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# **ZANZIBAR UNIVERSITY MANAGEMENT**

## **PRINCIPAL OFFICERS**

### **Vice Chancellor**

*Prof. Mustafa A. A. Roshash, LL.B. (Hons.), LL.M. (U of K), PhD (BUK) (Nigeria).*

### **Deputy Vice Chancellor (Academic)**

*Dr. Miraji Issa Saleh, MSc (Econ.) (Prague), PhD (Prague).*

### **Deputy Vice Chancellor (Administration)**

*Mr. Ahmad Majid Ali, Dipl. in Education (Z'bar); BEd (Science) (Hons.) (UDSM, Dar),  
MBA (UDSM, Dar).*

## **DEANS OF FACULTIES**

### **Dean of Faculty of Business Administration**

*Mr. Saleh Said Mwinyi, BCom (Rajasthan, India), MBA (Annamalai, India).*

### **Dean of Faculty of Law and Shariah**

*Dr. Moh'd Makame Haji, LL.B (ZU), MCL (IIUM, Malaysia), PhD (IIUM, Malaysia).*

### **Dean of Faculty of Arts and Social Sciences**

*Dr. Jamil Serwanga, BA Educ. (Econ./IRE), BA (Ed. Econ.) (Islamic University, Uganda), MA (Econ.) (Makerere, Uganda), PhD (Econ.) (Islamic University, Uganda).*

### **Dean of Faculty of Engineering**

*Prof. Omar F Hamad, BE, ME (ECE) (BIT, India), PhD (CNU, Korea), PostDoc (UJ, SA).*

### **Coordinator of Faculty of Health and Allied Sciences**

*Ms. Khadija Abbas Mohamed, Diploma (Nursing Education) (MUHAS); BScN (Aga Khan); MPH (Royal Tropical Institute, Amsterdam).*

## **DIRECTORS OF INSTITUTES AND DIRECTORATES**

### **Institute of Postgraduate Studies and Research**

*Dr. Mwinyi Talib Haji*, LL.B (ZU), LL.M (Malaysia), PhD (Law) (Malaysia).

### **Institute of Continuing Education**

*Dr. Masoud Rashid Mohammed*, BA (Econ.) (ZU), MSc (Econ.) (Malaysia), PhD (Malaysia).

### **Directorate of Library Services**

*Mr. Haji Ali Haji*, BA (Hist.) (Cad Ayad, Morocco), MA (Arch. Mgt.) (London).

## **HEADS AND COORDINATORS OF ACADEMIC DEPARTMENTS**

### **FACULTY OF BUSINESS ADMINISTRATION**

#### **Ag. Head of Department of Accounting and Finance**

*Mr. Abubakar Mohamed Abubakar*, Adv. Dipl. In Accountancy (IFM, Dar); MSc (Finance), (Strathclyde); CPA(T).

#### **Head of Department of Marketing**

*Mr. Saleh Said Mwinyi*, BCom. (Rajasthan, India), MBA (Annamalai, India).

#### **Ag. Head of Department of Business Information Technology**

*Ms. Rehman Aboud Jumbe*, BCA (Bangalore), MSc (IT for Mgt.) (Coventry).

#### **Coordinator of Department of Procurement and Logistics Management**

*Mr. Ridha Khamis Abeid*, Adv. Dipl. (Chanika); MBA (Procurement) (Mzumbe).

### **FACULTY OF LAW AND SHARIAH**

#### **Department of Shariah**

*Vacant*

#### **Department of Common Law**

*Mr. Ali Ahmed Uki*, Dipl. in Journalism (Dar), LLB (ZU), LL.M (Tarino, Italy).

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

### **Ag. Head of Department of Public Administration**

*Mr. Shaaban Mwinchum Suleiman*, BA (Pub. Adm.) (ZU), MBA (UDOM).

### **Head of Department of Economics**

Dr. Mamudu Daffay, BSc (Ed.) (Njala Univ., Siera Leone), MSc.(Statist.) (JilinUniv,, China); PhD (Econs,) (Jilin Univ., China).

### **Head of Department of Languages**

Dr. Khatib Makame Omar, BA (Linguistics), KAU (Jeddah, KSA); MA (Arabic) (Khartoum), Sudan; PhD (Ed.) HQ Univ. (Umdurman, Sudan).

### **Department of Social Work**

*Vacant*

### **Department of Islamic Banking**

*Vacant*

## **FACULTY OF ENGINEERING**

### **Department of Computer Engineering and Information Technology**

*Vacant*

### **Department of Telecommunications Engineering**

*Vacant*

## **FACULTY OF HEALTH AND ALLIED SCIENCES**

### **Head of Department of Nursing and Midwifery**

*Ms. Khadija Abbas Mohamed*, Dipl. (Nursing Education) (MUHAS); BScN (Aga Khan); MPH (Royal Tropical Institute, Amsterdam).

## **ASSISTANT TO VICE CHANCELLOR**

### **Quality Assurance Coordinator**

*Mr. Mussa S. Mussa*, Adv. Diploma (Econ.Pl.) (Mzumbe), PG Dipl.(HRM) (Rotterdam), MSc. (HRM) (Manchester).

## **ASSISTANTS TO DEPUTY VICE CHANCELLOR (ACADEMIC)**

### **Assistant Deputy Vice Chancellor (Academic)**

*Mr. Saleh Said Mwinyi, BCom. (Rajasthan, India), MBA (Annamalai, India).*

### **Admissions Officer**

*Mr. Suleiman Jecha, BA Educ. (Hon.) (OUT), MA (ELM) (Aga Khan Univ., Karachi).*

### **Examinations Officer**

*Mr. Nasib Ali Wazir, MSc. (Physical Chemistry) (Kharkov State Univ.), MSc (Nutrition) (Queensland Univ., Australia).*

## **ASSISTANTS TO DEPUTY VICE CHANCELLOR (ADMINISTRATION)**

### **Director of Finance**

*Mr. Mohammed Khamis Marshed*

### **Dean of Students**

*Mr. Mavua Haji Mussa*

### **Public Relations Officer**

*Mr. Gharib Mohammed Gharib*

### **Senior Human Resources Management**

*Mr. Mwalim Omar Haji*

### **Assistant Medical Officer (Al-Zahraa Dispensary)**

*Dr. Ali Mohammed Ali*

### **Principal Engineer**

*Mr. Abdul Juma Hamad*

### **Coordinator of IT Services**

*Mr. Hassan Hamisi Saad*



## **1.0. INTRODUCTION TO ZANZIBAR UNIVERSITY**

### **1.1. Location**

The Zanzibar University, the first University on the Isles, is a private institution sponsored by Darul Iman Charitable Association (DICA). The main campus is situated at Tunguu area, in the Central District, some 19 kilometers from Zanzibar Town. The University campus, with a total area of 69 hectares of land, is located among pleasant and quiet countryside surroundings overlooking vast expanses of deep blue waters of Indian Ocean. It is an ideal place for serious academic work and research. Public transport from Zanzibar Town will bring you to the University campus gates. Private cars are also common.

### **1.2. Establishment and Ownership**

The Zanzibar University was founded and is owned and governed by Darul-Iman Charitable Association. It was established on the basis of the following:

- (i) The Constitution of Darul-Iman registered under the Society's Act No. 6, 1995 given at Zanzibar on 2<sup>nd</sup> August, 1996.
- (ii) A letter of Interim Authority issued by the then Higher Education Accreditation Council bearing Ref. No. HEAC/SU of 1<sup>st</sup> May, 1998.
- (iii) The Certificate of Provisional Registration No. 007 of 22<sup>nd</sup> December, 1999;
- (iv) The Certificate of Full Registration No. 003 of 4<sup>th</sup> May, 2000;
- (v) The provisions of the Universities Act, 2005; and
- (vi) The Zanzibar University Charter, 2010 issued on 24th March, 2010 by the President of the United Republic of Tanzania, H.E. Dr. Jakaya Mrisho Kikwete.

### **1.3. Vision of the University**

The vision of the Zanzibar University is to become a Centre of Excellence for the acquisition and dissemination of knowledge through teaching, research and consultancy with the view of providing expertise to the appropriate wider markets within Tanzania and beyond by the year 2020.

#### **1.4. Mission Statement**

The mission of the University is to educate broadly and liberally men and women without discrimination of race, religion or physical disability, so as to reduce the severe inadequacy of qualified professionals and practitioners, improve the quality of education with the ultimate aim of up lifting the quality of life of Tanzanians in particular, and that of other people at large.

#### **1.5. Academic Faculties**

- (i) The proliferation of business enterprises, Hotels, Beach resorts, and the gradual expansion of the tourism industry in the country, had convinced the development partners to begin first with a Faculty of Business Administration in 1998, with the view to satisfy the immediate needs of the business community. Three more faculties have established as per the market demand for other professions.
- (ii) In 1999, the Faculty of Law and Shariah was established and in the year 2002 the Faculty of Arts and Social Sciences was also established. Within seven or so years that followed however more but quite modern structures with larger classrooms were erected to accommodate bigger student's intakes. In the academic year 2012/2013 the Faculty of Engineering was established. In the academic year 2013/2014 the Faculty of Health and Allied Sciences was established on the University campus

#### **1.6. Accreditation**

After getting a letter of Interim Registration in 1998, the Zanzibar University (ZU) had tried its level best to implement all the recommendations put forward by the Technical Evaluation Committees of the Higher Education Accreditation Council of Tanzania, currently known as the Tanzania Commission for Universities. The University then received a Certificate of Provisional Registration in 1999, and a Certificate of Full Registration on 4<sup>th</sup> May, 2000.

#### **1.7. Membership**

Zanzibar University is a full member of the following institutions:

- (i) The Inter-University Council for East Africa (IUCEA);
- (ii) The Association of Commonwealth Universities (ACU);

- (iii) The Association of African Universities (AAU);
- (iv) Committee of Vice-Chancellors and Principals – Tanzania (CVCP-T);
- (v) Tanzania Association of Private Universities (TAPU);
- (vi) Tanzania Education Research Network (TERNET);
- (vii) Tanzania Universities Sports Association (TUSA)
- (viii) Tanzania Counselling and Guidance Association (TACOGA);

### **1.8. Links**

Zanzibar University has links and working relationships with several institutions including: -

- (i) Tanzania Commission for Universities (TCU);
- (ii) National Accreditation Council of Technical Education (NACTE);
- (iii) National Examinations Council of Tanzania (NECTA);
- (iv) University College of Education Zanzibar (UCEZ);
- (v) The State University of Zanzibar (SUZA);
- (vi) Zanzibar Institute of Financial Administration (ZIFA);
- (vii) University of Dar es Salaam (UDSM);
- (viii) International Islamic University Malaysia (IIUM);
- (ix) Kingston University of United Kingdom;
- (x) The National Board of Accountants and Auditors (NBAA);
- (xi) Zanzibar National Chamber of Commerce, Industries and Agriculture (ZNCCIA);
- (xii) Ministries and other Government Departments;
- (xiii) The Islamic Development Bank (IDB);
- (xiv) The World Intellectual Property Organization (WIPO);
- (xv) United Nations Development Programme (UNDP);
- (xvi) Save the Children-International;

- (xvii) World Assembly of Muslim Youth (WAMY);
- (xviii) United Nations International Children's Emergency Fund (UNICEF);
- (xix) Tanzania Education Authority (TEA);
- (xx) Muslim University of Morogoro (MUM);
- (xxi) International Association of Universities;
- (xxii) Commission for Science and Technology (COSTECH);
- (xxiii) Karume Institute of Science and Technology (KIST);
- (xxiv) Mnazi Mmoja Hospital (MMH);
- (xxv) Bububu Hospital;
- (xxvi) Al-Rahma Hospital;
- (xxvii) Tanzania Emerging Social Work Education Programme (TESWEP)

### **1.9 Memoranda of Understanding (MOU)**

The Zanzibar University has established memoranda of understanding with the following institutions in the areas of staff and student exchange programmes:

- (i) Zanzibar Higher Education Loans Board;
- (ii) International University of Africa (IUA), Khartoum-Sudan;
- (iii) Islamic University in Uganda (IUIU), Mbale-Uganda;
- (iv) The University of Kansas (KU), Kansas, USA;
- (v) El-Neelain University, Khartoum – Sudan;
- (vi) North South South Project of the Government of Finland;
- (vii) Zanzibar Telecommunications Company Ltd. (ZANTEL);
- (viii) Save the Children International;
- (ix) College of Health Sciences, Zanzibar (CHSZ).

### **1.9. Quality Assurance**

There is a Quality Assurance Unit at the University. Its main function is to facilitate Quality Assurance standards at all University levels with the objective of attaining total quality management throughout the University complex.

### **2.0. FACULTIES AND INSTITUTES**

The University has the following Faculties and Institutes:-

#### **2.1 FACULTIES**

##### **2.1.1 Faculty of Business Administration (FBA)**

It consists of the following Departments:-

- (i) Department of Accounting and Finance;
- (ii) Department of Marketing;
- (iii) Department of Business Information Technology; and
- (iv) Department of Procurement and Logistic Management.

##### **2.1.2 Faculty of Law and Shariah (FLS)**

It consists of the following Departments: -

- (i) Department of Common Law; and
- (ii) Department of Islamic Law (Shariah).

##### **2.1.3 Faculty of Arts and Social Sciences (FASS)**

It consists of the following Departments: -

- (i) Department of Public Administration;
- (ii) Department of Economics; and
- (iii) Department of Languages;
- (iv) Department of Social Work;
- (v) Department of Islamic Banking.

#### **2.1.4 Faculty of Engineering (FoE)**

It consists of the following Departments:-

- (i) Department of Computer Engineering and Information Technology; and
- (ii) Department of Telecommunications Engineering.

The following departments are currently being established: -

- (i) Department of Civil Engineering and Architecture; and
- (ii) Department of Environment and Natural Resources.

#### **2.1.5 Faculty of Health and Allied Sciences (FoHAS)**

It consists of the following Department:-

- (i) Department of Nursing and Midwifery

The following departments are currently being established: -

- (i) Department of Pharmaceutical Sciences; and
- (ii) Department of Medicine.

### **2.2 INSTITUTES**

In addition to the faculties, Zanzibar University has also the following two institutes:-

#### **2.2.1 Institute of Postgraduate Studies and Research (IPGSR)**

In collaboration with existing faculties, IPGS&R offers various postgraduate programmes leading to Master degrees and Doctorate Degrees. It also promotes basic and applied research works and undertakes consultancy and public services for various clients within and outside the country.

#### **2.2.2 Institute of Continuing Education (ICE)**

Using the resources from various faculties and other external sources, the institute offers various academic non-degree programmes with one of the purposes being bridging the educational gap to university level. In collaboration with the existing faculties, the institute offers various non-degree long term and short term programmes leading to NTA and UQF Levels Certificates,

Diplomas, and Pre-University qualifications in various preparatory fields. It also promotes professional development programmes (PDP) including special users tailored programmes and trainings.

### **3.0. DEGREE, DIPLOMA AND CERTIFICATE PROGRAMMES**

#### **3.1 Faculty of Business Administration (FBA)**

The Faculty of Business Administration offers courses leading to the following awards:-

- (i) Masters of Business Administration (MBA);
- (ii) Bachelor of Business Administration in Accounting and Finance (BBA-Acc. & Fin.);
- (iii) Bachelor of Business Administration in Marketing (BBA-Mktng);
- (iv) Bachelor of Business Information Technology (BBIT); and
- (v) Bachelor of Procurement and Logistics Management (BPLM);

The following programmes are expected to start soon:-

- (i) Doctorate Degree (PhD);
- (ii) Masters in Business Information Technology Systems (MBITS); and
- (iii) Masters in Procurement and Supplies (MiPS).

#### **3.2 Faculty of Law and Shariah (FLS)**

The Faculty of Law and Shariah conducts courses leading to the following awards:

- (i) Doctor of Philosophy (PhD)/Doctor of Laws (LLD);
- (ii) Masters of laws (LL.M.) in Comparative Laws; and
- (iii) Bachelor of Law and Shariah (LL.B.).

#### **3.3 Faculty of Arts and Social Sciences (FASS)**

The Faculty of Arts and Social Sciences conducts courses leading to the following awards:

- (i) Masters of Science in Economics and Finance (MSc-Eco. & Fin.);
- (ii) Masters of Public Administration (MPA);

- (iii) Bachelor of Arts in Public Administration (BPA);
- (iv) Bachelor of Arts in Economics (BAE);
- (v) Bachelor of Social Work (BSW);
- (vi) Bachelor of Arts (Education) in Languages (BLE);
- (vii) Bachelor of Islamic Banking and Finance (BIBF); and
- (viii) Bachelor of IT with Education (BITE).

### **3.4 Faculty of Engineering (FoE)**

The Faculty of Engineering conducts courses leading to the following awards:

- (i) Bachelor of Science (BSc) in Computer Engineering and Information Technology;
- (ii) Bachelor of Science (BSc) in Telecommunications Engineering.

