another new academic year. As usual, we welcome our new, continuing students and staff. This prospectus aims to provide the best possible environment for teaching, learning, research and public services to the community around Ruaha Catholic University (RUCU). For these reasons, the prospectus describes the range of our courses together with other activities undertaken at the university. RUCU has one main goal, namely, to provide an enabling environment for each of the members to bring the best out of them. Therefore, the university wishes to assure each student that she/he will not regret to have chosen this university as a place for her/his academic growth. The university is also aware that the quality of student experiences derives from more than academic studies. This is why the university encourages students to take an active role in the activities of the students' organization – The Ruaha Catholic University Students' Organization (RUCUSO). RUCU has also made various logistics to enter into memoranda of understanding with other national and international higher learning institutions as a strategy of improving quality in education by learning from others and sharing with others what RUCU has.

In this prospectus, the university has taken into account all that is necessary to provide course contents, structure and staffing in order to provide the students with up-to-date information. However, a precaution is given to students to bear in mind that logistical limitations beyond the capacity of the university may fail to guarantee the provision of all elective courses listed in this prospectus during the named academic year. It is our hope that you will find this prospectus useful as a guide to your programme of study. In case you find yourself short of anything, please feel free to consult the Faculty/Directorate where you belong.

While at the university, students should cherish our motto "striving for academic excellence and moral finesse". This is an inspiring motto that has worked during the previous years and I hope it continues inspiring the university community for many years to come. It is my sincere hope that those who are determined should be given an opportunity to take advantage of this golden chance. Those who are not should not be left to create disharmony in the University.

Professor Pius Mgeni VICE CHANCELLOR September, 2021

# PART I GENERAL INFORMATION

#### 1.0 RUAHA CATHOLIC UNIVERSITY PROFILE

#### 1.1 Background

Ruaha Catholic University (RUCU) is the successor of Ruaha University College (RUCO) which was established by the Tanzania Episcopal Conference (TEC) under its Trust Deed of the Registered Trustees of Ruaha University College through the generous support of well-wishers (friends of RUCU) within and outside the country. The University is governed and administered in accordance with the Catholic Church Policy on Higher Education Institutions *Ex-Corde Ecclesia* and the provisions of the constitution of higher learning that is open to all regardless of their faith or religious affiliation. It does not discriminate on any grounds such as faith or backgrounds, religious affiliation, race, ethnicity, gender, disability or caste.

#### 1.2 Location

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

#### 1.3 The Vision of RUCU

Ruaha Catholic University envisions becoming a self-sustaining secular centre of excellence in higher education and community engagement services, recognised among the top ten leading institutions in Eastern Africa for demand driven knowledge generation, application, dissemination and preservation for social economic development and transformation of our world from within and from where we are by 2026.

#### 1.4 The Mission of RUCU

To complement government efforts to provide opportunities for the acquisition, development, preservation and dissemination of knowledge through quality demand driven degree and non-degree programmes to students and other stakeholders by quality teaching, research and consultancy using developments in ICT and motivated human resources to enable students and other stake holders become responsible

professionals and leaders with moral and ethical values for a happy, health and peaceful livelihood in the society.

#### 1.5 Accreditation Status

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

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

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

Since its establishment RUCO has grown fast in terms of programmes offered, students enrolled and staff employed to the extent of it being accorded the status of a fully-fledged University effective from 29<sup>th</sup> September, 2014. The move has opened a new page, the existence of Ruaha Catholic University (RUCU) and has cushioned the aspirations and expectations of many stakeholders of RUCO.

#### 1.6 SENIOR OFFICERS

#### 1.6.1 Members of RUCU Board of Trustees

1.0.1 Members of ROCO Doard of Hustees			
Most Rev. Jude Thaddaeus Ruwa'ichi	Archbishop of Dar es Salaam		
Most Rev. Isaac Amani	Archbishop of Arusha		
Most Rev. Paul Ruzoka	Archbishop of Tabora		
Most Rev. Damian Dallu	Archbishop of Songea		
Most Rev. Beatus Kinyaiya	Archbishop of Dodoma		
Most Rev. Gervas J. M. Nyaisonga	Archbishop of Mbeya		
Most Rev. Renatus Nkwande	Archbishop of Mwanza		
Rev. Dr. Charles Kitima	TEC General Secretary		

#### 1.6.2 Members of the Council

No.	Name	Designation	Status
1.	Rt. Rev. Bernadin Mfumbusa	The Bishop of Kondoa	Chairman
2.	Rt. Rev. Tarcisius Ngalalekumtwa	The Bishop of Iringa	Member
3.	Rt. Rev. Beatus Urassa	The Bishop Sumbawanga	Member
4.	Rev. Dr. Charles Kitima	Secretary General of TEC	Member
5.	Rev. Prof. Pius Mgeni	Vice Chancellor	Member
6.	Prof. William A. L. Anangisye	UDSM	Member
7.	Rev. Prof. Daniel Mkude	Jordan University College	Member
8.	Prof. Yohana P. Msanjila	St. John's University	Member

9.	Dr. John Boamo Tlegray	Jordan University College	Member
10.	Sr. Dr. John-Mary Vianney	From NMU	Member
11.	Dr. Evaristo Mtitu	Ministry of Education	Member
12.	Mrs. Monica Mbega	Financial Expert	Member
13.	Dr. Ana-Luis Haule	Senate Representative	Member
14.	Mrs. Martha Magembe	Dean of Students	Member
15.	Student	RUCUSO Representative	Member
16.	Mr. Frank John Ngafumika	Advocate	Member

#### 1.6.3 Members of the Senate

No.	Name	Designation	Status
1.	Rev. Prof. Pius Mgeni	Vice Chancellor	Chairperson
2.	Dr. Festo W. Gabriel	Acting DVCAA	Member
3.	Prof. Dominicus Kasilo	DVCFA	Member
4.	Prof. William A. L. Anangisye	Representative from another University	Member
5.	Dr. Evaristo Mtitu	Representative from MOEST	Member
6.	Rev. Fr. Isidor Qaya	Corporate Counsel	Member
8.	Dr. Ana-Luis Haule	Dean Faculty of Law	Member
9.	Rev. Dr. Benedict Nyoni	Dean Faculty of ICT	Member
10.	Rev. Dr. Kristofa Nyoni	Dean Faculty of Education	Member
11.	Dr. Makungu Bulayi	Dean Faculty of Arts and Social Sciences	Member
12.	Dr. Isidore Minani	Dean Faculty of Business and Management Sciences	Member
13.	Mr. Edward A. Magwe	Director of Institute of Allied Health Sciences	Member
14.	Rev. Dr. Damas Mahali	Director of Postgraduate Studies	Member
15.	Dr. Willy Migodela	Director of Undergraduate Studies	Member
16.	Mr. Ross Kinemo	Director of Short Course and continuing Education	Member
17.	Mr. Claudio Kisake	Admission Officer	Member
18.	Mrs. Martha Magembe	Dean of Students	Member
19.	Rev. Dr. Venance Ndalichako	Director of Human Resource Management	Member
20.	Mr. Martin Noel	Coordinator of Quality Assurance	Member
21.	Rev. Fr. Joseph Magani	Examination Officer	Member
22.	Br. Mlula Melkizedek	Chief Librarian	Member
23.	Dr. Abel Nyamahanga	RUCUASA Representative	Member

24.	Mr. Chesco Mwalongo	Loans Officer	Member
25.	RUCUSO President	Student Representative	Member

#### 1.6.4 RUCU Principle Officers

1.0.7	RUCU Principle Officers		
1.	Rt. Rev. Gervas J. Nyaisonga	MA (UDSM), BA (UDSM), DIP Phil. Kibosho Seminary-Moshi	Chancellor
2.	Rev. Prof. Pius Mgeni	PhD - Phil (Urbaniana-Rome), MA-Education (UDSM), MA- Philosophy (Sicily-Italy), BA Ed. (UDSM), BA-Theology (Sicily-Italy)	Vice Chancellor
3.	Dr. Festo W. Gabriel	PhD Archaeology (University of Pretoria SA), Masters of Archaeology (UDSM), BA. History and Archaeology (UDSM)	Chancellor
4.	Prof. Dominicus Kasilo	PhD Finance (University of Twente), MBA Industrial Management (Maastricht Sch. Mgt), ADCA in Accounts and Finance (IDM Mzumbe), ACPA (T) (NBAA), Diploma Materials Management (NBMM=PTSPTB), Certificate in Local Govt Accounting (Glasgow Polytechnic Queens University)	Chancellor Finance
5.	Rev. Dr. Kristofa Z. Nyoni		'
6.	Dr. Ana-Luis Haule	PhD(RUCO), LLM (University of London), Bachelor of Law (Urbaniana University)	
7.	Rev. Dr. Damas Mahali	PhD (CUEA), MAED (UDSM), BED (UDSM), PGDE (OUT), BA Theology (ROME).	Director of Postgraduate Studies
8.	Mr. Ross Kinemo	LLM (UDSM), PGDL (UDSM), LLB (UDSM)	Director of Short Course and Continuing Education
9.	Rev. Dr. Venance Ndalichako	PhD (Bayreuth University- Germany), MBA (St. Joseph's University-Philadelphia),	Lecturer, Director of Human Resource

		B.A.Ed. (UDSM), BA-Theology (Urbaniana).	Management
10.	Rev. Fr. Joseph Magani	M.A.Ed. (RUCU), BA. Psychology (Elmira), BA Theo (Urbaniana), Dipl. Philosophy (Kibosho Seminary)	Assistant Lecturer, Examinations Officer
11.	Dr. Peter Salum Kopweh	PhD Curriculum (Glasgow University UK), M.A.Ed. with Publications (Oxford Brookes University UK), BAED (UDSM)	Lecturer, Director of Quality Assurance
12.	Rev. Fr. Isidor J Qaya	LLM (St. Pio X, Venice, Italy), LLB (OUT), PGDL (Law School), Certificate in Philosophy (Ntungamo), Certificate in Theology (Segerea Seminary, Dar es Salaam).	Corporate Counsel
13.	Ms. Mwazarau M. Mathola	MA. in International Media Studies (Bonn Rheine-Sieg University, Bonn Germany), BA in Journalism (Tumaini University)	Public Relations Officer
14.	Mr. Martin Noel	LLM (UDSM), LLB (RUCO)	Coordinator of Quality Assurance
15.	Mr. Edward A. Magwe	B. Pharm (SJUT)	Director: Institute of Allied Health Sciences
16.	Ms. Victoria Kankutebe	BMLS (CUHAS)	Instructor, Head Department of Medical Laboratory Sciences
17.	Ms. Leticia M. Mwanyika	B. Pharm (MUHAS)	Instructor, Head Department of Pharmaceutical Sciences
18.	Ms. Jane Gilitu	MSc Computer Science (UDOM), BSc Comp. Science (RUCO), Dip.Ed. (Morogoro TTC)	Assistant Lecturer, Head Department of Computer Science
19.	Mr. Eras to Kinemo	MSc (Mzumbe), BSc (Tumaini Iringa)	Assistant Lecturer, Head Department of Environmental Health Sciences
20.	Dr. Sara Mkango	PhD Mathematics (UDSM), MSc. Maths (University of Cape Town), BSc (UDSM)	Lecturer, Head Department of Mathematics and Natural Sciences

21.	Dr. Stella Nyana	PhD Law (RUCU), LLM	Lecturer, Head of	
		(RUCO), LLB (Makerere	Department of	
		University) Public Law		
22.	Ms. Scholastica Mality	LLM (RUCO), LLB (RUCO)	Assistant Lecturer,	
			Head Department	
			of Private Law	
23.	Mr. Karl Millinga	MA. Geo (UDSM), BAED		
		(UDSM)	Head Department of Humanities	
24.	Dr. Salvius A. Kumburu	PhD. Special Needs (Abo		
27.		Academy Univ. Finland),		
		MAED. Special Needs(Abo	of Psychology	
		Academy Univ. Finland),	, 0,	
		BAED(UDSM)		
25.	Dr. Roomed Kavenuke	PhD. Marketing (UDSM),		
		MBA. Accounting (UDSM),	•	
		BBA (SAUT)	of Accounting and	
26			Finance	
26.	CPA Mr. Allan A Lwiwa	MBA (RUCO), ADCA (MZUMBE), CPA II		
		(MZUMBE), CPA II (MZUMBE)	Bursar	
27	CPA Ms. Lucy Mumba	MSc, MBA (The Hague), B.	Internal Auditor	
		Com (UDSM), CPA (NBAA)		
28.	Ms. Martha Magembe	MAED (RUCU), BAED (DUCE)	Dean of Students	
29.	Mr. Chesco E.	MBA (Tumaini), BBA		
	Mwalongo	(Tumaini), Dipl. Medicine		
		(Mtwara)		
30.	Rev. Fr. Jordan Kihaga	MA (Dogmatic Theology) –	Chaplain	
		Palermo, BA (Sacred		
		Theology) – Agrigento		

### 1.6.5 Administrative Staff

S/N	NAME	TITLE
1.	Simon Harry Urio	System Administrator
2.	Francis Samsoni Mwashitete	Store Officer
3.	Yohana Stephen Haule	Security Officer
4.	Martin Noel	Quality Assurance
5.	Nazarius Msilu	Planning Officer
6.	Stanford Kilingo	Store Attendant
7.	Adam Charles Mavika	Security Guard
8.	Chesco Mwalongo	Loan Officer
9.	Norbert Komba	Electrical technician
10.	Albino Y. Mwipopo	Carpenter
11.	Vicent Thadei Mtonyi	Mason
12.	Lukas J. Kibuga	Plumber
13.	Oygen Tadei Mgimba	Plumber

14.Fr. Louis NdumbaloEstate Manager15.Thomas M. MalangalilaDriver	
16.Fr. Isdore Joseph QayaCorporate Counsel	
10.11.Budde Joseph QuyuColporate Counsel17.Fr. Jordan KihagaChaplain	
18. Allan Lwiwa Bursar	
10.Main EwiwaDarsa19.Mr. Ezekiel P. LuhalaEstate Manager	
20.Stella KipopeleHousekeeper	
20. Stella RipopeleHousekeepel21. Linne NyenyembeHousekeeper	
22. Bonita Ndetewale Store Keeper	
23. Catherine Mwageni Secretary	
24. Honesta Mbwilo Secretary	
25. Fausta Sambala Secretary	
26. Sarah Mhando Secretary	
20. Surfar MiningoSecretary27. Ritha Nickson PaulReceptionist	
28. Aneth Waya Receptionist	
20. Mwazarau MatholaPublic Relation Officer	
30.     Upendo E. Vahaye     Procurement Officer	
31.Anna Peter Chang'aProcurement Officer	
32.Dr. Helima J. MengelePlanning Officer	
33. Monica Msolla Personal Secretary	
34. Scholastika Shaurimbele Personal Secretary	
35. Lightness Mbise Personal Secretary	
36. Salesia Msungu Office Attendant	
37. Anna Joshua Abuya Office Attendant	
38. Sr. Esta Imelda Mpoma Manager of Amon Nsekela H	lostel
39. Catherine Kamoto Cook	
40. Makinda Elizabeth Barnabas Cook	
41. Joyce Luhwano Kunjumu Cook	
42. Oida Thomas Ndambo Cook	
43. Anna Respikyusi Kasuga Cook	
44. Lucy S. Mumba Internal Auditor	
45. Baby Baraka Chuma Instructor	
46. Mwajuma Lotta HR Officer	
47. Mario Luhanga Electricians	
48. Martha Magembe Dean of Students	
49. Ancila Ulungi Ass. System Administrator	
50. Chazya Senyagwa Cleaner	
51. Gladys Mwajombe Accountant	
52. Sr. Benedicta Amon Gavile Accountant	
53. Sr. Veronica Nkata Accountant	
54. Bahati Mhadimu Athumani Accountant	
55. Graceana Sasage Accountant	
56. Julieth Fredrick Manga Accountant	
57. Sr. Hyacinta Mwijage Cashier	

60.	Leonard Modestus Mpogole	Stores Attendant
61.	Teodora Myamba	Secretary
62.	Catherine B. Mlungwe	Secretary
63.	Sr. Frida Mligo	Pharmacetical Tech.
64.	Robert Siong'o	Lab. Technician
65.	Said Omari	Lab. Technician
66.	Luka Denis Mhagama	lab. Assistant Tech
67.	Ngimba Benitho Issa	Librarian Assistant
68.	Maliva Yohana	Librarian Assistant
69.	Br. Melkisedeck Joseph Mlula	Chief Librarian
70.	Gabriel Osward	Librarian Assistant
71.	Salome Mwashitete	Technician
72.	Neema Basil	Secretary
73.	Hyasinta Wissa	Librarian Assistant
74.	Stella Mbingamno	Librarian Assistant
75.	Rahel Longo	Librarian Assistant
76.	Marietha Lukosi	Librarian Assistant
77.	Lemina Ngoti	Librarian Assistant
	Sr. Theopista Lukosi	Librarian Assistant
79.	Hatba Tellack	Librarian Assistant
80.	Mnyawami Celestino	Library Attendant
81.	Betty Dallu	Library Attendant
82.	Teodora Lova	Library Attendant
83.	Jane Paul Msamba	Library Attendant
84.	Fausta Mpunza	Library Attendant

#### 2.0 ACADEMIC PROGRAMMES OFFERED AT RUCU

The University is currently offering programmes that specialise in six professional areas: Information and Communication Technology, Arts and Social Sciences, Education courses, Business and Management Sciences, Allied Health Sciences and Law. These programmes lead to the acquisition of Certificates, Diplomas, Bachelor's Degrees, Postgraduate Diplomas, Master's degrees and PhDs. It also provides short courses, seminars, consultancy and research on various disciplines.

These programmes are conducted from Monday to Saturday of each week in the semester. Where necessary, lectures may be conducted on public holidays by mutual agreement between the lecturer and the students attending the course. Major activities at the University are posted in the Academic Almanac normally prepared in each Academic year.

Unless the subject requires otherwise, English is the medium of instruction at the University.

The academic programmes focus on seven areas as follows:

#### 2.1 CERTIFICATE PROGRAMMES

- 2.1.1 Certificate in Computer Science: a one (1) year programme.
- 2.1.2 Certificate in Law: a one (1) year programme.
- 2.1.3 Certificate in Business Administration: a one (1) year programme.
- 2.1.4 Certificate in Library Information Studies (Library, Records and Archive Management): a one (1) year programme.
- 2.1.5 Certificate in Medical Laboratory Sciences: a two (2) year programme (NTA 4 & NTA5).
- 2.1.6 Certificate in Pharmaceutical Sciences: a two (2) year programme (NTA 4 & NTA 5).

#### 2.2 DIPLOMA PROGRAMMES

- 2.2.1 Diploma in Computer Science: a two (2) year programme.
- 2.2.2 Diploma in Law: a two (2) year programme.
- 2.2.3 Diploma in Business Administration: a two (2) year programme
- 2.2.4 Diploma in Medical Laboratory Technology Sciences: a one (1) year programme (NTA 6).
- 2.2.5 Diploma in Pharmaceutical Sciences: a one (1) year programme (NTA 6).
- 2.2.6 Diploma in Library Information Services: a two (2) year programme.

#### 2.3 DEGREE PROGRAMMES

- 2.3.1 Bachelor of Science in Computer Science (Information Systems): a three (3) year programme.
- 2.3.2 Bachelor of Science in Computer Science (Software Engineering): a three (3) year programme.
- 2.3.3 Bachelor of Accounting and Finance with Information Technology (BAFIT): a three (3) year programme.
- 2.3.4 Bachelor of Environmental Health Sciences with Information Technology (BEHSIT): a three (3) year programme.

- 2.3.5 Bachelor of Science with Education (IT and MATHEMATICS) (BSc Ed): a three (3) year programme.
- 2.3.6 Bachelor of Laws (LLB): a four (4) year programme.
- 2.3.7 Bachelor of Arts with Education (BAED) with teaching subjects majoring in English or Kiswahili and minor in Language/Geography/History/ Economics: a three (3) year programme.
- 2.3.8 Bachelor of Arts with Education (BAED) with teaching subjects Geography and IT, Economics and IT: a three (3) year programme.
- 2.3.9 Bachelor of Business Administration (BBA): a three (3) year programme.

#### 2.4 POSTGRADUATE DIPLOMA PROGRAMMES

- 2.4.1 Postgraduate Diploma in Law (PGDL).
- 2.4.2 Specialized Postgraduate Diploma in Law (SPGDL).
- 2.4.3 Postgraduate Diploma in Education (PGDE).

#### 2.5 MASTER'S DEGREE PROGRAMMES

- 2.5.1 Master of Laws (LL.M) in Human Rights Law.
- 2.5.2 Master of Laws (LL.M) in Trade and Finance Law.
- 2.5.3 Master of Laws (LL.M) in Finance and Banking Law.
- 2.5.4 Master of Business Administration (MBA) in Accounting and Finance.
- 2.5.5 Master of Business Administration (MBA) in Human Resources Management.
- 2.5.6 Masters of Finance and International Investment Management (MFIIM).
- 2.5.7 Master of Education (MED) in Curriculum and Instruction.
- 2.5.8 Master of Education (MED) in Educational Planning and Administration.
- 2.5.9 Master of Arts (MALI) in Linguistics.

#### 2.6 PHD PROGRAMMES

- 2.6.1 Doctor of Philosophy in Education
- 2.6.2 Doctor of Philosophy in Law

#### 3.0 ADMISSION INFORMATION

- 3.1 Admission Enquiries
- 3.1.1 Enquiries about admission into the undergraduate Degrees, Diplomas or Certificate programmes should be addressed to:

The Admissions Officer Ruaha Catholic University P.O. Box 774 Iringa, Tanzania

Tel: +255-26-2702431 Fax +255-26-2702563 E-mail:rucu@rucu.ac.tz Website: <u>www.rucu.ac.tz</u>

3.1.2 Enquiries about admission into the PhD programmes, Master's Programmes and Postgraduate Diploma programmes should be addressed to:

The Director of Postgraduate Studies, Ruaha Catholic University P.O. Box 774 Iringa, Tanzania

Tel: +255-26-2702431 Fax +255-26-2702563 E-mail:info@rucu.ac.tz Website: <u>www.rucu.ac.tz</u>

#### 3.2 GENERAL ADMISSION INFORMATION

3.2.1 For Undergraduate Degree, Diploma and Certificate courses, applications should be routed through the Admission Officer as indicated above. The academic year starts in October.

For Masters and Postgraduate Diploma programmes applications are normally invited from March to the end of August of the year for which admission is sought and have to be routed through the Director of Postgraduate Studies. The academic year starts at the beginning of October.

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

#### 3.3 GENERAL ENTRY REQUIREMENTS

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

#### 3.3.1 Certificate Awards

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

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

#### 3.3.2 Diploma Admissions:

A candidate shall be eligible for consideration for admission to a Diploma programme if he/she has obtained a Certificate of Secondary Education Examination (CSEE) or East Africa Certificate of Education (EACE) 'O' level with passes in at least four approved subjects and A level at least 3 subsidiary OR one-year Certificate.

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

#### 3.3.3 Degree Admissions:

Minimum entrance requirements for a first degree admission are as follows:

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

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

#### 3.3.4 Postgraduate Diploma Awards

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

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

#### 3.3.5 Master's Awards

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

#### 3.3.6 PhD Awards

To be considered for admission to the PhD programme, a candidate must be a holder of a Master's degree of this University or of any other recognised University with a GPA of 3.0 and above.

#### 4.0 **REGISTRATION INFORMATION**

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

orientation period has expired, students will have to pay TZS 50,000/= for late registration.

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

- 17. A student enrolled for a course programme at RUCU may not enrol concurrently in any other institution without the special permission in writing given by the Deputy Vice Chancellor for Academic Affairs or, in the special case where examinations are held under inter-institutional arrangements or cooperation.
- 18. No exemption will be given from University courses which a student may claim to have done elsewhere if the TCU credit transfer guidelines do not allow it.

#### 5.0 FINANCIAL INFORMATION

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

Foreign based institutions or sponsors, whether sponsoring a local or foreign student, shall make payments in convertible currencies. These are to be paid into a foreign bank account held at the

#### CRDB Bank (Iringa) Account No 19J2071042600 SWIFT CODE: CORUTZTZ (in Euro)

#### And

# Account No 0252071042600 (in USD) and SWIFT CODE: CORUTZTZ.

Tuition Fees and direct University fees shall be paid by using a **control number** through the University accounts as it is explained in the joining instructions or application form. The RUCU account is:

#### A/C No 240-227000003 (at Tanzania Commercial Bank) Account Name: Ruaha Catholic University

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

- The following fee structures shall be applicable during the 2021/2022 academic year.
  - 1. Only the **tuition fee** may be paid in **four equal instalments**.
  - 2. For postgraduate students only, tuition fee may be paid in two equal instalments.
  - 3. Students are to pay first instalment of the tuition fee in full at the start of that particular semester.
  - 4. Students must pay all direct university costs at the beginning of semester one.
  - 5. The costs involved in the completion of Practicum/Fieldwork/Projects will be borne by the student.
  - 6. The duration for such activities is about 56 days at TZS 10,000/= per day.

- 7. The cost of borrowing or purchasing a graduation gown is not included in the above fee structure.
- 8. Grade/progress report will be supplied on request at a charge of TZS 5,000/=.
- 9. Registration after the set dates for registration will carry a penalty of TZS 50,000/= per semester.
- 10. Any student repeating any number of courses in a semester will have to pay fees amounting to TZS 100,000/= per each course repeated.
- 11. All off-campus students do not pay accommodation fees.
- 12. Books, stationery and meals allowances are to be paid directly to the student and may vary according to sponsor's policies. These, if paid through RUCU accounts will not be refundable under any circumstances.
- 13. Refunds of any kind shall only be made after the completion of the programme, 20% of the amount to be refunded will remain in RUCU account.
- 14. Postgraduate students extending studies will have to pay an extension fee of TZS 50,000 per month.
- 15. Pay Health Insurance if you don't have a health insurance membership card.
- 16. Refund of any kind shall only be made after the completion of the programme.

FEES STRUCTURE FOR CERTIFICATE COURSES 2021/2022					
CERTIFICATE OF BUSINESS ADMINISTRATION-(CBA)					
ON					
A. DIRECT UNIVERSITY COSTS	CAMPUS	CAMPUS			
Tuition Fee	800,000	800,000			
Examination fee	100,000	100,000			
General Service Fee	55,000	55,000			
Registration fee	25,000	25,000			
Student Identity Card Fee	5,000	5,000			
Student Activities Fee	15,000	15,000			
NACTE-Quality assurance fee	20,000	20,000			
Graduation fee	35,000	35,000			
Sub Total	1,055,000	1,055,000			
B. OTHER STUDENT COST					
Accommodation*	350,000	-			
Health Insurance*	50,400	50,400			
Sub Total	400,400	50,400			
Total Payable Direct To The University	1,455,400	1,105,400			
C. DIRECT STUDENT COST					
Book/Stationery Cost	100,000	100,000			
Meal allowance 8*	1,800,000	1,800,000			
Total Payable Direct To The Student	1,900,000	1,900,000			
Grand Total 3,355,400 3,005,400					

MEDICAL LABORATY SCIENCES-(MLS)						
、	NTA LEVEI	NTA LEVEL 5				
	ON OFF		ON	OFF		
	CAMPUS	CAMPUS	CAMPUS	CAMPUS		
A.DIRECT UNIVERSITY COSTS						
Tuition Fee	1,400,000	1,400,000	1,400,000	1,400,000		
Examination fee	100,000	100,000	100,000	100,000		
General Service Fee	55,000	55,000	55,000	55,000		
Field practical fee	-	-	80,000	80,000		
Registration fee	25,000	25,000	25,000	25,000		
Student Identity Card Fee	5,000	5,000	-	-		
Student Activities Fee	15,000	15,000	15,000	15,000		
NACTE Quality assurance fee	20,000	20,000	20,000	20,000		
Tanzania MLS Association Fee	10,000	10,000	10,000	10,000		
Graduation fee	-	-	35,000	35,000		
Sub Total	1,630,000	1,630,000	1,740,000	1,740,000		
B. OTHER	R STUDENT (	COST				
Accommodation*	350,000	-	350,000	-		
Health Insurance*	50,400	50,400	50,400	50,400		
Sub Total	400,400	50,400	400,400	50,400		
Total Payable Directly To The University	2,030,400	1,680,400	2,140,400	1,790,400		
Book/Stationery Costs	200,000	200,000		200,000		
Meal allowance 8*	1,800,000	1,800,000	1,800,000	1,800,000		
Total Payable Direct To The Student	2,000,000	2,000,000	2,000,000	2,000,000		
Grand Total	4,030,400	3,680,400	4,140,400	3,790,400		

## FEE STRUCTURE FOR CERTIFICATE COURSES 2021/2022

FEES STRUCTURE FOR CERTIFICATE COURSES 2021/2022						
CERTIFICATE OF LAW						
ON CAMPUS OFF CAMPU						
A. DIRECT UNIVERSITY COSTS						
Tuition Fee	800,000	800,000				
Examination fee	100,000	100,000				
General Service Fee	55,000	55,000				
Registration fee	25,000	25,000				
Student Identity Card Fee	5,000	5,000				
Student Activities Fee	15,000	15,000				
Contribution to RUCU Law Society	10,000	10,000				
NACTE-Quality assurance fee	20,000	20,000				
Graduation fee	35,000	35,000				
Sub Total	1,065,000	1,065,000				
B. OTHER STUDENT COST						
Accommodation*	350,000					
Health Insurance	50,400	50,400				
	400,400	50,400				
Total payable directly to the University	Total payable directly to the University1,465,4001,115,400					
C. DIRECT STUDENT COST						
Book/Stationery Cost	100,000	100,000				
Meal allowance 7*	1,800,000	1,800,000				
Sub total         1,900,000         1,900,000						
Grand Total	3,365,400	3,015,400				

FEES STRUCTURE FOR CERTIFICATE COURSES 2021/2022							
CERTIFICATE OF COMPUTER SCIENCES-(CCS)							
A.DIRECT UNIVERSITY COSTS ON CAMPUS OFF CAMPU							
Tuition Fee	800,000	800,000					
Examination fee	100,000	100,000					
General Service Fee	55,000	55,000					
Registration fee	25,000	25,000					
Student Identity Card Fee	5,000	5,000					
Student Activities Fee	15,000	15,000					
NACTE-Quality assurance fee	10,000	10,000					
Graduation fee	35,000	35,000					
Sub Total	1,055,000	1,055,000					
B. OTHER STUDENT COST	B. OTHER STUDENT COST						
Accommodation	350,000	-					
Health Insurance	50,400	50,400					
Sub Total	400,400	50,400					
Total Payable Direct To The University	1,455,400	1,105,400					
C. DIRECT STUDENT COST							
Book/Stationery Cost	100,000	100,000					
Meal allowance 8*	1,800,000	1,800,000					
TOTAL PAYABLE DIRECT TO THE STUDENT	1,900,000	1,900,000					
Grand Total 3,355,400 3,005,40							

CERTIFICATE OF LIBRARY SCIENCES - (CLB)				
A. DIRECT UNIVERSITY COSTS	ON CAMPUS	OFF CAMPUS		
Tuition Fee	800,000	800,000		
Examination fee	100,000	100,000		
General Service Fee	55,000	55,000		
Registration fee	25,000	25,000		
Student Identity Card Fee	5,000	5,000		
Student Activities Fee	15,000	15,000		
NACTE-Quality assurance fees	20,000	20,000		
Graduation fee	35,000	35,000		
Sub Total	1,055,000	1,055,000		
B. OTHER STUDENT COST				
Accommodation*	350,000	-		
Health Insurance	50,400	50,400		
Sub Total	400,400	50,400		
Total Payable Direct To The University	1,455,400	1,105,400		
C. DIRECT STUDENT COST				
Book/Stationery Cost	100,000	100,000		
Meal allowance 8*	1,800,000	1,800,000		
Total Payable Direct To The Student1,900,0001,900,000				
Grand Total	3,355,400	3,005,400		

CERTIFICATE IN INFORMATION TECHNOLOGY							
A. DIRECT UNIVERSITY COSTS							
ON CAMPUS OFF CAMPUS							
Tuition Fee	800,000	800,000					
Examination fee	100,000	100,000					
General Service Fee	55,000	55,000					
Registration fee	25,000	25,000					
Student Identity Card Fee	5,000	5,000					
Student Activities Fee	15,000	15,000					
NACTE-Quality assurance fee	20,000	20,000					
Graduation fee	35,000	35,000					
Sub Total	1,055,000	1,055,000					
B. OTHER STUDENT COST							
Accommodation*	350,000	-					
Health Insurance	50,400	50,400					
Sub Total	400,400	50,400					
Total Payable Direct To The University 1,455,400 1,105,40							
C. DIRECT STUDENT COST							
Book/Stationery Cost	100,000	100,000					
Meal allowance 8*	1,800,000	1,800,000					
Total Payable Direct To The Student1,900,0001,900,000							
Grand Total 3,355,400 3,005,400							

FEES STRUCTURE FOR CERTIFICATE COURSES 2021/2022						
ENVIRONMENTAL HEALTH SCIENCES						
NTA LEVEL 4 NTA LEVEL 5						
	ON OFF ON OFF					
	CAMPUS	CAMPUS	CAMPUS	CAMPUS		
A. DIRE	ECT UNIVER	SITY COSTS				
Tuition Fee	1,400,00	1,400,00				
	0	0	1,400,000	1,400,000		
Examination fee	100,000	100,000	100,000	100,000		
General Service Fee	55,000	55,000	55,000	55,000		
Field practical fee	-	-	130,000	130,000		
Registration fee	25,000	25,000	25,000	25,000		
Student Identity Card Fee 5,000 5,000 -						
Student Activities Fee	15,000	15,000	15,000	15,000		
NACTE-Quality assurance fee	20,000	20,000	20,000	20,000		
Graduation fee	-	-	35,000	35,000		
1,620,00 1,620,00						
Sub Total	0	0	1,780,000	1,780,000		
B. OTHER STUDENT COST						
Accommodation*	350,000	~	350,000	-		

Health Insurance*	50,400	50,400	50,400	50,400
Sub Total	400,400	50,400	400,400	50,400
	2,020,40	1,670,40		
Total Payable To University	0	0	2,180,400	1,830,400
Book/Stationery Cost	200,000	200,000	200,000	200,000
	1,800,00	1,800,00		
Meal allowance 8*	0	0	1,800,000	1,800,000
Total Payable Direct To The	2,000,00	2,000,00		2,000,00
Student	0	0	2,000,000	0
	4,020,40	3,670.40		3,830,40
Grand Total	0	0	4,180,400	0

## 6.3 FEES STRUCTURE FOR DIPLOMA COURSES 2021/2022

FEES STRUCTURE FOR DIPLOMA COURSES 2021/2022								
DIPLOMA IN BUSINESS ADMINISTRATION AND DIPLOMA IN LIBRARY								
	YEAR 1		YEAR 2					
	ON	OFF	ON	OFF				
	CAMPUS	CAMPUS	CAMPUS	CAMPUS				
A. DIRECT UNIVERSITY COSTS								
Tuition Fee	1,030,000	1,030,000	1,030,000	1,030,000				
Examination fee	100,000	100,000	100,000	100,000				
General Service Fee	55,000	55,000	55,000	55,000				
Field practical fee	-	-	75,000	75,000				
Registration fee	25,000	25,000	25,000	25,000				
Student Identity Card Fee	5,000	5,000	-	-				
Student Activities Fee	15,000	15,000	15,000	15,000				
NACTE-Quality assurance fee	20,000	20,000	20,000	20,000				
Graduation fee	-	-	35,000	35,000				
Sub Total	1,250,000	1,250,000	1,355,000	1,355,000				
B. O	THER STUDE	NT COST						
Accommodation*	350,000	-	350,000	-				
Health Insurance*	50,400	50,400	50,400	50,400				
Sub Total	400,400	50,400	400,400	50,400				
Total payable directly to the								
university	1,650,400	1,300,400	1,755,400	1,405,400				
Book/Stationery Cost	200,000	200,000	200,000	200,000				
Meal allowance 8*	1,800,000	1,800,000	1,800,000	1,800,000				
Total Payable Direct To The								
Student	2,000,000	2,000,000	2,000,000	2,000,000				
Grant Total	3,650,400	3,300,400	3,755,400	3,405,400				

MEDICAL LABORATO RY SCIENCESNTA LEVEL - 6						
A. DIRECT UNIVERSITY COSTS						
	ON					
	CAMPUS	OFF CAMPUS				
Tuition Fee	1,400,000	1,400,000				
Examination fee	100,000	100,000				
General Service Fee	55,000	55,000				
Registration fee	25,000	25,000				
Field Practical fee	80,000	80,000				
Student Identity Card Fee	5,000	5,000				
Student Activities Fee	15,000	15,000				
NACTE-Quality assurance fee	20,000	20,000				
Tanzania MLS Association Fee	10,000	10,000				
Graduation fee	35,000	35,000				
Sub Total	1,745,000	1,745,000				
B. OTHER STUDE	NT COST					
Accommodation*	350,000	-				
Health Insurance	50,400	50,400				
Sub Total	400,400	50,400				
Total Payable Direct To The University	2,145,400	1,795,400				
C. DIRECT STUD	ENT COST					
Book/Stationery Cost	200,000	200,000				
Meal allowance 8*	1,800,000	1,800,000				
Total Payable Direct To The Student	2,000,000	2,000,000				
Grand Total	4,145,400	3,795,400				

FEES STRUCTURE FOR DIPLOMA COURSES 2021/2022							
PHARMACEUTICAL SCIENCES NTA LEVEL - 6							
A. DIRECT UNIVERSITY COSTS							
	ON CAMPUS	OFF CAMPUS					
Tuition Fee	1,400,000	1,400,000					
Examination fee	100,000	100,000					
General Service Fee	55,000	55,000					
Registration fee	25,000	25,000					
Field Practical fee	80,000	80,000					
Field Practical fee	5,000	5,000					
Student Activities Fee	15,000	15,000					
NACTE-Quality assurance fee	20,000	20,000					
Tanzania Pharmaceutical Students Association Fee	10,000	10,000					
Graduation fee	35,000	35,000					
Sub Total	1,745,000	1,745,000					
B. OTHER STUDENT (	COST						
Accommodation*	350,000	-					
Health Insurance	50,400	50,400					
Sub Total	400,400	50,400					
Total Payable Direct To The University	2,145,400	1,795,400					
C. DIRECT STUDENT COST							
Book/Stationery Cost	200,000	200,000					
Meal allowance 8*	1,800,000	1,800,000					
TOTAL PAYABLE DIRECT TO THE STUDENT	2,000,000	2,000,000					
Grand Total	4,145,400	3,795,400					

DIPLOMA IN LAW								
A. DIRECT UNIVERSITY COSTS								
	YEAR 1		YEAR 2					
	ON	OFF	ON	OFF				
	CAMPUS	CAMPUS	CAMPUS	CAMPUS				
Tuition Fee	1,030,000	1,030,000	1,030,000	1,030,000				
Examination fee	100,000	100,000	100,000	100,000				
General Service Fee	55,000	55,000	55,000	55,000				
Registration fee	25,000	25,000	25,000	25,000				
Student Identity Card Fee	5,000	5,000	-	-				
Student Activities Fee	15,000	15,000	15,000	15,000				
Contribution to RUCU Law Society	10,000	10,000	10,000	10,000				
NACTE-Quality assurance fee	20,000	20,000	20,000	20,000				
Graduation fee	-	-	35,000	35,000				
Sub Total	1,260,000	1,260,000	1,290,000	1,290,000				

B. OTHER STUDENT COSTS								
Accommodation*	350,000	-	350,000	-				
Health Insurance*	50,400	50,400	50,400	50,400				
Sub Total	400,400	50,400	400,400	50,400				
Total Payable Direct To The University	1,660,400	1,310,400	1,690,400	1,340,400				
C. DIREC	T STUDENT	COST						
Book/Stationery Cost	200,000	200,000	200,000	200,000				
Meal allowance 8*	1,800,000	1,800,000	1,800,000	1,800,000				
Total Payable Direct To The Student	2,000,000	2,000,000	2,000,000	2,000,000				
Grand Total	3,660,400	3,310,400	3,690,400	3,340,400				

DIPLOMA IN COMPUTER SCIENCES								
	YEAR 1		YEAR 2					
	ON	OFF	ON	OFF				
	CAMPUS	CAMPUS	CAMPUS	CAMPUS				
A. DIRECT	UNIVERSITY	COSTS						
Tuition Fee	1,030,000	1,030,000	1,030,000	1,030,000				
Examination fee	100,000	100,000	100,000	100,000				
General Service Fee	55,000	55,000	55,000	55,000				
Field practical fee	75,000	75,000	75,000	75,000				
Registration fee	25,000	25,000	25,000	25,000				
Student Identity Card Fee	5,000	5,000	-	-				
Student Activities Fee	15,000	15,000	15,000	15,000				
NACTE-Quality assurance fee	20,000	20,000	20,000	20,000				
Graduation fee	-	-	35,000	35,000				
Sub Total	1,325,000	1,325,000	1,280,000	1,280,000				
B. OTHE	R STUDENT	COST						
Accommodation*	350,000	-	350,000	-				
Health Insurance*	50,400	50,400	50,400	50,400				
Sub Total	400,400	50,400	400,400	50,400				
Total Payable Directly to the University	1,725,400	1,375,400	1,680,400	1,330,400				
C. DIRECT STUDENT COST								
Book/Stationery Cost	200,000	200,000	200,000	200,000				
Meal allowance 8*	1,800,000	1,800,000	1,800,000	1,800,000				
Total Payable Direct To The Student	2,000,000	2,000,000	2,000,000	2,000,000				
Grand Total	3,725,400	3,375,400	3,680,400	3,330,400				

FEES STRUCTURE FOR DIPLOMA COURSES 2021/2022							
ENVIRONMENTAL HEALTH SCIENCES NTA LEVEL - 6							
A. DIRECT UNIVERSITY COSTS							
	ON CAMPUS	OFF CAMPUS					
Tuition Fee	1,400,000	1,400,000					
Examination fee	100,000	100,000					
General Service Fee	55,000	55,000					
Registration fee	25,000	25,000					
Field Practical fee	130,000	130,000					
Student Identity Card Fee	5,000	5,000					
Student Activities Fee	15,000	15,000					
NACTE-Quality assurance fee	20,000	20,000					
Graduation fee	35,000	35,000					
Sub Total	1,785,000	1,785,000					
B. OTHER STUDENT							
Accommodation*	350,000	-					
Health Insurance	50,400	50,400					
Sub Total	400,400	50,400					
Total Payable Directly To The University	2,185,400	1,835,400					
C. DIRECT STUDENT COST							
Book/Stationery Cost	200,000	200,000					
Meal allowance 8*	1,800,000	1,800,000					
Total Payable Directly To The Student	2,000,000	2,000,000					
Grant Total							

Pay direct and other university fees by using control number to: Ruaha Catholic University A/c No 240-227000003 held at the Tanzania Postal Bank (Now Tanzania Commercial Bank).