The following programmes are expected to start soon: -

- (i) Bachelor of Civil Engineering;
- (ii) Bachelor of Architecture and Interior Design; and
- (iii) Bachelor of Environmental Engineering and Natural Resources Management.

### **3.5 Faculty of Health and Allied Sciences (FoHAS)**

The Faculty of Health and Allied Sciences conducts courses leading to the following award: -

- (i) Bachelor of Science in Nursing (BSc (NUR))

The following programmes are expected to start soon: -

- (i) Bachelor of Pharmaceutical Sciences (BPharm.) and
- (ii) Doctor of Medicine (MD)

### **3.6 The Institute of Postgraduate Studies and Research**

The institute, in collaboration with all other faculties, conducts programmes leading to postgraduate diplomas, masters and doctorate degrees.



### **3.7 The Institute of Continuing Education (ICE)**

The Institute conducts courses leading to the following Diplomas and Certificates:

#### **3.7.1 Diploma Programmes**

- (i) Diploma in Business Administration;
- (ii) Diploma in Business Information Technology;
- (iii) Diploma in Law and Shariah;
- (iv) Diploma in Economics and Finance;
- (v) Diploma in Public Administration;
- (vi) Diploma in Procurement and Logistics Management;
- (vii) Diploma in Islamic Banking and Finance;
- (viii) Diploma in Information and Communications Engineering;
- (ix) Diploma in Project Planning and Management;
- (x) Diploma in International Relations.

#### **3.7.2 Certificate Programmes**

- (i) Certificate in Business Administration;
- (ii) Certificate in Business Information Technology;
- (iii) Certificate in Information and Communications Engineering;
- (iv) Certificate in Economics & Finance;
- (v) Certificate in Law and Shariah;
- (vi) Certificate in Public Administration;
- (vii) Certificate in Human Resource Management;
- (viii) Certificate in International Relations;

- (ix) Certificate in Procurement and Logistics Management;
- (x) Certificate in Child Rights Protection;
- (xi) Certificate in Islamic Banking & Finance;
- (xii) Certificate in Project Planning & Management;
- (xiii) Certificate in Computer Engineering.

#### **4.0. ACADEMIC PRIZES**

##### **4.1 Academicians**

The University offers academic prizes to academicians who perform best in the following areas:

- (i) Teaching effectiveness;
- (ii) Publication;
- (iii) Publishing Research Report;
- (iv) Consultancy.

##### **4.2 Students**

The University and Darul Iman offer graduation prizes, respectively, for Best Overall Students and First Class Graduating Students for all the programmes. Several other prizes are also arranged by the University in various academic and non-academic areas.

#### **5.0. GENERAL UNIVERSITY ADMISSION REGULATIONS**

##### **5.1 Admission Enquiries**

All enquiries regarding admissions for undergraduate, postgraduate and non-degree programmes should, respectively, be addressed to: -

**The Deputy Vice Chancellor (Academic),**

Zanzibar University,

P. O. Box 2440,

Zanzibar, Tanzania.

*E-mail: [info@zanvarsity.ac.tz](mailto:info@zanvarsity.ac.tz); [admission@zanvarsity.ac.tz](mailto:admission@zanvarsity.ac.tz)*

**The Director, Postgraduate Studies and Research Institute,**

Zanzibar University,

P. O. Box 2440,

Zanzibar, Tanzania

*E-mail: [pgs@zanvarsity.ac.tz](mailto:pgs@zanvarsity.ac.tz)*

**The Director, Institute of Continuing Education,**

Zanzibar University,

P. O. Box 2440,

Zanzibar, Tanzania

*E-mail: [ice@zanvarsity.ac.tz](mailto:ice@zanvarsity.ac.tz)*

## **5.2 Application Procedures**

- (i) Application forms for all programmes can be downloaded from the University's website <http://www.zanvarsity.ac.tz> or obtained from the Admissions Office (for non-degree and undergraduate) and the office of Postgraduate Studies and Research (for postgraduate) prospective applicants.
- (ii) The forms, duly filled, must be returned to the office of the Deputy Vice Chancellor for Academic Affairs and the office of Postgraduate Studies and Research on the dates specified by senate
- (iii) Postgraduate applicants must each submit two letters of referees.
- (iv) The academic year begins in October and ends in September of the following year. During the registration, documents are thoroughly checked. Prospective students are therefore required to bring with them official original transcripts, certificates and other relevant documents as declared on the application forms. Legal action shall be taken against any applicant who presents forged documents.
- (v) No change of names by students shall be allowed during the registration or the course of study; students shall only be allowed to use names appearing on their Ordinary Level Certificate.

- (vi) A non-refundable application fee of TZS 24,750/- for Tanzanian students and US\$ 30 for non-Tanzanian students will be paid for undergraduate applicants. For postgraduate, application fees will be TZS 33,000/- and US\$ 50 for Tanzanians and non-Tanzanians respectively.
- (vii) Non-degree programme applicants shall pay a non-refundable application fee of TZS 16,500/-.

### **5.3 Selection Procedures**

- (i) Zanzibar University selects candidates for admission solely according to TCU and NACTE guidelines and, therefore, all applicants are advised to abide with the updated criteria provided by the two regulatory bodies.
- (ii) Nevertheless, each and every academic unit may dictate some additional requirements for the admissions into their programmes and the candidates need to fulfill these additional requirements.
- (iii) After returning the duly filled application form, on time, along with all relevant supporting documents and proof of payments of application fee, the University's Admissions Committee considers and approves the recommendations of the respective faculty on the suitability of the candidate. The Senate's Organ, then, confirms the list of the selected candidates for onward transmission to TCU or NACTE.
- (iv) Admissions Office shall inform the selected applicants about their successful applications and the programmes they have been selected together with the reporting dates, fees, duration of the programme, university's regulations and other relevant information.

### **5.4 Registration of Students**

- (i) Registration can only be considered if the University receives satisfactory evidence that the prospective student will be adequately financed during the course of the study.
- (ii) Fees paid for registration shall not be refunded.
- (iii) A student may be required to sit for a University Entrance Examination if the University

finds it necessary.

- (iv) During registration, students will be required to submit a satisfactory medical report to assist University arrange for necessary facilities.
- (v) Prospective foreign students must submit to the Admissions Office or to the Office of Postgraduate Studies and Research a police clearance letter from their home or residing countries.
- (vi) Foreign students must submit ten recent passport size photographs, while Tanzanian students must submit three passport size photographs.
- (vii) New students are required to enroll and register for the courses to be studied within the first two weeks from the beginning of the academic year. There will be a fine of TZS. 20,000/= on top of registration fee for students who fail to register within the stipulated time.
- (viii) Registration closes three weeks after the first day of a new academic year. Students who fail to register during the first three weeks shall not be allowed to register and be regarded as non-students.
- (ix) Continuing students shall register the courses to be studied in the first two weeks at the beginning of each semester. Registration closes three weeks after the first day of a new semester. Students who register in the third week must pay a fine of TZS 20,000/= and those who fail to register during the first three weeks shall not be allowed to register and, therefore, be regarded as non-students.
- (x) Registration forms and registration information are available at the Admissions Office for non-degree and undergraduate programmes and at the office of Postgraduate Studies and Research for postgraduate programmes.
- (xi) The University shall revoke registration status of any candidate found to have cheated to gain university admission and may take a legal action against such a candidate.

## **5.5 Registration for Previously Discontinued Students**

- (i) A student who has previously attended any other university and was discontinued on academic grounds may be admitted to this University after being examined and

proved to be capable of carrying out studies in the field of study other than the one taken at the previous University.

- (ii) Candidates discontinued from other universities on disciplinary grounds or on grounds of an examination irregularity, may be admitted to this university after two years of discontinuation from the previous university.
- (iii) Upon approval of DVC (Academic), a Zanzibar University candidate who was discontinued on academic grounds wishing to re-apply in the same programme shall be re-admitted if the candidate produces evidence satisfying the respective faculty that he/she has done some further studies and he/she is capable of taking University studies.
- (iv) A candidate discontinued on academic grounds from one department within Zanzibar University may be allowed to apply into another department provided that the DVC (Academic) approves.

#### **5.6 Admission after Being Discontinued Due to Examination Irregularities**

- (i) Student discontinued from studies on grounds of examination irregularity may be considered for re-admission into the same programme and year of study after being away for two years. They shall be required to apply for re-admission through their Faculty Deans.
- (ii) It is upon the University Senate to grant or refuse the re-admission. Such students may also be requested by Senate to re-apply and compete with other applicants for admission into the first year regardless which year they left the University.

#### **5.7 Transfer of Credit Units from Other Recognized Institutions**

A student may transfer credit units from another institution upon satisfying the following:-

- (i) The admission requirements for the academic programme applied for.
- (ii) Courses for transfer must have been accredited by the commission and/or another national accreditation body.
- (iii) Transfer of equivalency of subjects, modules, courses and credit transfer is subject to the approval of DVC (Academic).

- (iv) The subject, course or module intended for credit accumulation must be relevant to the programme to which the student is to be registered.
- (v) Submission of an official statement of results from the releasing institution,
- (vi) Obtaining CGPA of at least 2.0 depending on the year of transfer,
- (vii) A student will only be allowed to transfer a maximum of one third (1/3) of the minimum graduation load of the academic programme applied for.
- (viii) Transfer of credits takes place within a period not exceeding two years from the time they were earned.
- (ix) The Senate shall regulate all matters related to the transfer of credits.

## **5.8 Conformity to the University Regulations**

All registered students are required to conform entirely to the University Charter, as well as Rules and Regulations, which may be issued, from time to time, by the University Council and Senate.

## **5.9 Adding or Dropping Courses and Postponement of Studies**

- (i) In exceptional circumstances, student may be allowed to change courses or subjects within the first four weeks after the beginning of the semester.
- (ii) No student shall be allowed to postpone studies except under special circumstances, such as severe sponsorship problems, poor health or social problems supported by satisfactory evidence of the reason for postponement which, in the opinion of the Senate, is strong enough to prevent one from pursuing studies effectively.
- (iii) Students may be allowed to be away from studies for a maximum period of two years, if they are to be re-admitted into the same programme and year of studies where they left off.

## **5.10 Change of Academic Programme**

- (i) Subject to the approval of the DVC (Academic), a student may be allowed to change from one academic programme to another within the first four weeks after the beginning of the semester.

- (ii) A student permitted to change a programme may be allowed to transfer the relevant credits from the previous academic programme.
- (iii) All transfer shall be made subject to the minimum entry requirement of the programme to be transferred to, relevant academic background and the availability of a place.
- (iv) The application of the change of programme should be channelled to DVC (Academic) through receiving department, receiving faculty, releasing department, releasing faculty in that order.

## **5.11 Short term and Occasional Students**

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

### **(i) Short Term Students**

Students who meet the Zanzibar University admission prerequisites may be allowed to register for one or two academic semesters to take full time courses at the University. However, they will not be offered certificate, diploma or degree at the end of their programme. They may be given transcripts for the examinations they have attempted at the University.

### **(ii) Occasional Students**

These are students who meet the minimum Zanzibar University admission requirements and would like to audit some courses at the University. They usually stay at the University for one semester. They are not required to sit for University Examinations and nor entitled to certificate, transcript or any other academic document, unless a special arrangement is made.

#### **5.11.1 Admission Requirements**

Short Term and Occasional Students shall be admitted on the following conditions:

- (i) They must possess the Zanzibar University minimum entry qualifications or their equivalent;



- (ii) Must send applications to the Office of DVC (Academic);
- (iii) Must pay all fees as stipulated by the University Authorities;
- (iv) Their applications must be recommended by their Universities or Colleges;
- (v) Must comply with all rules and regulations as stipulated by the University Authorities.

#### **5.11.2 Termination and Discontinuation from Studies**

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

- (i) breach of University regulations (including examination and admission regulations);
- (ii) breach of Immigration Regulations; and
- (iii) abscondment from studies

#### **5.11.3 Change of Status**

A short term or an occasional student may be allowed to change his/her status to a regular student of Zanzibar University on the following conditions:-

- (i) Must meet all admission prerequisites;
- (ii) Must show satisfactory performance in courses and examinations taken at the Zanzibar University in course of studies;
- (iii) Must be able to cover at least two third (2/3) of the requirements of the graduation load of Zanzibar University.

#### **5.11.4 Payment of Fees**

Short term and Occasional Students shall pay fees as may be prescribed by the University.

## **6.0. ADMISSION REQUIREMENTS**

Zanzibar University admits students based on TCU and NACTE guidelines and, therefore, all applicants are advised to abide with the updated criteria provided as follows:-

### **6.1 Minimum Admission Requirements for Certificate Programmes (NTA LEVEL 4)**

From NACTE guidelines, students shall be admitted into the various programmes basing on the following admission and/or registration requirements:-

- (i) Possession of at least four passes of relevant Form IV (O-Level) subjects or its equivalent established by National Examinations Council of Tanzania (NECTA); OR
- (ii) Possession of at least two passes for Engineering Sciences at Form IV level or its equivalent established by NECTA or NVA level 3 or its equivalent established by VETA.
- (iii) A mean Grade D, or its equivalent from countries that have 8 - 4 - 4 educational system.

### **6.2 Minimum Admission Requirements for Ordinary Diploma (UQF Level 5 & 6)**

From TCU guidelines, students shall be admitted into the various programmes basing on the following admission and/or registration requirements: -

- (i) Possession of at least four passes of relevant Form Four subjects or its equivalent established by NECTA based on Tanzania education system and NTA Level 4 Certificate.  
Or
- (ii) Possession of Advanced Certificate of Secondary Education (A-Level) with one principal pass or its equivalent (at least two subsidiaries) established by NECTA based on Tanzania education system, Or
- (iii) Possession of NABE AND NTA Level 4 Certificate, OR
- (iv) Possession of any Bachelor Degree from a recognised institution.

### **6.3 Minimum Admission Requirements for UQF Level 6 Certificates (Pre-University Programme (P.U.P))**

- (i) Possession of NTA Level 5 Certificate, OR
- (ii) Possession of Advanced Certificate of Secondary Education Examination (A-Level) or its equivalent with at least one (1) principal pass or two or more subsidiaries; OR
- (iii) At least a pass in Diploma from recognized Universities or Institutions; OR
- (iv) Any first degree from a recognized University; OR
- (v) A mean Grade C or above, or its equivalent from countries that have 8 - 4 - 4 educational system.

### **6.4 Minimum Admission Requirements for Undergraduate Degree Programmes (First Degree)**

The minimum entry requirements as set by TCU and NACTE to join degree programmes are as follows:-

- (i) For A-Level applicants, the minimum entry qualification is two principal passes with a total of 2.0 points and three credits at O' Level.
- (ii) For the applicants with RPL qualification, the minimum qualification is 'B' grade.
- (iii) At least Four O' Level passes (D's and above) or NVA level III with less than four O' Level passes or equivalent foreign qualifications as established by either NECTA or VETA; AND
  - (a) Ordinary Diploma (NTA Level 6) with at least GPA of 2.7; or
  - (b) Full Technician Certificate (FTC) with at least points average of 2.7 (where A=5, B=4, C=3 and D=2 points); or
  - (c) Diploma in Teacher Education with an average of 'C' grade; or
  - (d) Health related awards such as Clinical Medicine with average of 'B' grade; or
  - (e) Credit class diploma for classified diplomas and certificates in terms of 'distinctions, 'credit' or pass' or

- (f) Lower Second Class diploma for classified non-NTA diplomas; or
- (g) Average of 'B' grade or Lower Second Class in recognized pre-entry programme offered by technical institutions accredited by NACTE for both A level and Diploma holders with lower than minimum entry requirements.

## 6.5 Additional Requirements for Different Degree Programmes

- (i) Candidate applies for Bachelor Degrees in Business Administration; Islamic Banking and Finance; Procurement and Logistics Management; Business Information Technology; Economics; Computer Engineering & Information Technology; and Telecommunications Engineering must: -
  - (a) Possess a Principal or Subsidiary Level pass in Mathematics at "A" level; OR
  - (b) Have passed Mathematics subject with at least D grade at "O" level; OR
  - (c) Have a pass in Statistics or Mathematics or Quantitative Methods at Ordinary Diploma level.
  - (d) For engineering programmes, applicants must have studied Physics, Chemistry and Mathematics at A-level and at least passed in Physics and Mathematics.
  - (e) For Bachelor of Science in Nursing, a candidate must have principal passes in Biology and Chemistry at A-level.
- (ii) Candidate applying for Bachelor of Law and Shariah must have "O" Level Credit pass in English.

**Note:** The programme requirements use the Old Grading System to applicants who completed Form Four and Form Six in 1988-2013. For Form Six applicants who completed their studies from 2014, their grades will be translated into Old Grading System. The translation is illustrated in table below and will be used for admission purposes only. For the new grading system principal pass is between 'A' and 'D'. (Source: Undergraduate Admissions Guidebook for Higher Education Institutions in Tanzania – 2014/2015, TCU).