#### NB:

- 1. Only **Tuition fee** can be paid in **two equal instalments**, i.e. a half in Sem. 1 and the other half in Sem. 2
- 2. The cost for Practicum/Fieldwork/Projects will be borne by the students and duration for such activities is about 56 days @ TZ\$10,000/=per day
- 3. Cost of borrowing or purchasing graduation gown not included.
- 4. Grade report on request will be charged TZS 5,000/= per semester
- 5. Late registration Fee will be charged separately TZS 50,000/=
- 6. \*Pay Health Insurance if you don't have a health insurance membership card.
- 7. \*. Books, stationery and meals allowances are paid direct to the student and may vary according to sponsors' policies
- 8. and if paid through RUCU accounts will not be refundable in any case.
- 9. \*. The above Accommodation rate is the minimum amount otherwise rate varies according to number of students in the room.

- 10.
- .Request for duplicate of any receipt will be charged TZ\$5,000/= Charge for repeating a course(s) will be TZ\$ 100,000/= per each repeated 11. course.
- Refunds of all kinds shall be made after completion of the Programme 12.

#### FEE STRUCTURE FOR DEGREE COURSES

#### BACHELOR OF SCIENCE IN COMPUTER SCIENCE SOFTWARE ENGINEERING AND BACHELOR OF COMPUTER SCIENCE

		YEAR	SECON		THIRD	YEAR
	1	A. DIRECT U	NIVERSITY C	OSTS		
	ON	OFF	ON	OFF	ON	OFF
	CAMPUS	CAMPUS	CAMPUS	CAMPUS	CAMPUS	CAMPUS
Tuition Fee	1,400,000	1,400,000	1,400,000	1,400,000	1,400,000	1,400,000
Examination fee	100,000	100,000	100,000	100,000	100,000	1,400,000
General Service						
Fee	55,000	55,000	55,000	55,000	55,000	55,000
Field practical fee	75,000	75,000	75,000	75,000	-	-
Registration fee	25,000	25,000	25,000	25,000	25,000	25,000
Student Identity						
Card Fee	5,000	5,000	-	-	-	-
Student Activities						
Fee	15,000	15,000	15,000	15,000	15,000	15,000
TCU-Quality						
assurance fee	20,000	20,000	20,000	20,000	20,000	20,000
Graduation fee	-	-	-	-	35,000	35,000
Sub Total	1,695,000	1,695,000	1,690,000	1,690,000	1,650,000	1,650,000
		B. OTHER	STUDENT CO	<u>DST</u>		
Accommodation*	350,000		350,000		350,000	
Health Insurance*	50,400	50,400	50,400	50,400	50,400	50,400
Sub Total	400,400	50,400	400,400	50,400	400,400	50,400
Total Payable						
Direct To The						
University	2,095,400	, ,	2,090,400	, ,	2,050,400	1,700,400
	Γ	C. DIRECT	STUDENT C	OST	Γ	
Book/Stationery						
Cost	200,000	200,000	200,000	200,000	200,000	200,000
Meal allowance						
8*	1,800,000	1,800,000	1,800,000	1,800,000	1,800,000	1,800,000
Total Payable						
Direct To The						
Student	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000
Grant Total	4,095,400	3,745,400	4,090,400	3,740,400	4,050,400	3,700,400

	BACHELOR OF LAWS							
		Α.	DIRECT U	NIVERSITY				
	YEAR 1		YEAR 2		YEAR 3		YEAR 4	
	ON	OFF	ON	OFF	ON	OFF	ON	OFF
	CAMPU	CAMPU	CAMPU	CAMPU	CAMPU	CAMPU	CAMPU	CAMPU
<b>T F</b>	S	S	S	S	S	S	S	S
Tuition Fee	1,400,0	1,400,0	1,400,0	1,400,0	1,400,0	1,400,0	1,400,0	1,400,0
Eveningtion	00	00	00	00	0	00	00	00
Examination	100,000	100 000	100 000	100 000	100,000	100 000	100,000	100.000
fee General	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000
	55 000	55 000	55 000	55 000	55 000	55 000	55 000	55 000
Service Fee	55,000	55,000	55,000	55,000	55,000	55,000	55,000	55,000
Research								
supervision fee							75,000	75,000
Registration	-	-	-	-	-	-	75,000	75,000
fee	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000
Student ID	23,000	25,000	23,000	23,000	23,000	25,000	23,000	25,000
Card Fee	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000
Student	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000
Activities Fee	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000
TCU-Quality	13,000	13,000	13,000	13,000	13,000	13,000	13,000	13,000
assurance fee	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000
Graduation	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000
fee	-	-	-	-	-	-	35,000	35,000
Sub Total	1,630,0	1,630,0	1,625,0	1,625,0	1,625,0	1,625,0	1,735,0	1,735,0
	00	00	00	00	00	00	00	00
	<u> </u>		B. OTHER	STUDENT	COST	<u> </u>	<u> </u>	<u>.</u>
Accommodati								
on*	350,000	-	350,000	-	350,000	-	350,000	-
Health								
Insurance*	50,400	50,400	50,400	50,400	50,400	50,400	50,400	50,400
Sub Total	400,400	50,400	400,400	50,400	400,400	50,400	400,400	50,400
Total Payable								
Direct To The	2,030,4	1,680,4	2,025,4	1,675,4	2,025,4	1,675,4	2,135,4	1,785,4
University	00	00	00	00	00	00	00	00
		(	. DIRECT	STUDENT	COST			
Book/Statione								
ry Cost	200,00	200,000	200,000	200,000	200,000	200,000	200,000	200,000
Meal	1,80000	1,80000	1,80000	1,80000	1,80000	1,80000	1,80000	1,80000
allowance 8*	0	0	0	0	0	0	0	0
Total Payable								
Direct To The	2,000,0	2,000,0	2,000,0	2,000,0	2,000,0	2,000,0	2,000,0	2,000,0
Student	00	00	00	00	00	00	00	00
Grant Total	4,030,4	3,680,4	4,025,4	3,675,4	4,025,4	3,675,4	4,135,4	3,785,4
	00	00	00	00	00	00	00	00

A. DIRECT UNIVERSITY COSTS							
	FIRST YEAR		SECOND YE	EAR	THIRD YEA	R	
	ON	OFF	ON	OFF	ON	OFF	
	CAMPUS	CAMPUS	CAMPUS	CAMPUS	CAMPUS	CAMPUS	
Tuition Fee	1,400,000	1,400,000	1,400,000	1,400,000	1,400,000	1,400,000	
Examination fee	100,000	100,000	100,000	100,000	100,000	1,400,000	
General Service Fee	55,000	55,000	55,000	55,000	55,000	55,000	
Field practical fee	-	-	-	-	150,000	150,000	
Registration fee	25,000	25,000	25,000	25,000	25,000	25,000	
Student Identity Card							
Fee	5,000	5,000	-	-	-	-	
Student Activities Fee	15,000	15,000	15,000	15,000	15,000	15,000	
TCU-Quality							
assurance fee	20,000	20,000	20,000	20,000	20,000	20,000	
Graduation fee	-	-	-	-	35,000	35,000	
Sub Total	1,620,000	1,620,000	1,615,000	1,615,000	1,800,000	1,800,000	
		B. OTHER ST	UDENT CO	ST			
Accommodation*	350,000		350,000		350,000		
Health Insurance*	50,400	50,400	50,400	50,400	50,400	50,400	
Sub Total	400,400	50,400	400,400	50,400	400,400	50,400	
Total Payable Direct							
To The University	2,020,400	1,670,400	2,015,400	1,665,400	2,200,400	1,850,400	
	(	C. DIRECT S	<u>TUDENT CO</u>	ST			
Book/Stationery Cost	200,000	200,000	200,000	200,000	200,000	200,000	
Meal allowance 8*	1,800,000	1,800,000	1,800,000	1,800,000	1,800,000	1,800,000	
Total Payable Direct							
To The Student	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	
Grand Total	4,020,400	3,670,400	4,015,400	3,665,400	4,200,400	3,850,400	

## BACHELOR OF ACCOUNTING AND FINANCE WITH IT

## BACHELOR OF BUSINESS ADMINISTRATION

A. DIRECT UNIVERSITY COSTS							
	FIRST YEAR		SECOND YI	EAR	THIRD YEA	R	
	ON	OFF	ON	OFF	ON	OFF	
	CAMPUS	CAMPUS	CAMPUS	CAMPUS	CAMPUS	CAMPUS	
Tuition Fee	1,400,000	1,400,000	1,400,000	1,400,000	1,400,000	1,400,000	
Examination fee	100,000	100,000	100,000	100,000	100,000	1,400,000	
General Service Fee	55,000	55,000	55,000	55,000	55,000	55,000	
Field practical fee	-	-	75,000	75,000	75,000	75,000	
Registration fee	25,000	25,000	25,000	25,000	25,000	25,000	
Student ID Card Fee	5,000	5,000	-	-	-	-	
Student Activities Fee	15,000	15,000	15,000	15,000	15,000	15,000	
TCU - Quality							
assurance fee	20,000	20,000	20,000	20,000	20,000	20,000	
Graduation fee	-	-	-	-	35,000	35,000	
Sub Total	1,620,000	1,620,000	1,690,000	1,690,000	1,725,000	1,725,000	
	l	B. OTHER ST	UDENT COS	STS			
Accommodation*	350,000		350,000		350,000		
Health Insurance*	50,400	50,400	50,400	50,400	50,400	50,400	
Sub Total	400,400	50,400	400,400	50,400	400,400	50,400	
Total Payable Direct							
To The University	2,020,400	1,670,400	2,090,400	1,740,400	2,125,400	1,775,400	
		C. DIRECT S	TUDENT CO	ST			
Book/Stationery Cost	200,000	200,000	200,000	200,000	200,000	200,000	
Meal allowance 8*	1,800,000	1,800,000	1,800,000	1,800,000	1,800,000	1,800,000	
Total Payable Direct							
To The Student	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	
Grand Total	4,020,400	3,670,400	4,090,400	3,740,400	4,125,400	3,775,400	

# BACHELOR OF ARTS IN EDUCATION

A. DIRECT UNIVERSITY COSTS						
	FIRST YEAR SECOND YEAR THIRD YEAR					NR
	ON	OFF	ON	OFF	ON	OFF
	CAMPUS	CAMPUS	CAMPUS	CAMPUS	CAMPUS	CAMPUS
Tuition Fee	1,400,00	1,400,00	1,400,00	1,400,00	1,400,00	1,400,00
	0	0	0	0	0	0
Examination fee						1,400,00
	100,000	100,000	100,000	100,000	100,000	0
General Service						
Fee	55,000	55,000	55,000	55,000	55,000	55,000
Field practical						
fee	75,000	75,000	75,000	75,000	-	-
Registration fee	25,000	25,000	25,000	25,000	25,000	25,000
Student Identity						
Card Fee	5,000	5,000	-	-	-	-
Student						
Activities Fee	15,000	15,000	15,000	15,000	15,000	15,000
TCU-Quality						
assurance fee	20,000	20,000	20,000	20,000	20,000	20,000
Graduation fee	-	-	-	-	35,000	35,000
Sub Total			1,690,00	1,690,00	1,650,00	1,650,00
	1,695,000	1,695,000	0	0	0	0
	1	B. OTHER	STUDENT C	OST	1	
Accommodation						
*	350,000		350,000		350,000	
Health						
Insurance*	50,400	50,400	50,400	50,400	50,400	50,400
Sub Total	400,400	50,400	400,400	50,400	400,400	50,400
Total Payable						
Directly To The	2,095,40		2,090,40		2,050,40	1,700,40
University	0	1,745,400	0	1,740,400	0	0
		C. DIRECT	STUDENT C	OSTS		
Book/Stationery						
Cost	200,000	200,000	200,000	200,000	200,000	200,000
Meal allowance	1,800,00	1,800,00	1,800,00	1,800,00	1,800,00	1,800,00
8*	0	0	0	0	0	0
Total Payable						
Direct To The	2,000,00	2,000,00	2,000,00	2,000,00	2,000,00	2,000,00
Student	0	0	0	0	0	0
Grand Total	4,095,40	3,745,40	4,090,40	3,740,40	4,050,40	3,700,40
	0	0	0	0	0	0

WITH INFORMATION TECHNOLOGY						
A. DIRECT UNIVERSITY COSTS						
	FIRST YEAR SECOND YEAR		THIRD YEA			
	ON	OFF	ON	OFF	ON	OFF
	CAMPUS	CAMPUS	CAMPUS	CAMPUS	CAMPUS	CAMPUS
Tuition Fee	1,600,000	1,600,000	1,600,000	1,600,000	1,600,000	1,600,000
Examination fee	100,000	100,000	100,000	100,000	100,000	100,000
General Service						
Fee	55,000	55,000	55,000	55,000	55,000	55,000
Field practical fee	85,000	85,000	85,000	85,000	10,000	10,000
Registration fee	25,000	25,000	25,000	25,000	25,000	25,000
Student Identity						
Card Fee	5,000	5,000	-	-	-	-
Student Activities						
Fee	15,000	15,000	15,000	15,000	15,000	15,000
NACTE-Quality						
assurance fee	20,000	20,000	20,000	20,000	20,000	20,000
Graduation fee	-	-	-	-	35,000	35,000
Sub Total	1,905,000	1,905,000	1,900,000	1,900,000	1,860,000	1,860,000
	1	B. OTHER	STUDENT C	OST	1	
Accommodation*	350,000		350,000		350,000	
Health						
Insurance*	50,400	50,400	50,400	50,400	50,400	50,400
Sub Total	400,400	50,400	400,400	50,400	400,400	50,400
Total Payable						
Directly To The						
University	2,305,400	1,955,400	2,300,400		2,260,400	1,910,400
	C. DIRECT STUDENT COST					
Book/Stationery						
Cost	200,000	200,000	200,000	200,000	200,000	200,000
Meal allowance						
8*	1,800,000	1,800,000	1,800,000	1,800,000	1,800,000	1,800,000
Total Payable						
Directly To The						
Student	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000
Grand Total	4,305,400	3,955,400	4,300,400	3,950,400	4,260,400	3,910,400

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

Please pay direct and other university fees to: -

Ruaha Catholic University A/c No 020-0000271 held at the Tanzania Postal Bank. Submit original copy of bank deposit slip indicating clearly your name, course and year of study.

### NB:

- 1. Only **Tuition fee** can be paid in **two equal instalments**, i.e. a half in Sem. 1 and the other half in Sem. 2
- 2. The cost for Practicum/Fieldwork/Projects will be borne by the students and duration for such activities is about 56 days at the rate of TZ\$10,000/=per day
- 3. Cost of borrowing or purchasing graduation gown not included.
- 4. Grade report on request will be charged TZS 5,000/=
- 5. Late registration Fee will be charged separately TZS 50,000/=
- 6. \*. Books, stationery and meals allowances are paid direct to the student and may vary according to sponsors' policies and if paid through RUCU accounts will not be refunded in any case.
- 7. \*Pay Health Insurance if you don't have a health insurance membership card.
- 8. \*. The above Accommodation rate is the minimum amount otherwise rate varies according to number of students in the room.
- 9. Request for duplicate of any receipt will be charged TZ\$5000/=
- 10. Charge for repeating a course(s) will be TZS 70,000/= per each repeated course.
- 11. Refunds of all kinds shall be made after completion of the Programme

# FEE STRUCTURE FOR POSTGRADUATE DIPLOMA STUDIES

	YEAR 1 (TZS)			
DIRECT UNIVERSITY FEES				
Tuition Fee	2,04,000			
Examination fee	170,000			
General Service Fee	55,000			
Registration fee	25,000			
Field Practical fee	75,000			
Student Identity Card Fee	5,000			
Student Activities Fee	10,000			
TCU-Quality assurance fee	20,000			
Graduation fee	35,000			
Postgraduate Paper Supervision	70,000			
Sub Total	2,505,000			
OTHER UNIVERSITY FEE				
Accommodation Fee	500,000			
Sub Total	500,000			
TOTAL PAYABLE DIRECT TO THE UNIVERSITY	3,005,000			
C. DIRECT STUDENT COST				
Book/Stationery Cost	450,000			
Research Paper	400,000			
Meal allowance 8*	3,600,000			
TOTAL PAYABLE DIRECT TO THE STUDENT	4,450,000			
Grand Total	7,455,000			

### POSTGRADUATE DIPLOMA IN EDUCATION

### NOTE:

- 1. Tuition fees may be paid in two equal instalments, an instalment being due at the beginning of the academic year and the next half-way through the academic year.
- 2. Fees paid will not be refunded if a student withdraws or leaves the University without permission.
- 3. However, if a student receives prior permission from the Deputy Vice Chancellor for Academic Affairs to withdraw or to be away from the University, and provided that the application, in writing to withdraw or to be away from the university, is submitted within the first two weeks of the academic year of semester, fifty percent of the fees may be refunded.
- 4. Fees do not include incidental expenses such as transport.
- 5. Direct student fees have, as far as possible, been benchmarked against Government rates, but sponsors may vary them according to their policies;
- 6. Late registration fee is TZS 50,000/= per semester.
- 7. Extension fee TZS 25,000/= per month.

A. DIRECT UNIVERSITY COSTS					
	FIRST YEAR		SECOND YI	EAR	
	TZS	USD	TZS	USD	
		(foreigners)		(foreigners)	
Tuition Fee	2,650,000	2,360	1,120,000	1,000	
Examination fee	170,000	135	-	-	
General Service Fee	55,000	45	55,000	45	
Registration fee	25,000	20	25,000	20	
Student Identity Card Fee	5,000	5	-	-	
Student Activities Fee	10,000	10	10,000	10	
NACTE-Quality assurance fee	20,000	20	20,000	20	
Graduation fee	-	-	35,000	30	
Dissertation Supervision	-	-	700,000	620	
Sub Total	2,935,000	2,595	1,965,000	1,745	
B. OTH	B. OTHER STUDENT COST				
Accommodation*	500,000	445	500,000	445	
Sub Total	500,000	445	500,000	445	
Total Payable Direct To The					
University	3,435,000	3,040	2,465,000	2,190	
	C. DIRECT STUDENT COST				
Book/Stationery Cost	750,000	670	200,000	670	
Meal allowance 8*	3,600,000	2,400	1,800,000	1,200	
Field Research			1,500,000	1,330	
Thesis Production			300,000	270	
Total Payable Direct To The Student	4,350,000	3,070	3,800,000	4,670	
Grand Total	7,785,000	6,110	6,265,000	6,860	

### FEE STRUCTURE FOR MASTERS' PROGRAMMES MASTER OF EDUCATION (MECI/MEPA)

# NOTE:

- 1. Tuition fees may be paid in two equal instalments, an instalment being due at the beginning of the academic year and half-way through the academic year.
- 2. Fees paid will not be refunded if a student withdraws or leaves the University without permission.
- 3. However, if a student receives prior permission from the Deputy Vice Chancellor for Academic Affairs to withdraw or to be away from the University, and provided that the application in writing to withdraw or to be away from the university is submitted within the first two weeks of the academic year or semester, fifty percent of the fees may be refunded.
- 4. Fees do not include incidental expenses such as transport.
  - 5. Direct student fees have, as far as possible been benchmarked against Government rates, but sponsors may vary them according to their policies;
  - 6. Late registration fee is TZ\$50,000/=.
  - 7. Extension fee is TZS 25,000/= per month.

Refunds of all kinds shall be made after completion of the Programme

MASTER OF BUSINESS ADMINISTRATION (MBA)					
A. DIR	A. DIRECT UNIVERSITY COSTS				
FIRST YEAR SECOND YEAR					
	TZS	USD	TZS	USD	
		(foreigners)		(foreigners)	
Tuition Fee	2,650,000	2,360	1,120,000	1,000	
Examination fee	170,000	135	-	-	
General Service Fee	55,000	45	55,000	45	
Registration fee	25,000	20	25,000	20	
Student Identity Card Fee	5,000	5	-	-	
Student Activities Fee	10,000	10	10,000	10	
NACTE-Quality assurance fee	20,000	20	20,000	20	
Graduation fee	-	-	35,000	30	
Dissertation Supervision	-	-	700,000	620	
Sub Total	2,935,000	2,595	1,965,000	1,745	
B. O	THER STUDE	NT COST			
Accommodation*	500,000	445	500,000	445	
Sub Total	500,000	445	500,000	445	
Total Payable Direct To The					
University	3,435,000	3,040	2,465,000	2,190	

#### MASTER OF BUSINESS ADMINISTRATION (MBA) PROGRAMME PROGRAMME FEES STRUCTURE MASTER OF BUSINESS ADMINISTRATION (MBA)

C. DIRECT STUDENT COSTS					
Book/Stationery Cost	750,000	670	200,000	670	
Meal allowance 8*	3,600,000	2,400	1,800,000	1,200	
Field Research			1,500,000	1,330	
Thesis Production			300,000	270	
Total Payable Direct To The					
Student	4,350,000	3,070	3,800,000	4,670	
Grant Total	7,785,000	6,110	6,265,000	6,860	

### MASTER OF FINANCE AND INTERNATIONAL INVESTMENT MANAGEMENT (MFIIM)

A. DIRECT UNIVERSITY COSTS						
	FIRST YEAR		SECOND Y	EAR		
		USD	TZS	USD		
	TZS	(foreigners)		(foreigners)		
Tuition Fee	2,650,000	2,360	1,990,000	1,760		
Examination fee	170,000	135	170,000	135		
General Service Fee	55,000	45	55,000	45		
Registration fee	25,000	20	25,000	20		
Student Identity Card Fee	5,000	5	-	-		
Student Activities Fee	10,000	10	10,000	10		
NACTE-Quality assurance fee	20,000	20	20,000	20		
Graduation fee	-	-	35,000	30		
Dissertation Supervision	-	-	700,000	620		
Sub Total	2,935,000	2,595	1,965,000	1,745		
B. OT	B. OTHER STUDENT COST					
Accommodation*	500,000	445	500,000	445		
Sub Total	500,000	445	500,000	445		
Total Payable Direct To The						
University	3,435,000		2,465,000	2,190		
C. DI	RECT STUDE	NT COST				
Book/Stationery Cost	750,000	670	200,000	670		
Meal allowance 8*	3,600,000	2,400	1,800,000	1,200		
Field Research			1,500,000	1,330		
Thesis Production			300,000	270		
Total Payable Direct To The	4,350,000	3,070	3,800,000	4,670		
Student						
Grand Total	7,785,000	6,110	6,265,000	6,860		

# NOTE:

- 1. Tuition fees may be paid in two equal instalments, an instalment being due at the beginning of the academic year and half-way through the academic year.
- 2. Fees paid will not be refunded if a student withdraws or leaves the University without permission.
- 3. However, if a student receives prior permission from the Deputy Vice Chancellor for Academic Affairs to withdraw or to be away from the University, and provided that the application in writing to withdraw or to be away from the university is submitted within the first two weeks of the academic year or semester, fifty percent of the fees may be refunded.
- 4. Fees do not include incidental expenses such as transport.
- 5. Direct student fees have, as far as possible been benchmarked against Government rates, but sponsors may vary them according to their policies;
- 6. Late registration fee TZ\$50,000/= per semester
- 7. Extension fee TZS 25,000/= per month.

A. DIRECT UNIVERSITY COSTS				
	YEAR 1	YEAR 2	YEAR 3	
	TZS	TZS	TZS	
Tuition Fee	2,500,000	2,500,000	2,500,000	
Registration Fee	20,000	-	-	
Research Proposal Presentation	585,000	1	-	
Dissertation Supervision	500,000	1,000,000	1,000,000	
Dissertation Defence	-	1,200,000	1,200,000	
General Service Fee	60,000	60,000	60,000	
Internet Service Fee	10,000	10,000	10,000	
TCU-Quality Assurance Fee	20,000	20,000	20,000	
Student Activities	10,000	10,000	10,000	
Graduation Fee	-	-	50,000	
Identity Card	5,000	-	-	
Sub Total	3,3710,000	4,800,000	4,850,000	
B. OTHER UN	IVERSITY FEE	S		
Accommodation Fee	500,000	500,000	500,000	
Sub Total	500,000	500,000	500,000	
Total Payable Direct To The University	4,210,000	5,300,000	5,350,000	
C. DIRECT ST	UDENT COST	S		
Books	500,000	500,000	500,000	
Stationery Cost	200,000	200,000	200,000	
Meals	3,000,000	3,000,000	3,000,000	
Research Fund	5,000,000	5,000,000	5,000,000	
Dissertation Production	-	-	3,000,000	
Total Payable Direct To The Student	8,700,000	8,700,000	11,700,000	
Grand Total	12,910,000	14,000,000	17,050,000	

# FEE STRUCTURE FOR PhD PROGRAMMEs

# NOTE:

- 1. Tuition fees may be paid in two equal instalments, an instalment being due at the beginning of the academic year and the next half-way through the academic year.
- 2. Fees paid will not be refunded if a student withdraws or leaves the University without permission.
- 3. However, if a student receives prior permission from the Deputy Vice Chancellor for Academic Affairs to withdraw or to be away from the University, and provided that the application, in writing to withdraw or to be away from the university, is submitted within the first two weeks of the academic year of semester, fifty percent of the fees may be refunded.
- 4. Fees do not include incidental expenses such as transport.
- 5. Direct student fees have, as far as possible, been benchmarked against Government rates, but sponsors may vary them according to their policies;
- 6. Late registration fee is TZ\$50,000/= per semester
- 7. Extension fee is TZS 25,000/= per month.

### 6.0 GENERAL UNIVERSITY EXAMINATION REGULATIONS

In this prospectus, the abbreviation GUER shall be used to denote General University Examination Regulation.

### 6.1 Form of Examination

These regulations should be read together with the University Regulations. Examinations may be written, practical, oral or a combination of all three. The weighting of each examination shall be determined under faculty/departmental examination regulations as approved by the Senate upon the recommendation of the Faculty Board.

### 6.2 Date and Time of Examination

University examinations will be conducted at the end of every semester in accordance with University regulations. The total time for an examination will be specified in a given examination. The Almanac will set two weeks for University Examinations. In those weeks, examinations will be conducted from Monday to Saturday.

### 6.3 Registration for Examination

Students are entitled to sit for university examinations for the courses they are registered with unless otherwise advised in writing by the university authority. If a student sits for an examination for a course with which he/she is not registered, his/her result in that examination will be null and void. Registration for the examinations should be done 1 week before the starting date of the examination and once one examination is missed a student will not be allowed to sit for the rest of the examinations. Such a student will have to sit for the missed examination in the next session when such examinations are re-offered as special/supplementary examinations.

### 6.4 Eligibility for Examinations

6.4.1 No student will be allowed to sit for an examination in any subject if he/she has not completed the relevant coursework with a minimum score of 16 marks

out of 40 marks (i.e. Tests, quizzes, presentations and assignments) **OR** with a minimum score of 20 marks out of 40 marks for the Institute of Allied Health Sciences (IAHS) **OR** with a minimum of 20 marks out of 50 marks for postgraduate courses. In this situation, if a student sits for the examination without satisfying the requirements of course work the result will be null and void.

- 6.4.2 No student shall be allowed to sit for an examination on any subject if he/she has not completed the necessary requirements for the courses by attendance or otherwise as stipulated by the specific Faculty, Institute or Departmental regulations governing a course of study. If such a student enters the examination room and sits for the paper, his/her results in that paper will be null and void.
- 6.4.3 For a student to qualify to sit for a final examination the absence from classes is limited to a maximum of six hours per course. This translates into two weeks of lectures. However, students in the Institute of Allied Health Sciences to be allowed to sit for end of Semester examinations, they must be present for at least 90% of the classes in the semester in question.
- 6.4.4 No student will be allowed to sit for end of semester examinations if he/she has not completed the payment of fees due in that semester, and if he/she sits for the examinations his/her results will be null and void.
- 6.4.5 Each student sitting for an examination shall be in possession of a valid student ID and a valid examination card which are to be placed on the top right hand corner of the desks throughout the examination for invigilators to check. Students without their IDs should not be permitted entry into the examination room.

### 6.5 Absence from the Examinations

A student who deliberately does not appear for a scheduled examination without a compelling reason will have to pay a penalty fee of TZS100, 000/= and will have to sit for the exam in a session when it is next offered. If a compelling reason is given, a written permission by the DVCAA will be issued to the student allowing him/her to sit for the examination at the next supplementary/special examinations session.

### 6.6 Falling Sick Immediately Before or During an Examination

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

### 7.7 Reporting Late for Examinations

6.7.1 A student who, without a compelling reason, reports late for not more than 29 minutes to an examination will be allowed to enter the examination room with a warning but after 30 minutes the student will not be allowed to enter

the examination room and will be considered as absent from the examination and so rule **7.5** from general examination regulations will be followed.

6.7.2 All cases of students arriving late for examinations will be reported using a form in which a student will have to sign and afterwards the student will have to fill a request form requesting to sit for special examinations when next offered.

### 6.8 Pass in an Examination

To pass an examination a student will have to attain the minimum mark of 16 (20 for Health Sciences) in a course work and not get a mark below 24 in the University examination. A student has to pass both the course work and University examination.

### 6.9 Students' Progression and Disposal

An Academic year is a basic academic audit unit. All courses/modules offered during the academic year are assessed within that academic year. At the end of each course/module external examiners/moderators are invited to moderate the examinations. A student has to pass in all the courses/modules offered in the academic year by having an accumulative GPA of not less than 2.0 in order to fully qualify to proceed into the next Academic year.

### 6.10 Supplementary/Special Examinations

### 6.10.1 Supplementary Examinations

- i. Students who are permitted to sit for a supplementary examination will be reexamined in the designated subjects at a time to be determined by the University. Normally this will be during the Supplementary/Special session as indicated by the University Almanac. A Pass beyond "C" grade obtained in a supplementary shall be reduced and recorded as pass grade of 'C'. The final marks of any supplementary examination will be computed out of 100% without taking into account any coursework.
- ii. A student who fails the supplementary examination of a course shall be allowed to carry over that course in the next academic year. A student failing a supplementary examination of a repeated (carried over) compulsory course shall be discontinued from studies at the University if he/she fails to obtain an overall year's GPA of at least 2.0.

### 6.10.2 Special Examinations

Special examinations will only be administered to:

- i. A student who has registered and paid full fees due in the semester in question, has been in attendance of the lectures in all courses offered in the semester as per the respective programme but suddenly has fallen sick to the extent of being hospitalised; has been bereaved of the father, mother, wife, husband, son, daughter, brother, sister or guardian on which the student is dependent on.
- ii. No special examination will be administered to any student who is not eligible for the examination as stated in rule 7.4.1 of the General Supplementary Examination Regulations.
- iii. A student failing in a special examination of a course will have to carry over the course in the semester it is being offered.

# 6.11 Repeating a Year

No candidate will be allowed to repeat any one-year of study if the maximum duration of the programme has been attained. See item 8.9.4 below.

# 6.12 Delay in the Completion of the Research Thesis

A student who fails to complete his/her research thesis by the specified date will not be given more than half a year as additional time to complete his or her thesis/dissertation. In such a case the student will have to apply for an extension and pay extension fee rate according to each postgraduate programmes as specified by the directorate of postgraduate or by the relevant university organs.

### 6.13 Conduct of Examinations

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

### 6.14 Appointment of External Examiners

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

### 6.15 Board of Examiners

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

- (a) One or more external examiners appointed from outside the University by the Senate together with the teachers who participated in teaching the students in the subjects under examination.
- (b) For this purpose, where the practice requires that graded papers should be sent to external moderators for moderation and returned, the Departmental meeting held thereafter for evaluating the grades shall constitute an Examiners Board, even without the presence of external moderators.

### 6.16 Examination Regulations for Students

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

- 1. Students must ensure that they have been issued Examination Numbers before examinations begin.
- 2. Students are responsible for consulting Examination Time Tables for any changes.
- 3. (i) Students shall be seated in the examination room 15 minutes before the examination begins

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

(iii) No student shall be allowed to leave his/her examination seat during the examination except under the following circumstances:

(a) A student may be allowed to leave the examination room only after an elapse of 30 minutes since the commencement of the examination but

will not be allowed to leave the examination room in the last 30 minutes of the examination time.

- (b) Students wishing to answer a call of nature may, with the permission of the invigilator and under escort, leave the examination room for a reasonable period. Only one student at a time will be allowed to leave the examination room and he/she shall be monitored all times.
- (c) For the avoidance of doubt a reasonable time means at least a period not exceeding five minutes, but in excess of that each individual case shall be considered on its own merit, provided that such period shall not exceed 15 minutes.
- 4. Students must not begin writing before they are told to do so by the Invigilator.
- 5. Students are allowed to bring only pens, pencils and other materials explicitly prescribed by the Department into the examination room.
- 6. Students are not allowed to enter the examination room with books, mobile phones, handbags, clipboards, purses, papers, magazines and/or other such items. They may use their own calculators, but should use the department's logarithmic tables.
- 7. When students are allowed to bring specified items into the examination room, no borrowing from one another will be allowed during examination time. Items allowed into the examination room will be liable to inspection by the invigilator.
- 8. Each answer in an examination must begin on a fresh page of the examination booklet. All rough work must be done in the last pages of the answer booklet and subsequently crossed out. Students are not allowed to write their names anywhere in the examination booklet.
- 9. Silence must be observed in the examination room.
- 10. No food or drink shall be allowed into the examination room.
- 11. Invigilators have the power to specify or change the sitting arrangement in the examination room; to demand the inspection of a student; to confiscate any unauthorized material brought into the examination room; and have the power to expel any student who creates a disturbance from the examination room.
- 12. In the case of alleged cheating, the student and one or more Invigilators shall be required to sign an Examination Incident Form which, together with other signed exhibits, as the case may be, and the student's examination booklet, shall be submitted to the Examination Officer.
- 13. A student caught contravening Examination Regulations will not be allowed to continue with the examination for which he/she is sitting, but will not be barred from other examinations for which he/she is scheduled.
- 14. Students who are caught cheating or with unauthorised materials contravenes the University General Examination Regulations and leads to discontinuation from studies.
- 15. All students shall sign the Attendance Form during the examinations.
- 16. A student who walks out of an examination in protest shall be disqualified from that particular examination and will be considered to have failed that examination.

- 17. At the end of the examination period, and on instruction from the Invigilator, students must stop writing and organise their papers, which they should personally hand in to the invigilator.
- 18. Students are not allowed to take any examination material out of the examination room, unless specifically permitted to do so by the chief invigilator.
- 19. Students who are required to do supplementary examinations or special examinations will be officially notified.
- 20.Students must understand that the ultimate responsibility for taking a supplementary examination at the correct time rests with the student.
- 21. No candidate/person will be allowed to do an examination on behalf of another candidate/person.
- 22.No candidate/person will be allowed to use another candidate's/person's identity card to do any examination.