**Table 1: Converting grades from new system to old system to be used for admission**

<b>New Grading System (2014 Onward)</b>	<b>Old Grading System (1988-2013)</b>	<b>Weight (Using Old System)</b>
A	A	5
B+	B	4
B	C	3
C	D	2
D	E	1
E	S	0.5
F	F	0

## **7.0. POSTGRADUATE STUDY PROGRAMMES**

The postgraduate study programmes available at Zanzibar University are conducted on the basis of coursework and dissertation or by thesis. They include Doctor of Philosophy (PhD) Degrees, and Master Degrees. Currently, the following postgraduate degree programmes are offered by various faculties under the guardianship of the University's Institute of Postgraduate Studies and Research (IPGSR): -

- (i) Doctor of Philosophy Degrees and
- (ii) Master Degrees

### **7.1 Duration of the Postgraduate programmes**

- (i) For full time study, the duration of any PhD degree shall be a minimum of six academic semesters and a maximum of ten academic semesters. The ten semesters include the leave of absence that, under very specific circumstances, the candidate may be allowed to take by the University authority.
- (ii) Including the freezing time, part time PhD candidates will have a maximum of 14 academic semesters to complete their studies.
- (iii) Master programmes will normally be of four semesters with a minimum duration of three academic semesters and a maximum of eight academic semesters for full time candidates. The eight semesters include the leave of absence that, under very specific circumstances, the candidate may be allowed to take by the University authority.
- (iv) Including the freezing time, part time Masters candidates will have a maximum of 10 academic semesters to complete their studies.
- (v) Upon recommendation by the respective faculty's technical committee on the relevance of the postgraduate work that has been accomplished, a candidate may be allowed to transfer up to a maximum of one third, of the required graduation load, of the relevant postgraduate work that has been done in other faculty or institution. The time will be proportionately calculated.

## **7.2 Length of a semester**

The length of an academic semester shall be 17 weeks, with 15 weeks of teaching and 2 weeks of examinations.

## **7.3 Semester load**

A minimum of 180 and 120 credit hours has to be completed at levels 9 for the award of Master degree and Post-graduate Diploma, respectively.

## **7.4 Minimum and Maximum Credit Units per Module**

The minimum size of a module for Master degrees and postgraduate diplomas shall be 6 credits and the maximum size shall be 15 credits.

# **8.0. MINIMUM ENTRY REQUIREMENTS FOR ADMISSION TO POSTGRADUATE DEGREE PROGRAMMES**

## **8.1 PhD Programmes**

To be admitted into a doctorate degree at Zanzibar University:-

- (i) A candidate must have obtained at least a good relevant Master degree from a recognized institution of higher learning.
- (ii) Candidates from institutions where the Master degrees are classified, a minimum Cumulative Grade Point Average (CGPA) of 3.0 in 5.0 grade system is required.
- (iii) An applicant would be required to submit a synopsis of proposed study of 3-5 pages clearly indicating the title of the study, research problem and the objectives.

## **8.2 Master Programmes**

Minimum entry requirements for Master programmes shall be as follows:-

### **8.2.1 Master of Business Administration (MBA)**

To be admitted to this programme, the applicant must fulfil any of the following conditions:-

- (i) Hold a good undergraduate degree of the Zanzibar University in any discipline, or its equivalent from any approved institution or accredited institution of higher learning. Zanzibar University shall usually require a cumulative GPA of 2.7 in 5.0 grade system.
- (ii) Possess a postgraduate diploma in business studies or related fields from recognised institution.
- (iii) Hold an advanced diploma from an accredited institution of higher learning, with a minimum of a second class, upper division and at least two years of working experience.
- (iv) Hold an internationally recognized professional qualification, such as CPA, ACCA, CA, and CSP plus two years or more of working experience.

#### **8.2.2 Master of Law (LL.M) in Comparative Laws**

- (i) The general minimum entry requirements for the admission into the programme of Master of Laws (LLM) in Comparative Laws are as follows:-
  - (a) A candidate must be a holder of the LL.B degree of not less than the second class awarded by the Zanzibar University; OR
  - (b) A candidate must be a holder of the LL.B degree of equivalent merit from any other approved institution; OR
  - (c) A candidate must satisfy the requirements for the award of the LLB degree, provided that the said LL.B degree shall be of CGPA 2.7 or above in 5.0 grade system; OR
  - (d) A candidate must be a holder of a Bachelor Degree in Islamic Law of not less than second class awarded by any other approved institution; OR
  - (e) A candidate must be a holder of Postgraduate Diploma in Law from any approved institution, and who is also a holder of a First Degree or Advanced Diploma in Law;



- (ii) A who has not taken, in his/her first degree, some core courses of either Common Law or Islamic law shall be required to take respective pre-requisite courses and pass their examinations so as to meet the minimum requirements.

### **8.2.3 Master of Sciences in Economics and Finance (MSc Econ. & Fin.)**

- (i) To be admitted to the programme, the applicant must fulfil any of the following conditions:-
  - (a) Hold a good undergraduate degree of the Zanzibar University in Economics (BA in Economics); OR
  - (b) Hold a good undergraduate degree of the Zanzibar University in Business Administration (BBA) or its equivalent; OR
  - (c) Relevant bachelor degree from any approved institution of higher learning.
- (ii) The Zanzibar University requires a bachelor degree cumulative GPA of at least 2.7 in 5.0 grade system.

### **8.2.4 Master of Public Administration Programme (MPA)**

The general minimum entry requirements for the admission into the program of MPA are as follows:

- (i) A candidate must be a holder of Bachelor of Arts in Public Administration of not less than the second class awarded by the Zanzibar University; OR
- (ii) A candidate must be a holder of any other Bachelor Degree of equivalent merit from any other approved University; OR
- (iii) A candidate must satisfy the requirements for the award of the Bachelor Degree, provided the degree shall be of GPA 2.7 or above in 5.0 grade system; OR
- (iv) A candidate must be a holder of any Postgraduate Diploma from any approved University, and who is also a holder of a Bachelor Degree of any discipline (pass classification).
  - (a) Proof of English Language Proficiency is required for an applicant whose medium of instruction at university was not English.
  - (b) Possession of a minimum working experience of two years in the field of Public Administration will be considered as an added advantage.

## **9.0. MODE OF STUDY FOR THE POSTGRADUATE DEGREE PROGRAMMES**

### **9.1 PhD Degree Programmes**

Each department is set to offer PhD programmes in various fields. PhD candidates can be registered throughout the year the application procedures shall depend upon the departments' requirements.

### **9.2 Master Degree Programmes**

Zanzibar University is set to offer Master programmes by coursework and dissertation and by research and thesis.

#### **9.2.1 By Coursework and Dissertation**

- (i) Candidates who wish to complete their Master degrees by coursework and dissertation shall have to follow the following procedures:-
  - (a) To fully complete and pass the coursework phase;
  - (b) On the Senate's approval of the coursework results, the candidate shall be allowed to proceed to the dissertation phase of the Masters programme.
  - (c) The candidate shall then present and defend his/her research title to the respective faculty for approval within the first two weeks of a semester.
  - (d) The candidate shall necessarily submit his/her comprehensive research proposal to the Faculty Postgraduate Study Committee (FPSC) members and present at the Faculty seminars for review purposes.
- (ii) The Faculty concerned shall submit proposals of candidates to IPGSR for registration and appointment of supervisors.
- (iii) The IPGSR Board shall approve the candidates' registration for the dissertation.
- (iv) Deadline for registration shall be at the end of the second week of the semester.

### **9.2.2 By Research and Thesis**

- (i) Candidates who register for the Master degree by thesis shall be exposed to formal research methodology instructions before embarking on thesis writing. The candidates may be required to attend special lectures and seminars.
- (ii) Candidates who wish to register for the Master degree by thesis shall be required to follow the following procedures:-
  - a) A candidate shall write and submit a two to three page statement of the research topic to be done. The Faculty concerned shall assign supervisor(s) to the candidate, who shall then immediately begin his/her studies.
  - b) Within six months after being registered and on the approval of the respective FPSC, the candidate shall be required to submit a complete research proposal and defend it in a seminar for the IPGSR Board.
  - c) The comprehensive research proposal shall not be more than 20 pages in length including all appendices and other supporting documents and comply with the postgraduate thesis guidelines. It shall be distributed to all the IPGSR Board members for scrutiny at least one week before the seminar presentation.
  - d) When the research proposal is found to be satisfactory, the IPGSR Board shall approve for the preparation and, finally, the thesis writing.
  - e) IPGSR Board shall approve the supervisors to guide the candidate in his/her research and shall provide candidate's progress report to the IPGSR after every three months.
  - f) If the candidate fails to submit proposal within six months, shall have to pay TZS 82,500/- for each month of extension.
  - g) In case, for some reasons, a candidate fails to continue with his/her studies, he/she may apply to the Senate through the Faculty via IPGSR for the postponement of the registration. The maximum period for the freezing of the registration shall be one year.

- h) If a candidate fails to complete the Masters study program within the given period of time, that shall lead to his/her discontinuation from studies, unless the Senate approves his/her application for extension.

### **9.3 Duration of Study**

- (i) Period of both categories of the Master degree programmes shall be 104 weeks (2 years).
- (ii) Failure of a candidate to complete the Master degree study programme within the specified time frame shall mean his/her discontinuation from study, unless application for extension has been submitted before the expiry of the stipulated period and approved by the Senate.
- (iii) However, if a candidate, because of certain reasons, fails to submit the application before the expiry of the stipulated period he/she may apply within 26 weeks for the extension.

## 10.0. ZANZIBAR UNIVERSITY FEE STRUCTURES

Subject to changes at the discretion of the University Council, the following are the fee structures of various programmes.

### 10.1 Fee Structures for Undergraduate Programmes

**Table1: Fees Structure for Undergraduate Programmes for One Academic Year**

S/N	Item	Local Students (TZS)	Foreign Students (USD)
1.	Application*	16,500	20.00
2.	Registration*	49,500	30.00
3.	Research*	41,250	25.00
4.	Graduation*	66,000	40.00
5.	Identity Card*	16,500	10.00
6.	Tuition**	1,815,000	1100.00
7.	Accommodation**	330,000	200.00
8.	Examinations**	132,000	80.00
9.	Students' Union**	16,500	10.00
10.	TCU Quality Assurance Fee**	20,000	12.00
11.	Caution Money***	33,000	20.00
	<b>TOTAL</b>	<b>2,536,250</b>	<b>1,547.00</b>

**KEY I:**

\* To be paid once only;

\*\* To be paid every year;

\*\*\* To be paid once only, refundable at the end of the programme if not used.

## 10.2 Fees Structure for Non-Degree Programmes

**Table 2: Fees Structure for NTA Level 4 Certificate Programmes**

S/N	Item	Local Students (TZS)	Foreign Students (USD)
1.	Application*	16,500	10.00
2.	Registration*	49,500	30.00
3.	Identity Card*	16,500	10.00
4.	Graduation*	82,500	50.00
5.	Tuition fee for two semesters	800,000	485.00
6.	Accommodation**	330,000	200.00
7.	Examinations**	99,000	60.00
8.	Students' Union**	16,500	10.00
9.	TCU Quality Assurance Fee**	20,000	12.00
10.	Caution Money***	33,000	20.00
	<b>TOTAL</b>	<b>1,463,500</b>	<b>887</b>

### **KEY II:**

Same as KEY I above.

**Table 3: Fees Structure for NTA Level 5 & 6 (Diploma) Programmes**

S/N	Item	Local Students (TZS)	Foreign Students (USD)
1.	Application*	16,500	10.00
2.	Registration*	49,500	30.00
3.	Identity Card*	16,500	10.00
4.	Graduation*	82,500	50.00
5.	Tuition fee for four semesters (two years)	2,400,000	1455.00
6.	Accommodation**	330,000	200.00
7.	Examinations**	198,000	120.00
8.	Students' Union**	16,500	10.00
9.	TCU Quality Assurance Fee**	20,000	12.00
10.	Caution Money***	33,000	20.00
	<b>TOTAL</b>	<b>3,162,500</b>	<b>1917</b>

**KEY III:**

Same as KEY I above.

**Table 4: Fees Structure for UQF Level 6 (Pre-University) Programmes**

S/N	Item	Local Students (TZS)	Foreign Students (USD)
1.	Application*	16,500	10.00
2.	Registration*	49,500	30.00
3.	Identity Card*	16,500	10.00
4.	Graduation*	82,500	50.00
5.	Tuition fees for two semesters	1,600,000	970.00
6.	Accommodation**	330,000	200.00
7.	Examinations**	99,000	60.00
8.	Students' Union**	16,500	10.00
9.	TCU Quality Assurance Fee**	20,000	12.00
10.	Caution Money***	33,000	20.00
	<b>TOTAL</b>	<b>2,263,500</b>	<b>1372</b>

**KEY IV:**

Same as KEY I above.

**10.3 Fees Structure for LLM, MBA, MSC ECO & FIN and MPA Programmes  
by Coursework and Dissertation**

**Table 5: Costs payable directly to the University (Local Students) in TZS**

S/N	Item	Year 1	Year 2	TOTAL
1.	Application	33,000	-	33,000
2.	Registration	49,500	-	49,500
3.	Caution Money	49,500	-	49,500
4.	Identity Card	16,500	-	16,500
5.	Tuition	2,145,000	1,155,000	3,300,000
6.	Examination	165,000	82,500	247,500
7.	Resource Fee	82,500	82,500	165,000
8.	Students' Union	16,500	16,500	33,000
9.	TCU QA Fee	20,000	20,000	40,00
10.	Graduation	-	66,000	66,000
11.	Research	-	1,155,000	1,155,000
	<b>TOTAL</b>	<b>2,577,500</b>	<b>2,577,500</b>	<b>5,155,000</b>

#### 10.4 Fees Structure for LLM, MBA, MSC ECO&FIN and MPA Programmes by Coursework and Dissertation

**Table 6: Costs payable directly to the University (Foreign Students) in DOLLARS**

S/N	Description	Year 1 (Dollar)	Year 2 (Dollar)	Total (Dollar)
1.	Application	20.00	-	20.00
2.	Registration	30.00	-	30.00
3.	Caution Money	30.00	-	30.00
4.	Students' Union	10.00	-	10.00
5.	Identity card	10.00	-	10.00
6.	Tuition	1300.00	700.00	2,000.00
7.	Examination	100.00	50.00	150.00
8.	Resource fee	50.00	50.00	100.00
9.	TCU QA Fee	12.00	12.00	24.00
10.	Research	-	700.00	700.00
11.	Graduation	-	40.00	40.00
	<b>TOTAL</b>	<b>1562.00</b>	<b>1552.00</b>	<b>3,114.00</b>

#### 10.5 Fees Structure for PhD

**Table 7: Costs payable directly to the University for PhD (Local Students) in TZS**

S/N	Description	Year 1 (TZS)	Year 2 (TZS)	Year 3 (TZS)	Total
1.	Application	33,000	-	-	33,000
2.	Registration	49,500	-	-	49,500
3.	Caution Money	49,500	-	-	49,500
4.	Identity Card	16,500	-	-	16,500
5.	Tuition	2,805,000	2,145,000	2,145,000	7,095,000
6.	Resource Fee	82,500	82,500	82,500	247,500
7.	Students' Union	16,500	16,500	16,500	33,000
8.	TCU QA Fee	20,000	20,000	20,000	60,000
9.	Graduation	-	-	82,500	82,500
10.	Viva Voce Examination	-	-	1,155,000	1,155,000
	<b>TOTAL</b>	<b>3,072,500</b>	<b>2,247,500</b>	<b>3,485,000</b>	<b>8,805,000</b>



**Table 8: Costs payable directly to the University for PhD (Foreign Students) in DOLLARS**

<b>S/N</b>	<b>Description</b>	<b>Year 1 \$</b>	<b>Year 2 \$</b>	<b>Year 3 \$</b>	<b>Total</b>
<b>1.</b>	<b>Application</b>	20	-	-	20
<b>2.</b>	<b>Registration</b>	30	-	-	30
<b>3.</b>	<b>Caution Money</b>	30	-	-	30
<b>4.</b>	<b>Identity Card</b>	10	-	-	10
<b>5.</b>	<b>Students' Union</b>	10	-	-	10
<b>6.</b>	<b>Tuition</b>	1,700	1,300	1,300	4,300
<b>7.</b>	<b>Resource Fee</b>	50	50	50	150
<b>8.</b>	<b>TCU QA Fee</b>	12.00	12.00	12.00	36.00
<b>9.</b>	<b>Viva Voce Examination</b>	-	-	700	700
<b>10.</b>	<b>Graduation</b>	-	-	50	50
	<b>Total</b>	<b>1,862</b>	<b>1,362</b>	<b>2,112</b>	<b>5,336</b>

**Notes: All fee structures stated in the above Tables 1-8 are subject to change from time to time.**

## **11.0. GENERAL UNIVERSITY EXAMINATION REGULATIONS**

The University shall have two types of examinations, namely, entrance examinations and University examinations.