### 6.17 Examination Irregularities or Academic Dishonesty

- 6.17.1 Any case of examination irregularity committed by a student, invigilator or any member of staff shall be referred to the Examinations Irregularities Committee which is comprised of the Examination officer, Admission officer, Dean of Students, Representatives from each faculty and representative from the students' government. The Committee has the power to summon students and members of staff, as it deems necessary. The chairperson shall submit a report of its findings and recommendations to the Senate, through the Deputy Vice Chancellor for Academic Affairs for final approval or otherwise.
- 6.17.2 For purposes of clarification examination irregularities shall include, but are not limited to, the following:
  - (a) A student found with unauthorized material/information at any time during the examination process;
  - (b) A student copying from another candidate's work;
  - (c) A student cheating by using or copying from unauthorized material;
  - (d) A student communicating with another student by giving or obtaining unauthorized assistance or attempting to do so;
  - (e) A student refusing to obey a lawful order given by an invigilator;
  - (f) A student behaving in such manner as to disrupt the examination process.
  - (g) An invigilator violating examination regulations.
  - (h) A student staying in the toilet for more than 15 minutes after having been allowed to go out for call of nature.
  - (i) A student going out of an examination room and engaging in any other activity during the examination time before handing over his/her answer book.
  - (j) A student walking out of the examination room in protest.
  - (k) A student having a phone in the examination room, whether it is on or off.
  - (I) A student using a phone during the examination.
  - (m) A student using another candidate's identity/examination card.
  - (n) A student using a fake identity/examination card.
  - (o) Someone sitting for an exam on behalf of another student.
  - (p) A student on whose behalf an examination was being done.

(q) A student whose identity/examination card was found being used by another student unless there is a loss report from the police or the University authorities.

6.17.3 Depending on the gravity of the examination irregularity, a student may be penalised with one of the following penalties:

- a) Carrying a course and paying the fees for that course.
  - b) Repeating a semester and paying the fees for that semester.
  - c) Repeating a year and paying the fees for that year.
  - d) Suspension of a year of studies.
  - e) Discontinuation.

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

- a) In the case of course work:
  - i. At first instance the student to be subjected to a warning and zero marking and in which case the student will have to re-do the assigned work.
  - ii. Upon repeat of the same act, the student will have to repeat the course when next offered and with a maximum grade of C at undergraduate level or B at the postgraduate level.
- b) If the act is on a research paper, dissertation, thesis or any research work, the student shall repeat the work in the next academic year with a maximum grade of B. Upon repeat of the same act, the student shall be discontinued.

### 6.18 Preparation of University Examinations

- 6.18.1 In accordance with the provisions of the University General Examination Regulations, Heads of Departments or their designated appointees in accordance with the provisions of the said regulations shall be responsible for the examination processes in the Department. All examinations shall be moderated by a team of moderators to be appointed in writing by the faculty Deans/Directors.
- 6.18.2 Every lecturer shall take charge of and become accountable for his / her examination. Lecturers shall take charge with the aid of the Examination Officer (EO) the printing, photocopying, stepping, picking and envelop sealing of their examinations.
- 6.18.3 The Examination Officer shall supervise the photocopying, packing of examination questions and the conduct of examinations. The envelop seal shall be signed across before submitting to the Examination Officer.
- 6.18.4 Heads of Department shall be responsible for ensuring that examinations are prepared and conducted in a strictly confidential manner.

### 6.18.5 Teaching Practice (TP) and Practical Training (PT):

- i. Teaching Practice (TP) for BAED1, BAED2, BSc ED1and BSc ED2 and PGDE will be done after the first semester University Examinations of each year (March-April). This will last for 56 days.
- ii. Practical Training (PT) for first year and second year Certificate in Medical Laboratory Sciences Students, Pharmaceutical Sciences students and Environmental Health Sciences students will be done after the short

break of semester two. In which for Medical Laboratory students it will last for 28 days, for Pharmaceutical Sciences students it will last for 42 days and for Environmental Health Sciences students it will last for 40 days.

- iii. Practical training (PT) for third year Diploma in Medical Laboratory Sciences Students, Pharmaceutical Sciences Students and Environmental Health Sciences students will be done after the short break of semester one. This will be for 56 days.
- iv. Practical Training (PT) for DCSc2, BEHSIT (1&2), BSc in Computer Science (SE) (1&2), BCS (1&2), BBA2 will be done after the second semester and will last for 56 days except for BBA2 which will last for 42 days. Whereas for DBA2 the training will last for 42 days and will be done after the first semester.
- v. Practical Training (PT) for BAFIT3, BBM3 will last for 84 days and will be done after semester one while BSc in Computer Science (SE)3 and BCS3 will be done after Semester one and will last for 56 days.
- vi. Practical Training (PT) for LLB2 will be done after the Second Semester during the long vacation. This will last for 56 days.

### 6.19 Guidance to Invigilators

University examinations shall be invigilated by a person other than the course instructor. The course instructor shall only be allowed in the examination room in the first 10 minutes to provide clarifications on the examination questions if needed.

### 6. 19.1 Before the Examination:

1. Invigilators should personally collect from the Examination Office the sealed envelopes containing the question papers and any other material prescribed in the rubrics at least thirty minutes before the examination.

2. Invigilators shall be present in the examination room at least thirty minutes before the commencement of the examination.

3. Invigilators should admit students into the examination room at least fifteen minutes before the commencement of the examination and ensure that students take the right places.

4. During these fifteen minutes the chief invigilator should:

- a) Make an announcement to the effect that unauthorized materials are not allowed in the examination room.
- b) Make an announcement to the effect that candidates should satisfy themselves that they are in possession of the correct paper.
- c) Tell the students to note any special rubric at the heading of the paper.
- d) Tell students when they may begin writing. Students will normally be allowed five minutes to read the paper.
- e) Announce and write on the board, where there is one in the examination room, the commencement and finishing time of the examination.
- f) Announce that consideration will be taken for students with special needs.

# 6. 19.2 During the Examination:

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

2. As soon as possible from the commencement of the examination, the Invigilators should have a written list on the Examination Attendance Sheet of the

names of all the students present. During the exercise the invigilators should also make sure that the photo on the candidate's ID matches the candidate's face and that the registration on the ID is the same as the one written on the answer book.

3. Invigilators should ensure that only one answer-booklet is provided for each student. In case pages be needed by a student to finish the exam, invigilators may provide another booklet.

4. Students are permitted to do rough work in the last pages of the examination booklet on the understanding that the rough work is to be crossed out.

5. Invigilators should announce on an hourly basis, the time remaining for the examination and they should minimize announcements during the examination.

- 6. In the case of an alleged examination irregularity:
  - (a) The Chief invigilator shall report to the Examination Officer immediately after the examination any student who contravenes the Examination Regulations and Instructions, especially by unfair practices, as spelt out in the Regulations.
  - (b) The Chief invigilator will require the student to sign an Examination Incidence Report and any other materials pertinent to the incidence to confirm that they are his/hers. The Chief invigilator will also sign and submit to the Examination Officer the Examination Incidence Report, together with the student's examination booklet and all pertinent materials.
  - (c) The Examination Officer through the Deputy Vice Chancellor Academic Affairs will submit a full written report on the incidence to the Examinations Committee.
  - (d) The processing of an alleged case of cheating or other irregularity shall be carried out as expeditiously as possible.

### 6. 19.3 At the End of the Examination

1. Invigilators shall tell the students to stop writing and assemble their examination papers.

2. Invigilators shall not permit the students to leave their places before their papers have been collected.

3. Invigilators shall enter the number of examination scripts collected from the candidates on the invigilators report form and on the attendance sheet provided by the examination officer at the time of collecting the examination papers.

Invigilators shall sign the said invigilation report form before they hand over all the scripts to the examination officer.

The attendance sheet and invigilators report form must be handed over to the examination officer at the end of each session.

4. The Invigilators shall hand in all extra examination papers and answer books to the examination officer.

### 7.0 GENERAL ACADEMIC REGULATIONS

### 7.1 Course Assessment

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

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

7.1.3 Faculties shall round up or round down the final numerical examination marks to one decimal point only.

7.1.4 No student is allowed to attend any lectures if he/she has not registered and paid fees due in the respective semester.

# 7.2 Grading System

Monitoring of the student's progress in each course will be based on the following grading system except for courses in the Allied Health Science programmes and Postgraduate programmes where a pass starts with a mark of 50%.

Percentage	Letter Grade	Points	Designation
100-70	А	5	Distinction
69-60	B+	4	High Credit
59-50	В	3	Credit
49-40	С	2	Pass
39-35	D	1	Fail
34-0	Е	0	Bad Fail

# 7.3 Grade Point Average (GPA) Computation

7.3.1 The course grade multiplied by the appropriate credit weighting called course Score will be accumulated over the whole period of study and will form the basis for the assessment of the academic award.

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

7.3.3 The Honours shall be classified as First Class Honours, Upper Second Class Honours, Lower Second Class Honours and Pass Degree. The following scale shall be followed for such a classification for first degree awards, Certificate in Law and Diploma in Law awards:

Points	Classification	Grade
4.4 - 5.0	First Class	A
3.5 – 4.3	Upper Second Class	B+
2.7 – 3.4	Lower Second Class	В
2.0 – 2.6	Pass	C
1.5–1.9	Fail	D
0.0 - 1.4	Bad Fail	E

The classification for the award of Certificates and Diplomas is as follows except for the Certificate and Diploma in Law whose classification is as stated above:

Points	Classification
4.0 – 5.0	Distinction
3.0 – 3.9	Credit
2.0 – 2.9	Pass
0.0 – 1.9	Fail

7.3.4Courses taken as "Extra" shall not be taken into account when computing the classification but shall be recorded on the academic transcript.

# 7.4 The Award of Aegrotat Degree

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

7.4.1A student who has completed successfully the whole of his/her course work and at least 60% of his/her final written examinations may apply for an aegrotat degree.

7.4.2Applications from, or on behalf of, students must reach the Deputy Vice Chancellor for Academic Affairs on the recommendation of the Faculty Board at least two weeks before the date of the congregation for conferment of degrees.

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

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

# 7.5 Publication of Examination Results

a) The Examination Officer may, after Faculty Board meetings, publish the examination results provisionally subject to confirmation of the results by the Senate upon the recommendation of the Faculty Boards.

b) After the publishing of the examination results, all complaints and queries will be received and solved for only one week from the time the examination results were published.

# 7.6 Withholding Results

The Senate may, where a student has failed to fulfil a fundamental contractual or legal obligation with RUCU or having breached the same, for example not paying fees or outstanding dues or where there are allegations of acts of dishonesty or fraud such as misappropriation of students' government funds or any other person's property:

- i) bar him/her from sitting for an examination, etc. or
- ii) withholding examination results until he/she discharges the obligation or is exonerated from any wrongdoing.

# 7.7 Discontinuation

A discontinuation will be affected under the following cases:

7.7.1A student who is involved in or committed an Examination irregularity and has been given the penalty of discontinuation.

- 7.7.2A student who commits disciplinary offences and has been found guilty of the offences as described in the students' RUCU By-Laws.
- 7.7.3A student whose year's overall GPA is below 2.0 and has failed in half of the core courses in that year.
- 7.7.4A student found doing an examination on behalf of another student.
- 7.7.5A student in whose behalf an examination was being done.
- 7.7.6Astudent found using another student's identity/examination card when doing examinations.
- 7.7.7A student whose identity/examination card was found being used by another student unless there is a loss report from the Police or the University authorities

A discontinued student may re-apply for admission to the University after two years in a different programme from the one he/she was discontinued from if only he/she has the required qualifications for the programme applied for.

### 7.8 POSTPONEMENT OF STUDIES

Postponement of studies means abandoning studies of the current academic year or semester and coming back in the following academic year to complete the studies.

This should be done during the first month in the beginning of the semester and may occur under the following reasons:

- 7.8.1 Failure to pay tuition fee, deposits and other charges in a particular semester or academic year.
- 7.8.2 Poor health if recommended by a professional medical practitioner from a recognized hospital and approved by the University that one's health does not allow him/her to continue with studies.
- 7.8.3 No student shall be allowed to postpone a year of study or a semester more than once.
- 7.8.4 If a student decides to postpone after the first month has elapsed, on resuming studies after postponement he/she will have to pay fees for that whole semester that he postponed and will have to pay fees for the new semester that he/she is resuming to study.
- 7.8.5 If a student postpones studies within the first month, he/she will only have to pay the registration fee and TCU-quality assurance fee, and when he/she resumes for studies he/she will have to pay the fees for that semester that he/she is returning to study.

### 7.9 Repeating a Year/Semester

7.9.1 Students may repeat a year or semester for the following reason:

If the year's GPA is 2.0 and if the student has failed in half of the core courses.

- 7.9.2 All repeated courses must be cleared in the subsequent academic year in the semester they are offered.
- 7.9.3 No student shall be allowed to repeat any year/semester of study if the maximum duration of the programme has been attained.
- 7.9.4 A maximum Duration of a Programme means: ONE year after the normal duration of a Certificate or Diploma Programme and TWO years after the normal duration of a degree programme.

### 7.10 Supplementary Examinations

A student who has scored less than 24 marks but greater than or equal to 19 marks in a University Examination and has scored 16 marks in a course work in a particular course or courses will have to sit for a supplementary examination whereas in IAHS a student who has scored less than 30 marks in a University Examinations. (See the table for further clarification)

### 7.11 Carry Over Examinations

i) A student who scores below the required minimum marks of coursework for a particular course must carry over the course in the next Academic year.

ii) A student who scores below 19 in University Examinations except for IAHS students must carry over the course in the next Academic year.

SEMESTER EXAMINATION			
23 - 19	Supplementary		
18 and below	Carry Over		
FOR IAHS and BEHSIT			
Below 30 marks	Technical Supplementary		

### 7.12 De-Registration

7.12.1Poor health if recommended by a professional medical practitioner from a recognised hospital and approved by the University that one's health does not allow him/her to continue with studies.

7.12.2A de-registered student on health grounds may be allowed to re-apply for readmission provided that a recommendation to that effect has been obtained from a professional medical officer from a recognised hospital.

### 7.13 Transfer of Students and Credits

A student who intends to transfer for purpose of accumulating credits on a specific subject, module or course or part of it shall be required to fulfil the following conditions, namely:

- a) Must have been registered in the programme to which the credit will be accumulated;
- b) The subject, course or module intended for credit accumulation must be relevant to the programme to which the student is registered;
- c) The subject, course or module has been successful completed before credits can be earned; and
- d) Transfer of credits takes place within a period not exceed five years from the time they were earned.

A student who intends to transfer for purpose of graduation in another institution, the student shall be required to earn at least 50% of the total credits from that institution's core courses.

### 7.13.1 Role of receiving institution

The receiving institution shall:

- a) Satisfy itself that the student seeking transfer has met the conditions;
- b) Ensure that all transfer arrangements made by the releasing institution are acceptable;

- c) Counsel the student on compliance requirement for any mismatch between the programmes; and
- d) Upon receiving the student, notify the Commission and any other relevant authority that the student has reported for studies.

It shall be at the discretion of the receiving institution to issue wavers in some prerequisite course upon assurance that course taken by a student at the sending institution have significant similarities in content or objectives with all or some of the courses offered in the receiving institution.

# 7.13.2 Role of the releasing Institution

The releasing institution shall:

- a) Facilitate the student's transfer and provide the necessary information on the student and the programme;
- b) Provide evidence of the amount of time the student spent on unsupervised workload which is aimed at achieving learning outcomes; and
- c) Provide detailed transcripts recording the credits and grades awarded to the student.

# 7.13.3 Role of the student

The student wishing to transfer shall:

- a) Using the approved forms by the sending and receiving institution, apply and secure a place at the receiving institution;
- b) Understand and accept the terms and conditions regarding the sought programme;
- c) Take the necessary measures to ensure that, on being transferred he/she will cope the learning environment at the receiving institution;
- d) Confirm his/her acceptance of the terms and conditions set by receiving institution; and
- e) Notify his/her sponsor about the transfer through the receiving institution.

### 7.14 Appeals Against Academic Decisions

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

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

**7.14.3** A student who is dissatisfied with a grade obtained in a particular examination may apply for the remarking of the examination paper to the Head of the Department in which the course was offered. The application should be made not less than one week after the release of the examination grades by the Senate, except for the second semester, when the appeal can be made during the first week of the new academic year. A valid justification for the request must be given in writing. The Head

of the Department and members of the faculty will then review the case to see if remarking is warranted. An examiner other than the one who initially marked the script will remark the paper. The grade after remarking the paper will be final regardless of whether it is lower, the same or higher as the first grade. The student may not request a second remarking of the same script. The grade will be communicated to the student by the Examination Officer or the Head of the Department.

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

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

**7.14.6** All appeals regarding semester examinations should be accompanied by a fee of twenty thousand shillings (**TZS 20,000/-)** for all students. The Senate may, from time to time, prescribe different rates for this fee.

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

# 7.15 Graduation

With the approval of the Senate upon recommendation of the Senate, students who complete and fulfil the requirements of the programme will graduate. Graduation attire will be hired for three days at forty thousand shillings (TZS. 40,000/=). Any late return of the graduation attire shall be charged at ten thousand shillings (TZS. 10,000/=) per day. The rates will be revised from time to time to cope with rising costs.

### 7.16 Certificates and Academic Transcripts

A fee of five thousand shillings (TZS. 5,000/=) shall be charged for a progressive report. A person asking for a Provisional Academic Transcript shall be charged a fee of ten thousand shillings (TZS. 10,000/=). A clearance form from the Bursar's office must be submitted along with uploading a passport size photograph in SIMS for preparation of transcripts. The fees will be revised from time to time to cope with the rising costs.

### 7.17 Loss of Certificates

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

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

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

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

7.17.4 A fee of fifty thousand shillings (TZS. 50,000/=) shall be charged for the copy of the certificate issued.

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

# PART II ACADEMIC PROGRAMMES

### 8.0 FACULTY OF INFORMATION AND COMMUNICATION TECHNOLOGY

The Faculty of Information and Communication Technology currently comprises of three departments, the Department of Computer Science, Department of Environmental Health Sciences and Department of Mathematics and Natural Sciences. The faculty offers three-year undergraduate programmes leading to the Bachelor of Computer Science (BCS), the Bachelor of Science in Computer Science Software Engineering (BSC-Software Engineering), Bachelor of Environmental Health Sciences with Information Technology (BEHSIT) and Bachelor of Science with Education (BSc Ed). The faculty also offers a two-year diploma in Computer Science and a one-year Certificate programmes leading to a Certificate in Computer Science and Certificate in Information Technology.

### 8.1 BACHELOR OF COMPUTER SCIENCE PROGRAM DETAILS

**Introduction :** The Bachelor of Computer Science (BCS) is a three (3) year full time programme. The degree programme is scheduled to run under a semester system in which there are fifteen teaching weeks plus two examinations weeks per semester. The minimum number of credits for graduation in the programme is 424 credits. These include core and optional courses as specified in the schedule of courses for the programme.

# 8.1.1 PROGRAMME LEARNING OUTCOMES

The programme aims to produce:

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

### 8.1.2 PROGRAMME OBJECTIVES

The core objective of the Computer Science program at RUCU is to produce graduates who will be in a profession or graduate program that utilizes the combination of technical and organizational expertise gained while completing the program. The Computer Science primary objectives are to produce graduates that are capable of:

- Utilizing necessary skills to successfully manage systems development projects
- Effectively using and administrating Computer Science in different business settings

- Acquiring and applying analytical skills which will enable them to visualize a complex business problem and make informed decisions based on available information and technology resources
- Applying problem solving skills which will allow them to model Computer Science solutions for business problems
- Having a deep understanding of the business and professional responsibilities related to the use of Computer Science in organizations
- Use theoretical, technical and organizational knowledge to analyse, design, develop, and implement secure IS computing solutions.
- Practice their profession in accordance with accepted professional codes of ethics.
- Students will demonstrate the ability to give an effective presentation using visual aids and / or software demonstrations.

# 8.1.3 RATIONALE OF THE PROGRAMME:

This degree programme is designed to produce a cadre of degree holders who will be able to support computer application-based real-life problems.

This degree programme recognizes and emphasizes the importance of practical content, which will address the needs of the market. The graduates at this level are expected to offer technical support such as Network Designers and Administrator, Database Administrators, Web based programmers and Data Analysts in the field of Information and Communication Technology (ICT). This fits in well with Ruaha Catholic University's mission. It is further expected that graduates will be eligible to proceed towards masters and professional qualifications in Information and Communication Technology.

### 8.1.4 Programme Philosophy

Any academic programme is designed to produce manpower with specific skills, knowledge and values as well as to fulfil certain needs in society. This degree programme is designed to produce a cadre of degree holders who will be able to (1) identify opportunities for IT-enabled organizations (2) design and implement computer science solutions in real-life problems, and (3) manage ongoing computer science operations.

The graduates at this level are expected to offer technical support as Application analysts, Business analyst, Data analysts, IT consultants, IT technical support officers, Systems analysts, Systems developers, Network Designers and Administrators, Database Administrators, Web based programmers, etc. in the field of Computer Science (CS).

### Mode of delivery:

Lectures, individual and group assignments, tests, presentations and field work.

### Entry Requirements:

Candidates must be able to satisfy the general admission requirements of the Ruaha Catholic University. Entry Requirements for the Bachelor of Computer Science Degree:

1. Candidates must be holders of Advanced Certificate of Secondary Education Examination (A.C.S.E.E.) with at least two (2) principal passes in relevant subjects AND they must have at least five (5) credit passes in the Certificate of Secondary

Education Examination (C.S.E.E. Ordinary Level), including Mathematics and English.

- 2. In addition, the applicant must have secured in the Advanced Certificate of Secondary Education Examination (A-Level) a total of 4.5 points or more in Mathematics, Physics and Computer Studies (both from the same sitting). The points are based on the following scales: A=5, B=4, C=3, D=2, E=1, S=0.5, F=0
- 3. OR Candidates must hold qualifications equivalent to the above requirements from institutions recognised by the University
- 4. OR Candidates must hold a relevant Diploma of at least second class standing from institutions recognised by the University.

# 8.1.5 TRANSFER ARRANGEMENTS

Students may transfer credits from this program to another university. Similarly, a student from a similar program at RUCU or another university may transfer credits to this programme. This will be done only for successfully completed course units. In the event that completion of the programme delivery proves impossible for any reason to some or all students Ruaha Catholic University will enter into credit transfer arrangement with any other university to facilitate the students' successful completion of their study programme.

# 8.1.6 ASSESSMENT STRATEGY

Student assessment policy is detailed in the prospectus in Examination Regulations section. However, students will be assessed based on continuous assessment and an end of semester examination for each course.

The end of semester examination will carry 60% marks and continuous assessment 40% marks.

Continuous assessment will consist of the following components namely;

- 1. Assignments
- 2. Practical work (lab assignments) in practically oriented courses
- 3. Field surveys
- 4. Tests
- 5. Quizzes
- 6. Presentations
- 7. Research/projects

The course facilitator is free to use a combination of these assessment methods provided that the total number is not less than 3 (including one test/quiz)

# 8.1.7 EXAMINATION REGULATIONS

Each course will be examined upon completion at the end of the semester. The pass mark in each examinable course is C. The course work assessment normally accounts for 40% of the final marks in each course while the end of semester examination accounts for 60% of the total final marks.

A minimum of 424 credits must be passed for the award of a degree. Each student must include and pass in her/his study programme all the core courses in year 1, 2 and 3 respectively. Candidates are required to pass all the courses of the examinations at the end of each year before proceeding to the next year of study.

A failing candidate to a mark of **D** may be allowed to take a supplementary examination in the failed courses provided that the overall average in all courses taken in that year constitutes a **GPA greater than or equal to 2.0**. Otherwise the candidate shall be discontinued if the year's **GPA is less than 2.0**. A pass in Supplementary Examination shall be recorded as pass mark, that is, **C. General guidelines and regulations are as found in sections 7.0 and 8.0 respectively of this prospectus.** 

### 8.1.8 Grading System

Marks (%)	Grade	Grade Points	Remarks
70-100	A	5	Excellent
60-69	B+	4	Very Good
50-59	В	3	Good
40-49	С	2	Pass
35-39	D	1	Fail
0-34	Ē	0	Bad fail

1. The grade to marks correspondence shall be as follows

- A candidate's final standing in his/her degree will be determined by the weighted average for all First, Second and Third year marks.
- The final degree shall be classified as First Class, Upper Second Class, Lower Second Class or Pass. These categories shall be awarded as follows:

First class	4.5 – 5.0
Upper second	3.5 – 4.4
Lower second	2.7 – 3.4
Pass	2.0 – 2.6

### 8.1.9 Graduation Requirements

The BCS students shall enrol in course work for six semesters and two practical training periods each with 6 - 8 weeks. In order to complete the requirement for the award of the BCS degree, a student must complete a **minimum load of 424 credits**. The distribution of the workload is shown in the following table.

Year	Semester	Core Credits	Min Op Credits	Total
	S1	72		
1	S2	58		
	PT1	24		
	S1	70	12	
2	S2	48		
	PT2	24		

	S1	38	16	
3	S2	38		
	PROJECT	24		
TOTAL		396	28	424(470)

### 8.1.10 Research Projects

- 1. In consultation with a member of the academic staff, a student will, at the beginning of the first semester of the third year prepare a research proposal in a field of one's choice and present it to the Faculty of Information and Communication Technology for approval upon which the student will be assigned a supervisor. The supervisor shall guide the student to write the proposal, which shall include the following:
  - The title of the research project
  - Background of the study
  - Statement of the problem
  - Objectives of the study (Main and Specific)
  - Research questions / hypotheses
  - Review of related literature
  - Research design and methodology
  - References
- 2. The student, after the approval of the project proposal, will be assigned one supervisor by the Faculty research coordinator.
- 3. The proposed supervisor shall be competent in the subject area of research in which the candidate proposes to work.
- 4. It shall be the duty of the supervisors to direct and supervise the work of the student in so far as it relates to his/her programme of study. In this connection the supervisors shall be required to:
  - Maintain constant effective contact with candidates assigned to them and keep written records of all communications, meetings and feedback on written work submitted by the student.
  - If the candidate experiences difficulty in getting their supervisor to agree to monthly consultations, they must inform the Faculty research coordinator in writing.
- 5. Each candidate shall be required to consult his /her supervisor at least once a month. Where the progress of a given candidate is unsatisfactory such that they are at risk of being de-registered, the candidate shall be given a written warning by the Faculty Research Coordinator to the effect that unless he/she shows signs of improvement within three months, he/she will be de-registered. A recommendation for de-registration shall be made to the Faculty meeting only after the above process has been followed.
- 6. After successful completion of a research project proposal courses, students will be able to collect and analyse data and write the report in their second semester of the year.
- 7. After the project has been conducted and the project written, the student shall submit the three copies of the project to the Faculty research coordinator at least one week before the defence/presentation date.

- 8. As soon as the supervisor's reports are received, the Faculty Research Coordinator shall set a presentation date for research projects defence. A candidate shall be required to present himself/herself for an oral examination.
- 9. Every project shall be submitted in triplicate, and must be accompanied by a declaration by the candidate confirming that the project has not been submitted for any other award in any other university and that the content of the project is an original work of the candidate.
- 10. All the submitted copies shall remain the property of the university.
- 11. A project submitted for the BCS shall be adequate in form and content, and it shall conform to the format of dissertation of the RUCU undergraduate format.

### 8.1.11 Courses of the Programme by Semesters

The BCS programme consists of three different types of courses:

- 1. Core/compulsory courses which are compulsory to all students
- 2. Practical and project courses which are conducted in the field by all students and are assessed as described in the relevant course outlines.
- 3. Elective/optional courses which students will choose.

The following tables show the semester-wise distribution of the courses and their workload data.

### First Year: First Semester Courses

Code	Course Title	Credits	Status	
RCS 111	Computer Architecture	8	Core	
RCS 112	Discrete Structures	8	Core	
RCS 113	Introduction To Informatics	6	Core	
RCS 114	Microcomputer Applications 14 Core			
RMT 112	Calculus	8	Core	
RMS 111	Introduction To Business And Management 6 Core			
RFL 115	Communication Skills I	8	Compulsory	
RFH 111	Social Ethics I 6 Compulsory		Compulsory	
RFH 112	Development Studies I	8	Compulsory	
TOTAL CRE	DITS	72		

### First Year: Second Semester Courses

Code	Course Title	Credits	Core/Elective/Co mpulsory	
RCS 121	Algorithms & Data Structures	8	Core	
RCS 122	OO Programming I	8	Core	
RMT 122	Linear Algebra 8 Core			
RIT 122	Web Design & Programming I	6	Core	
RMS 121	Small Businesses & Entrepreneurship	6	Core	
RFH 121	Social Ethics II 6 Compulsory		Compulsory	
RFL 125	Communication Skills II	8	Compulsory	
RFH 122	Development Studies II 8 Comp		Compulsory	
TOTAL CREDITS		58		
RPT 199	First Practical Training	24	Compulsory	

# Second Year: First Semester Courses

Code	Course Title	Credits	Status	
RCS 211	Network Design and Administration I 8 Core			
RCS 213	Introduction to Software Engineering	14	Core	
RCS 214	Operating Systems	8	Core	
RCS 215	Theory of Computation	6	Elective	
RCS 216	PC Diagnostics & Maintenance	8	Core	
RCS 217	Programming in C 8 Core			
RCS 218	Structure Of Programming Languages	6	Elective	
RIT 211	Human Computer Interaction	8	Core	
RIT 212	Web Design & Programming II	8	Core	
RIT 213	Mobile Computing 8 Elective		Elective	
RMT 213	Probability and Statistics 8 Core			
TOTAL CRE	DITS	90		

# Second Year: Second Semester Courses

Code	Course Title	Credits	Status	
RCS 221	GIS	8	Core	
RCS 222	Linux System Administration	8	Core	
RCS 223	Management Information System	8	Core	
RCS 224	Computer Graphics and Multimedia	8	Core	
RCS 225	Advanced Software Engineering	8	Core	
RCS 226	Database Design	8	Core	
RCS 227	Compilers	6	Elective	
RMT 223	Numerical Analysis 8 Elective			
TOTAL CREDITS		62		
RPT 299	Second Practical Training 24			

# Third Year: First Semester Courses

Code	Course Title	Credits	Status	
RCS 313	Distributed Systems 6 Core			
RCS 314	Project Management 8 Core			
RCS 315	Systems Analysis and Design 8 Core			
RC\$316	Computer Simulation and Modeling	8	Elective	
RIT 311	Open Source Software & Cloud Computing 8 Core			
RIT 312	Database Administration	8	Core	
RMT 315 Operations Research 8 Elective				
TOTAL CREDITS 54				

### TOTAL CREDITS

# Third Year: Second Semester Courses

Code	Course Title	Credits	Status
RCS 321	Database Systems	8	Core
RCS 322	Computer System Security	8	Core
RC\$ 323	Network Design & Administration II	8	Core
RCS 324	Professional Practices in Computer Science	Core	
RCS 325	Introduction to Artificial Intelligence	8	Elective
RIT 321	Business Continuity Planning	6	Core

RIT 322	Data Warehousing	8	Elective
RMS 321	Research Methods	8	Elective
TOTAL CREE	DITS	62	

3<sup>RD</sup> Year Final Project (carried out over two semesters)

RCS 399	Final Year Project						24
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# 8.2 BACHELOR OF SCIENCE IN COMPUTER SCIENCE SOFTWARE ENGINEERING (BSC-SE)

# 8.2.1 PROGRAMME DETAILS

This is a three (3) year full time programme. The programme is scheduled to run under semester system whereby there are fifteen weeks of lectures and two weeks for end of semester examinations for each semester. In years one and two students are to do field work practical lasting for 6 to 8 weeks each, with project work being done in the third year. Students have to complete a minimum total of 372 credits to qualify for graduation in the programme. These include core and optional courses as specified in the respective semesters.

### 8.2.2 PROGRAMME EXPECTED LEARNING OUTCOMES

At the end of the programme, learners will have to demonstrate:

- How to apply the software engineering lifecycle by demonstrating competence in communication, planning, analysis, design, construction and development.
- Ability to work in one or more significant application domains.
- Work as an individual and as part of a multidisciplinary team to develop and deliver quality software.
- How to apply current theories, models and techniques that provide a basis for the software lifecycle.

# 8.2.3 PROGRAMME OBJECTIVES

- The programme prepares our students to be successful professionals in the field with solid fundamental knowledge of software engineering.
- Be successful professionals in the field with solid fundamental knowledge of software engineering.
- Utilize and exhibit strong communication and interpersonal skills, as well as professional and ethical principles when functioning as members and leaders of multi-disciplinary teams.
- Apply their foundations in software engineering to adapt and be ready in changing environments using the appropriate theories, principles and processes.
- Graduates build upon and adapt knowledge of science, mathematics, and engineering to take on more expansive tasks that require an increased level of self-reliance, technical expertise, and leadership.

### 8.2.4 RATIONALE OF THE PROGRAMME

This degree programme is designed to produce a cadre of degree holders who will be able to support computer application-based real-life problems. The programme recognizes and emphasizes the importance of practical content, which will address the needs of the market. The graduates at this level are expected to offer technical support as Network Designers and Administrator, Database Administrators, Web based programmers and Data Analysts in the field of Information and Communication Technology (ICT). This fits in well with Ruaha Catholic University's mission. It is further expected that graduates will be eligible to proceed towards masters and professional qualifications in Information and Communication Technology (ICT).

### 8.2.5 PROGRAMME PHILOSOPHY

This degree programme is designed to produce a cadre of agile software developers with a comprehensive set of skills, knowledge, and values appropriate to the needs of the dynamic global computing-based society.

The programme also recognizes and emphasizes the importance of practical content, which will address the needs of the market, including the development and building of computer systems software and applications software. The graduates at this level are expected to be Software Engineers, Database Administrators, Web based programmers, Data Analysts, etc. in the field of Software Engineering.

### 8.2.6 Mode of delivery:

The content will be delivered by Lectures, seminars, tests, individual and group assignments, presentations and field work practicals.

### 8.2.7 Entry Requirements :

Candidates must be able to satisfy the general admission requirements of the Ruaha Catholic University. Entry Requirements for the **Bachelor of Science in Computer** Science Software Engineering Degree:

- 1. Candidates must be holders of Advanced Certificate of Secondary Education Examination (A.C.S.E.E.) with at least two (2) principal passes in relevant subjects AND they must have at least five (5) credit passes in the Certificate of Secondary Education Examination (C.S.E.E. Ordinary Level), including Mathematics and English.
- 2. In addition, the applicant must have secured in the Advanced Certificate of Secondary Education Examination (A-Level) a total of 4.5 points or more in Mathematics, Physics and Computer Studies (both from the same sitting). The points are based on the following scale A=5, B=4, C=3, D=2, E=1, S=0.5, F=0
- 3. OR Candidates must hold qualifications equivalent to the above requirements from institutions recognised by the University
- 4. OR Candidates must hold a relevant Diploma of at least second class standing from institutions recognised by the University.

### 8.2.8 TRANSFER ARRANGEMENTS

Students may transfer credits from this programme to another university. Similarly, a student from a similar program at RUCU or another university may transfer credits to this programme. This will be done only for successfully completed course units. In the event that completion of the programme delivery proves impossible for any reason to some or all students Ruaha Catholic University will enter into credit transfer arrangement with any other university to facilitate the students' successful completion of their study programme.

# 8.2.9 ASSESSMENT STRATEGY

Student assessment policy is detailed in the prospectus. However, students will be assessed based on continuous assessment and an end of semester examination for each course.

The end of semester examination will carry 60% marks and continuous assessment 40% marks.

Continuous assessment will be made up of various components consisting of the following:

- 1. Assignments
- 2. Practical work (lab assignments) in practically oriented courses
- 3. Field surveys
- 4. Tests
- 5. Quizzes
- 6. Presentations
- 7. Research/projects

The course facilitator is free to use a combination of these assessment methods provided that the total number is not less than 3 (including one test/quiz).

### 8.2.10 EXAMINATION REGULATIONS

Each course will be examined upon completion at the end of the semester. The pass mark in each examinable course is a **C**. The course work assessment includes papers, assignments, tests, quizzes etc. which normally accounts for 40% of the final marks in each course. The end of semester examination accounts for 60% of the total final marks.

A minimum of 362 credits must be passed for the award of a degree. Each student must include and pass in her/his study programme all the core courses in year 1, 2 and 3 respectively. Candidates are required to pass all the courses of the examinations at the end of each year before proceeding to the next year of study.

The mark for "Bad fail" shall be E. Students getting such a mark in any one course, will have to repeat the course.

A failing candidate to a mark of a **D** may be allowed to take a supplementary examination in the failed courses provided that the overall average in all courses taken in that year constitutes a **GPA greater than or equal to 2.0.** Otherwise the candidate shall be discontinued if the year's **GPA is less than 2.0.** A pass in Supplementary Examination shall be recorded as pass mark, which is a **C**.

### 8.2.11 Grading System

Marks (%)	Grade	Remarks		
70-100	A	Excellent		
60-69	B+	Very Good		
50-59	В	Good		
40-49	C	Pass		
35-39	D	Fail		
0-34	E	Bad fail		

The grade to marks correspondence is as follows

• A candidate's final standing in his/her degree will be determined by the weighted average for all First, Second and Third year marks.

• The final degree shall be classified as First Class, Upper Second Class, Lower Second Class or Pass. These categories shall be awarded as follows:

First class	4.5 – 5.0
Upper second	3.5 – 4.4
Lower second	2.7 – 3.4
Pass	2.0 – 2.6

### 8.2.12 Graduation Requirements

The BSC-SE students shall enrol in course work for six semesters and two practical training periods each with 6 - 8 weeks. In order to complete the requirement for the award of the BSC-SE degree, a student must complete a minimum load of 362 credits. The distribution of the workload is shown in the following table.