### **11.1 Entrance Examinations**

Candidates who meet the University's minimum admission requirements may be required to sit for entrance examination before they are admitted. The examination is divided into two parts:-

**Part One:** This is a three hour paper consisting of two sections, whereby candidates are required to answer all questions:

Section I: English Language (grammar, structure and comprehension)

Section II: Logical Reasoning Test (including simple arithmetic)

**Part Two:** This paper contains questions from A Level or equivalent subjects. Candidates are required to answer questions from three sections of their choice provided they make a Form VI subject combination.

### **11.2 University Examinations**

- (i) These are all examinations, tests, quizzes, class and laboratory assignments, clinical practices, seminar presentations, oral, viva voce and other forms of examinations administered to candidates registered at the University as full time, or short term students. In some cases, occasional students may be exempted from doing examinations.
- (ii) Each module shall be assessed in two (2) parts, course work and end of semester examination.

#### **11.2.1 Registration for Examinations**

- (i) Registration by a candidate and payment to the University of all required prescribed fees for the University shall be deemed as adequate registration for the requisite examinations in the particular study.

- (ii) Subject to the approval by the Senate, Faculty shall make such internal examination regulations as necessary for the proper conduct, management and administration of examinations in accordance with the specific requirements of particular degree.

### **11.2.2 Course Work Requirements**

- (i) The course work for postgraduate programmes shall contribute 50% of the total marks.
- (ii) The course work shall contribute 30% of the total marks for all undergraduate programmes except engineering and health sciences that will be 40%.
- (iii) For non-degree programmes, coursework contribution will be determined by NACTE and TCU guidelines.
- (iv) The coursework contribution for occasional student shall be determined by rule (i), (ii) and (iii) above.
- (v) The course work component shall consist of at least one test and two assignments or two tests and assignment per module.
- (vi) A student who does not have course work results shall not be allowed to sit for the final examination in that module.

### **11.2.3 Eligibility for End of Semester Examinations**

- (i) No candidate shall be allowed to sit for any examination in any subject unless the candidate has fully completed all the requirements of the coursework component.
- (ii) Candidate should have a minimum attendance of 75%.
- (iii) Where a candidate who is not eligible for examination enters into the examination room and sits for the paper shall be deemed to have committed examination irregularity and be discontinued.
- (iv) A candidate who has not completed any part of the coursework in a course for genuine reasons will be required to repeat any part of the coursework missed before sitting for that examination.

### **11.3 Oral Examination**

- (i) A candidate, at any examination, may, at the discretion of the Board of Examiners, be required to attend an oral examination in addition to written and practical examinations.
- (ii) When Oral Examination is applicable, the percentages of the total marks awarded shall be as follows: written examination marks 50%, practical examination marks 30% and oral examination marks 20%). Otherwise, the Senate, on the recommendation of the appropriate Faculty Board shall determine the distribution.

### **11.4 End of Semester Examination**

- (i) End of semester examination shall constitute either 70% or 60% of the overall total of final examinations marks depending upon the contribution of the coursework component.
- (ii) Except for the programmes in health and allied sciences where pass mark is 50%, pass mark for all other programmes shall be 40% comprising of both course work and final examination marks.

### **11.5 Absence from Examination**

A candidate who absents himself/herself from an examination without genuine reasons shall be discontinued from studies on grounds of abscondment.

### **11.6 Examination Moderation and Marking**

- (i) Every University examination for non-degree, undergraduate and postgraduate programmes may be internally moderated by moderators appointed by the Faculty Dean or institute Directors before being externally moderated.
- (ii) After internal moderation, all examinations shall be externally moderated by external examiners appointed from the approved list of University's external examiners.
- (iii) The University examinations answer scripts of the first semester may be marked by internal examiners only while in the second semester, the examination answer scripts shall be both internally and externally marked.

- (iv) Both internal and external examiners shall be entitled to such honoraria as the Council shall prescribe.

### **11.7 Conduct of Examinations**

- (i) University examinations shall be conducted under the control of the DVC (Academic).
- (ii) Subject to approval by the Senate, the Office of the DVC (Academic) shall have powers to issue instructions, notes and guidelines to candidates, invigilators, and examiners.
- (iii) All examinations shall be held at a time to be determined by the Senate, which shall normally be at the end of each semester, subject to such exceptions as Senate may allow.
- (iv) There will be first sitting/supplementary examinations at the end of each academic year.
- (v) There will be special first sitting/supplementary examinations at the time to be determined by the Senate.
- (vi) There will be a special supplementary examination for finalist before the graduation.

### **11.8 Examination Irregularities**

- (i) An examination irregularity includes:-
  - (a) Unauthorized absence from or presence in the examination room;
  - (b) Possession of unauthorized materials either before or after or during examination by a candidate or non-candidate;
  - (c) Copying, communicating or causing disturbance and any other unfair practice in or near any examination room;
  - (d) Cheating during examination time; and
  - (e) Failure of the candidate to adhere to regulation number 11.9 (ii) (b).
- (ii) In this regulation:

- (a) “unauthorised materials” include:-
1. Unauthorised painting;
  2. Unauthorised hand-written or printed materials;
  3. Any unauthorised part of University answer script;
  4. Whole or part of unauthorised examination paper; and
  5. Unauthorised electronic devices or any other material specified from time to time by the University Senate.
- (b) “Unauthorised absence from examination room” includes:-
1. Going out of the examination room by a candidate, temporarily; or otherwise;
  2. Staying outside the examination room for unduly long period without permission from the invigilator.
- (c) “Unauthorised presence in the examination room” includes entering into examination room by a non-candidate, temporarily or otherwise, pretending to be a candidate who is supposed to write that specific examination.
- (d) “Cheating in examination” includes any form or kind of dishonesty or destruction or falsification of any evidence of examination irregularity.

### **11.9 Procedure for Managing Examination Irregularities**

- (i) All cases of alleged examination irregularities shall be referred to the Senate Examinations Committee through the Examinations Officer.
- (ii) The procedure for handling examination irregularities shall be as follows:-
- (a) A candidate found cheating shall have his/her materials confiscated, but will be allowed to continue doing the examination.
  - (b) Both the invigilator and the candidate concerned shall sign unauthorised materials, if possible and fill the Examination Cheating Form.

- (c) The case shall be reported to the Senate Examinations Committee.
- (d) Senate Examinations Committee shall have power of summoning students and members of staff when it deems necessary.
- (e) Senate Examinations Committee shall submit a report of its findings and recommendations to the Senate based on the gravity of the examination irregularity.
- (f) A candidate or student found guilty of any examination irregularity shall be liable to punishment herein provided.

#### **11.10 Penalties**

- (i) The Senate may impose one or more of the following penalties:-
  - (a) Reprimand;
  - (b) Payment of a fine;
  - (c) Cancellation of the relevant examination results;
  - (d) Suspension from studies;
  - (e) Cancellation of University sponsorship; and
  - (f) Discontinuation.
- (ii) Notwithstanding the above provisions, the Senate may impose such a lesser penalty on a candidate found guilty of committing an examination irregularity, depending on the gravity of the facts or circumstances of the case as the Senate may deem appropriate.

## **12.0. APPROVAL OF EXAMINATION RESULTS**

The Faculty/Institute Board shall release provisional examination results at the end of each semester. These results are subject to approval of the Senate.

### **12.1 Appeals**

- (i) Any student not satisfied by the decision of the Senate has a right to appeal.
- (ii) Any appeal must be lodged to the Deputy Vice Chancellor for Academic Affairs through the relevant Faculty or Institute Board.
- (iii) An appeal pertaining to the conduct of any Faculty or Institute's examinations and marking scripts must be lodged in accordance with these regulations within thirty (30) days from the date of approval of the results by the Senate.
- (iv) Any member of the appellant's Faculty or Institute, who participated in the making of the decision against which the appeal is lodged, shall not have a voting right in the Senate over such an appeal.

### **12.2 Appeal Fee**

All appeals shall be accompanied by a receipt of the appeal fee to be determined from time to time by the Senate.

## **13.0. PRESERVATION OF SCRIPTS**

The University shall preserve the students' scripts for the purpose of reference for a period of not less than three years.

## **14.0. PROGRESS FROM YEAR TO YEAR**

- (i) Normal progress shall occur when a student has passed all the courses required for each academic year.
- (ii) A student who fails some of the courses, but his/her annual CGPA is at least 1.80 in a given academic year shall be allowed to proceed from one year to another provided that



the annual CGPA is at least 2.0 after considering the supplementary examinations results.

#### **15.0. FIRST SITTING/SUPPLEMENTARY EXAMINATIONS**

- (i) First sitting and supplementary examinations shall be conducted at the end of each academic year.
- (ii) The following are the conditions for first sitting and supplementary examinations:-
  - a) A candidate who fails some of the courses, but his/her annual CGPA is at least 1.80 in a given academic year, shall be allowed to sit for supplementary examinations in the failed courses.
  - b) A candidate who for any genuine reason was unable to sit for final examination may be allowed to write the first sitting examination.
- (iii) First year and continuing students who were unable to sit for the first sitting/supplementary examinations for any genuine reasons may be allowed to sit for the special first sitting/supplementary at the time to be determined by the Senate in accordance with 11.7.

#### **16.0. REPEATING A YEAR**

- (i) A continuing student whose annual CGPA is less than 1.8 may be allowed to repeat a year provided that his/her overall CGPA is at least 2.0.
- (ii) A repeating student can be exempted from repeating any course whose grade was above C.
- (iii) The regulations (i) and (ii) above shall not apply to first year (undergraduate), NTA Level 4 and UQF Level 6 students.
- (iv) When a number of the failed courses after supplementary examinations is equal or above the semester load shall be required to repeat a year regardless his/her annual CGPA.

## **17.0. CARRYOVER**

- (i) Finalists who fail special supplementary examinations may be allowed to carryover the failed courses when next offered.
- (ii) First year and continuing students who fail to clear some courses after supplementary shall be allowed to carryover the failed courses provided that his/her annual CGPA is at least 2.0.
- (iii) When a number of the failed courses, after supplementary examinations is below semester load a student shall be required to carryover the failed courses provided that his/her annual CGPA is at least 2.0.
- (iv) A candidate required to carryover courses shall have to clear them within the next academic year.
- (v) A carried over subject shall be considered as first sitting course such that a candidate:-
  - a) has to attend all the prescribed lectures, tutorials, clinical or practical sessions, and fieldwork in that course;
  - b) has to satisfy all the requirements for the coursework component of that course;
  - c) has to sit for the end of semester examination in that course; and
  - d) can score up to a maximum possible grade.

## **18.0. DISCONTINUATION FROM STUDIES**

A student shall be discontinued from studies on one or more of the following basis:-

- (i) If a first year candidate fails to score an annual CGPA of at least 1.80;
- (ii) If a student fails to obtain an annual CGPA of 2.0 after supplementary examination results and his/her overall CGPA is below 2.0;
- (iii) If a repeating student failed to obtain annual CGPA of 2.0 before supplementary examinations;

- (iv) If a student overstays on an academic programme for more than two years;
- (v) If a student absconds or fails to sit for any examination without a justifiable reason;
- (vi) If a student fails to resume the studies after any postponement he/she had been allowed;
- (vii) If a student is found guilty of examination irregularity;
- (viii) If a student breaches University regulations;
- (ix) If a student breaches immigration regulations;

## **19.0. POSTPONEMENT OF EXAMINATIONS/STUDIES**

- (i) Subject to the approval of the Senate, a student may apply to postpone examinations or studies to the DVC (Academic) through the respective Faculty Dean or Institute Director and respective Head of Department.
- (ii) A student with genuine reasons may be allowed to postpone examination/studies.
- (iii) The period of postponement of studies shall not count against the period of candidature for the programme a student is registered for.
- (iv) The student who had postponed studies shall inform the DVC (Academic) about his/her resumption of studies.

## **20.0. CONCEDED PASS**

A “Conceded Pass” is a pass granted for only one course in which a final year candidate, class representative, ZANUSO leader, or a student who has represented and tried to boost the image of the University is within five marks to a pass mark of the final aggregate mark.

### **20.1 Procedure of Managing Conceded Pass**

- (i) Conceded Passes are granted at the discretion of the Faculty or Institute Boards.
- (ii) The Board shall during the time of consideration of examination results, identify the students eligible for conceded pass.

- (iii) A student can only be granted one conceded pass per semester.

## **20.2 Eligibility for a Conceded Pass**

A conceded pass shall be granted under the following conditions:

- (i) A candidate must be a final year student, or an active class representative, or an active member of ZANUSO government, or a student who has represented and tried to boost the image of the University. AND
- (ii) If the final mark in a course is within five marks to a pass mark of the final aggregate mark. AND
- (iii) The candidate's cumulative grade point average (CGPA) will be at least 1.8 when conceded pass is included.

## **21.0. DEGREE AWARDS**

### **21.1 Honours Degree**

A degree with honours shall be given to any undergraduate candidate who has an overall CGPA of 3.5 and above and who has never supplemented in any examination throughout his/her studies.

### **21.2 Aegrotat Degree**

A candidate who has completed a course of study, but he/she has been absent from the final examination of one course due to serious illness, may apply to the University for the award of an Aegrotat degree in accordance with the following regulations:-

- (i) A candidate who has completed all the continuous assessment of written assignments, tests, field research, projects and a portion of final examination as determined by the Faculty or Institute Board is eligible to apply for an Aegrotat Degree of the Zanzibar University;
- (ii) Application from or on behalf of the candidate should reach the office of the DVC (Academic) through Faculty or Institute within the period of examination or later when

the candidate finds he/she cannot continue with the examination under various provisions allowed. The application should also be accompanied with a report from a registered Medical Practitioner and verified by the Zanzibar University Medical Personnel.

- (iii) An Aegrotat degree candidate is not eligible for the award of an honours degree.

### **21.3 Honorary Degree**

- (i) An honorary degree of the Zanzibar University is the degree of Doctor honoris causa.
- (ii) The award may be granted in accordance with relevant provisions of the Zanzibar University Senate, with the approval of the Chancellor, to confer upon any person who has rendered distinguished service in the advancement of any branch of learning and contributed much to the growth and prosperity of humanity.
- (iii) The following Honorary Degrees may be conferred by the Zanzibar University:-
  - a) Doctor of Laws (LL.D);
  - b) Doctor of Letters (D.Litt);
  - c) Doctor of Science (D.Sc.);
  - d) Doctor of Education (Ed.D).

### **21.4 Post-Humous Degrees or Diplomas or Certificates**

A post-homous Degree or Diploma or Certificate shall be conferred to a Zanzibar University student, who completed all requirements of the programme of study, but dies before graduation.

### **22.0. CALCULATION OF THE CUMULATIVE GRADE POINT AVERAGE (CGPA)**

The Cumulative Grade Point Average at a given time shall be obtained by:-

- (i) Multiplying the grade point obtained in each course by the credit units assigned to the course to arrive at the weighted score for the course.

- (ii) Adding together the weighted scores for all the courses taken up to that time to obtain total grade points for the courses.
- (iii) Dividing the total grade points for all courses by the total number of credit units taken up to that time as expressed in the equation below:-

$$CGPA = \frac{\text{Total grade points for all courses}}{\text{Total number of credit units}}$$

## **23.0. CERTIFICATES AND TRANSCRIPTS**

- (i) The Zanzibar University Certificates shall carry special features as prescribed in the University Charter. Original Certificates and Transcripts shall be issued to graduates upon successful completion of their programme.
- (ii) The Admissions Officer or any other person appointed by the University Authorities may certify copies of certificates as true copies of the original.
- (iii) A final year student requiring an academic transcript shall fill a clearance form and submit two recent passport size photographs to the Faculty for the preparation of transcript
- (iv) A candidate who requires certified copies of original academic transcript shall pay a fee of TZS 3,000/-.
- (v) A fee of TZS 5,000/- as the Senate may, from time to time, prescribe shall be charged for certifying up to five copies of a degree certificate.

### **23.1 Loss of Certificate**

- (i) In case of a loss of the original certificate or a copy thereof of the Zanzibar University, the Senate or its Chairman may authorise the DVC (Academic) to issue a DUPLICATE copy after fulfilling the following conditions: -
  - (a) The applicant produces a sworn affidavit declaring the loss of the certificate;

- (b) The applicant produces evidence that the loss has been reported to applicant's nearest Police Station;
  - (c) The applicant produces evidence that the loss has been widely announced on the newspapers and other media;
  - (d) The applicant pays the replacement fee of TZS 100,000/=, then the University shall issue a new certificate stamped DUPLICATE across.
  - (e) A copy of the lost certificate shall be issued after one year from the date the applicant has submitted the requirements stated in (i) – (iv) above, then the University shall issue a new certificate stamped DUPLICATE across.
- (ii) In case of partial destruction of the original certificate or a copy thereof of the Zanzibar University, the Senate or its Chairman may authorise the DVC (Academic) to issue a DUPLICATE copy after fulfilling the following conditions: -
- (a) The applicant produces a sworn affidavit declaring destruction of the certificate;
  - (b) Submits a letter to the DVC (Academic) requesting the Zanzibar University to replace the destroyed certificate;
  - (c) Submits the destroyed certificate;
  - (d) The applicant pays the replacement fee of TZS 75,000/= as prescribed by Senate from time to time, then the University shall issue a new certificate stamped DUPLICATE across.

#### **24.0. PAYMENT OF FEES**

- (i) Fees may be paid in two equal instalments, an instalment being due at the beginning of each semester prior to registration.
- (ii) Fees paid for the semester partially or fully studied are not refundable.
- (iii) Students are required to produce evidence of sponsorship otherwise they will be required to pay full tuition and University fees at the beginning of the semester.

- (iv) Students who have not registered shall not be allowed to attend classes.
- (v) Any candidate who owes the University as a result of non-payment of any part of University fee by a student or his/her sponsor shall not be allowed to graduate.
- (vi) A candidate who owes the University shall not be issued with an academic transcript, certificate, statement of results or any other academic document.

## **25.0. EXAMINATION REGULATIONS FOR NON-DEGREE PROGRAMMES**

- (i) The Examination regulations for non-degree programmes are similar to those of the undergraduate degree programmes except for grading system.
- (ii) The following tables show the grading systems and classifications of non-degree programmes:-

- (e) Grading system and classification of NTA Level 4 and NTA Level 5  
Certificates is given below in accordance with NACTE guidelines.

**Table 7: Range of Marks and Grading System**

S/N	Range of Marks	Grade	Definition
1.	80 – 100	A	Excellent
2.	65 – 79	B	Good
3.	50 – 64	C	Average
4.	40 – 49	D	Poor
5.	0 – 39	F	Failure
6.	-	I	Incomplete

**Table 8: GPA Range and Certificate Classification**

Cumulative GPA	Certificate Classification
3.5 - 4.0	First Class
3.0 - 3.4	Second Class
2.0 - 2.9	Pass



(f) Ordinary Diploma in Accordance with NACTE Guidelines

Table 9: Range of Marks and Grading System

S/N	Range of Marks	Grade	Point	Definition
1.	80 – 100	A	5	Excellent
2.	70 – 79	B+	4	Very Good
3.	60 – 69	B	3	Good
4.	50 – 59	C	2	Average
5.	40 – 49	D	1	Poor
6.	0 – 39	F	0	Failure
7.	-	I	-	Incomplete

Table 10: GPA Range and Ordinary Diploma Classification

Cumulative GPA	Ordinary Diploma Classification
4.4 - 5.0	First Class
3.5 - 4.3	Upper Second
2.7 - 3.4	Lower Second
2.0 - 2.6	Pass
0.0 - 1.9	Failure

Table 11: Grading System for non-degree programmes

<b>Marks</b>	<b>Grade</b>	<b>Points</b>	<b>Remarks</b>
80 – 100	A	5	Excellent
70 – 79	B+	4	Very Good
60 – 69	B	3	Good
50 – 59	C	2	Fair
40 – 49	D	1	Fail
0 – 39	E	0	Absolute Fail

- (iii) Candidates who successfully complete any non-degree programme of the Zanzibar University shall be awarded either a Certificate or Diploma of the Zanzibar University.

## **26.0. EXAMINATION REGULATIONS FOR POSTGRADUATE PROGRAMMES**

### **26.1 Assessment of course**

- (i) Each PhD and Master degree course shall be assessed in two parts, that is, progressive assessment accounting for 50% and final examination also accounting for 50%.
- (ii) Postgraduate diplomas progressive assessment shall account for 40% and final examination for 60%.

### **26.2 Pass mark**

The pass mark for all postgraduate degrees and diplomas shall be 50%.

## **27.0. PROGRESS FROM YEAR TO YEAR**

- (i) Normal progress shall occur when a student has passed all the courses required for each academic year.
- (ii) A student who fails some of the courses, but his/her annual CGPA is at least 2.70 in a given academic year shall be allowed to proceed from one year to another provided that the annual CGPA is at least 3.0 after considering the supplementary examinations results.

### **27.1 First Sitting/Supplementary Examinations**

- (i) First sitting and supplementary examinations shall be conducted at the end of each academic year.
- (ii) The following are the conditions for first sitting and supplementary examinations:-
  - a) A candidate who fails some of the courses, but his/her annual CGPA is at least 2.70 in a given academic year, shall be allowed to sit for supplementary examinations in the failed courses.
  - b) A candidate who for any genuine reason was unable to sit for final examination may be allowed to write the first sitting examination.
- (iii) First year and continuing students who were unable to sit for the first sitting/supplementary examinations for any genuine reasons may be allowed to sit for the special first sitting/supplementary at the time to be determined by the Senate.

### **27.2 Repeating a Year**

- (i) A continuing student whose annual CGPA is less than 2.70 may be allowed to repeat a year provided that his/her overall CGPA is at least 3.0.
- (ii) A repeating student can be exempted from repeating any course whose grade was above B.
- (iii) The regulations (i) and (ii) above shall not apply to first year students.

- (iv) When a number of the failed courses after supplementary examinations is equal or above the semester load shall be required to repeat a year regardless his/her annual CGPA.

### **27.3 Carryover**

- (i) Finalists who fail special supplementary examinations may be allowed to carryover the failed courses when next offered.
- (ii) First year and continuing students who fail to clear some courses after supplementary shall be allowed to carryover the failed courses provided that his/her annual CGPA is at least 3.0.
- (iii) When a number of the failed courses, after supplementary examinations is below semester load a student shall be required to carryover the failed courses provided that his/her annual CGPA is at least 3.0.
- (iv) A candidate required to carryover courses shall have to clear them within the next academic year.
- (v) A carried over subject shall be considered as first sitting course such that a candidate:-
  - a) has to attend all the prescribed lectures, tutorials, clinical or practical sessions, and fieldwork in that course;
  - b) has to satisfy all the requirements for the coursework component of that course;
  - c) has to sit for the end of semester examination in that course; and
  - d) can score up to a maximum possible grade.

## **28.0. DISCONTINUATION FROM STUDIES**

A student shall be discontinued from studies on one or more of the following basis:-

- (i) If a first year candidate fails to score an annual CGPA of at least 2.70;
- (ii) If a student fails to obtain an annual CGPA of 3.0 after supplementary examination results and his/her overall CGPA is below 3.0;
- (iii) If a repeating student failed to obtain annual CGPA of 3.0 before supplementary examinations;
- (iv) If a student overstays on an academic programme for more than two years;
- (v) If a student absconds or fails to sit for any examination without a justifiable reason;
- (vi) If a student fails to resume the studies after any postponement he/she had been allowed;
- (vii) If a student is found guilty of examination irregularity;
- (viii) If a student breaches University regulations;
- (ix) If a student breaches immigration regulations;

## **29.0. POSTPONEMENT OF EXAMINATIONS/STUDIES**

- (i) Subject to the approval of the Senate, a student may apply to postpone examinations or studies to the DVC (Academic) through the respective Faculty Dean or Institute Director and respective Head of Department.
- (ii) A student with genuine reasons may be allowed to postpone examination/studies.
- (iii) The period of postponement of studies shall not count against the period of candidature for the programme a student is registered for.
- (iv) The student who had postponed studies shall inform the DVC (Academic) about his/her resumption of studies.

### **30.0. CONCEDED PASS**

A “Conceded Pass” is a pass granted for only one course in which a final year candidate, class representative, ZANUSO leader, or a student who has represented and tried to boost the image of the University is within five marks to a pass mark of the final aggregate mark.

#### **30.1 Procedure of Managing Conceded Pass**

- (i) Conceded Passes are granted at the discretion of the Faculty or Institute Boards.
- (ii) The Board shall during the time of consideration of examination results, identify the students eligible for conceded pass.
- (iii) A student can only be granted one conceded pass per semester.

#### **30.2 Eligibility for a Conceded Pass**

A conceded pass shall be granted under the following conditions:

- (i) A candidate must be a final year student, or an active class representative, or an active member of ZANUSO government, or a student who has represented and tried to boost the image of the University. AND
- (ii) If the final mark in a course is within five marks to a pass mark of the final aggregate mark. AND
- (iii) The candidate’s cumulative grade point average (CGPA) will be at least 2.7 when conceded pass is included.

#### **30.3 Grading System for Postgraduate Degree Programmes**

The grading system for Postgraduate Degree Programmes shall be as shown in Table 12.

**Table 12:** Grading System for Postgraduate Programmes

Marks	Grades	Points	Remarks
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70 -100	A	5	Excellent
60 - 69	B+	4	Very Good
50 - 59	B	3	Good
40 - 49	C	2	Marginal Fail
35 - 39	D	1	Fail
0 - 34	E	0	Absolute Fail

### **30.4 Classification of Postgraduate Degrees and Postgraduate Diplomas**

- (i) PhD degrees shall not be classified.
- (ii) Master degrees shall be classified only as PASS with distinction (70+) or PASS (Less than 70).
- (iii) Postgraduate Diplomas shall be classified as; Distinction 4.0 – 5.0 or Credit.3.0 – 3.9 or Pass 2.0 – 2.9 (GPA).

### **31.0. POSTGRADUATE DEGREE AWARDS**

- (i) To be awarded a PhD or a Master degree or a postgraduate diploma of the Zanzibar University by coursework, a candidate must pass the course work and dissertation or research report separately within a given time frame.
- (ii) In Master Degree programmes involving examinations by thesis alone without course work component, the candidates shall, in addition to writing a thesis, appear for a viva voce examination.

### **32.0. TOTAL CREDIT UNITS FOR DISSERTATION AND RESEARCH REPORTS**

- (i) The total credit unit for Master degree dissertation shall be a minimum of 12 credit units and a maximum of 18 credit units.
- (ii) The total credit unit for a postgraduate diploma research report shall be 4 credit units.

### **33.0. REGULATIONS ON THESES AND DISSERTATIONS**

- (i) Candidates who qualify to continue with dissertation research, after the completion of the coursework part, shall be required to submit a dissertation, in partial fulfilment of the degree requirements, after a specific period set by the relevant Faculty.
- (ii) Candidates shall be required to give at least one seminar presentation before the initial submission of the dissertation/thesis.
- (iii) Three months before submitting a dissertation a candidate shall, through the supervisor and relevant Faculty, give a notice in writing to the Chairman of Board of IPGSR showing the intention to submit the dissertation/thesis. The relevant Faculty shall then propose examination arrangements to that effect.
- (iv) Every dissertation/thesis submitted for the degree must be accompanied by a declaration by the candidate to the satisfaction of Senate, stating that it is the candidate's own original work and that it has not been submitted for any award at any other Institution. The dissertation/thesis shall be submitted in four copies.
- (v) A dissertation/thesis submitted for PhD, Master degrees and postgraduate diplomas must be satisfactory as regards to format and literary presentation. It must also contain an abstract of 250 to 300 words.
- (vi) The abstract shall indicate in a summary form, essential points of the thesis/dissertation/research report, the important results achieved, and the conclusions reached.

#### **33.1 Examination of Dissertation**

- (i) Every dissertation/thesis submitted shall be examined by at least two specialists excluding the supervisor approved by the Board of the relevant Faculty, Board of IPGSR and the Senate. At least one of them must be a competent staff member of the Zanzibar University.



- (ii) The Examiners shall be required to submit their detailed reports on the dissertation/thesis within a period of two months from the date of receipt of the dissertation/thesis. If the reports are not received within a period of two months, new examiners shall be appointed.
- (iii) Each examiner shall be required to summarize the report about the dissertation/thesis by filling a Summary Recommendation Form with definite recommendation for one of the following actions:-
  - a) The degree be awarded unconditionally; OR
  - b) The degree be awarded subject to typographical corrections or minor revisions; OR
  - c) The degree not be awarded but the candidate be allowed to revise and submit the dissertation/thesis for re-examination; OR
  - d) The dissertation/thesis to be rejected outright.
  - e) A dissertation/thesis recommended for re-writing must be re-submitted for degree award within six (6) months after notification.
- (iv) A dissertation/thesis passed subject to typographical corrections or minor revisions must be submitted for degree award within three (3) months after notification.
- (v) A candidate who fails, without convincing reasons, to submit his/her dissertation/thesis within the time frame stated by the relevant Faculty shall be discontinued from studies.

### **33.2 Size of Theses, Dissertations and Research Reports**

- (i) All theses, dissertations and research reports shall be typed in font 13 Times New Roman and double spaced.
- (ii) Respective Faculties shall determine the minimum and maximum length of the theses, dissertations and research reports.

### **33.3 Copies of Theses, Dissertations and Research Reports**

- (i) In all cases on successful completion of the research each student shall be required to submit a soft copy and 4 hard cover bound copies to be certified by the IPGSR.
- (ii) The copies shall be distributed as follows; relevant Faculty shall receive one (1) copy; IPGSR one (1) copy; and University Library one (1) copy; and the candidate shall receive one (1) copy as well.
- (iii) The colour shall be black and the wording in golden colour.

### **33.4 Honoraria**

Honoraria for Supervisors and Examiners of Theses, Dissertations and Research Reports shall be determined by Senate on the recommendations of the Board of IPGSR.

### **34.0. COURSEWORK COMPONENT**

- (i) The coursework shall contribute 50% of the total marks. It shall have at least the following components:-
  - a) Assignments
  - b) Timed Test 1
  - c) Timed Test 2/Laboratory practical
  - d) Project Paper
- (ii) All coursework submitted for assessment should be of original nature, rather unique, and differs significantly from the conventional work of other students. All reference materials used must be shown and acknowledged accordingly.
- (iii) The coursework component of each course shall carry 50 percent of the total final marks and the final semester examination shall carry 50 percent of the overall total final examination marks.

### **34.1 Coursework Evaluation for the Programme**

- (i) Every student pursuing a Master degree program by coursework shall be assessed during each semester.
- (ii) There shall be final semester examinations at the end of every academic semester. Each registered postgraduate student shall be required to sit for examinations for all courses offered during the semester.
- (iii) The assessment of academic performance shall be both in coursework and final semester examinations.
- (iv) The assessment of academic performance shall be in every subject offered and taught during the semester.
- (v) A candidate shall be declared to have passed the examination if he/she scores a total of coursework mark and final examination mark of 50 percent or more for every subject examined; and he/she scores at least 25 percent out of the 50 percent at the final semester examination in every subject examined.

### **34.2 Examination Irregularities**

All examination irregularities cases will be handled in accordance with regulation 11.8 – 11.10 above.

### **35.0. REGULATIONS OF THESIS/DISSERTATIONS AND RESEARCH REPORTS**

- (i) Candidates who qualify to continue with dissertation research, after the completion of the coursework part, shall be required to submit a dissertation, in partial fulfilment of the Master degree requirements, after a specific period of thirty weeks (seven months) set by the Faculty.
- (ii) Candidates shall be required to give at least one seminar presentation before the initial submission of the dissertation/thesis.
- (iii) Three months before submitting a dissertation/thesis a candidate shall, through his/her supervisor and Faculty, give notice in writing to the Chairman of PSC showing his/her

intention to submit the dissertation/thesis. The Faculty shall then propose examination arrangements to that effect.

- (iv) Every dissertation/thesis submitted for the degree must be accompanied by a declaration by the candidate to the satisfaction of Senate, stating that it is the candidate's own original work and that it has not been submitted for a similar degree in any other University. The dissertation/thesis shall be submitted in four copies.
- (v) A dissertation/thesis submitted for PhD, Master degree and Postgraduate diplomas must be satisfactory as regards to format and literary presentation. It must also contain an abstract of 250 to 300 words. The abstract shall indicate in a summary form, essential points of the dissertation/thesis, research report, the important results achieved, and the conclusions reached.

### **35.1 Examination of Dissertation**

- (i) Every dissertation/thesis submitted shall be examined by at least two specialists approved by the Board of the Faculty concerned, PSC and the Senate. At least one of them must be the supervisor of the candidate or a competent staff member of the Zanzibar University.
- (ii) The Examiners shall be required to submit their detailed reports on the dissertation/thesis within a period of two months from the date of receipt of the dissertation/thesis. If the reports are not received within a period of two months, new examiners shall be appointed.
- (iii) Each examiner shall be required to summarize his/her report about the dissertation/thesis by filling Summary Recommendation Form with definite recommendation for one of the following actions:-
  - a) The degree be awarded unconditionally; OR
  - b) The degree be awarded subject to typographical corrections or minor revisions;  
OR
  - c) The degree not be awarded but the candidate be allowed to revise and submit his/her dissertation/thesis for re-examination; OR

- d) The dissertation/thesis to be rejected outright.
- (iv) A dissertation/thesis recommended for re-writing must be re-submitted for degree award within six (6) months after notification.
- (v) A dissertation/thesis passed subject to typographical corrections or minor revisions must be submitted for degree award within three (3) months after notification.
- (vi) A candidate who fails, without convincing reasons, to submit his/her dissertation/thesis within the time frame stated shall be discontinued from studies.
- (vii) Whereas the examiners are not in agreement with these overall recommendations, PSC shall examine the case and recommend one of the following actions:-
  - a) The recommendation of the External Examiner (s) be adopted; OR
  - b) An additional independent examiner to be appointed; OR
  - c) The Faculty shall be requested to establish a panel from amongst the experts available to examine the candidate orally.
- (viii) Candidates are free to appeal to Senate against any decisions regarding the results of the examinations.
- (ix) The Directorate of Postgraduate Studies and Research Institute shall pay honorarium to the external examiner on receiving detailed reports of the dissertation/thesis under examination. However the honorarium shall be determined from time to time by the Council.