Year	Semester	Core Credits	Min Op Credits	Total
	S1	72		
1	S2	52		
	PT1	24		
	S1	46	8	
2	S2	40	8	
	PT2	24		
	S1	24	8	
3	S2	24	8	
	PROJECT	24		
TOTAL		330	32	362(418)

### 8.2.13 RESEARCH PROJECT

- 1. In consultation with a member of the academic staff, a student will, at the beginning of the first semester of the third year prepare a research proposal in a field of one's choice and present it to the Faculty of Information and Communication Technology for approval upon which the student will be assigned a supervisor. The supervisor shall guide the student to write the proposal, which shall include the following:
  - The title of the research project
  - The background of the study
  - Statement of the problem
  - Objectives of the study
  - Research questions / hypotheses
  - Theoretical/conceptual framework
  - Review of related literature
  - Research design and methodology
  - References
- 2. The student, after the approval of the project proposal, will be assigned one supervisor by the Faculty research coordinator.
- 3. The proposed supervisor shall be competent in the subject area of research in which the candidate proposes to work.
- 4. It shall be the duty of the supervisors to direct and supervise the work of the student in so far as it relates to his/her programme of study. In this connection the supervisors shall be required to:

- Maintain constant effective contact with candidates assigned to them and keep written records of all communications, meetings and feedback on written work submitted by the student
- If the candidate experiences difficulty in getting their supervisor to agree to monthly consultations, they must inform the Faculty research coordinator in writing.
- 5. Each candidate shall be required to consult his /her supervisor at least once a month. Where the progress of a given candidate is unsatisfactory such that they are at risk of being de-registered, the candidate shall be given a written warning by the Faculty Research Coordinator to the effect that unless he / she shows signs of improvement within three months, he/ she will be de-registered. A recommendation for de-registration shall be made to the Faculty meeting only after the above process has been followed.
- 6. After successful completion of a research project proposal courses, students will be able to collect and analyse data and write the report in their second semester of the year.
- 7. After the project has been conducted and the project written, the student shall submit the three copies of the project to the Faculty research coordinator at least one weeks before the defence/presentation date.
- 8. As soon as the supervisor's reports are received, the Faculty Research Coordinator shall set a presentation date for research projects defence. A candidate shall be required to present himself/herself for an oral examination.
- 9. Every project shall be submitted in triplicate, and must be accompanied by a declaration by the candidate confirming that the project has not been submitted for any other award in any other university and that the content of the project is an original work of the candidate.
- 10. All the submitted copies shall remain the property of the university.
- 11. A project submitted for the BSC-SE shall be adequate in form and content, and it shall conform to the format of dissertation of the RUCU undergraduate format.

# 8.2.14 SEMESTERISATION OF THE COURSES

The BSC-SE programme consists of three different types of courses:

- 1. Core/compulsory courses which are compulsory to all students
- 2. Practical and project courses which are conducted in the field by all students and are assessed as described in the relevant course outlines
- 3. Elective/optional courses which students will choose

The following tables show the distribution of the courses by semesters and their workload data.

CODE	COURSE TITLE	Credits	Status
RCS 111	Computer Architecture	8	Core
RCS 112	Discrete Structures	8	Core
RCS 113	Introduction to Informatics	6	Core
RCS 114	Microcomputer Applications	14	Core
RMT 112	Calculus	8	Core
RMS 111	Introduction to Business And Management	6	Core

### First Year: First Semester Courses

RFL 115	Communication Skills I	8	Compulsory
RFH 111	Social Ethics I	6	Compulsory
RFH 112	Development Studies I	8	Compulsory
TOTAL CRE	DITS	72	

### First Year: Second Semester Courses

CODE	COURSE TITLE	Credits	Status
RCS 121	Algorithms & Data Structures	8	Core
RCS 122	OO Programming I	8	Core
RMT 122	Linear Algebra	8	Core
RMS 121	Small Businesses & Entrepreneurship	6	Core
RFH 121	Social Ethics II	6	Compulsory
RFL 125	Communication Skills II	8	Compulsory
RFH 122	Development Studies II	8	Compulsory
TOTAL CRE	DITS	52	

### First Practical Training

			-	-	
RPT 199	First Practical Training	8x5x6=240			24

# SECOND YEAR COURSES

### Second Year: First Semester Courses

Code	Course Title	Credits	Status
RCS 211	Network Design and Administration I	8	Core
RCS 212	Object Oriented Programming II	8	Core
RCS 213	Introduction to Software Engineering	14	Core
RCS 214	Operating Systems	8	Core
RCS 215	Theory of Computation	6	Elective
RCS 216	PC Diagnostics & Maintenance	8	Elective
RCS 217	Programming in C	8	Elective
RMT 213	Probability and Statistics	8	Core
TOTAL CRE	DITS	68	

# Second Year: Second Semester Courses

Code	Course Title	Credits	Status
RCS 221	GIS	8	Elective
RCS 222	Linux System Administration	8	Core
RCS 223	Management Information System	8	Core
RCS 224	Computer Graphics and Multimedia	8	Core
RCS 225	Advanced Software Engineering	8	Core
RCS 226	Database Design	8	Core
RCS 227	Compilers	6	Elective
RMT 223	Numerical Analysis	8	Elective
TOTAL CRE	DITS	62	

# Second Practical Training

RPT 299 Second Year Practical Training 8x5x6=2	40		24

Code	Course Title	Credits	Status
RCS 311	Internet Programming and E-Applications	8	Core
RCS 313	Distributed Systems	6	Elective
RCS 314	Project Management	8	Core
RCS 315	Systems Analysis and Design	8	Core
RC\$316	Computer Simulation and Modeling	8	Elective
RMT 315	Operations Research	8	Elective
TOTAL CREDITS		46	

### Third Year: First Semester Courses

### Third Year: Second Semester Courses

Code	Course Title	Credits	Status
RCS 321	Database Systems	8	Core
RCS 322	Computer System Security	8	Core
RC\$ 323	Network Design & Administration II	8	Elective
RCS 324	Professional Practices in Computer	8	Core
	Science		
RCS 325	Introduction to Artificial Intelligence	8	Elective
RIS 321	Trends in Changing Information	6	Elective
	Technology		
TOTAL CRE	DITS	46	

### Third Year Final Project (carried out over two semesters)

RCS 399   Final Year Project         24
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# 8.3 BACHELOR OF ENVIRONMENTAL HEALTH SCIENCES WITH INFORMATIONTECHNOLOGY (BEHSIT)

The courses will be under the Faculty of Information and Communication Technology. The ICT courses will be administered by the department of Computer Science, which is already established while the Environmental Health sciences courses will be administered by the department of Environmental Health Sciences. The degree programme is under a semester system in which there are fifteen (15) teaching weeks plus two (2) examination weeks per semester. In addition, there are also two (2) compulsory practical training (PT) periods of six (6) to eight (8) weeks per three (3) years.

### 8.3.1 Expected Learning Outcomes

At the end of the programme, the student will be able to: -

- i. Precede towards professional environmental health sciences and information systems credentials.
- ii. Manage and control outbreak of communicable diseases in the region and the world
- iii. Apply knowledge and skills acquired in the study to work effectively and efficiently in order to improve quality of environment and human health in Tanzania through researches.
- iv. Evaluate major philosophies and principles influencing the development of diseases prevention measures.

# 8.3.2 Objectives of the Programme

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

The programme is intended to achieve the following specific objectives:

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

# 8.3.3 Programme Rationale

The Bachelor of Environmental Health Sciences with Information Technology blends environmental health sciences and information technology to meet the emerging demand for "hybrid" professionals. In Tanzania and other developing countries people's perceptions and knowledge on the relationships between environmental degradation and human health are poor. The programme will provide knowledge and understanding of issues in environmental sciences which are related to human health. The issues of immediate concern to Tanzania, for example, include pollution and how pollution can affect human health. Therefore, graduates will be able to understand the relationship between environmental degradation and human health and how to utilise computer knowledge in environmental health science analysis. Also graduates will be able to perform project environmental audits to comply with the Nation's Environment Act.

#### 8.3.4 Programme Philosophy

Any academic programme is designed to produce manpower with specific skills, knowledge and values as well as to fulfil certain needs in society. The programme produces graduates with knowledge and skills in both Environmental Health Sciences and ICT. In this programme students will be trained to become environmental health scientists both in public and private sector institutions.

#### 8.3.5 Mode of Delivery

This is done in the form of lectures, seminars, presentations, field practical works, research projects, assignments and tests.

#### 8.3.6 Entry Requirements

Candidates must be able to satisfy the general admissions requirements of the Ruaha Catholic University together with the specific requirement of this degree programme. To be admitted for BEHSIT programme the applicant must have three (3) principal passes in Chemistry, Biology and either Physics or Mathematics or Nutrition or Geography or Agriculture with a minimum of 6 poinyd, i.e. an applicant must have at least C grade in Chemistry and at least D grade in Biology and E grade in Physics or

Mathematics or Nutrition or Geography or Agriculture or a Holder of Diploma in the respective course with a minimum of a "B" grade or 3.0 GPA.

# 8.3.7 Transfer Arrangements

Surdents may transfer credits from this program to another University. Similarly, a student from a similar program at RUCU or another University may transfer credits to this programme. This will be done only for successfully completed course units.

In the event that completion of the programme delivery proves impossible for any reason to some or all students Ruaha Catholic University will enter into credit transfer arrangement with any other university to facilitate the students' successful completion of their study programme.

# 8.3.8 Assessment Strategy

Student assessment policy is detailed in section 8.0 under *Common Academic Regulations* of this prospectus. However, students are assessed based on continuous assessment and an end of semester examination for each course.

The end of semester examination carries 60% marks and continuous assessment 40% marks.

Continuous assessment will be made of various components consisting of the following

- 1. Assignments
- 2. Practical work (lab assignments) in practically oriented courses
- 3. Field surveys
- 4. Tests
- 5. Quizzes
- 6. Presentations
- 7. Research/projects

The course facilitator is free to use a combination of these assessment methods provided that the total number is not less than 3 (including one test/quiz)

# 8.3.9 Examination Regulations

The faculty of ICT operates a semester system of studies. Each semester is 15 weeks long plus two weeks of examinations.

The duration of the course is three years consisting of six semesters plus two Practical Training periods each 6 to 8 weeks long.

Each course is given a credit weighting according to the time devoted to it on the timetable.

Each course will be examined upon completion at the end of the semester. The pass mark in each examinable course is C. The course work assessment includes papers, assignments, tests, quizzes etc. and normally accounts for 40% of the final marks in each course. The end of semester examination accounts for 60% of the total final marks.

A minimum of **428** credits must be passed for the award of a degree. Each student must include and pass in her/his study programme all the core courses in year 1, 2 and 3 respectively. Candidates are required to pass all the courses of the examinations at the end of each year before proceeding to the next year of study.

Pass mark in each of the courses taken shall be a C. The mark for "Bad fail" shall be E. A failing candidate may be allowed to take a supplementary examination in the failed courses provided that the overall average in all courses taken in that year constitutes a GPA greater than or equal to 2.0. Otherwise the candidate shall be discontinued if the

year's GPA is less than 2.0. A pass in Supplementary Examination shall be recorded as pass mark, that is, C.

# 8.3.10 Grading System of the BEHSIT Degree Programme

The grade to marks correspondence shall be as follows

Marks (%)	Grade	Remarks
70-100	A	Excellent
60-69	B+	Very Good
50-59	В	Good
40-49	С	Pass
35-39	D	Fail
0-34	E	Bad fail

• A candidate's final standing in his/her degree will be determined by the weighted average for all First, Second and Third year marks.

• The final degree shall be classified as First Class, Upper Second Class, Lower Second Class or Pass. These categories shall be awarded as follows:

First class	4.5 – 5.0
Upper second	3.5 – 4.4
Lower second	2.7 – 3.4
Pass	2.0 – 2.6

## 8.3.11 Graduation Requirements

- 1. The BEHSIT students shall enrol in course work for six semesters and two practical training periods each with 6 8 weeks.
- 2. In order to complete the requirement for the award of the BEHSIT, a student must have:
  - Taken a minimum of 46 courses each with 6 to 8 credits and conduct two practical training which have 12 credits each (24 credits) and write a research project which has 12 credits giving a total of **428** credits.
  - attended lectures for the required courses to get the number of contact hours and tutorials/seminar/practical hours
  - completed course work and examinations in each registered course:
  - Obtained pass grades in all the courses including research project
- 3. Upon graduation BEHSIT students will attend a one-year internship programme administered by the Ministry of Health after getting provisional registration to the National Environmental Health Practitioner's Council.

# 8.3.12 Research

- a) In consultation with a member of the academic staff, a student will, at the beginning of the first semester of the third year prepare a research proposal in a field of one's choice and present it to the Faculty of Information and Communication Technology for approval upon which the student will be assigned a supervisor. The supervisor shall guide the student to write the proposal, which shall include the following:
  - The title of the research
  - Background of the study

- Statement of the problem
- Objectives of the study
- Research questions / hypotheses
- Theoretical/conceptual framework
- Review of related literature
- Research design and methodology
- References
- b) The student, after the approval of the research proposal, will be assigned one supervisor by the department research coordinator.
- c) The proposed supervisor shall be competent in the subject area of research in which the candidate proposes to work.
- d) It shall be the duty of the supervisors to direct and supervise the work of the student in so far as it relates to his/her programme of study. In this connection the supervisors shall be required to:
  - Maintain constant effective contact with candidates assigned to them and keep written records of all communications, meetings and feedback on written work submitted by the student
  - If the candidate experiences difficulty in getting their supervisor to agree to monthly consultations, they must inform the department research coordinator in writing.
- e) Each candidate shall be required to consult his /her supervisor at least once a month. Where the progress of a given candidate is unsatisfactory such that they are at risk of being de-registered, the candidate shall be given a written warning by the Department Research Coordinator to the effect that unless he / she shows signs of improvement within three months, he/ she will be deregistered. A recommendation for de-registration shall be made to the Faculty meeting only after the above process has been followed.
- f) After successful completion of a research proposal courses, students will be able to collect and analyse data and write the report in their second semester of the year.
- g) After the research has been conducted and the research written, the student shall submit the three copies of the research to the Department research coordinator at least one week before the defence/presentation date.
- h) As soon as the supervisor's reports are received, the Faculty Research Coordinator shall set a presentation date for research defence. A candidate shall be required to present himself/herself for an oral examination.

i) Every research shall be submitted in triplicate, and must be accompanied by a declaration by the candidate confirming that the research has not been submitted for any other award in any other university and that the content of the research is an original work of the candidate.

ii) All the submitted copies shall remain the property of the university.

A research submitted for the BEHSIT shall be adequate in form and content and it shall conform to the format of dissertation of the RUCU undergraduate format.

# 8.3.13 Research Assessment

Assessment will be on grading similar to other courses.

- 1. A student must get a pass (grade C or above) on both practical training periods before qualifying for a degree.
- 2. Assessment will be based on five items each of which will be graded as follows
  - i) Employer supervisor's report 20%
  - ii) Student's daily log-book 15%
  - iii) University supervisor's report 10%
  - iv) Student's final report 40%
  - v) Student's presentation 15%

# 8. 3.14 Curriculum for BEHSIT

The BEHSIT programme consists three different types of courses:

- Common courses, which are compulsory to all students.
- Elective courses which are optional courses which students shall choose.
- Practical common courses which are conducted in the field by all students (these courses must be assessed after the end of the first and second academic year and before the commencement to the next academic year).

Course code	Course title	Credit	Status
RFL115	Communication Skills I	8	Compulsory
RCS 113	Introduction to Informatics	6	Core
RCS 114	Microcomputer Applications	10	Core
RCM113	Computer Mathematics	10	Core
REV 111	Environmental Chemistry	10	Core
REV 112	Elements of Ecology	10	Core
RFH 111	Developmental Studies I	8	Compulsory
RFH 112	Social Ethics I	8	Compulsory
REV 113	Introduction to Environmental Health	10	Core
	Science		
TOTAL		80	

# FISRT YEAR COURSES (142+ Credits)

#### II. First Year: Second Semester

Core Course	Course Title	Credit	Status
RCS 121	PC Diagnostics and Maintenance	10	Core
REV 123	Hygiene and Sanitation	10	Core
RPH 123	Social Ethics II	8	Compulsory
REV 124	Human Anatomy and Physiology	10	Core
REV 122	Biochemistry	8	Core
RLG 128	Communication Skills II	8	Compulsory

RFH 122	Development Studies II	8	Compulsory
TOTAL		62	

# First Practical Training

	0		
RPT 199	First Year Practical Training (8x5x6)	12	

# SECONDYEAR COURSES (138+ Credits)

Course code	Course Title	Credit	Status
REV 211	Environmental Health Inspection	10	Core
REV 212	Biostatistics and Epidemiology	10	Core
REV 213	Environmental Analytical Techniques	8	Core
REV 214	Waste Management	8	Core
REV 215	Building Technology	9	Core
REV 216	Environmental Microbiology	9	Core
REV 217	Anatomy and Pathology of Food Animals	8	Core
TOTAL		62	

# II. Second Year: Second Semester

Code	Course Title	Credit	Status
REV 221	Environmental and Social Impact Assessment	10	Core
REV 222	Research Methods	10	Core
REV 223	Human Settlement Development and Health	10	Core
REV 224	Communicable &Non Communicable Diseases Control	10	Core
REV 225	Parasitology & Medical Entomology	10	Core
REV226	Port Health Inspection and International Health Regulation	10	Core
RCS221	Geographic Information System (GIS)	8	Elective
RM\$222	Business Entrepreneurship	8	Elective
TOTAL		76	

NB:- A student will be required to take one elective course

Second Practical Training

RPT 299	Second Year Practical Training (8x5x6)	12	

# THIRD YEAR COURSES (161 Credits)

Code	Course Title	Credit	Status
REV 311	Environmental Pollution, Prevention and Control	10	Core
RCS 311	Database Design and Application Development	10	Core
REV 312	Water Supply and Health	10	Core
REV 313	Occupational Health and Safety Management	10	Core
REV 314	Food Safety and Hygiene	10	Core
REV315	Health Policy, Planning and Management	8	Core
REV 316	Global & Re-emerging Diseases	10	Core
TOTAL		68	

# II. Third Year: Second Semester

Code	Course Title	Credit	Status
REV 321	Environmental Risk and Toxicology	9	Core
RIT 321	Internet and Web Programming	8	Core
REV 322	Environmental Health Law	10	Core
REV 323	Immunization and Vaccine Development	10	Core
	Management		
REV 325	Health Promotion and System	10	Core
	Management		
REV 326	Environmental Research Project	12	Core
REV 327	Environmental Health Economics	10	Core
REV328	Climate Change and Health	8	Core
REV 329	Project Development and Management	8	Elective
RC\$329	Introduction to Web Design and	8	Elective
	Application Development		
TOTAL		93	

NB:- Overall credits for three years is 441.

# 8.4 BACHELOR OF SCIENCE WITH EDUCATION (IT AND MATHEMATICS)

# 8.4.1 Course Rationale

The rationale for the Bachelor of Science with Education (BSc ED) (IT, MATHEMATICS) programme is based on the growing needs of the education sector due to the expanded primary and secondary education sector and contributing to the achievement of the Millennium Development Goals. There is a very great need for more science teachers in the newly established as well as old secondary schools in the country. The need is more intensified in view of retiring science teachers and those leaving the profession for various reasons whose vacancies are to be replaced.

# 8.4.2 Programme Objectives

The main objectives of the Bachelor of Science with Education Programme are:

- 1. To develop an academic and pedagogical content knowledge in relevant science disciplines so that a student is confident in at least two science subjects that she/he can teach comfortably at primary or secondary school level.
- 2. To provide a general education in core content that will make the teacher conversant with current affairs, and the social and moral issues that are necessary for a person raising a generation of young and old learners.
- 3. To provide a general understanding of education principles necessary to work in a school environment in the society of the present and the future.
- 4. To develop an understanding of how school curricula are designed, implemented and assessed as well as the forces influencing these processes.
- 5. To impart skills of lesson design, lesson presentation, lesson assessment and classroom management.
- 6. To produce graduates with knowledge and the ability to teach computer and mathematics courses and where necessary construct substantial computer programs for users.
- 7. To produce graduates who are able to analyse information requirements of organisations, to design appropriate systems within which computers may play a part, and with longer experience to implement these systems.
- 8. To produce graduates who are able to control the storage and transmission of data, the operation of computer hardware and software.
- 9. To produce graduates who can also go on to do postgraduate studies in either ICT or Mathematics or Education.

# 8.4.3 Admission Requirements

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

- i) Certificate of Secondary Education (C.S.E.E) or equivalent with passes in FIVE approved subjects, obtained prior to the sitting of the Advanced Certificate of Secondary Education (A.C.S.E.E) or equivalent.
- ii) At least two Principal level passes in Mathematics, Physics, Chemistry and Geography with a total of 3.5 or more points (where A = 5, B = 4, C = 3,

D=2, E=1 and S=0.5) in approved subjects in the Advanced Certificate of Secondary Education (A.C.S.E.E).

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

The Minimum Entrance Requirements listed above must include:

- At least "O" Level credit passes one of which must be Mathematics;
- b) At least two principal passes (D and above) in any of the Science subjects including Mathematics or an equivalent and must have a GPA of not less than 3.5.

Equivalent Qualifications:

a)

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

# 8.4.4 Duration of the Programme

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

# 8.4.5 Structure of the Programme

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

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

- i) General core courses: RUCU has a mission of producing teachers who have a high level of ethical and moral standards at the same time preparing them to work effectively with learners. These general core courses will consist of: Social Ethics, Development Studies and Communication Skills courses.
- *ii)* Academic courses: Here students will have to study the two teaching academic subjects Information Technology (IT) and Mathematics.
- iii) *Professional training:* Students will also do courses designed to prepare them for professional roles as teachers and educational leaders in the future. That will include doing courses in areas such as:
  - Educational psychology, guidance and counselling
  - Foundations and History of Education
  - Curriculum development, assessment and evaluation
  - School leadership and management
  - Pedagogy (teaching methods)
- iv) *Field experience:* Students will do supervised Teaching Practice in schools to practice professional skills and receive feedback from experienced teachers as well as teaching staff.

# 8.4.6 Organization of the Programme

The programme will be organised as follows:

Academic Component:

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

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

Professional courses & Teaching Practice:

Approximately 40 % of the total time.

- NOTE: The academic component will be concentrated in years 1 & 2 with professional courses increasing in years 2 & 3 after students have completed the most basic academic courses successfully.
- The total number of credits to be completed by a student for the award of a degree is 400 to 468 credits.

# Transfer of Credits

When the completion of the Programme delivery becomes impossible for any reason to some or all students Ruaha Catholic University (RUCU) will make arrangements of credit transfer with any other University which offers the same Programme to facilitate students' successful completion of their study. The credit transfer process will be done as specified in section **8.12** of this prospectus.

# 8.4.7 Assessment Strategy

The Programme is assessed at the time of its completion and grade awarded. The grade is based on an end of coursework assessment (continues assessment) and course examination. Course work assessment constitutes 40% for all courses which is made up of individual assessment, group assessment, seminar presentation and tests that are general stand as formative assessment and final examination which is summative assessment.

The weighting of each examination is determined under faculty/departmental examination regulations as approved by the Senate upon the recommendation of the Faculty Board. For each course, there is a coursework and final University Examination (UE) at the end of semester.

Contribution of every component of assessment to the final mark has the following weight:

a) Continuous assessment 40% including assignments, quizzes, projects, independent study, test, seminar presentations etc.

b) End of semester examination 60% the entire assessment marks of a particular course; making a total of 100% (CW+UE)

# Examination General Format and regulations

Examinations may be written, practical or oral and university examination is conducted at the end of every semester in accordance with University calendar and regulations.

# Examination moderation

Examinations are moderated by both internal and external moderators that are appointed by faculty board.

Internal moderator is an expert in the field responsible for checking human errors that might have been overlooked by the course lecturer, and also to evaluate the setting standard of the examination paper.

External moderator is responsible for checking human errors that might have been overlooked by the course instructor and internal moderator,

External examiners assess the content structure, marks allocation, grading system and standard of examinational paper. All matters related to examinations are as contained in this prospectus sections **6.0** and **7.0**.

# 8.4.8 Conditions for Discontinuation

Discontinuation from studies can take place under the conditions as spelt out in section 7.7 of this prospectus.

# 8.4.9The Grading System

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

Percentage	Letter Grade	Points	Designation
100-70	А	5	Distinction
69-60	B+	4	High Credit
59-50	В	3	Credit
49-40	С	2	Pass
39-35	D	1	Fail
34-0	E	0	Bad Fail

8.4.10 Courses for Bachelor of Science with Education (IT, Mathematics) by Semester

CODE	COURSE TITLE	Credits	Status	
REF 111	Introduction to Logic and Principles of Education	8	Core	
RMT 111	Foundation of Analysis	8	Core	
RCS 112	Discrete Structures	8	Core	
RCS 111	Computer Architecture	8	Core	
RCS 113	Introduction to Informatics	6	Core	
RCS 114	Microcomputer Application	14	Core	
FL 115	Communication Skills I	8	Compulsory	
RFH 112	Social Ethics I	6	Compulsory	
RFH 112	Development Studies I	8	Compulsory	
	TOTAL CREDITS	74		
SECOND SEMESTER COURSES				

# FIRST YEAR. FIRST SEMESTER COURSES

#### second semester courses

SECOND SEMESTER COORSES				
CODE	COURSE TITLE	Credits	Status	
RCS 121	Algorithms & Data Structures	8	Core	
RCS 122	OO Programming I	8	Core	
RMT 122	Linear Algebra	8	Core	
RMT 121	Function of Single Variable	6	Core	
RFH 121	Social Ethics II	6	Compulsory	
RCT 111	Class room Interaction	8	Core	
REP 121	Introduction to Education Psychology	8	Core	
SUB TOTAL	CREDITS	52		
REP 121	First Year Teaching Practice	12	Core	
TOTAL CRE	DITS	64		

#### SECOND YEAR COURSES SECOND YEAR FIRST SEMESTER COURSES

Code	Course Title	Credits	Status
RCS 211	Network Design and Administration I	8	Core
RCS 213	Introduction to Software Engineering	14	Core
RCS 214	Operating Systems	8	Core
RCS 216	PC Diagnostics & Maintenance	8	Core
RMT 211	Functional of Several Variables	6	Core
RMT 212	Ordinary Differential Equations	8	Core
RCT 221	Curriculum Development and Evaluation	8	Compulsory
REP 213	Educational Statistics	8	Core
RCS 217	Programming in C	8	Elective
RMT 214	Rigid Body Mechanics	6	Elective
RMT 215	Mathematical Logic	6	Elective
RMT 216	Applied Linear Algebra	6	Elective
RMT 217	History of Mathematics	6	Elective
TOTAL CRE	DITS	100	

# Students have to opt for at least one elective courses

# SECOND YEAR SECOND SEMESTER COURSES

Code	Course Title	Credits	Status
RCT 211	Introduction to Educational Media and Technology	8	Core
RCT 222	Pedagogy of Teaching Education	8	Core
RMT 221	Linear Programming	6	Core
RMT 222	Mathematical Statistics	6	Core
RCT 207	Mathematics Teaching Method (Subject 1)	8	Core
RCS 226	Database Design	8	Core
RCT 208	Computer teaching Methods (Subject 2)	8	Core
RMT 223	Numerical Analysis	8	Core
RCS 221	GIS	8	Elective
RCS 222	Linux System Administration	8	Elective
RCS 224	Computer Graphics and Multimedia	8	Elective
RCS 225	Advanced Software Engineering	8	Elective
SUB-TOTAL	CREDITS	92	
RED 211	Second Year Teaching Practice	12	
	TOTAL CREDITS	104	

Students have to opt for at least one elective courses

THIRD YEAR FIRST SEMESTER COURSES

Code	Course Title	Credits	Status
REP311	Assessment and Test Construction	8	Core
REP 312	Counselling and Inclusive Education	8	Core
RCS 311	Internet Programming and E-application	8	Core
RCS 315	Systems Analysis and Design	8	Core
RMT 311	Abstract Algebra	8	Core
RMT 312	Graph Theory and Network Problems	8	Core
RCS 313	Project Management	6	Elective
RMT 315	Operations Research	6	Elective

RMT 313	Partial Differential Equations	6	Elective
TOTAL CRE	DITS	66	

Students have to opt for at least one elective course

# THIRD YEAR SECOND SEMESTERCOURSES

CODE	COURSE TITLE	Credits	Status
RCS 321	Database Systems	8	Core
RCS 322	Computer System Security	8	Core
RCS 311	Internet Programming and E-application	8	Core
RMT 321	Complex Analysis	8	Core
RMT 322	Functional Analysis	8	Core
REF 311	Education Management and Leadership	8	Core
RMT 323	Fluid Mechanics	6	Elective
RMT 324	Inter Programming	6	Elective
TOTAL CREDITS		60	

Students have to opt for at least one elective courses

NB:- Overall credits for three years is 468

# 8.5 DIPLOMA IN COMPUTER SCIENCE

# 8.5.1. Introduction

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

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

8.5.2 Specific Objectives of the Programme

The objectives of the programme are to:

1. Provide the students intermediate education through the study of a diploma in computer science.

2. Develop the skills needed to apply fundamental systems analysis and design concepts and methods.

3. Prepare students as technicians as well as supporting staff for a career in the CS and ICT segments of business, industry, government, education, management, planning, and decision-making.

4. Provide technology-oriented professionals with the knowledge and ability to assist in the development of creative solutions.

# 8.5.3 Expected Learning Outcomes

1. To create a cadre of people who will be working full time with intermediate, technically based and industry-orientated in various aspects of Information Technology.

2. To create a pool of qualified Computer technicians and supporting personnel in Computer Science and in Information Communication and Technology.

3. To have graduates who will promote better accessibility to formal training opportunities in Informatics.

4. To have trained Informatics technicians at diploma level with adequate skills to manage the Informatics industry in its own right, and the various sectors engaged in the application of Informatics.

# 8.5.4 Admission Requirements

# Direct Entry

One of the following combinations of passes in the Advanced Certificate of Secondary Education Examination (ACSEE) or equivalent:

- 1. One principal level pass in either Computer Studies, Mathematics, Physics, Chemistry, Economics, Commerce, Geography or Accountancy and a subsidiary pass in any of these subjects; or
- 2. One Principal level pass grade 'C' and above in any of the subjects listed in (1). *Equivalent Qualifications*

Holders of Certificate in Computer Science (CS), Information Technology (IT) or Business Information Technology (BIT) awarded by recognized bodies.

# 8.5.5 Duration of the Programme

The diploma programme is scheduled to run under a semester system in which there are fifteen teaching weeks plus two examination weeks per semester. A student will spend a total of four semesters in which a **minimum of 244 credits** must be passed for the award of a Diploma in Computer Science.

# Full time Diploma students

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

Code	Course Title	Credits	Status	
RDC 111	Computer Science Mathematics I	8	Core	
RDC 114	Office Automation & Internet	8	Core	
RDC 113	Introduction to Informatics	8	Core	
RDC 112	High Level Programming	8	Core	
RDH 115	Social Ethics I	6	Compulsory	
RDH117	Communication Skills I	8	Compulsory	
TOTAL CREDITS		46		

#### 8.5.6 Diploma Courses by Semesters First Year: First Semester Courses

# First Year: Second Semester Courses

Code	Course Title	Credits	Status
RDC 121	Data Structures and Algorithms	8	Core
RDC 122	Design and Implementation of Web pages	8	Core
RDC 123	Information Systems Analysis and Design	8	Core
RDC 124	Introduction to Computer Architecture	8	Core
RDC 125	Management Information System	8	Core
RDC 126	Operating Systems and their Configurations	8	Core
RDH 129	Social Ethics II	6	Compulsory

RDH 128	Communication Skills II	8	Compulsory
RIS 998	Practical Training	24	Core
TOTAL CREDITS		86	

#### Second Year: First Semester Courses

Code	Course Title	Credits	Status
RDC 211	Computer Science Mathematics II	8	Core
RDC 216	Object Oriented Programming	8	Core
RDC 214	Introduction to Database Design	8	Core
RDC 215	Network Design & Administration	8	Core
RDC 213	Introduction to Computer Graphics	8	Core
RDC 212	Electronic Commerce	8	Core
TOTAL CREDITS		48	

#### Second Year: Second Semester Courses

Code	Course Title	Credits	Status
RDC 221	Business Statistics	8	Core
RDC 222	Fundamentals of Computerized Accounting	8	Elective
RDC 223	Introduction to Project Management	8	Core
RDC 224	Multimedia	8	Core
RDC 225	PC Diagnostic and Maintenance	8	Core
RDC 226	Professional Issues in Information Systems Practice	8	Elective
RIS 999	Independent ICT Project	24	Core
TOTAL CRE	DITS	72	

Overall credits for two years is 212.

# 8.6 CERTIFICATE IN COMPUTER SCIENCE

#### 8.6.1 Admission Requirements

A candidate, before being admitted to the course, must normally have obtained the Certificate of Secondary Education Examination (CSEE) with at least Four (4) passes in non-religious subjects including Basic Mathematics or Physics or Chemistry or Geography; *English is a MUST*.

#### 8.6.2 Duration of the Programme

The certificate programme is scheduled to run under a semester system in which there are fifteen teaching weeks plus two examinations weeks per semester. The Certificate in Computer Science is designed to run for two (2) semesters. A **minimum of 120 credits** must be passed for the award of a Certificate in Computer Science.

#### 8.6.3 Curriculum of Certificate in Computer Science

#### First Semester

Code	Course Title	Credits	Status
RCC 111	Basic Computer Knowledge	10	Core
RCC 112	Business Communication	8	Core

RCC 113	Basic Computer Applications	14	Core
RCH 118	Social Ethics I	6	Compulsory
TOTAL CRI	DITS	38	

#### Second Semester

Code	Course Title	Credits	Status
RCC 121	Design and Implementation of Web Pages	10	Core
RCC 122	Introduction to Digital Logic and Digital Elements	8	Core
RCC 123	Management of Database Systems	10	Core
RCC 124	Network Installation and Management	10	Core
RCC 125	Network Operating Systems	8	Core
RCC 126	Principles of Operating Systems	8	Core
RCC 127	Programming Basics	14	Core
RCC 128	Computing Mathematics	8	Core
RCH 127	Social Ethics II	6	Compulsory
TOTAL CRE	DITS	82	

Overall credits for one year is 120

# 8.7 CERTIFICATE IN INFORMATION TECHNOLOGY

## 8.7.1 Admission Requirements

A candidate, before being admitted to the course, must normally have obtained the Certificate of Secondary Education Examination (CSEE) with at least Four (4) passes in non-religious subjects including Basic Mathematics or Physics or Chemistry or Geography; *English is a MUST*.

# 8.7.2 Duration of the Programme

The certificate programme is scheduled to run under a semester system in which there are fifteen teaching weeks plus two examinations weeks per semester. The Certificate in Information Technology is designed to run for two (2) semesters. A **minimum of 122 credits** must be passed for the award of a Certificate in Information Technology.

# 8.7.3 Curriculum of Certificate in Information Technology

Code	Course Title	Credits	Status			
RCC 111	Basic Computer Knowledge	10	Core			
RCC 112	Business Communication	8	Core			
RCC 113	Basic Computer Applications	14	Core			
RCH 118	Social Ethics I	6	Compulsory			
TOTAL CRI	EDITS	38				

#### Second Semester

Code	Course Title	Credits	Status
RCC 121	Design And Implementation of Web Pages	10	Core
RCC 122	Introduction To Digital Logic and Digital Elements	8	Core

RCC 123	Management of Database Systems	10	Core
RCC 124	Network Installation and Management	10	Core
RCC 125	Network Operating Systems	8	Core
RCC 126	Principles of Operating Systems	8	Core
RCI 121	Introduction to System Administration	8	Core
RCI 122	Mobile Computing	8	Core
RCI 123	PC Diagnostic and Maintenance	8	Core
RCH 127	Social Ethics II	6	Compulsory
TOTAL CRE	DITS	84	

Overall credits for one year is 122

# 8.8 ICT ACADEMIC STAFF

# 8.8.1 Department of Computer Science

NO	NAMES	G	QUALIFICATION	POSITION
1	Rev. Dr. Benedict Nyoni	м	Philippines), MSc (Maths)(Ateneo de Manila University, PH), BSc (Chemistry)(University of San Augustin, PH)	Dean, FICT
1	Mr. Juma M. Rugina***	М	MBA (IUCO), BSC (RUCO)	Assistant Lecturer
2	Mr. Lusekelo Kibona ***	М	MSc (Nelson Mandela) MBA(IUCO), BSc (UDSM)	Lecturer
3	Ms. Jane Gilitu	F	MSc (UDOM), BSc (RUCO), Dipl. Ed (MOTCO)	Assistant Lecturer, HOD of Computer Science
4	Ms. Neema Talawa	F	MSc (UDOM), BSc (RUCO)	Assistant Lecturer
5	Mr. Dani Mfungo***	М	MSc (UDOM),BSc (RUCO)	Assistant Lecturer
6	Mr. John Sospeter	М	MSc (CHINA), BSc (RUCO)	Assistant Lecturer
7	Mr. Titus Fihavango	М	MSc (UDOM), BSc (ST. JOSEPH)	Assistant Lecturer
8	Mr. Josiah Samson	м	BAFIT (RUCO)	Tutorial Assistant
9	Mr. Kevin Rutta	м	BSc (INDIA)	Tutorial Assistant
10	Mr. Mafanikio Kinemelo	М	BSc.CS (St. Joseph), Master of Arts in Community Development and Project Management (MA-CDPM) – Uol,	Assistant Lecturer

			Certificate in Cyber Security and Test Penetration (CCSTP) – D.I.T	
11	Logatho Benedict	М	MSc (UDSM), BSc (Ed) (MUCE)	Ass. Lecturer
12	Elisante Yohana	М	BSc (St. Joseph )	Tutorial Assistant

# 8.8.2 Department of Environmental Health Sciences

1	Dr. Bernard Mwakisunga	Μ	PhD(UDSM), MSc(UDSM),	Lecturer
			BSc(UDSM),	
2	Ms. Tulamwona Dumulinyi	F	MSc(Forestry) (SUA), BSc (SUA)	Assistant Lecturer
3	Mr. Erasto Kinemelo	М	MSc. HSM (Mzumbe), BSc (IUCO), Diploma in Education (Chemistry and Biology)	Assistant Lecturer, HOD of Environmental Health Sciences
4	Mr. Jairo Jayambo	М	MSc (MU), BSc (MU), Dip (MUHAS) in Environmental Health	Assistant Lecturer
5	Mr. Robert Siong'o	м	Bachelor of Science and Laboratory Technology(DIT) Diploma in Science and Laboratory Technology (DIT)	Lab. Technologist
6	Mr. Said Omary	М	Dipl. In Science and Laboratory Technology (DIT)	Lab. Technician
7	Ms. Rahma Ally Rajabu	F	BEHSIT (RUCU)	Tutorial Assistant
8	Mr. Jordan Benson	М	BEHSIT(RUCU)	Tutorial Assistant
9	Mr. Emmanuel Lutumo	М	Bachelor of Technology in Architecture (MUST)	Tutorial Assistant
10	Emiliana Focus Mallya	F	BEHSIT (RUCU)	Tutorial Assistant
11	Given Mwambope	М	BSc. EHS(MUHAS)	Tutorial Assistant

# 8.8.3 Department of Mathematics and Natural Sciences

1	Rev. Dr. Benedict Nyoni	М	PhD (Philippines), MSc (Maths) (Philippines),	Lecturer, Dean of FICT
			BSC (SA AUGUSTINE)	
3	Mr Paul K.M. Masenya	М	MSc (Computer Science) (UDSM), BSC Ed (UDSM)	Assistant Lecturer
4	Dr. Sarah Mkango	F	PhD (UDSM), MSc (UCT SA), PGD (AIMS SA), BSc	

			(UDSM)			
5	Ms Johari Mhanga	F	MSc (UDSM)	(UDOM),	BSc	Assistant Lecturer

#### KEY:

\*\*\* On PhD D Studies

\*\* On Masters Studies

# 9.0 FACULTY OF LAW

Law touches almost every aspect of society: business transactions, politics, human rights, global trade, international relations and family relationships.

To study Law is to uphold justice; it is a noble call which gives you the power to make a difference in the world. Studying Law comes with a sense of fulfilment and meaning that comes from helping others, fighting against injustice and defending innocent people.

To study Law is to become a professional; it helps you to develop certain skills: critical analysis, an ability to interpret complex information, negotiation skills, research, argument and presentation or sharing of ideas with confidence.

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

- Certificate in Law
- Diploma in Law
- Bachelor of Laws (LL.B.)
- Postgraduate Diploma in Law
- Master of Laws in Human Rights Law (LL.M.)
- Master of Laws in Trade and Finance Law (LL.M.)
- Master of Laws in Finance and Banking Law (LL.M.)
- Master of Laws in International Criminal Justice (LL.M.)
- Doctor of Philosophy in Law (Ph.D.)

# 9.1 The Bachelor of Laws (LL.B.)

A degree in law can give you the skills to be a successful lawyer but also a successful producer, politician, manager, journalist, diplomat or police officer; a law degree equips you for almost any profession that requires intellectual strength combined with a practical approach to the world.

The LL.B. degree programme at RUCU aims at:

• Providing a thorough and basic training in law and the legal techniques required for the successful practice in law and scholarly work in law.

- Preparing graduates for the lawyer's responsibility to improve the administration of justice and providing government and community leadership.
- Developing legal, practical and critical thinking skills while inculcating ethical principles.

The Bachelor of Laws at RUCU is a first law degree which qualifies students to be admitted the practical legal training programme, which is compulsory for any law graduate aspiring to be enrolled as an advocate of the High Court of Tanzania.

## 9.1.1 Admission Requirements

Minimum Entrance Requirements for a first-degree admission are as follows:

- i. A total of 4.0 or more points and two principal passes in the following subjects: History, Geography, Kiswahili, English Language, French, Arabic, Fine Art, Economics, Commerce, Accountancy or Advanced Mathematics.
- ii. A Diploma in Law or Law Enforcement from an accredited/recognized institution of education with an average of B or a minimum GPA of 3.0.

Note: An applicant must have a principal / subsidiary pass in English at A'Level or a Minimum of "D" grade in English at O'Level.

## 9.1.2 Duration of the Degree Programme

The degree programme is scheduled to run under a semester system in which there are fifteen teaching weeks plus two examinations weeks per semester. The Bachelor of Laws is designed to run for four (4) academic years [eight (8) semesters].

#### 9.1.3 Curriculum

Year One Sem	ester One:	
Course Code	Course Name	Credit Hours
RLW 111	Constitutions and Legal Systems of East Africa I	10
RLW 112	Law of Contract I	10
RLW 113	Criminal Law	10
RLW 114	Legal Methods I	10
RLW 115	Communication Skills for Lawyers I	8
RLW 116	Computer Skills for Lawyers	8
RFH 111	Development Studies	8
Total		64

#### Year One Semester Two:

Course Code	Course Name	Credit Hours
RLW 121	Constitutions and Legal Systems of East Africa II	10
RLW 122	Law of Contract II	10
RLW 123	Environmental Law	10
RLW 124	Legal Methods II	10
RLW 125	Communication Skills for Lawyers II	8
RLW 126	Family Law	10
RFH 111	Social Ethics	8
Total		66

# Year Two Semester One:

Course Code	Course Name	Credit Hours
RLW 211	Administrative Law I	10
RLW 212	Land Law I	10
RLW 213	Law of Evidence I	10
RLW 214	Legal Writing and Drafting I	10
RLW 215	Criminal Procedure I	10
RLW 216	Civil Procedure I	10
	Elective (1)	8
Total		68

# Year Two Semester Two:

Code	Course Name	Credit Hours
RLW 221	Administrative Law II	10
RLW 222	Land Law II	10
RLW 223	Law of Evidence II	10
RLW 224	Legal Writing and Drafting II	10
RLW 225	Criminal Procedure II	10
RLW 226	Civil Procedure II	10
	Elective (1)	8
Total		68

# Year Three Semester One:

Code	Course Name	Credit Hours
RLW 311	Jurisprudence I	10
RLW 312	Law of Torts I	10
RLW 313	Tax Law I	10
RLW 314	Law of Business Associations, Cooperatives & Public	
	Enterprises I	10
RLW 315	Moot Court I – Practical Training	8
RLW 316	Legal Research	10
	Elective (1)	8
Total		66

#### Year Three Semester Two: Course Code

Credit H	lours
----------	-------

RLW 321	Jurisprudence II	10
RLW 322	Law of Torts II	10
RLW 323	Tax Law II	10
RLW 324	Law of Business Associations, Cooperatives & Public Enterprises II	10
RLW 325	Moot Court II	8
RLW 326	Alternative Dispute Resolution	10
	Elective (1)	8
Total		66

# Year Four Semester One:

Course Code	Course Name	Credit Hours
RLW 411	Legal Ethics and Legal Practice	10
RLW 412	Private International Law	10
RLW 413	Public International Law I	10
RLW 414	Regional Integration Law	10
RLW 415	Labour Law	10
	Elective (1)	8
	Elective (1)	8
Total		66

# Year Four Semester Two:

Course Code	Course name	Credit Hours
RLW 421	Legal Practice, Management and Accounting for	10
	Lawyers	
RLW 422	Law of Trust and Succession	10
RLW 423	Public International Law II	10
RLW 424	Human Rights Law	10
RLW 425	Research Paper	20
	Elective (1)	8
	Elective (1)	8
Total		76

#### List of Elective Courses

List Of Liective Courses	
Law of Banking	RLW 511
Insurance Law	RLW 512
Intellectual Property Law	RLW 513
Criminology and Penology	RLW 514
Competition Law	RLW 515
Capital Markets and Securities Law	RLW 516
Refugee Law	RLW 517
Local Government Law	RLW 518
African Law	RLW 519
International Humanitarian Law	RLW 621
Law of Negotiable Instruments	RLW 622
Law of the Child	RLW 623
Social Security Law	RLW 624
Investment Law	RLW 625
International Trade and Finance Law	RLW 626
International Criminal Law	RLW 627
Commercial and Consumer Transactional Law	RLW 628

#### 9.1.4 Award of the Bachelor of Laws

It shall require at least 540 credit hours to complete the Bachelor of Laws degree. These shall be divided into 40 core subjects, 7 compulsory subjects, 8 elective subjects and 1 research paper.

# 9.2 Diploma in Law

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

The Diploma in Law programme at RUCU aims at producing graduates who are able to:

- Prepare legal documents, provide legal opinions or perform administrative duties while working as legal technicians, legal officers.
- Improve the administration of justice and provide government and community leadership as Legal Officers in public or private entities.

# 9.2.1 Admission Requirements

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

## General Eligibility for Admission:

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

#### Entry Requirements:

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

- i. The applicant is a holder of an advanced Certificate of Secondary Education Examination (ACSEE) or equivalent; and
- ii. He/she has obtained with at least One Principal Pass and Subsidiary in Relevant Subjects in the Advanced Certificate of Secondary Education Examination (ACSEE); and
- iii. He/she must have 'O' level credit pass of at least "C" grade in English.

#### Equivalent Qualifications:

A Certificate in Law from an accredited/recognized Institution.

# 9.2.2 Duration of the Diploma Programme

The diploma programme is scheduled to run under a semester system in which there are fifteen teaching weeks plus two examinations weeks per semester. The Diploma in Law programme is designed to run for two (2) academic years [four (4) semesters].

# 9.2.3 Curriculum for the Diploma Programme

YEAR ONE SE Code	Description	Credits
Core Courses		
RDL 111	Basic Elements of Legal Method	10
RDL 112	Basic Elements of Constitutions and Legal Systems of Tanzania I	10
RDL 113	Basic Elements of Law of Evidence	10
RDL 114	Basic Elements of Contract Law	10
RDL 115	Basic Elements of Communication Skills	10

# **Compulsory Courses**

RDH 115	Social Ethics	8
RFH 114	Development Studies	8
Total		66

# YEAR ONE SEMESTER TWO: Code Description

Credits
---------

10

10

10

8

Core Courses			
RDL 121	Basic Elements of Criminal law and Procedure		
RDL 122	Basic Elements of Civil Procedure I		
RDL 123	Basic Elements of Alternative Dispute Resolution		
Compulsory Course			
RDL 124	Basic Elements of Computer Skills for Lawyers		

Elective Courses	
Elective 1	10
Elective 2	10
Elective 3	10
Total	68

#### YEAR TWOSEMESTER ONE: **D**-

Description	Credits	
Basic Elements of Administrative Law	10	
Basic Elements of Labour Law	10	
Basic Elements of Law of Torts	10	
Basic Elements of Family Law	10	
Elective Courses		
	10	
	10	
	10	
	70	
	Basic Elements of Administrative Law Basic Elements of Labour Law Basic Elements of Law of Torts Basic Elements of Family Law	

# YEAR TWOSEMESTER TWO:

Code	Description	Credits
Core Courses		
RDL 221	Basic Elements of Legal Ethics and Legal Practice for	10
	Lawyers	
RDL 222	Fieldwork Report	14
<b>Elective Course</b>	es	
Elective 1		10
Elective 2		10
Total		44

# List of Elective Courses

RDL 611	Basic Elements of Civil Procedure II
RDL 612	Basic Elements of Land Law
RDL 613	Basic Elements of Criminology and Penology

- RDL 614 Basic Elements of Legal Writing and Drafting
- RDL 621 Basic Elements of Constitutions and Legal Systems of Tanzania II
- RDL 622 Basic Elements of Law of Business Associations
- RDL 623 Basic Elements of Human Rights
- RDL 624 Basic Elements of Law of the Child
- RDL 625 Basic Elements of Public International Law
- RDL 626 Basic Elements of Banking Law
- RDL 627 Basic Elements of Insurance Law

During the second semester of the second academic year, students will be required to attend practical fieldwork sessions in the courts. At the end of the practical assignment, students will be required to produce a written fieldwork report which will form part of their assignment.

# 9.2.4 Award of the Diploma in Law

It shall require at least 248 credits to complete the Diploma in Law programme. These shall be divided into 13 core subjects, 3 compulsory subjects, 8 elective subjects and 1 fieldwork report.

# 9.3 Certificate in Law

The Certificate in Law programme intends to train students in basic legal and practical skills. It also serves as an equivalent entry qualification into the Diploma in Law programme for those applicants who do not qualify for direct entry.

# 9.3.1 Admission Requirements

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

# General Eligibility for Admission

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

# Specific Admission Requirements

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

a) He/she has obtained a Certificate of Secondary Education Examination (CSEE) and has four passes in non-religious subjects. A pass in English is a must.

# 9.3.2 Duration of the Certificate Programme

The certificate programme is scheduled to run under a semester system in which there are fifteen teaching weeks plus two examinations weeks per semester. The Certificate in Law is designed to run for one (1) academic year [two (2) semesters].

# 9.3.3 Curriculum for the Certificate Programme

Code	Description	Credits
Year I Semester I		
CORE COU	RSES	
RCL 111	Introduction to Public Law and Legal Systems	10
RCL 112	Introduction to Criminal Law	10
RCL 113	Introduction to Computer Skills for Layers	10

#### COMPULSORY COURSES RCH 118 Social Ethics 8 ELECTIVECOURSES Elective 1 Elective 2 Elective 3 Total 68 Code Description Units Year I Semester II CORE COURSES RCL 121 Introduction to Administrative Law 10 RCL 122 Introduction to Human Rights Law 10 **ELECTIVECOURSES** Elective 1 Elective 2 Elective 3 Elective 4 Total 60

# **Elective Courses:**

- Introduction to Communication Skills RCL 512
- RCL 513 Introduction to the Law of Contract
- RCL 521 Elements of Business Association Law
- RCL 522 Introduction to the Law of Evidence
- Introduction to Civil Procedure RCL 523
- RCL 524 Introduction to Constitutional Law

# 9.3.4 Award of the Certificate in Law

It shall require at least 128 credits to complete the Certificate in Law programme. These shall be divided into 5 core subjects, 1 compulsory subject, and 7 elective subjects.

# 9.4 Master of Laws Degree (LL.M.)

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

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

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

# 9.4.1 Admission Requirements

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

# A. General Holder Requirements

- i. Holder of the degree of Bachelor of Laws (LL.B.) from any institution of higher learning recognised by the Tanzania Commission for Universities (TCU).
- ii. A GPA of at least 3.0.

# B. The Work Experience Consideration

- i. Holder of Bachelor of Laws degree (LL.B) with a GPA between 2.7 and 3.0.
- ii. Work experience or field attachment in any field of law for a reasonable amount of time. Additional consideration will be given to candidates who have done further training, research or writing on an area of law.
- iii. Candidates in this category will be advised to select the LL.M programme which corresponds to their work experience.

## 9.4.2 Duration of the Master of Laws Programme

The Master of Laws programme is scheduled to run under a semester system in which there are fifteen teaching weeks plus two examinations weeks per semester. The full-time Master of Laws programme is designed to run for one (1) academic year [two (2) semesters] while part-time Master of Laws programme is designed to run for two (2) academic year [four (4) semesters].

# 9.4.3 Curriculum for the Master of Laws Programme

#### 9.4.3.1 Master of Laws in Human Rights Law

Students graduating with a specialisation such as the LL.M in Human Rights Law can look to the expanding market and professional choices available in this field. A wide range of career paths opening up include specialised human rights practice, work in the public sector and government, the East African Community or the African Union, international human rights and development agencies and organisations, grassroots advocacy and academics.

#### Year One First Semester

Course	Course Title	No. of Credits
code		
RML 111	Legal Research Methodology I	12
RML 112	Advanced Legal Theory	12
RML 113	Comparative Constitutional Law	12
RML 114	Advanced Procedural Law	12
RMLHR 111	International and African Human Rights Law	12
	Total Credits per semester	60

#### Year One Second Semester

Course code	Course Title	No. of Credits
RML 121	Legal Research Methodology II	12
RMLHR 121	Human Rights, Justice and Reconciliation in Africa	12
RMLHR 122	Democracy and Human Rights Law in Africa	12
	Option 1	12
	Option 2	12
	Total Credits per semester	60

RML 101 Dissertation

60

In addition to the 2 semesters of teaching courses, students have a 4 month period in which to complete a Dissertation and prepare themselves for its defence.

#### **Optional Courses**

Course code	Course Title	No. of Credits
	Gross Violations of Human Rights and the ICC in an African Context	12
RMLHR 104	Tanzanian Human Rights System in Practice	12
RMLHR 105	International and African Human Rights Case Law Study	12
RMLHR 106	Regional Human Rights Systems	12

# 9.4.4 Award of the Master of Laws

It shall require at least 180 credits to complete the Master of Laws degree. Upon completion of the necessary credits, the degree of Master of Laws shall be awarded with distinction, merit or pass according to the following classification:

Classification	Mark Range	Grade	GPA
Distinction	70 or over	A	5.0 – 4.5
Merit	60 – 69	B+	4.4 – 3.5
Pass	50 – 59	В	3.0 – 3.4
Fail	0 – 49	C, D, E	below 2.9

# 9.5 Degree of Doctor of Philosophy (Ph.D.) in Law

The changing global context of the 21st century is demanding higher levels of expertise in Tanzania and throughout Africa. In the quest for increasing the pool of potential researchers and policy analysts, and gradually building-up and retaining African scholars in Africa, hence, leading to an eventual reduction of the brain drain from the continent, the Faculty of Law, RUCU has found it desirable to establish the Ph.D. Programme in Law.

The Ph.D. in Law is expected to increase the output of professionals conversant with and specialists in African legal problems, thus leading to the possible emergence of various theories and African solutions to these problems. The Ph.D. in Lawintegrates theory, tools and African applications into academic teaching and research, hence, ensuring that the theory is firmly grounded philosophically and empirically.

# 9.5.1 Admission Requirements

Candidates must be able to satisfy the general admission requirements as stipulated below:

i. A candidate for Ph.D. should hold a Masters of Law (LL.M) degree with a minimum GPA of 3.0 of this University or from any institution of Higher Learning recognized by the Tanzania Commission for Universities (TCU).

## 9.5.2 Duration of the Ph.D. Programme

The Ph.D. in Law programme is scheduled to run under a semester system in which there are fifteen teaching weeks plus two examinations weeks per semester. The full-time Ph.D. in Law programme is designed to run for three (3) academic years [six (6) semesters] while part-time Master of Laws programme is designed to run for five (5) academic year [ten (10) semesters].

# 9.5.3 Curriculum for the Ph.D.Programme

Course Code	Course Name	Credits
Yr 1 Sem. 1		
RLD 111	Individual research work I	45
RLD 112	Advanced legal research methodology	45
Yr 1 Sem. 2		
RLD 121	Individual research work II	90
Yr. 2 Sem. 1		
RLD 211	Individual research work III	90
Yr. 2 Sem. 2		
RLD 221	Individual research work IV	90
Yr. 3 Sem. 1		
RLD 311	Individual research work V	90
Yr. 3 Sem. 2		
RLD 321	Individual research work VI	90
	Total	540

#### 9.5.4 Award of the Ph.D. in Law

- i. The Directorate of Postgraduate Studies shall approve the Ph.D. degree award to the candidate, after it has been approved by the Faculty of Law, and forward it to the Senate of Ruaha Catholic University for the final approval of the Ph.D. Degree Award.
- ii. The Ph.D. degree shall be awarded with a Pass.

S/N	Name	G	Qualifications	Position
1.	Dr. Ana Luis Haule	F	Ph.D. (RUCU), LL.M.	Lecturer,
			(Lon.), B.Th. (Urb.) B.Phil.	Dean, Faculty of
			(Urb)	Law
2.	Dr. Stella Nyana Ahanor	F	Ph.D. (RUCU), LL.M.	Lecturer, Head of
			(RUCO), LL.B. (Makerere)	Department –
				Public Law
3.	Ms. Scholastica J. Mality	F	LL.M. (RUCO), LL.B.	Assistant Lecturer,
			(RUCO)	Head of

# 9.6 Faculty of Law Members of Staff

				Department –
				Private Law
4.	Dr. Charles Kitima	м	Ph.D. (Urb.), LL.M. (Urb.), B.Th. (Urb.)	Senior Lecturer
5.	Mr. Ross Kinemo	М	LL.M. (UDSM), LL.B. (UDSM)	Senior Lecturer
6.	Dr. Said Msuya	м	Ph.D. (UDSM), LL.M. (Lon), LL.B. (Ir. Tumaini)	Lecturer
7.	Dr. Francis Magare	м	Ph.D. (China), LL.M. (UDSM), LL.B. (Ir. Tumaini)	Lecturer
8.	Mr.Rwezaula L. Kaijage*	м	LL.M. (UDSM), LL.B. (OUT)	Assistant Lecturer
9.	Mr. Zuberi Hamissi Ngoda	м	LL.M. (Columbia), LL.B. (UDSM)	Assistant Lecturer
10.	Mr. Barnabas Nyalusi*	м	LL.M. (Stellenbosch) LL.B. (Mzumbe)	Assistant Lecturer
11.	Ms. Angelina M. Mpinda*	F	LL.M. (RUCO), LL.B. (RUCO)	Assistant Lecturer
12.	Ms. Caroline Ruvuga	F	LL.M. (RUCO), LL.B. (RUCO)	Assistant Lecturer
13.	Ms. Elizabeth S. Lukelelwa	F	LL.M. (RUCO), LL.B. (RUCO)	Assistant Lecturer
14.	Ms. Renalda Rweyemamu	F	LL.M. (SAUT), LL.B. (RUCO)	Assistant Lecturer
15.	Mr. Mesiya Mwakisoma*	М	LL.M. (RUCO), LL.B. (RUCO)	Assistant Lecturer
16.	Ms. Winniefrida Ngowi	F	LL.M. (Mzumbe), LL.B. (RUCO)	Assistant Lecturer
17.	Mr. Justin Michael Mlay*	М	LL.M. (RUCO), LL.B. (RUCO)	Assistant Lecturer
18.	Mr. Mwalo Opiyo*	М	LL.M. (Bagamoyo), LL.B. (Kampala)	Assistant Lecturer
19.	Mr. Frank Baguma	М	LL.M. (UDSM), LL.B. (RUCO)	Assistant Lecturer
20.	Mr. Goodluck Abayo	М	LL.M. (RUCO), LL.B. (RUCO)	Assistant Lecturer
21.	Ms. Faraja Mssami Msuya	F	LL.M. (UDSM), LL.B. (Leicester)	Assistant Lecturer
22.	Mr. Ignatus Barongo	м	LL.M. (SAUT), LL.B. (SAUT)	Assistant Lecturer
23.	Mr. Cosmas B. Masimo*	М	LL.M. (UoI), LL.B. (UoI)	Assistant Lecturer
24.	Mr. Peter Memba	M	LL.M. (Uol), LL.B. (Uol)	Assistant Lecturer
25.	Ms. Bernadetha Benno	F	LL.M. (Bagamoyo), LL.B. (Bagamoyo)	Assistant Lecturer
26.	Fr. Prosper Luhinda**	М	LL.B. (RUCU)	Tutorial Assistant

27.	Fr. Denis Mlimira**	м	LL.B. (RUCU)	Tutorial Assistant
28.	Ms. Catherine John**	F	LL.B. (RUCU)	Tutorial Assistant
29.	Mr. William Sabas**	М	LL.B. (RUCU)	Tutorial Assistant

\* Currently undertaking Ph.D. studies

\*\* Currently undertaking LL.M. studies

# 10.0 FACULTY OF ARTS AND SOCIAL SCIENCES

Currently the Faculty comprises of two Departments, namely, the Department of Humanities and the Department of Languages. Programmes offered by this Faculty are as follows:

- 1. Bachelor of Arts with Education
- 2. Diploma in Library and Information Studies
- 3. Certificate in Library and Information Studies

# 10.1 Bachelor of Arts with Education

A graduate of Bachelor Degree with Education (BA. ED) should have the ability to:

- Use academic and pedagogical content knowledge in teaching Primary or Secondary School or tertiary education.
- Apply teaching skills in lesson design, lesson presentation, lesson assessment and classroom management.
- Identify their learners learning needs and to be able to provide sustainable solutions to educational challenges.
- Adhere to professional code of conduct which focuses on societal needs.
- Demonstrate ability on control, storage, transmission of data and the general operations of computer hardware and software necessary for needs of education sector
- Be able to pursue further studies such as master degree and other relevant fields of their interests.

# Programme Objectives

The main objectives of the Bachelor of Arts with Education (BA. ED) Programme are:

- 1. To develop an academic and pedagogical content knowledge in relevant disciplines so that a student is confident in at least two subjects that she/he can teach comfortably at primary or secondary school level.
- 2. To provide a general education in core content that will make the teacher conversant with current affairs, and the social and moral issues that are necessary for a person raising a generation of young and old learners.
- 3. To provide a general understanding of education principles necessary to work in a school environment in the society of the past, the present and the future.

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

# Programme Rationale

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

Education is all about individual's experience which will make him/her develop holistic outcomes in handling various interdisciplinary issues such as Educational, psychological, philosophical, social, political, economic, historical, ethical, etc. For this to be possible an individual should be taught intensively by basing on all disciplines namely arts, languages and science subjects. Any subject taught in isolation to the student will not make him/her acquire learning outcomes holistically; hence the need for arts and language teachers who will be well trained in this programme to meet aims of education. Bachelor of Arts with Education programme is designed in order to meet one of the requirements in educating students by equipping them with knowledge and skills in arts and language subjects which in turn help them toward meeting the holistic meaning of education.

The country and the world in general need people who will be well acquainted with historical, social, political and economic perspective of their country. They need people who are familiar with environmental issues and resources management in general. This knowledge and competence among students may only be realized through a well-designed programme producing qualified arts and languages teachers. In order for the learning outcomes in the mentioned areas to be realized among students there is a need to have teachers who are well trained to facilitate such learning outcomes. The programme that can make this possible is therefore BA. ED to be offered to the teacher trainees.

The programme benefits the society by equipping student-teachers with content and pedagogical knowledge and skills that help in educating young Tanzanian students in particular and the world at large. There is a need for research competence among the society in general so BA. ED is of significance because will equip knowledge, skills and

competence to the students who in turn will work in collaboration with the society in solving various problems through action research.

The economy will benefit from this programme because human resources who are well equipped in content and pedagogy knowledge and skills will be released to the world market. These student-teachers will in turn teach many students out there who after completion will join different economic sectors and hence positively contributing to the economy of the country at large.

# Programme Philosophy

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

## Mode of Delivery

The delivery involves : face to face lectures, seminars, independent study, research projects, practical training, assignments and presentations.

## 10.1.1 Admission Requirements

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

#### Specific Programme Admission Requirements

Entry Requirements for the Bachelor of Arts with Education

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

- (i) Certificate of Secondary Education (C.S.E.E) or equivalent with passes in FIVE approved subjects, obtained prior to the sitting of the Advanced Certificate of Secondary Education (A.C.S.E.E) or equivalent.
- (ii) At least two Principal level passes and a total of 4.5 or more points (where A= 5, B= 4, C= 3, D=2, E=1 and S= 0.5) in approved subjects in the Advanced Certificate of Secondary Education (A.C.S.E.E).
- (iii) Equivalent qualifications such as ordinary or advanced diploma/certificate in education or degrees or Mature Age/Pre-entry courses considered to be appropriate for the programme to be pursued.
- (b) The Minimum Entrance Requirements listed above must include:
  - (i) At least "O" Level credit passes one of which must be English Language;
  - (ii) At least two principal passes (D and above) or an equivalent and must have a GPA of not less than 4.5. Equivalent Qualifications:
  - (iii) Recognised Diploma with at least grade "B" average and where applicable, a pass in a University Entrance Examination.

# Transfer of Credits

When the completion of the Programme delivery becomes impossible for any reason to some or all students Ruaha Catholic University (RUCU) will make arrangements of credit transfer with any other University which offers the same Programme to facilitate students' successful completion of their study. The credit transfer process will be done as specified in section **8.12** of this prospectus.

# 10.1.2 Assessment Strategies

The Programme is assessed at the time of its completion and grade awarded. The grade is based on an end of coursework assessment (continues assessment) and course examination. Course work assessment constitute 40% for all courses except teaching methods that constitutes 50% of the total course of assessment which is made up of individual assessment, group assessment, seminar presentation and tests that are general stand as formative assessment and final examination which is summative assessment.

#### Examination General Format and regulations

Examinations may be written, practical or oral and university examination is conducted at the end of every semester in accordance with University calendar and regulations. Students must bring their examination cards and identity cards with them to the examination room.

#### Examination moderation

Examinations are moderated by both internal and external moderators that are appointed by faculty board.

Internal moderator is an expert in the field responsible for checking human errors that might have been overlooked by the course lecturer, and also to evaluate the setting standard of the examination paper.

External moderator is responsible for checking human errors that might have been overlooked by the course instructor and internal moderator,

External examiners assess the content structure, marks allocation, grading system and standard of examinational paper.

**NB**: All matters related to examinations is to abide with the Ruaha Catholic University Examinations prospectus.

#### Conditions for Discontinuation

Discontinuation can take place under the conditions as spelt out in section 8.7 of this prospectus.

#### Registration for examination

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

#### Weight of each assessment component in the final assessment of the Programme

The weighting of each examination is determined under faculty/departmental examination regulations as approved by the Senate upon the recommendation of the Faculty Board. For each course, there is a coursework and final University Examination (UE) at the end of semester.

Contribution of every component of assessment to the final mark has the following weight:

- a. Continuous assessment 40% up to 50% including assignments, quizzes, projects, independent study, test, seminar presentations etc.
- b. End of semester examination 50% up to 60% the entire assessment marks of a particular course; making a total of 100% (CW+UE)

# Grading System

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

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

# 10.1.3 Graduation Requirements

The BA ED students shall enrol in course work for six semesters and two teaching practice periods each of 8 weeks' duration. In order to complete the requirement for the award of the BA ED degree, a student must complete a *minimum load of 360 credits from both core and optional courses.* The distribution of the workload is shown in the course matrix below.

## 10.1.4 The Learning Matrix for the Programme

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

Course code	Course Title	Credits	Semester	Status
REF 100	Introduction to Logic and principles of Education education	8	1	Core
RFH111	Development studies I	8	1	Core
RFH 112	Social ethics I	8	1	core
RCT 111	Classroom interaction	8	1	core
RCT111	Teaching Practice I	12	1	core
RFL112	English Phonetics & phonology	8	1	core
RFL111	English structure I	8	1	core
RFK111	Major and Contemporary Literature	8	1	core
RFK 112	Fundamentals of Kiswahili linguistics	8	1	core
RFL 113	Literary Theory	8	1	core
RFL 114	Literary Devices	8	1	core
RFL115	Communication Skills I	8	1	core
RFG113	Geomorphology	8	1	core
RFG 114	Population ,Resources and	8	1	core
RFG115	Spatial Organisation	8	1	core

# FIRST YEAR: FIRST SEMESTER

RFE 118	Introduction to Microeconomics			
RFE 117	Introduction to Macroeconomics analysis1	8	1	Core
RFH 116	Survey of World History to 1500 A. D.	8	1	Core
RFH 115	Basic Concepts and Perspectives in Historical Studies	8	1	Core
RFG1199	Environmental Resources and Food Security	8	1	elective

Minimum 60 credits

# FIRST YEAR: SECOND SEMESTER

Course	Course Title	Credits	Semester	Status
RFH121	Social Ethics II	8	2	Core
RFH122	Development studies II	8	2	Core
REP121	Introduction to Educational	8	2	Core
	Psychology			
RFK122	Introduction to Kiswahili grammatical	8	2	Core
	constructions			
RFL 121	Introduction to English semantic	8	2	Core
RFL 122	History and development of English	8	2	Core
RFL 123	Tanzania literature in English	8	2	Core
RFL 125	Communication Skills II	8	2	Core
RFG 122	Soil Resources	8	2	elective
RFG 123	Cartography and Land Surveying	8	2	core
RFH 124	Capitalism and Imperialism in World	8	2	core
	History			
RFH 125	Themes in African History	8	2	core
RFE 126	Introduction to Microeconomics	8	2	core
	Analysis II			
RFE 127	Introduction to Macroeconomics	8	2	core
	Analysis II			
Total				112

Minimum 60 credits Total minimum 120 credits for both semesters

#### SECOND YEAR: FIRST SEMESTER

Course	Course Title	Credits	Semester	Status	
code					
RCT 211	Educational Media and Technology	8	1	core	
REP 212	Educational Statistics	8	1	Core	
RCT211	Teaching Practice II	12	1	Core	
RFK211	Kiswahili literature and literary				
	movement	8	1	Core	
RFK212	African philosophies in Kiswahili				
	literature	8	1	Core	
RFK 213	Kiswahili phonology	8	1	Core	
RFL 211	English Structure II	8	1	Core	
RFL212	English Morphology	8	1	Core	
RFL 214	Introduction to Poetry	8	1	Core	
RFL 215	African Oral Literature	8	1	Core	
RFG211	Rural and Urban Development	8	1	Core	
RFG 213	Climatology	8	1	Core	
RFG 214	Tourism and Environmental				
	Management	8	1	Elec	
RFG 215	Urban System and Environment	8	1	Elec	
RFG 217	Introduction to Population Studies	8	1	Elec	
RFH 213	Philosophies and Methodologies of				
	History	8	1	Elec	
RFE 214	Intermediate Microeconomics I	8	1	Core	
RFE 215	Quantitative Methods I	8	1	Core	
RFE 216	Intermediate Macroeconomics I	8	1	Core	
Total				154	
	Key: Elec = Elective				
EIDCT CENAECTED, ELECTIVE COUDCES (to coloct two courses only)					

#### Key: Elec = Elective

FIRST SEMESTER: ELECTIVE COURSES (to select two courses only)					
Code	Course Title	credits	semester	Status	
RCT 207	Mathematics teaching methods	8	1	Elective	
RCT 205	Kiswahili teaching methods	8	1	Elective	
RCT 204	History teaching methods	8	1	Elective	
RCT 203	Geography teaching methods	8	1	Elective	
RCT 202	English teaching methods	8	1	Elective	
RCT 201	Economics teaching methods	8	1	elective	
RCT 208	Computer teaching methods	8	1	elective	
RCT206	Literature Teaching Methods	8	1	elective	
		218		218	

Minimum 60 credits and 120 credits for both semesters

### SECOND YEAR: SECOND SEMESTER

Code	Course Title	credits	Semester	Status
RCT 221	Curriculum Development and Evaluation	8	2	core
RCT 222	Pedagogy of Teacher Education	8	2	Core

REP 221	Research Methods in Education	8	2	core
RFL222	English Oratory	8	2	core
RFK221	Variety of Kiswahili Usage Skills	8	2	core
RFK222	Kiswahili Novel	8	2	core
RFK 223	Translation: Theory and Practice	8	2	electiv
RFL223	Drama	8	2	core
RFL 224	Creative Writing	8	2	core
RFG 221	Work, Industry and Development	8	2	core
RFG 222	Biogeography	8	2	core
RFH 223	History of East Africa	8	2	core
RFH224	Neo-colonialism and Revolutionary	8	2	core
RFE 225	Intermediate Microeconomics II	8	2	core
RFE 226	Introduction to Econometrics	8	2	core
RFE 227	Intermediate Macroeconomics II	8	2	core
Total		124		

Minimum of 60 credits

#### THIRD YEAR: FIRST SEMESTER

Code	Course Title	Credits	semester	Status
REF 311	Educational Management and Leadership	8	1	core
REP 311	Assessment and Test Construction	8	1	core
REP 312	Counselling and Inclusive Education	8	1	core
RFL331	Second Language Learning	8	1	core
RFL312	English Pragmatics	8	1	core
RFK 311	Kiswahili Syntax: Theory and Practice	8	1	core
RFL 312	Semantics and Pragmatics	8	1	core
RFK315	Interpretation theory and Practice	8	1	core
RFL313	The rise of the Novel	8	1	core
RFL 314	African Women Writers	8	1	core
RFG311	Globalization, Trade and Economic	8	1	core
RFG 312	Geography of Africa	8	1	core
RFH 313	Economic History of Tanzania	8	1	core
RFH 314	History of South Africa	8	1	core
RFE315	Money And Banking I	8	1	core
RFE316	Public Finance I	8	1	core
Total		120		

## Minimum of 60 credits

THIRD TEAR. SECOND SEMESTER					
Code	Course Title	Credits	Semester	Status	
REF 321	Sociology of Education	8	2	core	

REP 321	Cross-Cutting Educational Issues	8	2	core
RFL 321	Linguistic Theories	8	2	core
RFL 322	Sociolinguistics	8	2	core
RFK 321	Kiswahili Drama	8	2	core
RFL 324	Poetry II	8	2	core
RFL 325	Introduction to Morden literary theory	8	2	core
RFG 322	Photography and Remote Sensing	8	2	core
RFG 325	Environmental Education and Conservation	8	2	core
RFG326	Environmental Assessment	8	2	electi
RFG 327	Natural Resources Management	8	2	electi
RFH 323	History of West Africa	8	2	core
RFH 324	Industrialization and the Rise of the	8	2	core
RFE 325	Money and Banking II	8	2	core
RFE 326	Public Finance II	8	2	core
Total		136		

Minimum of 60 credits and 120 credits per both semesters

#### Note

Total number of credits in the matrix above is indicated for the whole programme of Bachelor of Arts with Education (BA. ED). In this programme there are several majors of which a student is required to have a minimum number of 60 credits per semester. Therefore, the minimum number of credits per semester for each major has been taken into account.

#### **10.2 DIPLOMA IN LIBRARY AND INFORMATION STUDIES**

#### General objectives

The general objectives of the programme are:

 $\rightarrow$ To produce highly skilled technicians to man different types of small size information units.

 $\rightarrow$ To provide professional principles, knowledge and skills that will give the greatest opportunity to serve different information needs of the society.

 $\rightarrow$ To produce graduates who are ready to enter employment at the middle level.

 $\rightarrow$ To prepare students for more advanced studies in their discipline of choice.

#### 10.2.1 Entry qualification

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

#### Category A: Direct Entry

Applicant eligible for direct admission must have earned:

1. Certificate of Secondary Education Examination (CSEE) with four passes, obtained prior to sitting for Advanced Certificate of Secondary Education (ACSEE) AND 2. An advanced Certificate of Secondary Education Examination (ACSEE) with at least one principal level pass.

#### Category B: Equivalent Qualifications:

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

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

#### **10.2.2 ASSESSMENT STRATEGY**

All students must follow the RUCU Examination regulations.

#### Grading system

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

PERCENTAGE	LETTER GRADE	POINTS	DESIGNATION
70 - 100	A	5	DISTINCTION
60 - 69	B+	4	HIGH CREDIT
50 - 59	В	3	CREDIT
40 - 49	С	2	PASS
35 - 39	D	1	FAIL
0 - 34	E	0	BAD FAIL

#### Final certificate classification

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

Е	D	C	В	B+	А
0	1	2	3	4	5

The final certificate classification shall be as follows:

Class	GPA	
Distinction	5.0-4.0	
Credit	3.0-3.9	
Passed	2.0-2.9	

# 10.2.3 Specific Examination regulations for Certificate in Library and Information Studies

These regulations shall be read along with General University examination regulations •Examination shall be conducted at the end of each semester; grades will be based on an end of semester examination and course work. End of semester examination will carry 60 marks while course work will carry 40 marks. • Distribution of marks in course work will be as follows

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

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

 $\rightarrow$ No candidate shall be allowed to sit for the examination unless he or she has attended at least 75% of the lecture

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

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

 $\rightarrow$ Where a candidate fails three courses two at "E" and one at "D" level he/she shall be discontinued from studies

 $\rightarrow$ A special examination to be regarded as first sitting may be awarded to a student who shows sufficient cause. Normally special examinations will be given at the same time as supplementary examination.

 $\rightarrow$ The marks of each student to be reported to the faculty Board of examiners meeting shall be the mark agreed upon between the internal examiner and external examiner. In the absence of agreement, the marks awarded by each examiner shall be reported to the Examiners meeting for final recommendation to the board of the University.