### **35.2 Re-Do Dissertation/Thesis**

Whereas a candidate fails to meet the requirements as stipulated, he/she shall be required to re-do the dissertations/thesis subject to the conditions provided.

### **35.3 Viva-Voce**

- (i) Candidates who are registered for a Master degree Programme by Coursework and Dissertation may be required to appear for viva-voce examination if such an

examination is deemed to be necessary in the Faculty concerned. This is an oral examination.

- (ii) Candidates, who do examinations by thesis without any course work component, shall, in addition to writing a thesis, also appear for a viva voce examination.
- (iii) Viva-voce examination shall take place only after the PSC has been satisfied that the thesis/dissertation submitted by the candidate is satisfactory.
- (iv) Questions to be asked in the viva-voce shall primarily focus on the candidate's dissertation/thesis research area.
- (v) The Faculty concerned shall recommend a viva voce panel of at least three (3), but not more than five (5) experts, who shall be approved by the Senate.
- (vi) The viva-voce panel shall be as follows:-
  - a) External examiner (Chairperson), who shall be appointed by the PSC;
  - b) Internal examiner (the supervisor who guided the candidate in his/her research);
  - c) Head of the relevant department (or his/her appointee);
  - d) Two other members appointed by the Faculty concerned.
- (vii) Where the panellists are unable to reach unanimous agreement as to whether the candidate passes or fails, a vote shall be taken to arrive at a decision. A majority vote shall be required for passing the viva-voce examination.
- (viii) At the end of the viva-voce examination, the panel members shall sign a Viva-voce Examination Results Form that gives recommendation on the candidate's performance. Each panellist shall receive an honorarium, to be determined by the Council from time to time.
- (ix) Where there is disagreement between the recommendation of the thesis and viva voce examiners, the Postgraduate Studies Committee shall study the case and recommend to the Senate one of the following options:-

- (a) The candidate revises and re-submits the thesis and to finally re-appear for further oral/written examination, within a period of six (6) months since the date of the decision by the Senate; OR
  - (b) The candidate is deemed to have failed outright.
- (x) The purpose of the viva-voce shall be as follows:
  - (a) To ascertain that the dissertation presented is the original work of the candidate;
  - (b) The candidate has grasped the broader subject area in which the study is based;
  - (c) Any weaknesses in the thesis/dissertation are adequately clarified by the candidate;
  - (d) To recommend whether the candidate should be passed or failed;
  - (e) A majority vote in favour of passing the candidate shall be required.

### **36.0. PAYMENT OF FEES**

- (i) Every admitted candidate shall pay fees as approved by the Zanzibar University Council. Information regarding the fees to be paid is available in the University Prospectus, as well as from the office of the Director of Postgraduate Studies & Research Institute and the office of the Faculty Dean.
- (ii) Every candidate must pay tuition fees as required before registering for the study programme. No candidate shall be allowed to sit for examinations if he/she has not paid tuition fees.
- (iii) Every candidate must settle all fee arrears and clear all debts to the Zanzibar University before graduation. Students with fee arrears shall not be allowed to graduate, receive certificates, academic transcripts, progress reports or any other academic documents.

### **37.0. MATERIALS PERTAINING TO THE CONDUCT OF UNIVERSITY EXAMINATIONS**

The University examinations shall be conducted in accordance of the following regulations:-

### **37.1 Internal Examiners**

- (i) All academic members of staff who have participated in teaching subjects under examination shall constitute Board of Internal examiners. Where more than one teacher are involved in the teaching of a subject, one of them, who is the most senior, shall act as a principal examiner.
- (ii) In a case where all staff members have the same rank, the Head of Department may recommend to the Deputy Vice-Chancellor (Academic), the appointment of one of them as a principal examiner. The appointment criteria may include the following:-
  - a) Experience in teaching the subject;
  - b) Publications on the subject;
  - c) Teaching portion of the subject.

#### **37.1.1 Duties and Responsibilities of Internal Examiners**

- (i) Participate in the Examination Process.
- (ii) Recommend Invigilators of his/her examination.
- (iii) Attend the examination room for some minutes to clarify some ambiguities, if there are any, on the examination paper.
- (iv) Mark the examination and submit provisional results to the Head of Department.
- (v) Any other duties.

### **37.2 External Examiners**

- (i) External Examiners shall be appointed from qualified persons outside the University who have not served the University for any post (part time, temporary, or permanent) for at least two years before the appointment.



- (ii) One person may serve as an external examiner for four consecutive years. After four years, another person must be appointed unless the Senate decided otherwise.
- (iii) For a person, who has already served as an external examiner at Zanzibar University, must stay for at least two year before being re-appointed.

### **37.3 Appointing Authority for External Examiners**

- (i) After informal communication with the proposed external examiner, the Department through the Faculty may recommend to Senate the appointment of External Examiner. The recommendation must be attached with the candidate's CV and reason as to why the Department and Faculty are in favour of the appointment of the candidate;
- (ii) The minimum period of field experience before someone can be eligible for appointment, as external examiner should be at least three (3) years for Masters candidates. For people with Doctorate Degree should be at least two (2) years or one year for people with honorary degrees from the date they receive their respective degree.

### **37.4 Appointing Procedures for External Examiners**

It is recommended that the following procedure be used as guidance for Faculty Deans and Heads of Departments in the appointment of external examiner:

- (i) At the beginning of the First Semester, each Head of Department will have to informally approach the proposed External Examiner.
- (ii) In their communications, the proposed External Examiner must be provided with the following information to enable him/her to decide to accept or reject the offer:
  - a) Examination questions;
  - b) The marking scheme;
  - c) Course outline;
  - d) Reading List;

- e) Examination period as shown in the University Calendar;
  - f) Allowances paid by the University.
- (iii) At the beginning of the semester, each Faculty Dean shall be required to submit a list of external examiners who have accepted the offer to Senate. The list must be attached with curriculum vitae of each proposed external examiner. It must also show names and full address (including e-mail, postal address, residential address, telephone, and fax numbers).
  - (iv) The Deputy Vice-Chancellor (Academic) shall then send them formal appointment after the Senate approval.
  - (v) External Examiner shall be invited at the end of each semester.

### **37.5 Allowances**

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

- (i) Honorarium as prescribed by Senate;
- (ii) Free Hotel accommodation in case they came to Zanzibar for a period not exceeding seven days;
- (iii) Return ticket;
- (iv) Meal allowance (the amount to be prescribed by Senate);
- (v) Refund of incidental expenses (postage, fax, local transport, Visa etc.) upon submission of relevant receipts.

### **37.6 External Examiners' Reports**

External Examiners are required as part of their duties to report to Senate on the general standard of the examination papers and the candidates' performance. The external examiners shall be provided with the syllabus, course outlines and course contents on their first appointment. It is recommended that the report should follow the following format:

- (i) Introduction (General overview of the syllabus, course outline, course content, examination questions and material covered);
- (ii) Relevance of the material covered to the subject matter;
- (iii) Relevance of the examination in relation to the syllabus course outlines and course contents and the material covered;
- (iv) Comments on each examination question;
- (v) Recommendation on areas of improvement;
- (vi) Conclusion.

### **37.7 Instructions to Candidates**

The following instructions shall be read together with other University regulations governing the conduct of examinations:-

- (i) Candidates are encouraged to go to toilets before examinations start. Later on during examination, if it is extremely necessary for a candidate to go to a toilet, he/she shall be accompanied by an invigilator.
- (ii) All candidates should have their examination cards and which shall be availed to the supervisor/ invigilator for inspection.
- (iii) Candidates shall make sure that they have been issued with Examination Numbers at least two or three days before examinations begin.
- (iv) Candidates shall read the examination timetable and if they need any assistance on the timetable, they are required to see the Examinations Officer as soon as they discover a problem on the timetable.
- (v) Candidates are required to know in advance where and at what time the examination will take place.
- (vi) No candidates shall enter into the examination room unless they are told to do so by the Invigilator.

- (vii) The Invigilator shall allow candidates to enter into the examination room at least ten minutes before the examination begins.
- (viii) In case the Invigilator fails to turn up at the examination room twenty minutes after the time scheduled for the commencement of the examination, one candidate shall necessarily report the matter to the Head of Department, who shall then report to the Faculty Dean and Examinations Officer.
- (ix) Candidates shall be required to leave all their belongings outside the examination room.
- (x) After being admitted into the examination room, candidates are required to sit quietly at their respective seats.
- (xi) Female candidates who cover their faces with veils shall necessarily uncover their faces during examination.
- (xii) Rough work shall be done at the end of the examination answer book and crossed.
- (xiii) If a candidate needs an additional answer book, she/he shall ask for it from the Invigilator.
- (xiv) No books, papers, bags, mobile phone, radios, cassette players, computers and all other electronic devices, and any kind of unauthorised material shall be taken into the examination room.
- (xv) Each candidate shall have his/her own stationery, i.e. pen, pencil, eraser, ruler, etc. Sharing of any of the above mentioned items is strictly prohibited.
- (xvi) Candidates may request the Invigilator to provide logarithmic tables, statutes, and/or any other material required for a particular examination.
- (xvii) Unauthorized materials printed or not shall be allowed in the examination room. All answer papers to be used shall be supplied by the examination office.
- (xviii) Once a candidate is found with unauthorised materials in the examination room, he/she shall be made to sign on the materials to confirm that they are his/hers.
- (xix) Failure of the candidate to adhere to the Regulation no. 37.2.19 above shall constitute another offence.

- (xx) Invigilator shall have the power to take away any book; manuscript, paper, electronic device or other unauthorised material brought into the examination room by a candidate.
- (xxi) The Supervisor/Invigilator may inspect any candidate at any time. This may include but not limited to body search.
- (xxii) The invigilator shall have the power to expel any candidate who creates disturbance in the examination room.
- (xxiii) No candidate shall be allowed to enter into the examination room after lapse of thirty minutes from the commencement of the examination.
- (xxiv) No candidate shall be allowed to leave the examination room during the first thirty minutes after the commencement of the examination.
- (xxv) All candidates should remain seated during the last 10 minutes before the end of the examination.
- (xxvi) No candidate shall be allowed to leave the examination room without permission from the Invigilator.
- (xxvii) Silence shall be observed at all times during the examination.
- (xxviii) At the end of the examination and on instruction from the Invigilator, candidates shall stop writing and remain seated until all examination scripts are collected and counted by the Invigilator.
- (xxix) Each and every candidate shall sign the attendance sheet before leaving the examination room.
- (xxx) Candidates shall not leave the examination room until the Invigilator tells them to do so.
- (xxxi) Candidates are not allowed to take anything from the examination room unless they are instructed otherwise.
- (xxxii) Non-adherence (observance) of any of the above rules shall constitute a breach of examination rules and regulations. Any candidate found guilty of the same shall be liable to discontinuation from the examinations, expulsion, and/or any other punishment as prescribed by the University rules and regulations.

(xxxiii) If a candidate falls sick during the examination, he/she shall report the matter to the Invigilator, who shall allow him/her to see the University doctor for treatment.

(xxxiv)

(xxxv) A candidate who falls sick prior to the examination, and cannot sit for it, he/she shall have to produce to his/her faculty Dean a medical certificate from a clinic he/she has been treated, and the certificate shall have to be approved by the Zanzibar University doctor.

(xxxvi) Candidates who write on their hands and other parts of their bodies with henna or any other chemical material shall not be allowed to enter the examination rooms and sit for examinations.

(xxxvii) Examination rules shall be announced and attached to the appropriate notice boards.

### **37.8 Instructions to Invigilators**

The invigilators are informed to follow the following procedures:-

#### **37.8.1 Procedures before the examination:**

- (i) The Invigilator shall be present in the examination room at least twenty minutes before the commencement of the examination.
- (ii) If he/she finds some students in the examination room, he/she shall order them to vacate the room.
- (iii) Invigilators shall make sure that the University Examinations Officer provides them with the following items:
  - a) Question papers: Sealed envelopes containing question papers must be personally collected by each Invigilator from the Examinations Officer at least thirty minutes before the examination.
  - b) List of candidates required to sit for the examination;

- c) Attendance sheet to be signed by each candidate;
  - d) Examination answer books;
  - e) Any other material needed for the examination (e.g. charts, log tables, statutes etc.).
- (iv) Invigilators shall announce that bags, books, attached cases, papers, electronic devices are not allowed in the examination room. For security of some items, the Invigilator may allow candidates to deposit them with him/her before the candidate is permitted to enter the examination room.
- (v) Invigilators shall admit candidates to the examination room ten minutes before the commencement of the examination. In case of a big class twenty minutes is recommended.
- (vi) Invigilators shall make sure that all candidates have taken their proper seats.
- (vii) After all candidates have seated, the Invigilator shall inspect the room to make sure that there is no unauthorised material.
- (viii) After everybody is seated the Invigilator shall:
- (a) Remind the candidates that unauthorised material are not allowed in the examination room;
  - (b) Distribute examination papers;
  - (c) Distribute examination answer books;
  - (d) Call attention to any instructions on the answer book and question papers questions if necessary;
  - (e) Announce time of the examination;
  - (f) Give candidates three to five minutes to read the examination paper and ask question if there is any;
    - a. Tell the candidates to start writing the examination.

### **37.8.2 During the Examination**

- (i) Invigilators shall not admit any candidate to the examination room after thirty minutes from the commencement of the examination.
- (ii) Invigilators shall not allow any candidate to leave the examination room within the first thirty minutes of the examination.
- (iii) After the first thirty minutes the invigilator shall pass around the attendance sheet. She/he shall also note the total number of candidates present and collect examination papers and answer books from vacant seats.
- (iv) During the examination, the Invigilator shall make sure that candidates are provided with any additional requirements like papers, log tables, statutes, etc.
- (v) Candidates shall not be provided with rough papers but shall be allowed to do rough work at the end of their answer books and cross it.
- (vi) No candidate shall leave his/her seat during the examination without permission.
- (vii) In case of an examination irregularity, (especially cheating i.e. copying, communicating, or causing disturbance and any other unfair practice) the Invigilator shall call the attention of another Invigilator or any other staff member who is around to act as a witness, if available. Then the case shall be reported to the Examination Officer immediately.
- (viii) Once the Invigilator finds a candidate with unauthorised material, she/he shall make the candidate sign on the material to confirm that the material belongs to him or her. If the candidate refuses, that shall be another offense.
- (ix) Invigilators shall have the power to take away unauthorised material and order the candidate to leave the examination room if she/he creates disturbance.
- (x) In the case of Regulations (vii) and (viii) above, the candidate shall be informed that he/she has contravened The University Examination Regulations and that he/she shall be reported to the University Authorities, but she/he shall be allowed to continue with the examination.



- (xi) After the examination the Invigilator shall write a report on the incident and submit report and the confiscated material to the Examinations Officer.
- (xii) In case of an examination irregularity the Examinations Officer shall inform the Deputy Vice Chancellor (Academic) who shall call the Examinations Committee to discuss the matter and send recommendations to Senate. The accused student and other witnesses shall appear before the committee.
- (xiii) During the examination, the Invigilator shall move around the examination room as frequently as possible.

### **37.8.3 At the End of the Examination**

- (i) No candidate shall be allowed to leave the examination room before their scripts have been collected. However, candidates wishing to leave before the end of the examination shall be permitted to do so after handing over their examination scripts.
- (ii) At the end of the examination period the Invigilator shall ask students to stop writing and then collect all scripts.
- (iii) Invigilator shall count the examination scripts and compare them to the attendance sheet. This is to ensure that all scripts have been collected.
- (iv) Invigilators shall sign the attendance sheet before they hand over the scripts to Examination Officer.
- (v) The Examination Officer or his representative, who shall also be present during the examination, shall counter check the number of scripts and countersign the attendance sheet.
- (vi) Invigilators shall hand over all extra examination papers and answer books to the Examinations Officer.
- (vii) In case of illness of a candidate the Invigilator shall report the incident immediately to the Examinations Officer or his representative.

## **ACADEMIC PROGRAMMES**

### **38.0. FACULTY OF BUSINESS ADMINISTRATION (FBA)**

The Faculty is operating with the following four departments:

1. Department of Accounting and Finance;
2. Department of Marketing;
3. Department of Business Information Technology; and
4. Department of Procurement and Logistics Management.

### **38.1 Programmes Offered**

The programmes of study that are being offered at the Faculty lead to the following undergraduate degree awards: -

1. Degree of Bachelor of Business Administration (BBA) in Accounting and Finance;
2. Degree of Bachelor of Business Administration (BBA) in Marketing;
3. Degree of Bachelor of Business Information Technology (BBIT); and
4. Degree of Bachelor of Procurement and Logistics Management (BPLM).

Currently, the postgraduate degree programme offered is Master of Business Administration (MBA).

### **38.2 General Programmes Information and Objectives**

- (i) Each degree programme consists of at least forty (40) courses. In each of the first four semesters students have to take about seven (7) courses. In the last two semesters they are required to take about six (6) courses per semester.
- (ii) In the first year of study, students are required to take all the compulsory, basic courses. At the beginning of the second year BBA students are required to opt for one of the career fields of concentration.
- (iii) Students may be required to undergo practical training whereupon they are attached to relevant industry in order to expose themselves to real working conditions and enable

them to apply and simulate marry the theories they have learned at the University with practice. The industrial attachment may be conducted at the end of each academic year or any other appropriate time for the purpose of enhancing their skills.

In line with the mission and vision of the Zanzibar University, the programmes offered by the Faculty of Business Administration have the following general objectives:

- (i) to produce graduates who are technically well trained in all the fields of study that are necessarily required by every prominent and excellent business manager.
- (ii) to generate hybrid managers by providing strong conceptual ICT, technical, interpersonal, and communication skills in the course of training.
- (iii) to generate organized and incorruptible graduates, by deliberately including in its demand driven curriculum a formal training in ethical values, attitude and good conduct.

### **38.3 BBA in Accounting and Finance**

#### **38.3.1 Programme Objective**

The programme is designed to train potential experts at middle level positions in the field of accounting and finance so as to work in the business sector as well as in the public sector.

#### **38.3.2 Programme Specific Objectives**

At the end of the programme the graduates should be able to:

- (i) Carry out accounting and financial functions in the public and private organizations;
- (ii) Critically, analyse job-related problems and develop solutions;
- (iii) Provide professional advice and guidance in the handling of day to day duties and responsibilities to both superiors and junior accounting and finance personnel.

### 38.4 Programme Structure

**Table 14:** Programme Structure for Bachelor of Business Administration in Accounting and Finance

S/N	FIRST YEAR		SECOND YEAR		THIRD YEAR	
	SEMESTER 1	SEMESTER 2	SEMESTER 1	SEMESTER 2	SEMESTER 1	SEMESTER 2
1	<b>MS 111</b> Business Mathematics	<b>MS 121</b> Applied Statistics	<b>MS 211</b> Quantitative Methods	<b>EC 221</b> Islamic Banking and Finance	<b>MG 311</b> Strategic Management	<b>MK 321</b> Marketing of Services
2	<b>AF 112</b> Principles of Accounting I	<b>AF 122</b> Principles of Accounting II	<b>LW 212</b> Business Law I	<b>LW 222</b> Business Law II	<b>AF 312</b> Corporate Finance I	<b>AF 322</b> Corporate Finance II
3	<b>EC 113</b> Principles of Microeconomics	<b>EC 123</b> Principles of Macroeconomics	<b>EC 213</b> Microeconomics Analysis	<b>EC 223</b> Macroeconomic Analysis	<b>AF 313</b> Financial planning and Budgeting	<b>AF 323</b> International Finance
4	<b>IT 114</b> Computer Skills	<b>IT 124</b> Computer Applications	<b>IT 214</b> Business Management Information System	<b>FE 224</b> Foundations of Ethics & Conduct	<b>AF 314</b> Auditing and Investigation I	<b>AF 324</b> Auditing and Investigation II
5	<b>BC 115</b> Business Communication	<b>MK 125</b> Principles of Marketing	<b>BS 215</b> Business Studies	<b>BS 225</b> Entrepreneurship and Business Plan	<b>AF 315</b> Financial Accounting I	<b>AF 325</b> Financial Accounting II
6	<b>MG 116</b> Principles of Management and Administration	<b>DS 126</b> Development Studies	<b>AF 216</b> Intermediate Accounting	<b>BS 226</b> Business Research Methods	<b>AF 316</b> Taxation Theory and Practice I	<b>AF 326</b> Taxation Theory and Practice II
7	<b>AL 117</b> Arabic Communication Skills I	<b>AL 127</b> Arabic Communication Skills II	<b>AF 217</b> Managerial Accounting I	<b>AF 227</b> Managerial Accounting II		
8				<b>FA 228</b> Field Attachment		

## **38.5 BBA in Marketing Department of Marketing**

### **38.5.1 General Programme Objective**

The programme is designed to train potential business personnel who will be able to effectively use their marketing knowledge and skills in analysing business trends locally, regionally and internationally.

### **38.5.2 Programme Specific Objectives**

At the end of the programme the graduates should be able to:

- (i) Carry out marketing functions in business organizations.
- (ii) Undertake strategically and analytically planning, implementation and controlling functions with respect to marketing-related activities.

### 38.6 Programme Structure

Table 15: Programme Structure for Bachelor of Business Administration in Marketing

S/N	FIRST YEAR		SECOND YEAR		THIRD YEAR	
	SEMESTER 1	SEMESTER 2	SEMESTER 1	SEMESTER 2	SEMESTER 1	SEMESTER 2
1.	<b>MS 111</b> Business Mathematics	<b>MS 121</b> Applied Statistics	<b>MS 211</b> Quantitative Methods	<b>EC 221</b> Islamic Banking and Finance	<b>MG 311</b> Strategic Management	<b>MK 321</b> Marketing of Services
2.	<b>AF 112</b> Principles of Accounting I	<b>AF 122</b> Principles of Accounting II	<b>LW 212</b> Business Law I	<b>LW 222</b> Business Law II	<b>AF 312</b> Corporate Finance I	<b>AF 322</b> Corporate Finance II
3.	<b>EC 113</b> Principles of Microeconomics	<b>EC 123</b> Principles of Macroeconomics	<b>EC 213</b> Microeconomics Analysis	<b>EC 223</b> Macroeconomic Analysis	<b>MK 313</b> International Marketing	<b>MK 323</b> Marketing Plan
4.	<b>IT 114</b> Computer Skills	<b>IT 124</b> Computer Applications	<b>IT 214</b> Business Management Information System	<b>FE 224</b> Foundations of Ethics & Conduct	<b>MK 314</b> Sales Management I	<b>MK 324</b> Sales Management II
5.	<b>BC 115</b> Business Communication	<b>MK 125</b> Principles of Marketing	<b>BS 215</b> Business Studies	<b>BS 225</b> Entrepreneurship and Business Plan	<b>MK 315</b> Strategic Marketing	<b>MK 325</b> Consumer Behaviour
6.	<b>MG 116</b> Principles of Management and Administration	<b>DS 126</b> Development Studies	<b>MK 216</b> Marketing Management	<b>BS 226</b> Business Research Methods	<b>MK 316</b> Publicity and Public Relations	<b>MK 326</b> Advertising and Sales Promotion
7.	<b>AL 117</b> Arabic Communication Skills I	<b>AL 127</b> Arabic Communication Skills II	<b>AF 217</b> Managerial Accounting I	<b>MK 227</b> Research		
8.				<b>FA 228</b> Field Attachment		

## 38.7 BBA in Business Information Technology

### 38.7.1 General Programme Objective

The programme is designed to equip students with basic knowledge and skills of Business Information Technology in the IT profession.

### 38.7.2 Specific Programme Objectives

At the end of the programme the graduates should be able to:

- (i) Design and carry out business related and IT-related functions efficiently and effectively;
- (ii) Conduct computer programming and maintenance of equipment and facilities;
- (iii) Design data communication systems for business applications, and
- (iv) Establish their own private business ventures that will employ others as well.

Table 16: Programme Structure for Bachelor of Business Information Technology

S/N	FIRST YEAR		SECOND YEAR		THIRD YEAR	
	SEMESTER 1	SEMESTER 2	SEMESTER 1	SEMESTER 2	SEMESTER 1	SEMESTER 2
1.	<b>MS 111</b> Business Mathematics	<b>IT 121</b> Computer logic and Arithmetics	<b>IT 211</b> Management Information System	<b>IT 221</b> Business Intelligence and Data Warehousing	<b>MG 311</b> Strategic Management	<b>IT 321</b> ICT Security Issues
2.	<b>AF 112</b> Principles of Accounting I	<b>IT 122</b> Computer Care and Maintenance	<b>LW 212</b> Business Law	<b>IT 222</b> Telecommunication Management	<b>IT 312</b> ICT Law	<b>IT 322</b> Electronic Government
3.	<b>EC 113</b> Principles of Economics	<b>IT 123</b> Computer Network & Data Communication	<b>IT 213</b> Computer Programming	<b>IT 223</b> Object Oriented Programming	<b>IT 313</b> ICT Economics	<b>IT 323</b> Research Project
4.	<b>IT 114</b> Information Communication Skills I	<b>IT 124</b> Information Communication Skills II	<b>IT 214</b> System and Network Administration	<b>IS 224</b> Foundations of Ethics & Conduct	<b>IT 314</b> Information Technology Auditing	
5.	<b>BC 115</b> Business Communication	<b>MK 125</b> Principles of Marketing	<b>BS 215</b> Business Studies	<b>BS 225</b> Entrepreneurship and Business Plan	<b>IT 315</b> ICT Project Management	
6.	<b>MG 116</b> Principles of Management and Administration	<b>DS 126</b> Development Studies	<b>MG 216</b> Management of Change	<b>BS 226</b> Business Research Methods		
7.	<b>AL 117</b> Arabic Communication Skills I	<b>AL 127</b> Industrial Attachment I	<b>IT 217</b> Database Management Systems	<b>IT 227</b> Industrial Attachment II		

## **38.8 BBA in Procurement and Logistics Management**

### **38.8.1 General Programme Objective**

The programme is designed to equip students with basic knowledge and skills of Procurement and Logistics Management as a profession.

### **38.8.2 Specific Programme Objectives**

The PLM programme is aiming to provide professional practical skills in procurement and to equip students for careers in procurement practices. It has the following objectives:

- (i) To enable students to identify, integrate and apply a body of knowledge and set different techniques in solving procurement problems;
- (ii) To produce graduates who are innovative, creative, flexible and responsive to a changing social and labour market within and outside Tanzania; and
- (iii) To enable the graduates apply knowledge and skills in broad range of activities some of which are non-routine.



Table17: Programme Structure for Bachelor of Procurement and Logistic Management.

S/N	FIRST YEAR		SECOND YEAR		THIRD YEAR	
	SEMESTER 1	SEMESTER 2	SEMESTER 1	SEMESTER 2	SEMESTER 1	SEMESTER 2
1.	<b>PLM 111</b> Business Mathematics and Statistics.	<b>PLM 121</b> Economics	<b>PLM 231</b> Financial and Cost Accounting	<b>PLM 241</b> Procurement and Supplies Auditing	<b>PLM 351</b> Organizational Behaviour	<b>PLM 361</b> International Procurement
2.	<b>PLM 112</b> Principle of Accounting	<b>PLM 122</b> Management Principles and Practices	<b>PLM 232</b> MIS and Computer Application	<b>PLM 242</b> Logistics Management	<b>PLM 352</b> International Logistics	<b>PLM 362</b> Strategic Procurement Management
3.	<b>PLM 113</b> Physical Distribution Management	<b>PLM 123</b> Inventory control and Management	<b>PLM 233</b> Strategic Supply Chain Management	<b>PLM 243</b> Ethics and Corporate Governance	<b>PLM 353</b> Research Methodology	<b>PLM 363</b> Production and Operations Management
4.	<b>PLM 114</b> Business Communication	<b>PLM 124</b> Quantitative Methods	<b>PLM 234</b> Public Procurement	<b>PLM 244</b> Principles of Entrepreneurship	<b>PLM 354</b> Marketing Management	<b>PLM 399</b> Research Report
5.	<b>PLM 115</b> Procurement Management	<b>PLM 125</b> Warehousing Management	<b>PLM 235</b> Business Law	<b>PLM 245</b> Financial Management	<b>PLM 355</b> Procurement Contract Mgt	Elective II
6.	<b>PLM 116</b> Introduction to ICT			<b>PLM 246</b> Field Attachment	Elective I	
7.	<b>PLM 117</b> Arabic Communication Skills					

## **38.9 FBA Course Listing**

### **MS 111: BUSINESS MATHEMATICS**

The course content includes introduction to real number systems, rational and irrational numbers and integers, the four basic operations of arithmetic, properties of prime numbers, algebraic polynomials and equations, and the operation of roots extraction, elementary properties of sets, mathematical induction, simple finite series and sequences, permutations and combinations, binomial theorem, differential and integral calculus, matrices and determinants, analytical geometry and trigonometry.

### **AF 112: PRINCIPLES OF ACCOUNTING I**

The course content includes the basic structure of accounting, the accounting mechanism, the accounting records and cycles, processing of sales cash receipts, purchases and cash payment, specialized journals, control accounts and subsidiary ledgers.

### **EC 113: PRINCIPLES OF MICROECONOMICS**

The course content includes introduction to basic concepts and definitions of economics, demand and supply, market equilibrium, price elasticity, consumer theory, cost analysis and production theory and marketing structure.

### **IT 114 COMPUTER SKILLS**

The course content includes the main concepts of ICT at general level, components of the computer systems and organization, data representation, computer security and social aspect, health and safety and environmental issues in relation to using computer, legal and regulatory issues in ICT, the concept of system word processor and Microsoft Word and business analysis with electronic spreadsheet, computer software and computer data files.

### **BC 115: BUSINESS COMMUNICATION**

The course content includes role of communication in the business organization, main forms of organizational communication, mode of the communication process, barriers to communication, fundamentals of business writing, qualities of effective correspondence.

#### **MG 116: PRINCIPLES OF MANAGEMENT AND ADMINISTRATION**

The course content includes management overview, definitions and meaning, functions and roles of managers, organization and its environment, managerial planning, planning process, goal setting, types of plans, managerial decision making, management by objectives, management functions, bureaucracy and adhocracy, motivation theories, leadership contingency theories, control processes.

#### **AL 117: ARABIC COMMUNICATION SKILLS I**

The course content includes listening and conversational components, Arabic phonological system, formation of simple phrases and sentences, comprehensions and reading.

#### **MS 121: APPLIED STATISTICS**

The course content includes meaning of Statistics, planning of a statistical study/survey, research methods of data collection, sampling and presentation of data, data analysis, measures of central tendency, elementary probability theory, Bayes' theorem, probability and its role in decision making.

#### **AF 122: PRINCIPLES OF ACCOUNTING II**

The course content includes accounting for current assets, accounting for plant, equipment and intangible assets, basic accounting for manufacturing firms, partnerships and companies and analysis of financial statements.

#### **EC 123: PRINCIPLES OF MACROECONOMICS**

The course content includes macroeconomic issues and policy instruments, income accounting, income determination, money and banking, economic growth, employment and inflation.

### **IT 124: COMPUTER APPLICATIONS**

The course content includes approaches to database management system (DBMS), database management system implementation, the concept of electronic presentation and power point, discovery, communication and collaboration, the use of internet and web browsing application.

### **MK 125: PRINCIPLES OF MARKETING**

The course content includes marketing terminologies, evolution of marketing concept, marketing organizations, main topics of marketing like marketing research, marketing of services, etc.

### **DS 126: DEVELOPMENT STUDIES**

The course content includes concepts of development\$ globalization, North-South integration and interaction, private foreign investment, benefits and costs, international aid and loans; need and usefulness, repercussions, transfer of technology to developing countries, poverty in sub Saharan Africa, fender and development, the UN's role in development, the impact of World political scenario on UN neutrality, UN's development initiatives, the World Bank, the International Monetary Fund, the Structural Adjustment Programmes, UN's "Human-centered Development" concept

### **AL 127: ARABIC COMMUNICATION SKILLS II**

The course content includes comprehension, grammatical rules like verb tenses, past, present, imperative, verbs conjugation, subject, pronouns of subject, past tense object, pronoun of object, past tense with the pronoun of object, present tense with the pronoun of object, singular, dual, plural, relative pronouns, possessive pronouns, and nouns of genitive construction, counting Arabic numbers.

### **MS 211: QUANTITATIVE METHODS**

The course content includes hypotheses testing and the various hypotheses tests, regression and correlation analysis (both simple and multiple), time series and forecasting and its applications, data analysis and computer based statistical software – SPSS to cover: variables definitions, data

entry, data transformation, data analysis and data output interpretation and linear programming model as a decision making technique.

### **LW 212: BUSINESS LAW I**

The course content includes law of contract, nature, classification and sources of law, formation of contract, domestic agreements, commercial arrangements doctrine of activities of contract, exception to the rule, vitiation factors, discharge of contract, remedies, damages, remoteness of damages, and specific performance, sales of goods, definition of contract of sale, meaning of goods, existing specific goods, future unascertained goods, transfer of property, title and risks, conditions and warranties, implied terms, performance, duties and rights of the seller, duties and rights of the buyer, and remedies.