#### 10.2.4 The Curriculum for Diploma in Library and Information Studies

CODE	COURSE TITLE	HOURS	UNITS
RDH 111	Computer Application	45	3
RDH 113	Introduction to Library and Information Science	45	3
RDH 114	Principles of Information Management	45	3
RDH118	Legal and Ethical Issues In Information	30	2
	Management		
RDH 117	Communication Skills I	30	2
RDH 116	Development Studies	30	2
RDH 112	Publishing and the Media Industry	30	2
RDH 115	Social Ethics 1	30	2

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

#### ELECTIVES COURSES

CODE	COURSE TITLE	HOURS	UNITS
RDH 116	Principles of Information Management	45	3
RDH 117	Publishing and Book Trade	30	2

#### FIRST YEAR: SECOND SEMESTER (CORE COURSES)

CODE	COURSE TITLE	HOURS	CREDIT				
RDH 121	Basic Statics for LIS Professional	30	2				
RDH 122	Theory of Classification and Cataloguing	45	3				
RDH 123	Collection Development	45	3				
RDH 124	Principles of Management and Administration	45	3				
RDH 125	Repackaging and Dissemination of Information	45	3				
RDH 129	Social Ethics II	45	3				
RDH 128	Communication Skills II	30	2				

#### ELECTIVES

CODE	COURSE TITLE	HOURS	UNITS			
RDH 126	Current Issues and Trends in Library And Information Science	45	3			
RDH 114	Information sources Development	45	3			

### SECOND YEAR: FIRST SEMESTER (CORE COURSES)

CODE	COURSE TITLE	HOURS	UNITS
RDH 211	Practical Cataloguing and Classification	60	4
RDH 212	Research methods	45	3
RDH213	Introduction to Data base management	45	3
RDH 214	Elements of law	30	2
RDH 215	Information Technology and Society	30	2
RDH 216	Principles of Record Management	45	3

#### SECOND YEAR: SECOND SEMESTER (CORE COURSES)

CODE	COURSE TITLE	HOURS	UNITS
RDH 221	Knowledge Management For LIS the Profession	45	3
RDH 222	Marketing of Information Service	30	2
RDH 223	Practical Training Reports	0	3
RDH 224	Research Project	45	3
RDH225	Policy and Planning for Information Centre	30	2

#### ELECTIVES

CODE	COURSE TITLE	HOURS	UNITS
RDH 226	Introduction to Internet and Virtual Library	45	2
RDH 227	Concept of Computer Networking	30	3
RDH 228	Introduction to Web Publishing	45	3

#### 10.3 CERTIFICATE IN LIBRARY AND INFORMATION STUDIES

#### 10.3.1 Admission Requirements

A Certificate of Secondary Education with passes of at least "D" in four subjects (including English language)

#### 10.3.2 Assessment Strategy

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

#### 10.3.3 The Curriculum for the Certificate

SEMESTER ONE					
Course Code	Course Title	Units			
RCH 111	Communication Skills I	2			
RCH 112	Information and Communication Technology	4			
RCH113	Information and Society	2			
RCH 118	Social Ethics I				
RCH 125	Planning, Development and Management Information Centres	2			
RCH 126	Information Sources	4			
RCH 127	Records and Archives Management I	2			
RCH 128	Theory of Classification and Cataloguing	2			
	semester two				
RCH 121	Communication Skills II				
RCH 122	Information and Communication Technology II	4			
RCH 123	Records and Archives II	2			
RCH 124	Practical Classification and Cataloguing	4			
RCH 125	Information Services (IS)	2			
RCH 126	Information Services (RAM)	2			
RCH 127	Social Ethics II	2			
RCH 128	Practical Training Attachment (LIS)	6			

### 10.4 FACULTY OF ARTS AND SOCIAL SCIENCES ACADEMIC STAFF

No.	NAME	G	QUALIFICATION	POSITION
1	Dr. Makungu Bulayi	М	PhD (UDSM),MSC (London South Bank University - UK), Master of Curriculum in Mathematics ICT Teaching (UDSM), Bed (Mathematics and Physics) (Tumaini University-Iringa)	Arts and Social
2	Ms. Ngoboka Mkanibwa	F	MA(PS&PA)(UDSM), BAED (UDSM)	Assistant Lecturer
3	Mr. Shemndolwa T. Richard	М	MA. Inf. and Lib. Management Studies (Northumbria Univ. UK). Postgraduate in Inf. And Lib. Management/Studies (Northumbria Univ. UK). BA. Inf. Mg (Loughborough Univ. of Tech UK), Advanced Diploma in Library Science (Makerere Univ. Uganda)	Assistant Lecturer
4	Mr. Ponsian Alois Mwiru	М	MA. Info. (UDSM), BA. inf. Mg (TVU.UK), Cert. libr (N.CL)	Assistant Lecturer

### Department of Humanities

-				
5	Mr Karl Millinga	М	MA(GEO) (UDSM), BAED (UDSM)	Assistant Lecturer
6	Rev. Dr. Fidelis Mgimwa	М	PhD. (Theo.) (Urbaniana), MA (Theo.), BA (Theo.) (Urbaniana)	Senior Lecturer
	Mainwa			
7	Dr. Stephen Kilasi	М	PhD (Ghana Univ.) MA. DS (UDSM), BA Sociology (UDSM)	Lecturer
	Kindsh			
8	Mr. Julius	М	MA.GEN (UDSM), BA.GEN (UDSM)	Assistant
	Mapanje			Lecturer
9	Mr. Mdage	М	MA (Demography) (UDSM), BAED	Assistant
	Danny***		(UDSM)	Lecturer
10	Dr. Regina	F	PhD (SUA), MA (RURAL	Lecturer
	Sanga		DEVELOPMENT (SUA), BA	
			(PHILOSOPHY) (SALVATORIAN),	
			Dip.	
			Education (Morogoro, T.T.C)	
11	Mr. Samwel	М	MA(Economics)(UDSM),	Assistant
	Mwigeka***		BAED(DUCE)	Lecturer
12	Mr. Faraja	М	MA (Demography) (UDSM), BAED	Head of
	Sanga***		(UDSM)	Department
				(Humanities)
13	Mr. Claudius	М	MA (HIST) (SAUT), BAED (RUCO)	Assistant
	John Sabuni			Lecturer
14	Mr. Fabian,	М	MA (Rural Devpt) (SUA), BSc (SUA),	Assistant
	Kyando		Dip in Ed (KLERRUU)	Lecturer
15	Mr. Emmanuel	М	MA (Geography) OUT, BED	Assistant
	Rubeni		(TUMA)	Lecturer
16	Mr. Francis	м	MAED (RUCU), Postgraduate	Assistant
	Mwilafi		diploma in Education (MUCE), LLM	Lecturer
			(RUCO), LLB(RUCO)	
L			(,,,	

#### DEPARTMENT OF LANGUAGES

1	Mr. Kifyasi,	М	MA (Ling.) (RUCO), BAED (RUCO),	HOD
	Fredy***		Dipl. Ed (Eukenforde)	Languages
3	Ms. Libangu	F	MA(Ling.)(RUCO), BAED(RUCO), Dipl.	Assistant
	Lucyana		Ed (Morogoro)	Lecturer
5	Ms. Mwakanjuki	Μ	MA (UDOM), BAED (MUCO), Dip.Ed.	Assistant
	Ndimyake***		(Morogoro)	Lecturer

6	Mr. Abdala	М	MA (UDSM), BAED (RUCO)	Assistant
-	Nasibu	• • •		Lecturer
7	Dr. Nyamahanga Abel	М	PhD (Kisw.) (UDOM), MA (UDOM), BAED (Arusha), Dip.Ed. (Songea)	Lecturer
8	Mr. Lugano Sigalla***	Μ	M.A. Ed. (Brown-USA), BAED (MMU)	Assistant Lecturer
9	Mr. Daddy Igogo	М	MA (Kisw.), BAED (UDSM)	Assistant Lecturer
11	Ms. Eunice Mtavangu	F	MA (Ling.) (RUCO), BAED (UDSM)	Assistant Lecturer
12	Mr. Kisake Claudio	М	BAED (RUCO), MA (DUCE)	Assistant Lecturer
13	Mr. Mbogela Enock	М	MA (Kisw) (UDSM), BAED (UDSM) Dip. Ed. (Mbeya Luth. Teachers College)	Assistant Lecturer
14	Mr. Stephen Lulandala	М	MA (Ling.) (RUCO), BAED (RUCO). Dip.Ed. (Bunda TTC)	Assistant Lecturer
15	Dr. Wily Migodela	М	PhD(OUT),MA(UDSM) BAED(UDSM	lecture
16	Mr. Lucas Mselema	М	MA(UDOM), BAED (STEMMUCO)	Assistant Lecturer
17	Mr. Tungu Masanja	М	MA (UDSM),BAED(STEMMUCO)	Assistant Lecturer
18	Mr. Kilian Lupindu	М	MA (UDSM),BAED (AJUCO)	Assistant Lecturer
19	Mr .James Chawinga***	Μ	MA (DUCE), BAED (DUCE)	Assistant Lecturer

On study leave \*\*\* PhD Candidate

Master's Candidate \*\*

#### **11.0 THE FACULTY OF EDUCATION**

The Faculty of Education offers the following programmes:

- Postgraduate Diploma in Education
- Masters of Education
- PhD in Education by Thesis

#### 11.1 Postgraduate Diploma in Education

#### Programme Objectives and Philosophy

The objectives of the Postgraduate Diploma in Education Programme are:

- i. To produce highly qualified teachers with strong ethical dimension and research foundation that will guide their professional lives and work.
- ii. To enable students to broaden and deepen their professional knowledge and skills in the field of education and keep abreast with other emerging educational issues.
- iii. To empower students with modern teaching and learning techniques adaptable to realities of Tanzanian secondary schools.
- iv. To produce competent professional teachers who can also be able to take educational management, planning and leadership roles in secondary schools in Tanzania.
- v. To produce lifelong-learners, able to update their knowledge and skills, and adapt to the rapid social, economic and technical changes that occurs globally.
- vi. To produce competent professional teachers capable of reacting to crosscutting issues nationally and internationally and respond to them with critical mind.

#### Programme philosophy:

Philosophically, this programme envisages production of highly competent, morally upright, socially responsible and committed professionals in education that will set national, regional and international example in teaching and learning, research and community service.

#### Rationale of the Programme

Ruaha Catholic University has been a self-sustaining institution of excellence in higher education and community engagement since its establishment in 2004. Since then, it has continued to complement efforts of the Government of Tanzania in providing equal opportunities for higher education to individuals in disregard of their social, sex or gender orientation, cultural, political and economic status. One of the areas in which Ruaha Catholic University intends to intervene is that of providing skilled and competent teachers to serve in primary and secondary schools in Tanzania. Given the massive expansion of schools in the country as a result of the introduction of Primary Education Development Plan (PEDP) and Secondary Education Development Plan (SEDP) in 2000s this challenge has come up even more vividly with the introduction of fee free education. All these have necessitated the need to train more quality teachers.

Further, there is an existing practice in the country whereby some private schools engage university graduates with no training in education to teach in their schools. These teachers have been noted to use poor teaching methodologies and strategies

and thus negatively affecting students' understanding of the concepts taught. The RUCU PDGE therefore intends to produce qualified teachers to address this anomaly.

*Mode of Delivery:* This programme is delivered through face to face, whereby lecturers and students interact directly in the teaching and learning process through lectures, seminars, consultations and research projects

#### 11.1.1 Entry Requirements:

To be considered for admission to the Postgraduate Diploma in Education (PGDE), a candidate must be a holder of any first degree from this university or any institution of higher learning recognized by the Tanzania Commission for Universities (TCU). Further, the candidate may be considered if he/she has satisfied the requirement of a GPA of 2.0 or above. Applicants from universities outside Tanzania will be considered on an individual basis.

#### Transfer and Progression

A student may transfer credits from this programme to another university with similar programme and vice-versa. This will be done only for successfully completed course credits.

#### Transfer Arrangements

In the event that completion of the programme delivery proves impossible for any reason to some or all students, Ruaha Catholic University will enter into credit transfer arrangement with any other university to facilitate the students' successful completion of their study.

#### 11.1.2 Assessment Strategy

The Programme is assessed at the time of its completion and grades awarded to students accordingly. The grades are based on an end of coursework assessment (Continuous Assessment) and Course Examination. Coursework Assessment constitutes 40% of the overall, with the exception of Teaching Methods that constitutes 50% of the total course assessment. It is made up of assignment (individual and group activities), seminar presentations, independent study, project and tests. The course tutor is free to use a combination of these assessments provided that the total number is not less than 4 (including two tests). Generally, these are considered formative assessment strategies whereas the final examination is taken to be summative. The latter amounts to 60% of the overall grade awarded with the exception of Teaching Methods that constitutes 50%.

#### Examination regulations

Ruaha Catholic University, like many other universities, has established a set of regulations that guide the conduct of its examinations. Presented below is a brief summary of the key areas of the University Examination Regulations.

Firstly, final examinations are conducted every of each semester. Prospective candidates for the examination register themselves and adhere to the entire requirements which include having a valid University Card and Identity Card (ID).

Secondly, a candidate sitting for the University Examinations (UE) sits only for those courses which they have registered for at the beginning of the semester, and of which they had attended for all the time or three quarters of the allotted time.

Thirdly, a candidate sitting for the UE must have attained total of not below 16 marks out of 40 in the Coursework. For teaching method subjects, the minimal score for course work is 20 marks out of 50 which include tests, individual assignments and/or group work, micro-teaching and presentations

A student, who fails to appear in the examination room without proper reasons, will be considered to have failed the course and is subject to repeating it. Alternatively, any other circumstances that may cause the candidate to fail to attend the examination other than the above explained reasons will be reported to the relevant authority for disciplinary and legal actions.

#### **Examination Moderation**

Examinations will be moderated by both internal and external moderators as appointed by the Faculty Board.

The Internal Moderation Committee is responsible for checking human errors that may have been overlooked by the course lecturer. They also evaluate the setting standard of the examination paper for Semester One examinations. In addition, they examine content validity, relevance; allocation of marks, level of difficulty and general format of examination papers.

External moderators on the other hand are responsible for checking human errors overlooked by the setters and internal moderators as well as content, structure, mark allocation, grading system and standard of the examination paper, for semester two examination.

#### Conditions for Continuation and Discontinuation

Discontinuation can take place under the following cases:

- 1. A candidate who is involved in or has committed an examination irregularity.
- 2. A candidate failing a supplementary examination in a 'carry-over' course.
- 3. A candidate who commits disciplinary offences as described in the RUCU By-Laws
- 4. Poor health as recommended by a professional medical practitioner from a recognized hospital and approved by the University that one's health does not allow him/her to continue with studies.

#### The Weighting of Each Assessment Component

The weighting of each examination is determined by faculty/departmental examination regulations as approved by the Senate upon the recommendations of the Faculty Board. For each course, there is a Coursework and University Examination at the end of the semester. Contribution of every component of assessment to the final mark is weighed as follows:

- a) Continuous assessment 40% up to 50% including assignments, quizzes, projects, independent study, test, seminar presentations etc.
- b) End of semester examination 50% up to 60% the entire assessment marks of a particular course; making a total of 100% (CW+UE)

#### Grading System

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

Percentage	Letter Grade	Points	Designation
100-70 (Distinction)	A	5	Distinction
69 -60 (Credit)	B+	4	High

59- 50	В	3	Credit
49 -40	С	2	Pass
39 -35	D	1	Fail
34- 0	E	0	Bad Fail

## 11.1.3 The Curriculum for the Postgraduate Diploma in Education SEMESTER ONE

	CREDITS
Introduction to Educational Psychology	6
General Teaching Methods	6
Philosophy of Education	6
Educational Media and Technology	6
Education Research Methods	6
Education Assessment and Evaluation	6
Curriculum Development	6
Sociology of Education	6
SEMESTER TWO	
Guidance and Counselling	6
Human Behaviour and Learning	6
International and Comparative Education	6
Management of Educational and School	6
Administration	
Social and Professional Ethics	6
Research Project	15
Teaching Practice	15
Elective courses (choose any two of the following)	
Chemistry Teaching Methods	6
Biology Teaching Methods	6
Physics Teaching Methods	6
Mathematics Teaching Methods	6
Mbinu za kufundishia Kiswahili	6
History Teaching Methods	6
Geography Teaching Methods	6
English Teaching Methods	6
Economics Teaching Methods	6
Computer Teaching Methods	6
Literature Teaching Methods	6
	Philosophy of EducationEducational Media and TechnologyEducation Research MethodsEducation Research MethodsEducation Assessment and EvaluationCurriculum DevelopmentSociology of EducationSEMESTER TWOGuidance and CounsellingHuman Behaviour and LearningInternational and Comparative EducationManagement of Educational and SchoolAdministrationSocial and Professional EthicsResearch ProjectTeaching PracticeElective courses (choose any two of the following)Chemistry Teaching MethodsBiology Teaching MethodsMathematics Teaching MethodsMbinu za kufundishia KiswahiliHistory Teaching MethodsGeography Teaching MethodsEnglish Teaching MethodsEconomics Teaching MethodsEconomics Teaching MethodsChemistry Teaching MethodsComputer Teaching Methods

#### 11.2 The Master of Education Degree Programme

Expected Learning Outcomes

At the end of the course, the learner is expected to have:-

i. Demonstrated a clear and critical understanding of planning, design and conducting educational research using a range of qualitative and quantitative methods.

- ii. Acquire the ability in analysing and demonstrating a critical awareness of the strengths and weaknesses of a range of theories, models and practices in the area of specialization.
- iii. The ability to apply knowledge and skills acquired in Masters of Education (MED) study to work effectively and efficiently in order to improve quality of education.
- iv. Develop an ability to mobilize, manage and supervise school expenditures.
- v. Acquired the ability to apply theory to their own professional contexts to improve effectiveness and efficiency of the professional service delivered.
- vi. The ability to demonstrate the skills required to be an independent lifelong learner.
- vii. Developed a critical mind in analysing contemporary issues in education to respond to the current market demands.

#### Programme Objectives

The main objectives of the Master of Education programme are:

- i. To develop competent and qualified academicians and administrators in the field of education who confident in teaching, planning and administration.
- ii. To equip a student with knowledge, skills and competences necessary for promoting quality education in planning and administration.
- iii. To provide a broader understanding of educational principles necessary to work in various areas of planning and administration.
- iv. To empower a student in the construction of appropriate educational programmes in administration and curriculum.
- v. To prepare a student to teach appropriately content in accordance with the existing national curriculum of education.
- vi. To prepare a student to use a variety of teaching strategies and methodologies, and to incorporate the use of new technology (IT) into their instruction content.
- vii. To produce a graduate competent in identifying, analyzing and screening curriculum, planning and administration challenges and opportunities through research.
- viii. To produce a graduate who can also transit into doctoral studies in curriculum, planning or management and administration fields.

#### The Philosophy of the Programme

This program envisages equipping graduates with knowledge, skills, competences and values to satisfy the requirements of individuals in the learning environment. In particular, the programme intends to develop new insights in educating individuals using scholarly attitudes that reflect universality in professional values of justice, fairness and equity. It makes sense to claim that the program recognizes the efforts of the Government of Tanzania in strengthening curriculum practitioners as well as school managers and administrators who are responsive to national and global changes pertaining to education.

#### Rationale of the Programme

Ruaha Catholic University has been a self-sustaining institution of Excellence in higher education and community engagement since its establishment in 2008. Since then, it has continued to complement efforts of the Government of Tanzania in providing equal opportunities for higher education to individuals in disregard of their social, sex

or gender orientation, cultural, political and economic status. One of the areas in which Ruaha Catholic University intends to intervene is that of providing skilled and competent teachers, managers and administrators to serve in schools and education offices in Tanzania. Given the massive expansion of schools in the country as a result of the introduction of Primary Education Development Plan (PEDP) and Secondary Education Development Plan (SEDP) in 2000s and this challenge has come up even more vividly with the introduction of fee free education. All these have necessitated the need to train more quality teachers, managers and administrators.

#### 11.2.1 Entry Qualifications

An applicant must satisfy any of the following requirements.

- i) Holder of a Bachelor's Degree in Education (Bed.) and other programmes offered at RUCU or elsewhere e.g. BEd Maths, Science. Arts, Adult Education, Early Childhood Education, Psychology etc. with at least Upper Second Class honours.
- ii) Holder of a bachelor's degree in Arts or Science teaching subjects with at least Lower Second Class Honours plus a Postgraduate Diploma in Education.
- iii) Holder of a Bachelor Degree in Education with at least Lower Second Class Honours with a teaching experience of a minimum of two years.
- iv) Holder of a Bachelor's Degree in fields other than education who is employed in a university as a tutorial assistant or assistant lecturer or in a College of Education teaching diploma in education courses.

An equivalent qualification from any recognized university in Tanzania or outside the region.

#### Transfer and Progression

A student may transfer credits from this programme to another university with similar programme and vice-versa. This will be done only for successfully completed course credits.

#### Transfer Arrangements

In the event that completion of the programme proves impossible for any reason, to some or all students, Ruaha Catholic University will enter into credit transfer arrangements with any other university to facilitate the student's successful completion of the studies.

#### 11.2.2 Assessment Strategy

The Programme is assessed at the time of its completion and grades awarded to students accordingly. The grades are based on an end-of-coursework assessment (Continuous Assessment) and Course Examination. Coursework Assessment constitutes 50% of the overall. It is made up of assignments (individual and group activities), seminar presentations, independent study, term paper, book/ article review, project and tests. Generally, these are considered formative assessment strategies whereas the final examination is taken to be summative. The latter amounts to 50% of the overall grade awarded.

#### Conditions for Continuation and Discontinuation

Discontinuation can take place under the following cases:

- i. A candidate who is involved in or has committed an examination irregularity.
- ii. A candidate failing a supplementary examination in a 'carryover' course.

- iii. A candidate who commits disciplinary offences as described in the RUCU Bylaws
- iv. Poor health as recommended by a professional medical practitioner from a recognized hospital and approved by the University that one's health does not allow him/her to continue with studies.
- v. A candidate whose year's overall GPA is below 2.0

#### The Weighting of each Assessment Component

The weighting of each examination is determined by faculty/departmental examination regulations as approved by the Senate upon the recommendation of the Faculty Board. For each course, there is a Coursework and University Examination at the end of the semester. Contribution of every component of assessment to the final mark is weighed as follows:

Continuous assessment (CW) 50%, including tests, individual assignments and/or group work, projects, term paper, book review and presentations. University Examination (UE) done at the end of semester will consist of 50%, making a total of 100% (CW+UE).

#### Grading system

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

Percentage	Letter Grade	Points	Designation
100 -70 (Distinction)	A	5	Distinction
69- 60 (Credit)	B+	4	Credit
9 -50	В	3	Pass
49 -40	С	2	Fail
39-0	D/E	1	Bad Fail

#### 11.2.3 The Curriculum for the Master of Education Programme

MASTER OF EDUCATION (Planning and administration stream) SEMESTER ONE

COURSE TITLE	CREDITS	
Educational Research Methods 1	12	
Educational Statistics	14	
Professional Ethics in Education	10	
Evaluation Principles, Techniques and Models	12	
Theories and Practice of Educational	12	
Administration		
Theories and Concepts in Educational Planning	12	
International and Comparative Education	12	
SEMESTER TWO		
Legal Issues in Educational Administration	12	
Methodologies of Educational Planning	12	
Educational research Method II	12	
	Educational Statistics Professional Ethics in Education Evaluation Principles, Techniques and Models Theories and Practice of Educational Administration Theories and Concepts in Educational Planning International and Comparative Education <b>SEMESTER TWO</b> Legal Issues in Educational Administration Methodologies of Educational Planning	

REDU 526	Mobilization and Management of Institutional	12
	Finances	
REDU 527	Leadership in Educational Institutions	12
REDU 528	Human Resource Management and	12
	Development in Education	
REDU 529	Supervision of Educational Institutions	12
semester two		
REDU 611	Research and Dissertation (proposal writing and	06
	defence)	
REDU 612	Research and Dissertation	30

MASTER OF EDUCATION (Curriculum and instruction stream)

#### SEMESTER ONE

SEIVLESTER OINE			
CODE	COURSE TITLE	CREDITS	
REDU 511	Educational Research Methods 1	12	
REDU 512	Educational Statistics	14	
REDU 513	Professional Ethics in Education	10	
REDU 514	Evaluation Principles, Techniques and Models	12	
REDU 515	Curriculum Theory and Practice	12	
REDU 516	Teaching and Learning: Theories and Practice	12	
REDU 519	International and Comparative Education	12	
	semester two		
REDU 501	Active Participatory Teaching and Learning in	12	
	Science in Secondary Schools		
REDU 502	Active Participatory Teaching and Learning in	12	
	Humanities and Social Science in Secondary		
	Schools		
REDU 503	Active Participatory Teaching and Learning in	12	
	Languages in Secondary Schools		
REDU 521	Educational Research Methods II	12	
REDU 522	Educational Assessment and Evaluation	12	
REDU 523	Developing English Language Skills Through	12	
	Subject Teaching		
REDU 524	Curriculum Implementation	12	
REDU 525	Curriculum Evaluation	12	
SEMESTER 3			
REDU 611	Research and Dissertation (proposal writing and	06	
	defence)		
REDU 612	Research and Dissertation	30	

#### 11.3 DOCTOR OF PHILOSOPHY IN EDUCATION BY THESIS

#### Objectives of the Programme

The main objectives of this PhD programme are:

(a) To develop a student with upfront mind in utilizing scientific or professional ways of tackling and solving problems in a specific discipline in education such as curriculum, management, psychology and sociology;

(b) To enable the student to acquire the basic competences for originating and creatively applying knowledge, understanding, and skills in practical areas of education and other related disciplines.

(c) To enable the student to demonstrate authority, innovation, autonomy, scholarly and professional integrity, and sustained commitment to the development of new ideas or processes at the forefront of work or study context including research;

(d) To empower the student with the capacity of analysing complex ethical and professional issues in education and make informed judgments.

(e) To empower student with the capacity to confidently present and defend (with evidence or reasons) one's ideas or *modus operandi* to colleagues in and outside his/her field and publish them in national and international media as their contribution to knowledge.

#### Programme Philosophy

Philosophically this programme envisages production of highly competent, morally upright, socially responsible and committed professionals in Education that will set national, regional and international example in teaching and learning, research and community service.

#### Rationale for the Programme

Current changes in Tanzanian Education policies demand higher levels of expertise in the Education Sector. PhD holders in education are amongst the candidates required to increase the pool of such experts. Ruaha Catholic University therefore decided to conduct a market survey prior to establishing the said programme. There is an increase of people wishing to pursue PhD degree within and outside this university. Within the university currently there are about 60% of the teaching staff (FoE) who are Master of Education holders, who during needs assessment would wish to pursue PhD in Education. Further, currently the university is running a Master of Education programme (MED) and thus the candidates are considered potential after their successfully completing their course at the end of the year. This was also evident during the survey study done in December, 2019. In addition, the university, since its inception as a full-fledged institution, RUCU has produced a total of 241 master of education graduates in the academic years 2013 (14), 2014 (66), 2015 (61), 2016 (33), 2017 (41), 2018 (18), 2019 (17), 2020 (1), 2021 (17), 2022 (13). All these data suggest that the university has considerable pool of potential candidates for the PhD programme.

#### Expected Learning Outcomes

By the end of the programme, a candidate is expected to have:

i. Acquired competence of conducting sound and rigorous research, and be able to analyse and synthesize research findings and other forms of inquiry in chosen areas of education;

- ii. Developed self-direction and originality in tackling and solving problems scientifically or professionally in a specific discipline in education such as curriculum, management, psychology and sociology;
- iii. The ability to demonstrate authority, innovation, autonomy, scholarly and professional integrity, and sustained commitment to the development of new ideas or processes at the forefront of work or study contexts including research;
- iv. Acquired the skills in analysing complex ethical and professional issues in education and make informed judgments;
- v. Developed capacity to confidently present and defend (with evidence or reasons) one's ideas or *modus operandi* to colleagues in and outside his/her field and publish them in national and international media as their contribution to knowledge;
- vi. Demonstrate knowledge, skills and competences as indicated here under:

#### 11.3.1 Entry Qualifications

(a) Eligibility for admission into a PhD in Education: a candidate must be a holder of Master's Degree in Education with a minimum GPA of 3.5 within the Upper Second Class Category of Ruaha Catholic University or equivalent from TCU approved University.

(b) An application for admission into a PhD programme is received any time of the year using application forms as well as online. and the programme will be effective on biannual basis (March and October, each year).

(c) A candidate applying for a PhD programme should submit along with the application forms, firstly a *one-page motivation statement* (clearly describing what motivates the candidate to pursue that higher academic degree, what one would like to achieve as a result of one's studies and what impact the studies may/will have on one's life, research area and society in general). Secondly, a *concept paper* of around 2,500 to 3000 words indicating a topic intended to be addressed, the reasons for choosing the topic and how s/he intends to tackle it (the answers to these questions should be informed by the most recent literature based evidences).

(d) Applicants to Ruaha Catholic University must have at least 3 years working experience and a good track record in the fields of study in which the student would be dedicated during the programme say, sociology, psychology or any other educational discipline. This condition is considered important though not obligatory because RUCU is convinced that a PhD holder is supposed to demonstrate higher national and behavioural integrity in carrying out the programme and particularly after graduation. Therefore, prior noting the glimpse of such talents /behavioural indicators is imperative.

#### Transfer and Progression

Upon completion of the programme the student may undertake a vertical progression into higher achievement in the academia such as Associate Professorship and eventually Professorship or other professional fields.

#### Transfer Arrangement

In the event that completion of program proves impossible for any reason, to some or all students, Ruaha Catholic University will enter into credit transfer arrangement with any other University to facilitate the student's successful completion of the studies.

#### 11.3.2 Assessment Strategy

In general the assessment will essentially be both formative and summative. Formative assessment will include concept note, proposal writing and defense, data collection, analysis, thesis writing and presentation. Summative assessments will involve internal and external examinations, vive voce and publication assessment. However, for a candidate to qualify for the PhD award he/she shall have at least one paper published and at least two accepted manuscripts (articles/papers) in a peer reviewed journal based on his/her research and the journal shall be acceptable or recognizable by the this University.(TCU guideline 2019 section 4.6. 7).

#### Grading System

Criteria for assessment of candidate's progress in the programme will be based on the following grading system.

Marks %	Letter Grade	Grade Points	Remarks	Degree classification
100 -70	A	4.5-5	Excellent	First Class
69- 60	B+	4.0-4.4	Very Good	Second Class
59 -50	В	3.0-3.9	Good	Pass
49 -40	С	2.0-2.9	Satisfactory	Unclassified
39- 0	D	0-1.9	Weak	Unclassified

Table 7: Grading System

#### Entry Requirements

To be admitted to a doctoral degree in the field of education, a candidate must be EITHER

(a) Holder of a Masters degree in Education with a minimum GPA of 3.5 within the Upper Second Class Category of Ruaha Catholic University, OR

(b) Holder of a relevant Masters degree of equivalent standing from another approved University, with a minimum GPA of 3.5 OR

A candidate may be considered for PhD registration if, and only if, one has taken a Postgraduate Diploma in Education and obtained a Distinction in it, to the satisfaction of the university senate.

## 11.3.3 The Curriculum for the Doctor of Philosophy in Education by Thesis YEAR ONE

Programme activities	CREDITS
SEMESTER ONE	
Concept Paper and defence of concept paper	60
Total credits per semester	60

SEMESTER TWO	
Research Paper Preparation and defence	80
Total credits per semester 80	

#### YEAR 2

Programme activities	CREDITS
semester one	
Data Collection	100
Total credits per semester	100
SEMESTER TWO	
Data Analysis and Thesis Writing	60
Total credits per semester	60

#### YEAR THREE

Programme activities	CREDITS	
SEMESTER ONE		
Presentations and examinations	90	
Total credits per semester	90	
SEMESTER TWO		
Defence of Theses and Viva Voce	150	
Total credits per semester	150	
Total credits per programme	540	

#### 11.4 FACULTY OF EDUCATION ACADEMIC STAFF

### Department of Educational psychology

S/N	NAME	G	
1	Rev. Dr. Kristofa Zulu	М	PhD in Sciences of Education (Salesian)
	Nyoni.		Masters in Sciences of Education
			(Salesian)
			Bachelor in Sciences of Education
			(Salesian)
			Diploma in Theology (Kipalapala)
			Certificate in Philosophy (Kibosho)
2	Dr. Kumburu Salvius Aloyce	М	PhD in Special Needs Education (ABO
			AKADEMI-FINILAND)
			Masters of Education in Special Needs
			(ABO AKADEMI-FINILAND)
			Bachelor of Education (UDSM)
3	Mr. Novert Deogratias	М	Masters of Arts in Applied Social
			Psychology (UDSM)
			Bachelor of Education in Arts (MUCE)
4	Sr. Yusta Nyudule	F	MA.ED( Special Needs Education)
			(Kenyatta Univ. Kenya)
			BEd.SN (SEKUCO)
			Diploma in Early Childhood Education

S/N	NAME	G	
			(Tanzania College of Early Education)
5	Fr. Joseph Magani	Μ	MAED (RUCO)
	-		BED-Sc. (UDSM)
			B.A Theology (Urbaniana University)
6	Mr. Baraka Nyinge	М	BA. Counselling (UDSM)
			BSc. ED (UDSM)

## Department of educational foundations curriculum and instructions

S/N	NAME	G	
1	Prof. Donatus Komba		PhD in Education (Columbia University)
			Masters of Philosophy (Columbia
			University)
			M.Ed. in Columbia University
			M.A.Ed. (UDSM)
			BA.(Ed) (Geography and Linguistics)
			(UDSM)
			Theology and philosophical studies
			(Peramiho major seminary)
2	Rev. Prof. Pius P. Mgeni	М	PhD-Phil(Pontifical Urbaniana-Rome)
			M.A in Philosophy (Sicily – Italy)
			M.A in Educational Management &
			Curriculum Development (UDSM)
			BA. Ed.(Geography, History & Education)
			(UDSM)
			B.A in Theology (Sicily – Italy)
3	Dr. Makungu Bulayi	М	PhD in Mathematics Education
			(UDSM)
			Masters of Curriculum in Mathematic ICT
			Teaching (UDSM)
			Master of Science (London South Bank
			University-UK)
			Bachelor of Education (Mathematics &
4	Dr. Festo W. Gabriel	м	Physics) (Tumaini University-Iringa) PhD in Archaeology (University of
4	DI. Festo W. Gabilei	101	Pretoria. S. Africa)
			Masters of Archaeology (UDSM)
			BA (History and Archaeology) (UDSM)
5	Dr. Peter Salum Kopweh	М	PhD in Curriculum
5		/**	Studies (Glasgow University, UK)
			MA (ED) with publication (Oxford
			Brookes University, UK)
6	Ms. Fatuma Mdessa	F	MAED (RUCO), PGDE (UDSM) BA.
			Counselling (Tumaini University-Iringa),
			Diploma in Education (Morogoro
			Teachers' College)
7	Ms. Kyando Suzana	F	B. Ed (Arts) UDSM, MAED (UDSM)

8	Mr. David Emanuel	М	BAED (UDSM), MAED (UDSM)
9	Ms. Elizetha Mdemu	F	BAED (UDSM), MAED (UDSM)
10	Ms. Adeline Mushi	F	BSC.Ed (UDSM)SC .Ed (UDSM)

#### 12.0 FACULTY OF BUSINESS AND MANAGEMENT SCIENCES

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

- i. Certificate in Business Administration (CBA)
- ii. Diploma in Business Administration (DBA)
- iii. Bachelor of Business Administration (BBA)
- iv. Bachelor of Accounting, Finance with Information Technology (BAFIT)
- v. Bachelor of Banking and Microfinance (BaM)
- vi. Master of Business Administration (MBA)
- vii. Master of Finance and International Investment Management(MFIIM)

#### 12.1 Certificate in Business Administration

#### Main Objective of the Course

The Certificate in Business Administration programme introduces the fundamental concepts and practices of business to develop a broad-based practical understanding of its context, purpose, and underlying functional areas. To meet these goals, this professional certificate offers three concentrations: Business Essentials, Business Administration Foundations, and International Business. All three concentrations employ materials and techniques that are consistent with modern principles and best practices, providing knowledge and skills that can be used immediately. This certificate offers the advantage of a curriculum that is overseen by an advisory board of business and education leaders; has been approved by Ruaha Catholic University and will be taught by working professionals with many years of practical business experience.

#### 12.1.1 Admission Requirements

The prerequisites for the certificate in Business Administration programme are a Certificate of Secondary Education Examination (CSEE) with at least four passes in which English is a must.

#### 12.1.2 Duration of the Programme

The certificate programme is scheduled to run under a semester system in which there are fifteen teaching weeks plus two examinations weeks per semester. The certificate in Business Administration is designed to run for one year.

#### 12.1.3 The Curriculum of the Programme

Semester I: Core Courses

Course Code	Course Title		Hours	Credits	Status
	Introduction to	Business	80	8	Core
RCB 101	Management				
RCB 102	Introduction to Comme	erce	80	8	Core
RCB 103	Elementary Quantitative	e Methods	80	8	Core

RPH 111	Social Ethics I	40	4	Core
RCB 104	Principles of Accounting I	80	8	Core
	Introduction to Business			Core
RCB 105	Mathematics and Statistics	80	8	
RCB 106	Introduction to Marketing	80	8	Core
RCB 107	Business Communication Skills	80	8	Core
Total Number of	600	60		

#### Semester II: Core Courses

Course	Course Title	Hours	ΤϹႮ	Status
Code			Credits	(Core)
RCB 108	Introduction to Business Law	80	8	Core
RCB 109	Introduction to Economics	80	8	Core
RCB 110	Principles of Accounting II	80	8	Core
	Introduction to Business Mathematics		8	Core
RCB 111	and Statistics II	80		
RPH 121	Social Ethics II	40	4	Core
RCB 112	Introduction to Materials Management	80	8	Core
RCB 113	Introduction to Entrepreneurship	80	8	Core
RCB 114	Business Communication Skills II	80	8	Core
Total Number	of Units	600	60	

#### 12.2 DIPLOMA IN BUSINESS ADMINISTRATION

#### Main Objective of the Diploma Programme

The Diploma in Business Administration aims at increasing and enriching student's knowledge across a broad range of business disciplines. This is a dynamic field of study for students who wish to develop skills relating to business operations in areas such as management, accounting, finance, marketing and human resources management.

#### 12.2.1 Admission Requirements

The prerequisites for the Diploma Program in Business Administration are:

- a. Holders of Certificate in Business administration or Certificate of Secondary Education Examination (CSEE) with a minimum of five passes or any other qualification equivalent to this.
- b. Advanced Certificate of Secondary Education Examination (ACSEE) with at least one Principal Pass and subsidiary passes in relevant subjects.

#### 12.2.2 Duration of the Diploma Programme

The Diploma programme is scheduled to run under a semester system in which there are fifteen (15) teaching weeks plus two examination weeks per semester. The Diploma in Business Administration is designed to run for two (2) years.

#### 12.2.3 The Curriculum of the Diploma Programme Year I– Semester I: Course Courses

Code	Course Title	RUCU (Units)	Hours	TCU (Credits)	Status (Core)
	Principles of Business				
RDB 101	Management	3	80	8	Core
RDB 102	Microeconomics I	3	100	10	Core
RDB 103	Organizational Behaviour	3	80	8	Core
RDB 104	Financial Accounting I	3	100	10	Core
RPH 112	Social Ethics I	2	60	6	Core
RDB 105	Business Communication Skills	3	80	8	Core
	Business Mathematics and				
RDB 106	Statistics I	3	100	10	Core
	Total Number of Units	20	600	60	

#### Year I- Semester II: Core Courses

Code	Course Title	RUCU (Units)	Hours	TCU (Credits)	Status (Core)
	Principles of				
RDB 107	Entrepreneurship	3	80	8	Core
RDB 108	Microeconomics II	3	100	10	Core
	Organizational				
RDB 109	Behaviour II	3	80	8	Core
RPH 122	Social Ethics II	2	60	6	Core
RDB 110	Financial Accounting II	3	100	10	Core
	Business Communication Skills				
RDB 111	11	3	80	8	Core
	Business Mathematics				
RDB 112	and Statistics II	3	100	10	Core
	Total Number of Units	20	600	60	

Course availability is subject to change. We recommend that a student starts with the pre Diploma I course in English.

#### Year II – Semester I: Core Courses

The Diploma II Business Administration curriculum consists of 7 Semester One core courses with a total of 21 semester units (315 hours of instruction). All coursework must be completed within one year of registering for the Diploma II Programme. However, requirements may be upgraded based on new developments in the field of study. We recommend completing the curriculum in a timely fashion.

Year II – Semester I: Core Courses

Code	Course Title			Hours	Credits	Status	
RDB208	Principles	of	Industrial	Business	80	8	Core

	Marketing			
RFW208	Field work Practice	100	10	Core
RDB 209	Research Proposal	100	10	Core
RDB 210	Human Resource Management	80	8	Core
	Principles of Procurement Practices			
RDB 211	and Techniques	80	8	Core
RDB 212	Principles of Auditing	80	8	Core
	Principles of Industrial Business	80	8	Core
RDB208	Marketing			
	Total Number of Units	600	60	

#### Year II– Semester II: Core Courses

Code	Course Title	Hours	Credits	Status
RDB 201	Principles of Cost Accounting	100	10	Core
RDB 202	Principles of Marketing Management	80	8	Core
	Principles of Human Resources	80	8	Core
RDB 203	Management			
RDB 204	Principles of Quantitative Methods	100	10	Core
RDB 205	Macroeconomics	80	8	Core
RDB 206	Principles of Business Laws	80	8	Core
RDB 207	Introduction to Research Methods	80	8	core
	Total Number of Units	600	60	

#### 12.3 BACHELOR OF BUSINESS ADMINISTRATION

#### Introduction

The Bachelor of Business Administration degree introduces the concepts and practices of business to develop a broad practical understanding of its context, purpose, and underlying functional areas. To meet these goals, this professional degree offers dual concentrations on Business Professionalism and Practical Essentials. This degree is an internationally business oriented degree. The two concentrations employ materials and techniques that are consistent with modern principles and best practices, providing knowledge and skills that can be used immediately. The degree also offers the advantage of a curriculum that is overseen by an advisory board of business and education leaders; approved by the Ruaha Catholic University (RUCU) and taught by working professionals with many years of practical business experience.

#### 12.3.1 Admission Requirements

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

#### Direct Entry Qualifications

i) At least two Principal level passes and a total of 4 or more points (where A = 5, B = 4, C = 3, D = 2, E = 1 and S = 0.5) in approved subjects in the Advanced Certificate of Secondary Education (A.C.S.E.E); 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 passes is not advanced Mathematics, an applicant must have a subsidiary pass in advanced Mathematics/Basic

applied Mathematics at A-Level or a minimum of "D" grade in Basic Mathematics at O-Level.

#### Equivalent qualifications

iii) Equivalent qualifications such as ordinary or advanced diploma/degrees courses considered to be appropriate for the programme to be pursued. Diploma in Business Administration, Marketing, Social Studies, Economic Studies, Pubic Sector, Financial Management, Information Technology with Accounting, Human Resources Management, Financial 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 a minimum average grade of "B" or a minimum GPA of 3.0

#### 12.3.2 Duration of the Programme

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

#### 12.3.3 Assessment Strategy

No candidate shall be allowed to sit for an examination in any subject if he/she fails to get a total of 16% out of 40% of coursework (i.e. tests and assignments). A candidate who fails to get 16% out of 60% in the final examination shall be considered to have technical supplementary in that course even if the total coursework and final examination constitute more than 40%.

#### The Student Work Placement Performance

This will be conducted at the end of the second semester of the second academic year for students who are taking the Bachelor of Business Administration. The student is required to write a technical report which will include a technical description of specific job item procedures, function operations and other technical aspects indicating the new skills achieved which will carry 3 units.

#### Assessment of the Student Work Placement Performance

- (i) The Student Workplace Performance Report (SWPR) and the university supervisors' report should be handed to the respective head of department within the first two weeks of the first semester after the field study session.
- (ii) Failure to submit SWPR to the head of department within the first semester after the field study session would mean a total failure in that field study period.
- (iii) Failure to attend at least 80% of the field study session will mean a total failure in that field study period.
- (iv) Field study results will be presented by the head of department to the faculty academic committee for approval and published as provisional results.
- (v) If a student fails the field study he/she will have to go for another field study.
- (vi) If a student does not go to the allocated place of field study he/she must have the written consent of the DVCAA or he /she will be considered to have absconded and shall be discontinued from studies.
- (vii) Students who do not follow the rules and instructions of the place of field study shall be discontinued.

#### 12.3.4 The Curriculum of the Bachelor of Business Programme Year I – Semester I Courses

Year I – Semester I Courses								
Code	Course Title	L	S	Α	IS	Ρ	Hours	Credits
	Business Mathematics and	30	20	20	20	10	80	8
RBM 114	Statistics I	50	20	20	20	10	80	ð
RPH 113	Social Ethics I	30	20	20	20	10	60	6
RFA 116	Financial Accounting I	30	20	20	20	10	80	8
	Procurement Management	30	20	20	20	10	80	8
RPM 116	1	50	20	20	20	10	80	0
REC 101	Microeconomics	30	20	20	20	10	80	8
RSS 110	Development Studies I	30	20	20	20	10	80	8
RBL 115	Business Law I	30	20	20	20	10	80	8
	Business Communication	30	20	20	20	10	60	6
RBC 118	Skills I	50	20	20	20	10	00	0
Total number	er of Credits, 1 <sup>st</sup> semester						600	60

#### Year I – Semester II Courses

Code	Course Title	L	S	Α	IS	Ρ	Hours	Credits
RBM 124	Business Mathematics and Statistics II	30	20	20	20	10	80	8
RPH 123	Social Ethics I	30	20	20	20	10	40	4
RFA 126	Financial Accounting II	30	20	20	20	10	80	8
REC 102	Macroeconomics	30	20	20	20	10	80	8
RFM 126	Freight Forwarding Management	30	20	20	20	10	80	8
RMG 126	Principles of Management	30	20	20	20	10	80	8
RBL 125	Business Law II	30	20	20	20	10	60	6
RBC 128	Business Communication Skills II	30	20	20	20	10	60	6
RSS 130	Development Studies II	30	20	20	20	10	40	4
Total number	er of Credits, 2 <sup>nd</sup> semester						600	60

### Year II– Semester I: Core Courses

Code	Course Title	L	S	А	15	Р	Hours	Credits
	Human Resources	30	20	20	20	10	60	6
RHM 212	Management I	50	20	20	20	10	00	0
	Marketing Principles and	30	20	20	20	10	60	6
RMK 213	Administration I	50	20	20	20	10	00	0
RCA 213	Cost Accounting I	30	20	20	20	10	60	6
RFM 214	Financial Management I	30	20	20	20	10	60	6
RQM 213	Quantitative Methods I	30	20	20	20	10	60	6
REN 213	Entrepreneurship	30	20	20	20	10	60	6
Total numb	er of Credits, 1 <sup>st</sup> semester						360	36

#### **Specializations**

- Accounting
- Banking

- Marketing
- Human Resource Management
- Procurement and Logistics

#### Note:

A student is required to take all courses during the semester as they are mentioned above. Course availability is subject to change. We recommend that a student starts with pre-course in English.

#### Year II– Semester I: Core Courses

Course Code	Course Title	Hours	Credits	Status
RHM 212	Human Resources Management I	60	6	Core
	Marketing Principles and	60	6	Core
RMK 213	Administration I			
RCA 213	Cost Accounting I	60	6	Core
RFM 214	Financial Management I	60	6	Core
RQM 213	Quantitative Methods I	60	6	Core
REN 213	Entrepreneurship	60	6	Core
	Total Semester 1	360	36	

#### Specializations

### Accounting

Year II– Semester I: Core Courses									
Code	Course Title	Hours	Credits	Status					
RIA 219	Investment Analysis and Portfolio	80	8	Core					
	Management I								
RAP 212	Auditing Principles and Practice I	80	8	Core					
RFR 216	Financial Reporting I	80	8	Core					
	Total Semester 1	240	24						

#### **Specializations**

#### Banking

Year II– Semester I: Core Courses								
Code	Course Title Hours Credits Status							
RFI 213	Banking Law and Practice	80	8	Core				
RFI 215	Financial Analysis	80	8	Core				
RFI 216	Money and Banking	80	8	Core				
	Total Semester 1	240	24					

### **Specializations**

#### Marketing

Year II– Semester I: Core Courses							
Code	Course Title	Hours	Credits	Status			
RMK 21	Marketing principles and Management	80	8	Core			
RMK216	Consumer Behaviour	80	8	Core			

RMK 217	Marketing Research and Information Systems	80	8	Core
	Total Semester 1	240	24	

Specializations Human Resources Management

Year I	Year II– Semester I: Core Courses								
Code		Course Title	Hours	Credits	Status				
RIB	213	International Business Management I	120	12	Core				
ROB	215	Organizational Behaviour I	120	12	Core				
		Total Semester 1	240	24					

#### Year II– Semester I: Core Courses Specializations Procurement and Logistics

Code	Course Title	Hours	Credits	Status			
RPD 211	Physical Distribution and Warehouse	80	8	Core			
	management						
RPP 212	Procurement Practice and Techniques	80	8	Core			
RLP 212	Legal Aspect of Procurement	80	8	Core			
	Total Semester 1	240	24				

#### Year II– Semester II: Core Courses

Year II– Seme	Year II– Semester II: Core Courses						
Course	Course Title	RUCU	Hours	ΤϹႮ	Core		
Code		Units		Credits			
RHM 222	Human Resources Management II	3	60	6	Core		
	Marketing Principles and		60	6	Core		
RMK 223	Administration II	3					
RCA 223	Cost Accounting II	3	60	6	Core		
RFM 224	Financial Management II	3	60	6	Core		
RQM 223	Quantitative Methods II	3	60	6	Core		
RBR 228	Business Research Methodology	3	60	6	Core		
RSF 221	Student Field Work	3	60	6	Core		
	Total Semester II	21	420	42			

### Specializations

#### Accounting

Year II– Semester II: Core Courses							
Course	Course Title RUCU Hours TCU						
Code		Units		Credits			
RFR 226	Financial Reporting II	4	60	6	Core		
RAP 222	Auditing Principles and Practice II	4	60	6	Core		
RIA 229	Investment Analysis and Portfolio	3	60	6	Core		
	Management II						
	Total Semester II	11	180	18			

## Specializations Banking

Dunking						
Year II– Semester II: Core Courses						
Course	Course Title	RUCU	HOURS	ΤϹႮ	Core	
Code		Units		Credits		
RFI 226	Marketing of	3	90	9	Core	
	Financial Services					
RFI 225	Commercial and	3	90	9	Core	
	Investment Banking					
	Total Semester II	6	180	18		

# Specializations Marketing

THATKETING					
Year II– Sen	nester II: Core Courses				
Course	Course Title	RUCU	HOURS	ΤϹႮ	Core
Code		Units		Credits	
RMK 226	Industrial Psychology	3	60	6	Core
RMK 227	Marketing Research and	3	60	6	Core
	Information Systems II				
RMK 225	Introduction to marketing of	3	60	6	Core
	services				
	Total Semester II	12	180	18	

# Specializations Human Resources Management

Year II– Semester II: Core Courses						
Course	Course Title	RUCU	HOURS	του	Core	
Code		Units		Credits		
ROB 235	Organizational Behaviour II	3	90	9	Core	
RIB 223	International Business	3	90	9	Core	
	Management					
	Total Semester II	6	180	18		

Specializations Procurement and Logistics

Year II– Sen	Year II– Semester II: Core Courses					
Course	Course Title	RUCU	HOURS	TCU	Core	
Code		Units		Credits		
RAS 222	Auditing and Assurance for	3	60	6	Core	
	Procurement and Supply					
	Function					
RMK 228	Industrial Business Marketing	3	60	6	Core	
ROP 221	Production and Operations	3	60	6	Core	
	Management					
	Total Semester II	9	240	24		

### Year III- Semester I: Core Courses

Year III– Semester I: Core Courses							
Course	Course Title	Course Title RUCU Hours TCU					
Code		Units		Credits			
RIF 311	International Finance I	3	80	8	Core		
	Business Research writing	3	80	8	Core		
RBR 313	skills						
RPM 312	Project Management I	3	80	8	Core		
	Total Semester I	9	240	24			

# Specializations Accounting

Accounting						
Year III– Semester I: Core Courses						
Course	Course Title	RUCU	HOURS	TCU	Core	
Code		Units		Credits		
RFR 314	Financial Reporting I	4	100	10	Core	
RMA 316	Management	4	100	10	Core	
	Accounting I					
RPF 315	Public Finance and	4	80	8	Core	
	Taxation I					
RAA 317	Auditing and Assurance	4	80	8	Core	
	Service I					
	Total Semester I	16	360	36		

# Specializations Banking

Year III- Semester I: Core Courses						
Course	Course Title	RUCU	HOURS	ТСО	Core	
Code		Units		Credits		
RFI 314	Credit analysis and	3	120	12	Core	
	Commercial Lending					
RFI 315	International Banking	3	120	12	Core	
	Management					
RFI316	IT Banking Management	3	120	12	Core	
	Total Semester I	9	360	36		

## Specializations Marketing

Marketing						
Year III- Sem	Year III– Semester I: Core Courses					
Course	Course Title	RUCU	HOURS	ΤϹႮ	Core	
Code		Units		Credits		
RIM 315	International Marketing	3	120	12	Core	
RMK 316	Consumer Behaviour	3	120	12	Core	
RMK 312	Case Study Analysis &	3	120	12	Core	
	Business					
	Communication					
	Total Semester I	3	360	36		

#### **Specializations** Human Resources Management

Year III– Semester I: Core Courses						
Course	Course Title	RUCU	HOURS	ΤϹႮ	Core	
Code		Units		Credits		
RLE 316	Labour Economics I	3	180	18	Core	
RLL 311	Labour Law I	3	180	18	Core	
	Total Semester I	6	360	36		

# Specializations Procurement and Logistics

Year III– Semester I: Core Courses						
Course	Course Title	RUCU	HOURS	ΤϹႮ	Core	
Code		Units		Credits		
RPP 311	Public Procurement	3	100	10	Core	
RIM 313	Strategic Procurement	3	100	10	Core	
RTL 314	Transport and Logistics	3	80	8	Core	
	Management					
RCG 317	Business Ethics and	3	80	8	Core	
	Corporate Governance					
	Total semester I	12	360	36		

### Year III- Semester II: Core Courses

Year III– Semester II: Core Courses						
Course	Course Title RUCU HOURS TCU					
Code		Units		Credits		
RIF 321	International Finance II	3	80	8	Core	
RPM 322	Project Management II	3	80	8	Core	
RSM 323	Strategic Management	3	80	8	Core	
RDI 328	Dissertation	6	120	12	Core	
	Total Semester II	15	360	36		

### **Specializations**

Accounting

Year III- Semester II: Core Courses						
Course	Course Title	RUCU	HOURS	тсυ	Core	
Code		Units		Credits		
RMA 326	Management Accounting	4	60	6	Core	
	11					
RFR 324	Financial Reporting II	4	60	6	Core	
RPF 325	Public Finance and	4	60	6	Core	
	Taxation II					
RAA 327	Auditing and Assurance	4	60	6	Core	
	Service II					
	Total Semester II	16	240	24		

#### Specializations Banking

Duriking					
Year III– Semester II: Core Courses					
Course	Course Title	RUCU	HOURS	ΤϹՍ	Core
Code		Units		Credits	
RFI 324	Investment Analysis and	3	120	12	Core
	Portfolio Management				
RFI 325	Microfinance	3	120	12	Core
	Total Semester II	6	240	24	

#### **Specializations**

#### Marketing

Year III– Semester II: Core Courses					
Course	Course Title	RUCU	Hours	ΤϹႮ	Core
Code		Units		Credits	
RMG 326	Principles of Management and	3	120	12	Core
	Administration				
RMK 324	Sales Management	3	120	12	Core
	Total Semester II	12	240	24	

#### Specializations

Human Resources Management

Year III– Semester II: Core Courses					
Course	Course Title	RUCU	Hours	TCU	Core
Code		Units		Credits	
RLL 321	Labour Law II	3	120	12	Core
RLE 326	Labour Economics II	3	120	12	Core
	Total Semester II	6	240	24	

#### **Specializations**

#### Procurement and Logistics

Year III– Semester II: Core Courses					
Course	Course Title	RUCU	Hours	ΤϹႮ	Core
Code		Units		Credits	
RGS 321	International procurement	3	80	8	Core
RPC 322	Procurement Contract	3	80	8	Core
	Management				
RPS 324	Procurement and Supply Chain	3	80	8	Core
	Management Strategy				
	Total Semester II	9	240	24	

#### NOTE:

- (i) First Semester Third Year Students are required to prepare Research Proposal according to their topics they have chosen.
- (ii) Second Semester Third Year Students are required to write their Final Dissertation Report for Research, which will carry 3 units.

(iii) It shall require 101 units to complete the BBA Programme (excluding specializations).

## 12.4 BACHELOR OF ACCOUNTING AND FINANCE WITH INFORMATION TECHNOLOGY (BAFIT)

#### Programme Objectives and Philosophy

The objectives of the BAFIT programme are to produce graduates:

- a. Who can make people, information, computers, networks and processes come together to create cohesive business solutions.
- b. who are able to prepare, analyse and interpret financial statements.
- c. who are able to appraise financial investments based on given scenarios.
- d. who are able to use accounting packages to generate financial statements
- e. who are able to provide accountancy, auditing or taxation consultancies
- f. who are able to undertake organization cost management
- g. with knowledge and the ability to construct substantial programs for business users.
- h. who are able to analyse the information requirements of organisations, to design appropriate systems within which computers may play a part, and with longer experience to implement these systems.
- i. who are able to control the storage and transmission of data, the operation of computer hardware and software.
- j. who are able to attempt and smoothly pass the professional bodies including NBAA and ISAB examinations.

#### 12.4.1 Admission Requirements

Eligible candidates to be admitted into the Bachelor of Accounting and Finance with Information Technology degree have to meet the following minimum requirements:

#### Direct Entry Qualifications

i) At least two Principal level passes in the following subjects: Economics, Commerce, Accountancy, Physics, Chemistry, Mathematics, Biology or Geography. If one of the passes is not advanced Mathematics, an applicant **must** have a subsidiary pass in advanced Mathematics/Basic applied Mathematics at A-Level or a minimum of "D" grade in Basic Mathematics at O-Level.

#### Equivalent qualifications

iii) Equivalent qualifications such as ordinary or advanced diploma/degrees courses considered to be appropriate for the programme to be pursued. Diploma in Business Administration, Accountancy, Marketing, Economics, Entrepreneurship, Banking and Finance, Local Government Accounting, Procurement, Mathematics, Human Resources, Information Technology with Accounting or Commerce with a minimum average grade of "B" or a minimum GPA of 3.0

The programme will be widely advertised to the public. Students eligible to be enrolled in this programme include those applying to join this programme directly or those shifting from other universities. In any case, the student must have gone through the TCU Central Admission System (CAS) and have met the university minimum admission requirements as provided in the prospectus.

#### 12.4.2 Practical Training

The Bachelor of Accounting and Finance with Information Technology (BAFIT) programme consists of both coursework and dissertation components. Of the six semesters the programme lasts for, the first five (5) semesters are dedicated to the coursework component. In their 5<sup>th</sup> semester (year three), students start writing the research proposal. The sixth (6<sup>th</sup>) semester is dedicated to field attachment, research data collection and dissertation writing.

- a. During the 2<sup>nd</sup> semester of the 2<sup>nd</sup> year, while doing the coursework part, the student will also be required to submit a research concept paper in business field. Based on that concept paper, the department will allocate a research supervisor to the student who will guide him/her from the research proposal up to the dissertation writing.
- b. Upon the approval of the proposal by the supervisor, the student shall submit the completed research proposal for defence before s/he is allowed in writing by the faculty to proceed with data collection.
- c. In addition to passing the coursework component, the student has to defend the final dissertation and pass to be allowed to graduate.
- d. The dissertation shall be graded out of 100%. A passed dissertation shall be graded A, B+, B or C. A dissertation which scores below C shall be deemed to have failed. All dissertation examiners must fill in the dissertation mark sheet provided by the faculty.

# 12.4.3 The Curriculum of the Programme

This programme consists of 42 core courses (no electives) carrying 360 credits over 3 years consisting of 6 semesters. A semester consists of 17 weeks: 15 weeks of teaching and 2 weeks for examination. As such, the number of credits in the matrix below is distributed based on 15 weeks.

	Semes	ster 1 –	Year I	l					
Course Code	Course Name	Course Status	Lecture Hrs	Seminar/T utorial	Assignmen t Hrs	Independe nt study u	Practical Hrs	Total Hours	Credits
RAC 111	Financial Accounting I	Core	30	15	7.5	15	7.5	75	7.5
RAC 112	Microeconomics	Core	30	15	7.5	15	7.5	75	7.5
RAC 113	Business Maths and Statistics I	Core	30	15	7.5	15	7.5	75	7.5
RAC 114	Communication Skills	Core	30	15	7.5	15	7.5	75	7.5
RPH 113	Social Ethics	Core	30	15	7.5	15	7.5	75	7.5
RSS 110	Development Studies	Core	30	15	7.5	15	7.5	75	7.5
RAC 115	Microcomputer Applications	Core	30	15	7.5	15	7.5	75	7.5
RAC 116	Introduction to Informatics	Core	30	15	7.5	15	7.5	75	7.5
Total – Ser	Total – Semester I				60	120	60	600	60

	Semeste	r 2 – Y	ear 1						
Course Code	Course Name	Course Status	Lecture Hrs	Seminar /Tutoria	Assignm ent Hrs	Indepen dent	Practica I	Total Hours	Credits
RAC 121	Principles of Marketing	Core	30	15	7.5	15	7.5	75	7.5
RAC 122	Financial Accounting II	Core	30	15	7.5	15	7.5	75	7.5
RAC 123	Introduction to Business Managemnt	Core	30	15	7.5	15	7.5	75	7.5
RAC 124	Macroeconomics	Core	30	15	7.5	15	7.5	75	7.5
RAC 125	Business Maths and Statistics II	Core	30	15	7.5	15	7.5	75	7.5
RAC 126	Business Law and Accountability	Core	30	15	7.5	15	7.5	75	7.5
RAC 127	Algorithms and Data Structure	Core	30	15	7.5	15	7.5	75	7.5
RAC 128	Object Oriented Programming	Core	30	15	7.5	15	7.5	75	7.5
Total – Sei	otal – Semester II				60	120	60	600	60

	Semeste	r 1 – Ye	ear 2						
Course Code	Course Name	Course Status	Lecture Hrs	Seminar /Tutoria	Assignm ent Hrs	Indepen dent	Practica I	Total Hours	Credits
RAC 211	Cost Accounting	Core	30	15	7.5	15	7.5	75	7.5
RAC 212	Corporate Finance	Core	30	15	7.5	15	7.5	75	7.5
RAC 213	Applied Quantitative Methods	Core	30	15	7.5	15	7.5	75	7.5
RAC 214	Financial Reporting I	Core	30	15	7.5	15	7.5	75	7.5
RAC 215	Web Page Design	Core	30	15	7.5	15	7.5	75	7.5
RAC 216	Operating Systems	Core	30	15	7.5	15	7.5	75	7.5
RAC 217	Computerized Accounting	Core	30	15	7.5	15	7.5	75	7.5
RAC 218	Money and Banking	Core	30	15	7.5	15	7.5	75	7.5
Total – Ser	otal – Semester I			120	60	120	60	600	60

Semester 2	2– Year 2
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Course Code	Course Name	Course Status	Lecture Hrs	Seminar/ Tutorial	Assignm ent Hrs	Independ ent study Ure	Practical Hrs	Total Hours	Credits			
RAC 221	Financial Reporting II	Core	30	15	7.5	15	7.5	75	7.5			
RAC 222	Financial Markets and Institutions	Core	30	15	7.5	15	7.5	75	7.5			
RAC 223	Risk and Insurance	Core	30	15	7.5	15	7.5	75	7.5			
RAC 224	Research Methodology	Core	30	15	7.5	15	7.5	75	7.5			
RAC 225	Auditing Theory and Practice	Core	30	15	7.5	15	7.5	75	7.5			
RAC 226	Investment Analysis & Portfolio Mg	Core	30	15	7.5	15	7.5	75	7.5			
RAC 227	Network Design and Administration	Core	30	15	7.5	15	7.5	75	7.5			
RAC 228	Database Analysis and Design	Core	30	15	7.5	15	7.5	75	7.5			
Total – Sei	otal – Semester 2				60	120	60	600	60			

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	Semeste	er 1– Ye	ar 3						
Course Code	Course Name	Course Status	Lecture Hrs.	Seminar/ Tutorial	Assignm ent Hrs	Independ ent study Use	Practical Hrs	Total Hours	Credits
RAC 311	Financial Reporting III	Core	30	15	7.5	15	7.5	75	7.5
RAC 312	Project Planning and Management	Core	30	15	7.5	15	7.5	75	7.5
RAC 313	Public Finance and Taxation	Core	30	15	7.5	15	7.5	75	7.5
RAC 314	International Finance	Core	30	15	7.5	15	7.5	75	7.5
RAC 315	Management Accounting	Core	30	15	7.5	15	7.5	75	7.5
RAC 316	Systems Analysis and Design	Core	30	15	7.5	15	7.5	75	7.5
RAC 317	Management Information System	Core	30	15	7.5	15	7.5	75	7.5
RAC 318	Auditing and Assurance Service	Core	30	15	7.5	15	7.5	75	7.5
Total – Sei	mester I		240	120	60	120	60	600	60
	Semeste	er 2 - Ye	ear 3						
Course Code	Course Name	Course Status	Lecture Hrs	Seminar/ Tutorial	Assignm ent Hrs	Independ ent study Hre	Practical Ur.	Total Hours	Credits
RBF 399	Field Work	Core	0	0	0	300	0	300	30
RBR 399	Research Paper Writing	Core	0	0	0	300	0	300	30
Total – Sei	otal – Semester II				0	600	0	600	60

# 12. 5 BACHELOR OF BANKING AND MICROFINANCE

# 12.5.1 Entry Requirements

Eligible candidates to be admitted into the Bachelor of Banking and Microfinance degree have to meet the following minimum requirements:

#### Direct Entry Qualifications

i) At least two Principal level passes in the following subjects: Economics, Commerce, Accountancy, Advanced Mathematics, Geography or Physics. If one of the passes is not advanced Mathematics, an applicant **must** have a subsidiary pass in advanced Mathematics/Basic applied Mathematics at A-Level or a minimum of "D" grade in Basic Mathematics and English at O-Level.

# Equivalent qualifications

iii) Equivalent qualifications such as ordinary or advanced diploma/degrees courses considered to be appropriate for the programme to be pursued. Diploma in Business Administration, Accountancy, Marketing, Economics, Entrepreneurship, Banking and Finance, Local Government Accounting, Procurement, Mathematics, Information Technology with Accounting or Commerce with a minimum average grade of "B" or a minimum GPA of 3.0

The programme will be widely advertised to the public. Students eligible to be enrolled in this programme include those applying to join this programme directly or those shifting from other universities. In any case, the student must have gone through the TCU Central Admission System (CAS) and have met the university minimum admission requirements as provided in the prospectus.

#### 12.5.2 Practical Training

The Bachelor of Banking and Microfinance (BaM) programme consists of both coursework and dissertation components. Of the six semesters the programme lasts for, the first five (5) semesters are dedicated to the coursework component. In their

5<sup>th</sup> semester (year three), students start writing the research proposal. The sixth (6<sup>th</sup>) semester is dedicated to field attachment, research data collection and dissertation writing.

During the 2<sup>nd</sup> semester of the 2<sup>nd</sup> year, while doing the coursework part, the student will also be required to submit a research concept paper in business field. Based on that concept paper, the department will allocate a research supervisor to the student who will guide him/her from the research proposal up to the dissertation writing.

Upon the approval of the proposal by the supervisor, the student shall submit the completed research proposal for defence before s/he is allowed in writing by the faculty to proceed with data collection.

In addition to passing the coursework component, the student has to defend the final dissertation and pass to be allowed to graduate.

The dissertation shall be graded out of 100%. A passed dissertation shall be graded A, B+, B or C. A dissertation which scores below C shall be deemed to have failed. All dissertation examiners must fill in the dissertation mark sheet provided by the faculty.

#### Programme Objectives

The objectives of the BaM programme are to produce graduates able to:

- a. apply various techniques used by banks and financial institutions to manage risks, assets and liabilities;
- b. manage the impact of national and international regulation in financial best practices;
- c. manage micro-savings, micro-credits and micro-insurance services and marketing activities for Banks and MFIs;
- d. Apply, analyse and interpret the theories, principles, concepts and models of micro and macroeconomics in relation to the business environment in the domestic and international economy;
- e. explain, analyse, interpret, and apply portfolio management theories, principles, concepts and models in investment decisions;
- f. Apply different risk management theories and best practices for managing risks in financial institutions including banks and MFIs
- g. Assess the performance of MFIs using financial and non-financial performance indicators.

#### Programme Philosophy

The Tanzania government's industrialization initiatives cannot do without the banking and microfinance industry to support the financial imperative needs. Therefore, the Bachelor of Banking and Microfinance (BaM) blends banking and microfinance knowledge, skills and competences to meet the emerging demand for "hybrid" professionals. The programme explores how people and banking services come together to create cohesive business solutions. Graduates will be able to perform financial analysis in banking and microfinance industry complexities. They will fill jobs as accountants, systems analysts, business and financial analysts and managers. Graduates will be eligible to proceed towards professional accounting, finance and information systems credentials.

### Programme Objectives

The objectives of the BaM programme are to produce graduates able to:

- h. apply various techniques used by banks and financial institutions to manage risks, assets and liabilities;
- i. manage the impact of national and international regulation in financial best practices;
- j. manage micro-savings, micro-credits and micro-insurance services and marketing activities for Banks and MFIs;
- k. Apply, analyse and interpret the theories, principles, concepts and models of micro and macroeconomics in relation to the business environment in the domestic and international economy;
- 1. explain, analyse, interpret, and apply portfolio management theories, principles, concepts and models in investment decisions;
- m. Apply different risk management theories and best practices for managing risks in financial institutions including banks and MFIs
- n. Assess the performance of MFIs using financial and non-financial performance indicators.

#### Transfer and Progression

The successful completion of this UQF level 8 will enable the students to qualify for vertical progression to higher qualifications such as UQF level 9, i.e. Master's programme or horizontal transfer between universities or closely similar programmes within RUCU. Regarding the transfer, RUCU comply with the credit transfer arrangements as stipulated by TCU so that all such arrangements be along the credit accumulation and transfer requirements. Ruaha catholic university will accommodate credit transfer when it is satisfied that a subject or a group of subjects that have been completed at a different institution or programme are equivalent or relevant to the subject or group of subjects in the programme that the student is about to undertake at the receiving institution.

#### 12.5.3 The Curriculum of the Programme

This programme consists of 35 core courses (no electives) carrying 373 credits over 3 years consisting of 6 semesters. A semester consists of 17 weeks: 15 weeks of teaching and 2 weeks for examination. As such the number of credits in the matrix below is distributed based on 15 weeks.

	Semeste	er 1– Ye	ar 1						
Course Code	Course Name	Course Status	Lecture Hrs	Seminar/ Tutorial	Assignm ent <u>Hrs</u>	Independ ent study	Practical Hrs.	Total Hours	Credits
RAC 111	Business Mathematics and Statistics	Core	36	18	9	18	9	90	9
RAC 112	Financial Accounting	Core	36	18	9	18	9	90	9
RAC 113	Microeconomics	Core	36	18	9	18	9	90	9
RAC 114	Business Communication skills	Core	32	16	8	16	8	80	8
RAC 115	Mercantile Law I	Core	32	16	8	16	8	80	8
RAC 116	Principles of Cost Accounting	Core	36	18	9	18	9	90	9
RAC 117	Human Resources Management	Core	32	16	8	16	8	80	8
RAC 118	Social Ethics	Core	32	16	8	16	8	80	8
Total – Ser	otal – Semester 1				68	136	68	680	68

	Semeste	r 2– Ye	ar 1						
Course Code	Course Name	Course Status	Lecture Hrs	Seminar/ Tutorial	Assignm ent <u>Hrs</u>	Independ ent study	Practical Hrs.	Total Hours	Credits
RAC 121	Introduction to Microfinance	Core	36	18	9	18	9	90	9
RAC 122	Financial Services	Core	36	18	9	18	9	90	9
RAC 123	Macroeconomics	Core	36	18	9	18	9	90	9
RAC 124	International Development	Core	32	16	8	16	8	80	8
RAC 125	Mercantile Law II	Core	32	16	8	16	8	80	8
RAC 126	Principles of Banking Operations	Core	36	18	9	18	9	90	9
RAC 127	Business and Social Ethics	Core	32	16	8	16	8	80	8
Total – Ser	otal – Semester 2				60	120	60	600	60

	Sem	ester 1 -	-Year	2					
Course Code	Course Name	Course Status	Lecture Hus	Seminar/ Tutorial	Assignment Hrs	Independen t Study	Practical Hrs	Total Hrs	Credits
RAC 211	Financial Markets and Investment	Core	40	20	10	20	10	100	10
RAC 212	The Monetary and Financial System	Core	40	20	10	20	10	100	10
RAC 213	Lending and Insurance Management	Core	40	20	10	20	10	100	10
RAC 214	Finance for Microfinance Institutions	Core	40	20	10	20	10	100	10
RAC 215	Management Theory and Practice	Core	40	20	10	20	10	100	10
RAC 216	Corporate Financial Reporting	Core	40	20	10	20	10	100	10
Total – Se	Total – Semester 1				60	120	60	600	60

	Se	emester	2 – Yea	ır 2					
Course Code	Course Name	Course Status	Lecture Hrs	Seminar/ Tutorial	Assignment Hrs	Independen t Study	Practical Hrs	Total Hrs	Credits
RAC 221	Rural Development	Core	40	20	10	20	10	100	10
RAC 222	Banking Practice Law	Core	40	20	10	20	10	100	10
RAC 223	Applied Microfinance I	Core	40	20	10	20	10	100	10
RAC 224	Corporate Finance	Core	40	20	10	20	10	100	10
RAC 225	Corporate Governance Theory	Core	30	15	7.5	15	7.5	75	7.5
RAC 226	Project Cycle Management	Core	40	20	10	20	10	100	10
RAC 227	Entrepreneurship	Core	30	15	7.5	15	7.5	75	7.5
Total – Se	mester 2		260	130	65	130	65	650	65

	Sem	ester 1 -	-Year	3					
Course Code	Name	Course Status	Lecture Hrs	Seminar/ Tutorial	Assignment Hrs	Independen t Study	Practical Hrs	Total Hrs	Credits
RAC 311	Financial Markets and Investment	Core	40	20	10	20	10	100	10
RAC 312	Strategic Marketing Management	Core	40	20	10	20	10	100	10
RAC 313	Applied Microfinance II	Core	40	20	10	20	10	100	10
RAC 314	International Trade Finance	Core	40	20	10	20	10	100	10
RAC 315	Technical Skills for MFIs Managers	Core	40	20	10	20	10	100	10
RAC 316	Research Methodology	Core	40	20	10	20	10	100	10
Total – Se	Total – Semester 1				60	120	60	600	60

	Semester 2 - Year 3									
Course Code	Course Name	Course Status	Lecture Hrs	Seminar/ Tutorial	Assignm ent Hrs	Independ ent study Hrs	Practical Ure	Total Hours	Credits	
RBF 399	Field Work	Core	0	0	0	300	0	300	30	
RBR 399	Research Paper Writing	Core	0	0	0	300	0	300	30	
Total – Sei	otal – Semester II			0	0	600	0	600	60	

# 12.6 MASTER OF BUSINESS ADMINISTRATION (MBA)

# Programme Objectives

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

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

#### 12.6.1 Admissions Requirements

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

- a. The candidate must meet the common regulations for admissions into the Masters' Degrees offered by RUCU.
- b. Holders of at least first or an upper second class degree or equivalent in nonclassified degrees.
- c. Holders of lower second class or pass degree with a minimum of two and three year of work experience respectively.
- d. Holder of postgraduate diploma in business studies or related fields.
- e. Applicants with professional qualifications such as CPA, ACCA, or CSP plus a year or more of work experience, provided they completed form Six.

# 12.6.2 Duration of the MBA Programme

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

#### 12.6.3The Curriculum of the MBA Programme

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

#### Semester One

Code	Course Title	Hours	Credits	Status
RBE 600	Advanced Business Economics	30	3	Core
RQM 601	Quantitative Methods	30	3	Core
RBR 603	Business Research Methodology I	45	4.5	Core
RFA 601	Advanced Financial Accounting I	45	4.5	Elective
RAI 602	Auditing and investigation	45	4.5	Elective
RFT 602	Financial Theory and practice	45	4.5	Elective
	Advanced Human Resources	45	4.5	Elective
RHM 600	Management I			
RBL 601	Business Law, Leadership & Ethics	30	3	Elective
RLL 601	Labour Law & Employment Relations	45	4.5	Elective
RSP 602	Social Psychology of Industry	45	4.5	Elective

#### Semester Two

Code	Course Title	Hours	Credits	Status
RFA 603	Advanced Financial Accounting II	45	4.5	Elective
	Strategic Management Control	30	3	Elective
RSM 603	System			
RIF 604	International Finance	45	4.5	Elective
RFM 606	Financial Markets and Institutions	45	4.5	Elective
RBR 604	Business Research Methodology II	45	4.5	Core
RTA607	Taxation	30	3	Elective
	Advanced Human Resource	45	4.5	Elective
RHM 603	Management II			
ROB 604	Organizational Behaviour	45	4.5	Elective
RPR 605	Public Relations	45	4.5	Elective
RMT 606	Management Training Techniques	30	3	Elective
RLE 607	Labour Economics	30	3	Elective
REN 601	Entrepreneurship	30	3	Elective

#### NB: For each Semester

- 19 weeks for class lectures
- One week for examinations preparation
- Two weeks for university examinations
- Two weeks for short break holidays

## Semester Three

Code	Course Title	RUCU (Units)	Hours	TCU (Credits)	Status (Core)
RDI 608	Dissertation	6	80	8	Core

It shall require at least 360 credits to complete the MBA in human resource management.

# 12.7 MASTER OF BUSINESS ADMINISTRATION (ACCOUNTING AND FINANCE)

# 12.7.1 Entry Requirements

This is a multidisciplinary professional programme. It admits candidates based on the following criteria:

- a. The candidate must meet the common regulations for admissions into the Masters' Degrees offered by RUCU.
- b. The applicant must be a holder of at least first or an upper second class degree or equivalent in non-classified degrees; **OR**
- c. The applicant must be a holder of lower second class or pass degree with a minimum of two and three year of work experience, respectively; **OR**
- d. The applicant must be a holder of a postgraduate diploma in business studies or related fields; or
- e. The applicant with professional qualifications such as CPA, ACCA, or CSP plus at least a year or more of work experience is eligible, provided that s/he completed Form VI.

#### 12.7.2 Practical Training

The Master in Business Administration – Accounting and Finance consists of both coursework and dissertation components. Of the three semesters the programme lasts for, the first two semesters are dedicated to the coursework component along with writing the research proposal. The third semester is dedicated to research and dissertation writing.

During the first two semesters, while doing the coursework part, the student will also be required to submit a research concept paper in business field (accounting or finance). Bases on that concept paper, the directorate of postgraduate studies will allocate a research supervisor to the student who will guide him/her from the research proposal up to the dissertation writing.

Upon the approval of the supervisor, the student shall submit the completed research proposal for defence before s/he is allowed in writing by the directorate of postgraduate studies to proceed with data collection.

Once the student has passed the coursework part, s/he will also have to defend the final dissertation and pass before s/he is allowed to graduate.

The dissertation shall be graded out of 100%. A passed dissertation shall be graded A, B+ or B accordingly. A dissertation which scores below B shall be deemed to have failed. All dissertation examiners must fill in the dissertation mark sheet found in the Postgraduate General Guidelines and regulations.

#### Programme Objectives

With reference to the market survey report, the objectives of the Masters in Business Administrations (Accounting and Finance) are:

a. To meet the ever growing demand for higher education training in business administration, with major in multidisciplinary profession of Accounting and Finance.

- b. To enhance capabilities among graduates of RUCU to embark on a thrilling, administration of self, group and organizational life in both local and international business environments.
- c. To develop market-driven professional competences in accounting and finance that will be used in meeting the current both local and foreign investment needs.
- d. To prepare candidates for higher business degrees in accounting and finance;
- e. To prepare candidates to become future business research oriented graduates in accounting and finance.

#### 12.7.3 The Curriculum of the Programme

KEY: L=Lectures; S/T=Seminars and Tutorials A=Assignments I/R=Independent studies

and research F/TP= Field and Training practical, CR/H= credit hours CR/SEM= credit per semester

Code	Course Title (all courses are core)	L	S/T	A	I/R	F/TP	CR/H	CR/SEM
RAC 611	Advanced Management Accounting	30	20	20	20	10	100	12
RAC 612	Advanced Financial Accounting I	36	24	24	24	12	120	12
RAC 613	Quantitative methods	36	24	24	24	12	120	12
RAC 614	Auditing and Investigation	36	24	24	24	12	120	12
RAC 615	Financial Theory and Practice	36	24	24	24	12	120	12
RMS 617	Business Research Methodology I	30	20	20	20	10	100	10
RMS 618	Advanced Business Economics	30	20	20	20	10	100	10
Total Credit	s – Semester I							80

Semester One - Year One:

#### Semester Two - Year One

Code	Course Title (all courses are core)	L	s/T	A	I/R	F/ TP	CR/ H	CR/ SEM
RAC 621	Advanced Financial Accounting II	36	24	24	24	12	120	12
RMS 627	Advanced Strategic management	36	24	24	24	12	120	12
RAC 622	International Finance	36	24	24	24	12	120	12
RMS 626	Entrepreneurship	36	24	24	24	12	120	12
RAC 623	Financial Markets and Institutions	36	24	24	24	12	120	12
RAC 624	Public Finance and Taxation	30	20	20	20	10	100	10
RMS 622	Business Research Methodology II	30	20	20	20	10	100	10
Total Credit	s – Semester II							80

#### Semester I Year Two

RMS 631	Dissertation				600	60
Overall Pro	ogramme Credits			220		

#### NB. All courses are core. There are no elective courses.

#### MBA in Accounting and Finance

NB:

- Students are required to write their research proposal and submit for approval ready for data collection.
- Students will be assigned supervisors for their dissertation and write their final dissertation report.
- Writing proposal will take 3 months from the end of second semester
- Writing final dissertation reports will take 3 months
- After dissertations have been marked, students will be required to defend their dissertation

#### NB:

- (i) 19 weeks for class lectures
- (ii) One week for examinations preparation
- (iii) Two weeks for university examinations

# 12.8 MASTER IN BUSINESS ADMINISTRATION (HUMAN RESOURCES MANAGEMENT)

#### 12.8.1 Specific Entry requirements

Candidates must be able to satisfy the general admission requirements of the Ruaha Catholic University as stipulated in prospectus.

- i) To be considered for admission to a Master's programme in Human Resources
- Management, a candidate must be a holder of a first degree of Ruaha Catholic University/ Ruaha University College or of any other recognized University with a GPA of at least 2.7
- iii) Holders of first or an upper second class degree or equivalent in nonclassified degree
- iv) Holders of lower second class or pass degree with a minimum of two and three year of work experience respectively
- v) Holder of postgraduate diploma in business studies or related fields
- vi) Applicants with professional qualifications such as CPA, ACCA, or CSP plus a year or more of work experience, provided they completed form six.

#### 12.8.2 Practical Training

Masters of Business Administration in Human Resources Management students at Ruaha Catholic University will be doing several field activities in various subjects like business research methodology where by students will be required to develop topic and as part of learning, so they will be required to collect data from the field based on the nature of the topic developed.

#### Programme Objectives and Philosophy

The main objective of Masters of Business Administration in Human Resources Management is to cater for vigorous training in key areas of management.

The programme is intended to achieve the following specific objectives:

- i. To meet the ever growing demands for higher education training in business administration
- ii. Enable graduates to demonstrate an understanding of the fundamentals of Human resources Management and how this relates to the organizations.
- iii. Enhance capabilities among graduates of RUCU to embark on a thrilling, administration of self, group and organizational life both in local and international business management
- iv. Demonstrate professional competence that will be used in meeting the current human and business needs
- v. Enable candidates to develop into competent professionals who are recognized for their specialized knowledge, who serve the individual and society and who have concern for the effectiveness and honour of their professions.

#### Programme Philosophy

Any academic programme is designed to produce manpower with specific skills, knowledge and values as well as to fulfil certain needs in society. Analysis of the survey data revealed a great need to produce graduates with knowledge and skills in HR Managers who will be able to use HR management theories, methods, procedures, techniques and tools and HR professional practices for better management of HR functions. In this proposed programme students will be trained to become good managers both in public and private sector institutions.

#### 12.8.3 Assessment Criteria

A minimum of 180 credits for level 9 the award will be Masters degree. Postgraduate Certificate and Postgraduate Diploma may be granted upon realising 90 and 120 credits respectively as part of the Masters Degree Programme. The modality of assessment will include course work which shall cover 40 percent and Final Semester exam which shall cover also 60 percent of the final grade.

#### Arrangement for recognition of prior learning

Holder of postgraduate diploma in business studies or related and applicants with professional qualifications such as CPA, ACCA, or CSP plus a year or more of work experience, provided they completed form six may be admitted.

#### Learning assumed to be in place

It is assumed that the student admitted to this programme has a good command of English and in particular basic knowledge of subjects taught in Undergraduate like Mathematics and Statistics,

#### Management courses. Transfer arrangement

In the event that completion of the programme delivery proves impossible for any reason to some or all students Ruaha Catholic University will enter into credit transfer arrangement with any other university in accordance to UQF principles of credit transfer (Section 4.5) to facilitate the students' successful completion of their study programme.

# 12.8.4 The Curriculum of MBA (Human Resource Management)

Code	Course Title	L	s	A	IS	Р	Hours		DITS PER IESTER
RMS 611	Semester IAdvancedHumanResources Management I	30	20	20	20	10	100	10	
RMS 612	Advanced Managerial Economics	24	16	16	16	8	80	8	
RMS 613	Business Law	24	16	16	16	8	80	8	
RMS 614	Labour Law & Employment Relations	30	20	20	20	10	100	10	
RMS 615	Organizational Behaviour	30	20	20	20	10	100	10	
RMS 616	Advanced Strategic Management	30	20	20	20	10	100	10	
RAC 611	Quantitative Methods	30	20	20	20	10	100	10	
RAC 612	Applied Finance for HR Managers	30	20	20	20	10	100	10	
								76	
		r	1	1	1	1			
	Semester II								
RMS 621	Advanced Human Resource Management II	30	20	20	20	10	100		10
RMS 622	Business Research Methodology	30	20	20	20	10	100		10
RMS 623	Applied Public Relations	24	16	16	16	8	80		8
RMS 624	Corporate Governance and Ethics	24	16	16	16	8	80		8
RMS 625	Labour Economics	24	16	16	16	8	80		8
RMS 626	Entrepreneurship	24	16	16	16	8	80		8
			1						52
	Semester III								
RMS 631	Dissertation						600		60
							Total cre	edits	188

Key: L= Lecture, S = Seminar/Tutorial, a = Assignment, IS = In-depth. Studies and Research, P = Practical, C = credits

#### 12.9 MASTER OF FINANCE AND INTERNATIONAL INVESTMENT MANAGEMENT 12.9.1 Entry Arrangement

An applicant must be a holder of a first degree in one of the following fields: Bachelor of Science in Economics and Finance (BEF) or Bachelor of Science in Accounting and Finance (BAF) or Bachelor of Accounting and Finance with Information Technology (BAFIT) or any other specializations related to Accounting, Finance or Economics fields, with:

a) a GPA of 3 and above.

#### OR

b) a GPA of at least 2.7 with a work experience of at least two years.

Applicants with professional qualification such as CPA, ACCA, CSP or PSPTB with 2year work experience provided that they completed form six, will be considered on their own merit.

#### Selection Process

The programme will be widely advertised to the public via RUCU website (www.rucu.ac.tz) and various media including newspapers, radio, TVs and social media. Applicants eligible to be enrolled in this programme include those applying to join this programme directly to RUCU Directorate of Postgraduate Studies or those meeting the TCU requirements for transfer from other universities.

Policies and Procedures with regard to allocation of places

The policies and procedures with regard to the allocation of places will be based on the applicant's qualifications as stipulated in Section 2.10 and 4.1 of this document. The allocation of places will be on an equal chance basis.

#### Transfer and progression

The successful completion of UQF level 9 will enable the students to qualify for vertical progression to higher qualifications such as UQF level 10, i.e. Ph.D. programme or horizontal transfer between universities or closely similar programmes within RUCU. Furthermore, graduates of this programme will meet entrance standards to enrol in the examinations for several professional boards including the National Board of Accountants and Auditors (NBAA) and the Association of Chartered Certified Accountants (ACCA). Regarding the transfer, RUCU comply with the credit transfer arrangements as stipulated by TCU so that all such arrangements are along the credit accumulation and transfer requirements. Ruaha catholic university will accommodate credit transfer when it is satisfied that a subject or a group of subjects that have been completed at a different institution or programme are equivalent or relevant to the subject or group of subjects in the programme that the student is about to undertake at the receiving institution.

Arrangement for Recognition of Prior Learning

The Master of Finance and International Investment Management programme does not provide for recognition of prior learning. The admission eligibility is based on the entry requirements detailed in section 2.10 of this document.

#### Learning Assumed to be in Place

The eligibility to this programme provides no assumed pre-requisite formal learning assumed to be in place except the minimum admission requirements as per prescribed in the university prospectus.

#### Transfer Arrangement

In the event that completion of the programme delivery proves impossible for any reason to some or all students Ruaha Catholic University will enter into credit transfer arrangement with any other university to facilitate the students' successful completion of their study programme in accordance to the UQF credit transfer arrangement. Students may transfer credits from this programme to another university.

#### 12.9.2 The Curriculum of the Programme

This programme consists of 18 courses and a Dissertation writing, altogether carrying 240 credits as indicated below:

**Key:** L= Lecture, S = Seminar/Tutorial, A = Assignment, IS = Indep. Studies and Research, P = Practical, C = credits

	International Finar	ncial									
RFN 611	Reporting and Analysis	51	core	30	20	2	20	20	10	100	10
		man									
RMS 61	1 Resources Managemen	t	core	30	20	2	20	20	10	100	10
RFN			core	30	20	2	20	20	10	100	10
612	International Economi	CS		50	20				10		
	International Corpo	rate									
RFN		and									
613	Regulations		core	30	20	2	20	20	10	100	10
RFN	Treasury Managem	nent									
614	and controllership		core	30	20		20	20	10	100	10
RFN			core	30	20	2	20	20	10	100	10
615	Quantitative Methods			50							
Total				180	120	1	20	120	60	600	60
	ar – Semester II			100	120	<u> </u>	20	120			
Code	Course Title	Stat	us	L	S	A	19	5	Р	H	С
RFN	1										
	International				-						
621	Corporate Finance	core	2	30	20	20	2	0	10	100	10
621 RMS		core	2	30	-	20	2	0	10	100	10
	Corporate Finance	core		30 30	-	20 20		0	10 10	100 100	10 10
RMS	Corporate Finance Business Research				20						
RMS 621	Corporate Finance Business Research Methodology		2		20		2				
RMS 621 RFN	Corporate Finance Business Research Methodology International Monetary	core	2	30	20 20	20	2	0	10	100	10
RMS 621 RFN 622	Corporate Finance Business Research Methodology International Monetary	core	2	30	20 20	20	2	0	10	100	10
RMS 621 RFN 622 RFN	Corporate Finance Business Research Methodology International Monetary Economics	core	2	30 30	20 20 20	20 20	2 2 2 2	0 0	10 10	100 100	10 10

#### First Year – Semester I

RFN 625	International Financial Reporting and Analysis II	core	30	20	20	20	10	100	10
Total			180	120	120	120	60	600	60

# Second Year – Semester I

Code	Course Title	Status	L	S	A	15	Ρ	Н	C
RFN	Theory of Risk and	core	30	20	20	20	10	100	10
631	Insurance Management		50	20			10	100	10
RMS	International Business	core	30	20	20	20	10	100	10
631	Management		50	20			10	100	10
RFN	International Trade and	core	30	20	20	20	10	100	10
632	Foreign Direct Investment		50	20			10	100	10
RFN	International Business	core	30	20	20	20	10	100	10
634	Finance		50	20			10	100	10
RFN	Foreign Investment	core	30	20	20	20	10	100	10
635	Negotiations		50	20			10	100	10
RFN	International Financial	core	30	20	20	20	10	100	10
636	Markets		50	20			10	100	10
Total			180	120	120	120	60	600	60

# Second Year – Semester II:

Code	Course Title	Status	L	S	Α	IS	Ρ	Н	C
RDI 635	Dissertation	core						600	60

# 12.10 FACULTY OF BUSINESS AND MANAGEMENT SCIENCES ACADEMIC STAFF Full Time Staff

S/n	Full Name	Ge nd er	Qualifications	Position/Designation
1	Dr. Isidore Minani	М	PhD (UDSM), MBA (IUCo), BBA (IUCo), IT (RUCO), CCNA (RUCO)	Senior Lecturer Dean, FBMS
2	Mr. Joseph Ndawi	F	MSc (Mzumbe), BSc (Mzumbe)	Assistant Lecturer and Head of Department of Management Sciences
3	Dr. Romed Kavenuke	м	PhD (UDSM) MBA (Dar), BBA (SAUT)	Lecturer and Head of Department of Accounting and Finance
4	Prof. Dominicus Kasilo	М	PhD (Netherlands), MBA, ADA. Dip. (Mzumbe)	Associate Professor of Finance and DVCAA

5	Prof. Alex Juma	м	PhD (UK), PGCE (UK), MBA	Associate Professor
	Ochumbo	1.1	(USA), BSc (Econ-USA)	of Management
6	Dr. Alberto Ndekwa	м	PhD (OUT), MBA (IUCo), BSc (RUCO)	Senior Lecturer
8	Dr. Esther Ikasu	F	PhD (Philippines), MBA (Mzumbe), ADBA (Mzumbe)	Lecturer
9	Rev. Dr. Venance Ndalichako	м	PhD Economics (Bayreuth - Germany), MBA (Philadelphia, USA), BA Ed (UDSM)	Lecturer
10	Dr. David Mosoma	М	PhD (Philippines), MSc (Mzumbe), PGDEED (IFM)	Lecturer
11	Dr. Theobald F. Kipilimba	М	PhD (Richmond) MBA (Richmond), BBA (Richmond)	Senior Lecturer
12	CPA. Kabaka Ndenda***	М	MBA (Dar), LL.M (RUCU) CPA, BBA (Dar),	Lecturer
13	Mr. Lupyana Samwel***	М	MBA (Marketing)(Uol), BA(Uol)	Assistant Lecturer
14	Mr. Gasper Chuwa***	М	MBA(SAUT), BEDCOM(Dar), IT (TBR)	Assistant Lecturer
15	Ms. Hawa Jumanne	F	MBA (IUCo), BBA (UDOM)	Assistant Lecturer
16	Ms. Eva Kapinga	F	MBA(RUCU), BBA(RUCO)	Assistant Lecturer
17	Mr. Mtindya Kalingani	М	MBA(RUCU), BBA(RUCO)	Assistant Lecturer
18	Mr. Brown Mwasyebwa	м	MBA (RUCO), BBA (TUMAINI), Dip Ed (KLERRUU)	Assistant Lecturer
19	Mr. Pancrease Nyaluhela	М	MBA (CBE), BBA (RUCO)	Assistant Lecturer
20	Gloria Anthony Mrema	F	MBA (Mzumbe) BA	Assistant Lecturer
21	Mary Mushi	F	MBA and BA (Mzumbe)	Assistant Lecturer
22	John Mtweve	М	MBA(Amsterdam) BA(Tumaini)	Assistant Lecturer
23	Letus George Mwallo	М	MBA(UOI) BA (UOI)	Assistant Lecturer
24	Florence Nakawude	F	BA(HRM) - UOI	Tutorial Assistant
25	Sara Mhando	F	Cert. (Secretarial Science	Administrative Secretary

# Visiting Staff

S/n	Full Name	Gender	Qualifications	Position/Designation
1	Dr. Walter Mbunda	м	PhD(Philippines), MA (UDSM), BA (UDSM)	Lecturer

2 Dr. George Lindi M PhD (UDSM) Senior Lecturer	r
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#### Key:

\*\*\* Ph.D. Candidate

#### 13.0 INSTITUTE OF ALLIED HEALTH SCIENCES (IAHS) COURSES 13.1 DEPARTMENT OF PHARMACEUTICAL SCIENCES 13.1.1 BASIC TECHNICIAN CERTIFICATE IN PHARMACEUTICAL SCIENCES (NTA LEVEL 4)

#### SEMESTER ONE MODULES

S/N	MODULE TITLE	CODE	CREDIT	CORE
1.	Dispensing	PST04101	8	CORE
2.	Disease Control and Prevention	PST04102	10	CORE
3.	Human Anatomy and Physiology	PST04103	12	CORE
4.	Pharmaceutical Dosage Forms	PST04104	4	CORE
5.	Pharmaceutical Calculations	PST04105	11	CORE
6.	Communication Skills	PST04106	4	CORE
7.	Basic Computer Applications	PST04107	6	CORE

#### SEMESTER TWO MODULES

S/N	MODULE TITLE	CODE	CREDIT	CORE
1.	Law and Ethics in Pharmacy Practice	PST04208	4	CORE
2.	Compounding of Pharmaceutical	PST04209	20	CORE
	Liquid Preparations			
3.	Pharmaceutical Inorganic Chemistry	PST04210	12	CORE
4.	Basic Pharmacology	PST04211	12	CORE
5.	Medical Stores Keeping	PST04212	12	CORE
6.	Pharmacy Practice	PST04213	5	CORE

#### 13.1.2 TECHNICIAN CERTIFICATE IN PHARMACEUTICAL SCIENCES (NTA LEVEL 5) SEMESTER ONE MODULES

S/N	MODULE TITLE	CODE	CREDIT	CORE
1.	Medicines and Medical Supplies	PST05101	12	CORE
	Management			
2.	Law and Policies in Pharmacy	PST05102	7	CORE
	Practice			
3.	Pharmaceutical Microbiology	PST05103	12	CORE
4.	Pharmacology and Therapeutics	PST05104	12	CORE
5.	Rational Use of Medicines	PST05105	4	CORE
6.	Pharmaceutical Organic Chemistry	PST05106	12	CORE

#### SEMESTER TWO MODULES

S/N	MODULE TITLE	CODE	CREDIT	CORE
1.	Quality Assurance of Pharmaceutical	PST05207	12	CORE
	Products			
2.	Pharmaceutics Theory and Compounding	PST05208	20	CORE
3.	Health Information Management	PST05209	12	CORE
4.	Basic Pharmacology	PST05210	12	CORE

5.	Pharmacy Practice	PST05211	5	CORE
			-	

#### 13.1.3 ORDINARY DIPLOMA IN PHARMACEUTICAL SCIENCES (NTA LEVEL 6) SEMESTER ONE MODULES

S/N	MODULE TITLE	CODE	CREDIT	CORE
1.	Leadership and Management	PST06101	12	CORE
2.	Counselling and Guidance Skills	PST06102	8	CORE
3.	Pharmaceutical Production	PST06103	20	CORE
4.	Health and Medicines Policy	PST06104	7	CORE
5.	Health Financing	PST06105	12	CORE
6.	Pharmaceutical Pharmacotherapy	PST06106	6	CORE
7.	Veterinary Pharmacology	PST06107	6	CORE

#### SEMESTER TWO MODULES

S/N	MODULE TITLE	CODE	CREDIT	CORE
1.	Pharmaceutical Public Health	PST06208	8	CORE
2.	Entrepreneurship	PST06209	12	CORE
3.	Operational Research	PST06210	24	CORE
4.	Monitoring and Evaluation of Medicines Use	PST06211	12	CORE
5.	Pharmacy Practice	PST06212	5	CORE

#### 13.2 DEPARTMENT OF MEDICAL LABORATORY SCIENCES

#### 13.2.1 BASIC TECHNICIAN CERTIFICATE IN MEDICAL LABORATORY SCIENCES

#### NTA LEVEL 4: SEMESTER ONE MODULES

S/N	CODE	MODULE TITLE	CREDIT	CORE
1	MLT 04101	Basic human anatomy	10	CORE
2	MLT 04102	Basic laboratory instrumentation	14	CORE
3	MLT 04103	Customer care and communication skills	8	CORE
4	MLT 04104	Laboratory ethics and professionalism	6	CORE
5	MLT 04105	Laboratory safety and waste management	10	CORE
6	MLT 04106	Prevention and control of diseases	10	CORE

#### NTA LEVEL 4: SEMESTER TWO MODULES

S/N	CODE	MODULE TITLE	CREDIT	CORE
1	MLT 04207	Systemic Human Anatomy and Physiology	8	CORE
2	MLT 04208	Basic computer skills and information	10	CORE
		management		
3	MLT 04209	Basic laboratory investigation	14	CORE
4	MLT 04210	Basic laboratory specimen management	10	CORE
5	MLT 04211	Occurrence management and record keeping	8	CORE
6	MLT 04112	Preparation of basic laboratory reagents and	12	CORE
		solutions		

#### NTA LEVEL 5: SEMESTER ONE MODULES

S/N	CODE	MODULE TITLE	CREDIT	CORE			
1	MLT 05101	Historical and cytological technique	10	CORE			
2	MLT 05102	Application of computer skills	10	CORE			
3	MLT 05103	Quality assessment of laboratory services	10	CORE			
4	MLT 05104	Procurement of laboratory supplies	8	CORE			
5	MLT 05105	Maintenance and calibration of laboratory	12	CORE			
		equipment and instruments					
6	MLT 05106	Laboratory specimen collection and	12	CORE			
		transportation					

#### NTA LEVEL 5: SEMESTER TWO MODULES

S/N	CODE	MODULE TITLE	CREDIT	CORE
1	MLT 05207	Haematology and blood transfusion	10	CORE
2	MLT 05208	Microbiology and immunology	14	CORE
3	MLT 05209	Clinical Chemistry	8	CORE
4	MLT 05210	Medical Parasitology	6	CORE
5	MLT 05211	Field work practice	0	CORE

# NTA LEVEL 6: SEMESTER ONE MODULES

S/N	CODE	MODULE TITLE	CREDIT	CORE
1	MLT 06101	Management and leadership	10	CORE
2	MLT 06102	Bio safety and bio security	10	CORE
3	MLT 06103	Public health	10	CORE
4	MLT 06104	Health economics and entrepreneurship	8	CORE
5	MLT 06105	Laboratory ethics and professional code of conduct	8	CORE
6	MLT 06106	Laboratory information management	8	CORE
7	MLT 06107	Laboratory quality assurance	8	CORE

#### NTA LEVEL 6: SEMESTER TWO MODULES

S/N	CODE	MODULE TITLE	CREDIT	STATUS			
1	MLT	Diagnostic pathology in	10	CORE			
	06208	parasitology and entomology					
2	MLT	Diagnostic pathology in	14	CORE			
	06209	microbiology and immunology					
3	MLT	Diagnostic pathology in clinical	12	CORE			
	06210	chemistry					
4	MLT	Diagnostic pathology in histology	10	CORE			
	06211	and cytology					
5	MLT	Diagnostic pathology in	14	CORE			
	06212	haematology and blood					
		transfusion					
6	MLT	Field work practice	0	CORE			
	06212						

S/N	NAME	GENDER	QUALIFICATION	POSITION
1	Mr. Edward Augustine Magwe	м	Bach. Pharmacy (SJUT), Master. Environmental Health (OUT)	Lecturer &
2	Mr. Samora Sanga	м	Cert. Pharmacy (Western Cape), Dipl. Pharmacy (BUCHS), Bach. Pharmacy (SJUT),	Senior Tutor
3	Mr. Alfred Manyiro	М	Bach. Pharmacy (MUHAS)	Senior Tutor
4	Mr. Gasper Baltazary	М	Bach. Pharmacy (MUHAS)	Senior Tutor
5	Ms. Leticia Mwanyika	F	Dipl. Pharmacy (RUCO), Bach. Pharmacy (CUHAS)	HoD Medical Lab
6	Ms. Magreth Mhalule	F	Dipl. Pharmacy (RUCO), Bach. Pharmacy (CUHAS)	Senior Tutor
7	Sr. Frida Mligo	F	Dipl. Pharmacy (RUCU)	Tutor
8	Mr. Didas Kapipi	М	Dipl. Pharmacy (RUCO)	Tutor
9	Mr. Amiry Rulimbiye	М	Dipl. Pharmacy (RUCU)	Tutor
10	Mr. Hinjo Makafu	М	Dipl. Pharmacy (RUCU)	Tutor
11	Mr. Samwel Lungo	М	Dipl. Pharmacy (RUCU)	Tutor
12	Ms. Getrude Njau	F	Dipl. Med Lab (Ikonda). Adv Dipl. Med Lab (RUCO), Bach. Med Lab (MUHAS)	Senior Tutor
13	Mr. John Mahona	м	Dipl. Medicine (Ifakara). PGDE (UDSM), BSc. Biology (OUT)	
14	Ms. Joyce Soka	F	Dipl. Med Lab (Ikonda). Bach. Med Lab (MUHAS)	Senior Tutor
15	Mr. Kelvin Komba	Μ	Bach. Med Lab (KIU)	Senior Tutor
16	Mr. Luka Mhagama	м	Cert. Med Lab (RUCO). Dipl. Med Lab (RUCU)	Tutor

# 13.3 INSTITUTE OF ALLIED HEALTH SCIENCES (IAHS)LIST OF ACADEMIC STAFF

			Bach.	Med	Lab	Senior Tutor	
17	Mr. Lukas Suman	М	(CUHAS)				
			Dipl.	Med	Lab	Senior Tutor	
18	Mr. Peter Mbena	М	(Ikonda).	Bach.	Med		
			Lab (CUF	HAS)			
19	Ms. Victoria		Dipl.	Med	Lab	Senior Tutor &	£
	Kankutebe	F	(RUCO).	Bach.	Med	HoD Medica	al
			Lab (CUF	HAS)		Lab	
20	Mr. Yebete Charles	М	Dipl.	Med	Lab	Senior Tutor	
			(RUCO).	Bach.	Med		
			Lab (UEA	B)			

# 14.0 THE UNIVERSITY LIBRARY

The Ruaha Catholic University (RUCU) Library came into existence with the inauguration of the Ruaha University College (RUCO) affiliated to St. Augustine University of Tanzania (SAUT) in 2005. The Library which was originally located on the ground floor of the main building was moved to a new three storey building (adjacent to the Administration Block) in March 2014 and was named *The Benjamin William Mkapa Learning Resource Centre* in Honour of the Third Phase President of the United Republic of Tanzania. The new building was inaugurated by Honourable Benjamin William Mkapa on 26<sup>th</sup> November, 2014. The new Library building offers enough space for Library as well as conference services. The new library is now known as "Benjamin William Mkapa Learning Resource Centre".

### 14.1 OPENING HOURS:

08:30am – 10:00pm Monday – Friday

8:30am – 4:00pm Saturday. Closed on Sunday and Public holidays.

# 14.2 INFORMATION RESOURCES:

These mainly include among others:

- Electronic Journals and books.
- Various text and reference books covering different topics in management, Computer Science, Law, Education, Science, Business Studies and other miscellaneous topics to mention but a few.
- Electronic resources are provided free of charge with assistance under the INASP/PERI programme.

# 14.3 THE MAJOR SECTIONS:

- o General Lending
- Special reserve
- Periodicals and Reference Section
- Reproduction Services
- Open reading area
- Processing Room
- Staff offices
- Computer room
- Seminar rooms
- Conference Hall

# 14.5 LIBRARY STAFF

14.5 No	NAME	GE	QUALIFICATION	POSITION
		0.2	Postgraduate Diploma in	
1	Mr Oreste L. Makafu	М	Librarianship- Aberystwyth Wales, Diploma in Librarianship- Makerere	Chief Librarian
2	Bro. Melkisedeck Mlula	м	MAED (MECI) RUCU, BA Ed OUT, Diploma in Library Archives and Records Management- SLADS Bagamoyo	Ass. Librarian
3	Ms Hatba H. Tellacky	F	Diploma in Library Archives and Documentation Studies- SLADS Bagamoyo	Library Ass.
4	Ms Lemina Ngoti	F	Diploma in Library and Information Studies – RUCU, Certificate in Library and Information Studies - RUCO	Library Ass.
5	Ms Rahel Longo	F	Diploma in Library and Information Studies – RUCU, Certificate of Library and Documentation Studies – SLADS Bagamoyo	Library Ass.
6	Sr. Theopista Lukosi	F	Certificate of Library and Documentation Studies – SLADS Bagamoyo	Library Ass.
7	Ms Mwanakheri Lutala	F	Certificate in Library and Information Studies- RUCO	Library Ass.
8	Mr Benitho Ngimba	М	Certificate Library, RUCU	Library Ass.
9	Ms. Marietha Lukosi	F	Certificate in Library and Information Studies- RUCO	Library Ass.
10	Ms Yasinta Wissa	F	Certificate in Library and Information Studies – RUCO, Certificate in Medical Laboratory Sciences - RUCO	Library Ass.
11	Ms Stella M. Mbingamno	F	Certificate in Library and Information Studies - RUCU	Library Ass.
12	Mr Yohana Maliva	м	Certificate in Library and Information Studies- RUCU	Library Ass.
13	Mr Oswald Gabriel	м	Certificate in Library and Information Studies - RUCU	Library Ass.
14	Mr Celestino Mnyawami	М	-	Security Guard
15	Ms Salecia Msungu	F	-	Security Guard

16	Ms Theodora Lova	F	-	Stationery Ass.
17	Betty Dallu	F	-	Bag Deposit
18	Fausta Mpunza	F	-	Bag Deposit

# PART III: STUDENT SERVICES

# 15.0 THE STUDENTS' GOVERNMENT

Like any other institution of higher learning in Tanzania, the University has a student organisation, known as the Ruaha Catholic University Student Organisation (RUCUSO). All registered students are automatic members and enjoy all the rights and privileges granted to this body. Each registered student is obliged to read RUCUSO by Laws and sign student's agreement form. From there on, a student is to live as per Vision, Mission and Values of RUCU. Each student is to pay a students' government fee of TZS 10,000 (or USD 10) per each academic year. RUCUSO should be very vocal on issues relating to improving the quality of the University and avoiding defending students who violate University Regulations and Students By-Laws. Student representation allows students' views to be heard and assists the University in making decisions that take into account student welfare.

Students are urged to abide by the representation principle by showing trust in those who represent them and to avoid conduct that makes it difficult for representatives to discharge their responsibilities for fear of being misunderstood.

RUCUSO leaders should be efficient, effective and of good behaviour.

#### RUCU Students Dress Code

Undesired dresses are prohibited. Students are to dress decently, modestly and smartly according to RUCU students' by-laws.

#### 15.1 The Office of Students' Affairs

The office of students' affairs is headed by the Dean of Students who deals with students' general welfare. This includes social and academic life at the University. The Dean of Students assists and guides students in their daily life issues/challenges in order to create a conducive environment to learning. The office of the Dean of Students also renders counselling/advice services to individuals and/or a group of students as need arises.

#### 15.2 Accommodation

Depending on the availability, students may be offered accommodation at the University Hostels. Students shall *comply* with the students' *by-laws* regarding campus residents. Any student who would like to use the service must apply for it through the Bursar.

Accommodation fee is paid for two semesters and is paid from July to 15<sup>th</sup> September of each year except for postgraduate students. There are four types of on campus hostel rooms: 2 people bedrooms @ TZS 450,000/=, 3 people bed rooms @ TZS 400,000/=, and 4 to 6 people bedrooms @ TZS. 350,000/=, seven and above

people bedrooms @ TZS 300,000/= (contact 0754581858 or 0262702431 and Fax 0262703563). The accommodation fee for undergraduate is for two semesters only.

The accommodation fee for postgraduate students is TZS. 500,000/= for 12 months from 1<sup>st</sup> October to 31<sup>st</sup> September of each year. All applicants for Campus accommodation will have to pay for their accommodation fee through any of the following accounts:

- 1. CRDB FAHARI HUDUMA A/C NUMBER 01J107042600 AT THE ADMISSION BLOCK OR
- 2. TANZANIA POSTAL BANK (TPB)- RUAHA CATHOLIC UNIVERSITY A/C 026-0000701 IRINGA

There are private hostels for girls and boys like:

- 1. Gangilonga: with rooms of 6,8 and 10 beds per room @ TZS 300,000/= (contact Tel; 0767 358000)
- 2. There is a private hostel for boys owned by the Roman Catholic Church at Kichangani with rooms for 6 and 8 beds per room @ TZS 300,000/= contact 0784 420210.
- 3. Consolata House for sisters and female students only at TZS 500,000/=

Applicants for accommodation in private hostels accommodation fee has to be paid at the respective hostel as per their guidelines. Applicants who choose to pay for campus accommodation will have to submit the bank pay-in-slip to the RUCU Accounts Office for recording and allocation of rooms.

NOTE: Accommodation fee is neither refundable nor transferable

# **15.3 Funeral Services**

In case a student dies during the semester and she/he is at Iringa Municipality, the RUCU will be responsible to transport the body to its domicile place as indicated in admission records of the deceased. The University will incur the following costs:

- I) The body preservation/treatment
- II) The coffin
- III) Transport to and from the deceased's domicile or cemetery
- IV) Condolence

There shall be the requiem mass/prayers depending on the religion of the deceased. The funeral committee comprises of the following members:

- i) Dean of students Chairperson
- ii) Associate Dean of Students
- iii) The University Chaplain
- iv) Respective head of Department Secretary
- v) Bursar
- vi) Personnel Officer
- vii) Three students' representatives from **RUCUSO**

The committee chairperson will convene the committee meeting as soon as death occurs.

#### 15.4 Catering Services

Catering services are available at the University Campus. Students may use the services on the terms offered by the caterer. The prices are generally affordable by all students. Students are allowed to deposit money for their meals during the semester.

#### 15.5 Health Services

The University is not responsible for students' insurance against sickness or accident. However, it is advisable for each student to insure against such risks unless his/her sponsor suggests otherwise. Hence each student who is not a member of any health insurance scheme shall pay TZS 50,400/ per year towards National Health Insurance Fund (NHIF) service. In addition, consultation with a private medical practitioner is the students' responsibility.

#### 15.6 Sports and Recreation

RUCU has facilities for sports and recreation allowing students to participate in popular indoor and outdoor games such as football, basketball, volleyball, netball, pool and darts. With the assistance of the Dean of Students, 'the Students' Sports committee arranges and conducts sports programmes and participation in and outside competitions. There are also Students' Canteens, where students have an opportunity to make full use of the facilities available.

On special occasions, films are shown to members of the RUCU community. Students can also arrange, through the RUCUSO Social Welfare Ministry, social functions such as dances, drama, and so forth.

#### 15.7 Religious Activities

The Chaplaincy looks after the spiritual life and needs of the students. The office also coordinates all religious affairs in the University. There is freedom to worship, devotion and fellowship at the University Campus without interfering with other students' rights or obstructing the smooth running of the university activities. The religious facilities e.g. rooms for worship available at the campus are strictly for students only.