### **EC 213: MICROECONOMIC ANALYSIS**

The course content includes theory of consumer behaviour, production theory, the cost theory, perfect competition and analysis of competitive markets, market power, monopoly and oligopoly.

### **IT 214: BUSINESS MANAGEMENT INFORMATION SYSTEMS**

The course content includes approaches to management information system, business strategy and information systems, managing information resource and security, approaches to website design, the use of computerized accounting software and the concept of e-commerce.

### **BS 215: BUSINESS STUDIES**

The course content includes general principles, organization of production, business units, wholesale and retail trade, means of payment, buying and selling procedure, transport, stock exchange and common markets, banking and central banking, insurance and international trade.

### **AF 216: INTERMEDIATE ACCOUNTING**

The course content includes the accounting profession and conceptual framework of accounting, incomplete records and single entry systems, accounting for investment in corporate securities,

accounting for companies, published accounts of limited companies, accounting standards and guidelines.

### **MK 216: MARKETING RESEARCH**

The course content includes introduction, meaning and definitions of marketing research, research design, sampling and sample designs, essentials of sampling, methods of sampling, sample size, sampling errors, non-sampling errors, reliability of samples, hypothesis, data collection, analysis of data collected, hypothesis testing, research findings and recommendations.

### **AF 217: MANAGERIAL ACCOUNTING I**

The course content includes scope of managerial accountant, cost concepts, classifications and systems, cost accounting, cycle and cost procedures, product costing, break-even analysis and cost-profit volume analysis, marginal costing and decision making, measuring costs and benefits from decision making.

### **EC 221: ISLAMIC BANKING AND FINANCE**

The course content includes introduction to Islamic banking and insurance, balance sheet analysis of Islamic banks, Islamic insurance, establishment and operations of Islamic banking.

### **LW 222: BUSINESS LAW II**

The course content has two main parts: part one deals with company law and part two covers negotiable instruments. Company law includes classification of companies, differences between companies and partnerships, corporate personality, consequences of incorporation, lifting the veil of incorporation, memorandum and articles of association; negotiable instruments includes characteristics and types, bill of exchange, capacity, signature and delivery, consideration, negotiation and endorsement, liability, forgery and fictitious payee, and discharge cheques, and promissory notes.

**EC 223: MACROECONOMIC ANALYSIS**

The course content includes income and expenditure determination, money, interest and income (IS-LM Analysis), demand management policies, monetary and fiscal policies, international linkages and income transmission, aggregate demand and aggregate supply, demand for money and supply of money.

**FE 224: FOUNDATIONS OF ETHICS AND CONDUCTS**

The course content includes Islamic history and culture, history of Islam and Christianity in East Africa, and impact of Islam on East Africa Customs, Islamic philosophies, ethics and good conduct II, Islam and modern philosophies, fundamental human rights if Islam; the concept of Jihad” in Islam, contemporary Muslim World, Islamic constitutions, Politics and Administration, modern Islamic School of thoughts (contemporary Islamic movements), principles and methods of Daawah and Islam and the Universal development challenges, Islam and environment, Islam and the gender issue.

**BS 225: ENTREPRENEURSHIP AND BUSINESS PLAN**

The course content includes foundations of entrepreneurship, ownership and franchising, planning for management succession, entrepreneur as a leader, hiring the right employees, building the right culture and structure, management succession and the growing business, constructing a business plan.

**BS 226: BUSINESS RESEARCH METHODS**

The course content includes introduction to business research methods, formulation of the research problem, literature review, research design, research proposal, sampling design and procedure, methods of data collection, processing and analysis, interpretation and report writing.

**AF 227: MANAGERIAL ACCOUNTING II**

The course content includes joint product and by-product costing, the budgeting process, operational control and performance measurement, control systems, responsibility accounting

and cost control, flexible budgeting, standard costing and variance analysis, measuring relevant costs for decision making and capital investment decision.

### **MK 227: MARKETING MANAGEMENT**

The course content includes pricing concepts, promotion decision, sales force management definition, types of channels of distribution, functions of channels of distribution, factors effecting the selection of channels of distribution, channel dynamics, vertical and horizontal markets, consumer behaviour, ethical and social issues in marketing.

### **FA 228: FIELD ATTACHMENT**

This is a six week field practice whereby students are attached to the real working environments at the end of the second year of study. Students have the opportunity to apply theories they have learnt in the classrooms to the real business company situations. They undergo on the job training to find out new ways of doing business, and develop skills in problem solving.

### **MG 311: STRATEGIC MANAGEMENT**

The course content includes introduction, nature and value of strategic management, strategic formulation, assessing the strategic environment, environmental forecasting, internal analysis of the firm, formulating long-term objectives and sound strategies, strategic analysis and choice, strategic implementation, implementing strategy through the business functions, implementing through structure, leadership and culture, strategic control, guiding and evaluating the strategy.

### **AF 312: CORPORATE FINANCE I**

The course content includes nature and role of corporation finance, the corporate firm, relationship between corporation finance, international finance and accounting, introduction of primary and secondary markets, and relevance of the financial statements, sources of finance, capital budgeting techniques, decision making under uncertainty.



### **AF 313: FINANCIAL PLANNING AND BUDGETING**

The course content includes introduction to finance, financial statement analysis, financial forecasting, profit planning, cash flow analysis and fund analysis, the statement of cash flows, purpose of the statement of cash flows, budgeting and control, budgets planning.

### **AF 314: AUDITING AND INVESTIGATION I**

The course content includes audit planning, recording and control of audit, internal check, internal audit and internal control, audit evidence, audit techniques and procedures, verification of assets and liabilities and vouching.

### **AF 315: FINANCIAL ACCOUNTING I**

The course includes consignment accounts, hire purchase and credit sales, joint venture accounts, royalties that focus on royalty's payable and royalties receivable, leasing, long term contracts, branch and departmental accounts, partnership accounts, accounts of group or companies.

### **AF 316: TAXATION THEORY AND PRACTICE I**

The course content includes taxation theory, income tax in Tanzania (the Income Tax Act 2004), disclosure for income tax purposes, assessment of tax which include broad classification of assessments, final provisional, additional and amendment, general time limited for making assessment.

### **MK 321: MARKETING OF SERVICES**

The course content includes introduction to services, consumer behaviour in services, service encounters, internal marketing, received services quality and customer satisfaction, customer retention and relationship marketing, service profitability and application of services marketing such as not-for-profit services marketing, tourism marketing, etc.

**AF 322: CORPORATE FINANCE II**

The course content includes capital structure and the factors influencing it, dividend policies, working capital management and the factors influencing it, valuation of shares and business, and the factors influencing them, financial interpretation.

**AF 323: INTERNATIONAL FINANCE**

The course content includes international financial and economic environments, multinational corporate management, international investment decisions and global financing decisions

**AF 324: AUDITING AND INVESTIGATION II**

The course content includes audit for stocks, auditing in computerized accounting system, liabilities for the auditor for professional negligence, professional conduct and ethics, audit report, public sector and special audit, fraud and other irregularities.

**AF 325: FINANCIAL ACCOUNTING II**

The course content includes bankruptcy accounts, receivership and liquidation, execution and accounts of executors, trust law and accounts, inflation accounting/accounting for price level changes, foreign currency translation, amalgamation and absorption, reorganization and reconstruction, public sector and government accounts, human resource accounting.

**AF 326: TAXATION THEORY AND PRACTICE II**

The course content includes tax evasion, tax avoidance, include tax planning, East African Transfer tax management, importation, warehousing of goods, exportation, departure and clearing of aircraft and vessels, and provisions relating to securities.

**MK 313: INTERNATIONAL MARKETING**

The course content includes introduction to international marketing, global marketing environment, international trade theory, marketing analysis and global marketing entry strategies, introduction to strategies and policies in international marketing, export and import emerging

markets such as marketing and economic development, marketing in developing country, developing countries and emerging markets, and strategic implications for marketing.

#### **MK 314: SALES MANAGEMENT I**

The course content includes overview of sales management, selling process including sales activities and careers, environmental influences on sales programmes and performance, marketing planning, sales programmes and account management policies, organizing the sales effort, demand estimation, sales territories, and sales quotas.

#### **MK 315: STRATEGIC MARKETING**

The course content includes consumer decision making, individual determinants of consumer behavior, environmental influence on consumer behavior, consumer decision process.

#### **MK 316: PUBLICITY AND PUBLIC RELATIONS**

The course content includes introduction to public relations and publicity, the use of publicity in marketing, public relations industry, publicity and media relations, major decisions in marketing, public relations tactics, public relations budget, public relations evaluation and control.

#### **MK 323: MARKETING PLAN**

The course content includes process of marketing planning, situational review, mission and objectives, setting marketing objectives and strategies, marketing information, forecasting and organizing ratio analysis which deals with the use of ratio, analyzing ratios and trends, ratios and inter-firm comparison, implementation issues.

#### **MK 324: SALES MANAGEMENT II**

The course content includes model of salesperson performance, personal characteristics, sales force recruitment and selection, sales training motivating the sales force, designing compensation and incentive programmes, sales analysis, cost analysis which deals with cost analysis

development, accounting versus marketing costs, full cost versus contribution margin procedure, and return on assets managed.

### **MK 325: CONSUMER BEHAVIOR**

The course content includes introduction to strategy, opportunity analysis, formulating marketing, strategies, implementation and control which deal with topics such as implementing business and marketing strategies, controlling marketing strategies and programme.

### **MK 326: ADVERTISING AND SALES PROMOTION**

The course content includes communication and the promotional mix, advertising, sales promotion, personal selling and sales management, direct marketing, public relations, sponsorship and exhibitions.

### **IT 114: INFORMATION COMMUNICATION SKILLS I:**

The course content includes introduction to computer and overview, components of the computer systems and organization, data: its representation and input, output methods, devices and media, computer security and social aspect, legal and regulatory issues in ICT, computer and information on the internet, effective use of computer software, computer data files, and computer networking.

### **IT 121: COMPUTER LOGIC AND ARITHMETICS**

The course content includes computer operations, computer circuits, arithmetic element of the computer, memory element of the computer, computer organization and control, input/output devices for computers.

### **IT 122: COMPUTER CARE & MAINTENANCE**

The course introduces computer systems and programmes, connecting computer system, overview of software applications, how computer works, system configuration, system resources, install and configure various computer peripheral devices, build, configure, upgrade and

maintain a personal computer system and provide computer hardware and software support based upon a set of standard and systematic diagnostic principles.

### **IT 123: COMPUTER NETWORK AND DATA COMMUNICATION**

The course content includes introduction to network and data communication concepts, the OSI model and network design, physical methods of digital data transfer, setup, configure and maintain a local area network, resolve network connectivity problems on a local area network using a systematic trouble shooting approach.

### **IT 124: INFORMATION COMMUNICATION SKILLS II**

The course content includes approaches to database management system (DBMS), database management system implementation, the concept of electronic presentation and power point, discovery, communication and collaboration, the use of internet and web browsing application.

### **IT 127: INDUSTRIAL ATTACHMENT I**

A two month period of field practice offered partly during academic semester and the remaining part on long vacation at the end of first year of study. Students have the opportunity to apply theories they have learnt in the classrooms to real business company situation. They undergo on the job training to develop skills in problem solving, hardware maintenance, team building, character building and the like.

### **IT 211: MANAGEMENT INFORMATION SYSTEM**

The course content includes introduction to information technology in the digital economy; information technologies: concept and management, strategic information systems for competitive advantage, electronic commerce, IT planning and BPG, network computing: discovery, communication and collaboration, supply chain management and ERP, transaction processing, innovative functional systems and CRM and integration, data management, knowledge management, building information systems, managing information resources and security, the impact of IT on organization, individuals and society, mobile computing, systems

planning, systems analysis, systems design, systems implementation, systems operation and support.

### **IT 213: COMPUTER PROGRAMMING**

The course introduces computer systems and programmes, computer types, connecting computer systems, windows desktop environment, overview of software applications, Boolean operations, binary to hexadecimal conversion, how computer works, system overview, boot process, hardware components, motherboard identification and memory components.

### **IT 214: SYSTEM AND NETWORK ADMINISTRATION**

The course content includes network operating system basics, network operating system components, install the windows 2003 server and linux network operating system, configure TCP/IP static and dynamic host addressing, configure network file and point sharing, configure HTTP, FTP and telnet services for windows 2003 server and linux systems. Diagnose, trouble shoot, and resolve common network operating system problems.

### **MG 216 MANAGEMENT OF CHANGE**

The course content includes introduction to change, what is cultural change, preparing for change, people change management plan, initiating and sustaining change, sustaining change.

### **IT 217: DATABASE MANAGEMENT SYSTEMS**

The course content includes introduction to data bases, data base development life cycle, data modelling, physical database design, SQL: a standard navigation language for relational data base, data administration and database administration and data warehouse.

### **IT 221 BUSINESS INTELLIGENCE AND DATA WAREHOUSING**

The course content includes architectural overview, logical design concepts, dimensional modelling designs, namely, initial steps, fact table, hierarchies, integrity constraints and schema design; physical designs, namely, large data warehouse considerations, objects, parallelism,

partitioning, indexes, integrity constraints, create dimensions, materialized view creation & maintenance and ETC; introduction to oracle data warehousing tools, introduction to oracle SQL advisor, DW performance considerations,

### **IT 222: TELECOMMUNICATION MANAGEMENT**

The course content includes telecommunications industry and market place, liberalization and regulation, standards, analogue and digital services, public switched telephone network, integrated services digital network, direct and indirect services, range of exchange lines, private networking, signaling systems, wiring codes and practice, block wiring, structured cabling, what convergence means; systems, management: telephone systems and services and how to manage them; adding value: how telephone is developing.

### **IT 223: OBJECT ORIENTED PROGRAMMING**

The course content includes software engineering, design model, the Java, Programming Environment, Java Language features and packages. Comparison of Java to other languages.

### **IT 247: INDUSTRIAL ATTACHMENT II**

The students are expected to combine the theories they have learnt in the classrooms with the practice in the field and hence to enhance their skills in server and network administration application development, web development, data base administration, data base development and IT management.

### **IT 312: ICT LAW**

The course content includes electronic signatures, e-commerce, e-taxation and e-government, personal data protection, cyber crime, organization and governance of the internet, legal issues concerning web services, privacy protection and identity management, legal issues regarding ubiquitous computing and ambient intelligence, digital rights management, long-term digital preservation (e-archiving), legal issues regarding sector information, liberalization of telecommunications sector and the convergence with audiovisual media sector, protection of minors and the prohibition of racist speech, e-evidence.

### **IT 313: ICT ECONOMICS**

The course content includes introduction: concept of network, physical network, social network, network principles, network externalities; concept of critical mass, transformation of demand curve, excess inertia and excess momentum, network externalities and compatibility, increasing returns World vs. decreasing returns World, network growth, natural monopoly and its transformation, market trend and policy issues.

### **IT 314: INFORMATION TECHNOLOGY AUDITING**

The course content includes IT audit overview, frameworks, conducting IT audit, information security, information systems strategy and planning, database implementation and support, business continuity planning, information systems operations, application systems implementation and maintenance, relationships with outsourced providers, business process controls testing, network support, system-software support, hardware support and resources.

### **IT 315: ICT PROJECT MANAGEMENT**

The course content includes project management, the environment and culture, project management process and life cycle, objective setting and links with business strategy, project planning tools and techniques, project planning using Microsoft project, leadership and team building in a virtual organization structure, financial analysis of projects and cost estimates, risk analysis and management, value management, engineering and contingency planning, monitoring and control, earned value analysis, project organization structures and stakeholder management, supply management, managing meetings and project documentation.

### **IT 321: ICT SECURITY ISSUES**

The course content includes fundamentals of information security, information security policies, information security responsibilities, authentication and network security, internet security policies, physical security, compliance and enforcement, and policy review process.



### **IT 322: ELECTRONIC GOVERNMENT**

The course content includes definitions, prospects and challenges of e-government and e-governance, the relation between e-democracy and e-government, phases in implementation of e-government, the technology involved in e-government and managerial issues, ICT policy formulation processes, five elements of successful e-government transformation, e-business implementation roadmap, understanding business, select the activities for e-business, assess e-business trends and competition, set technology direction for e-business, collect information for e-business, analyze information for e-business, new e-business transactions and workflow definitions.

### **IT 323 RESEARCH PROJECT**

Students have the opportunity to apply all the knowledge and skills they have acquired in the classroom in creating or developing their own initiatives. Their individual projects involve one of the following activities: website creation, data base management system, or any other software development programme. Students' supervisors shall testify the authenticity of the projects, or which parts of the projects have been contributed by the students themselves. Thus, it is possible to evaluate the graduation projects.

### **PLM 111: BUSINESS MATHEMATICS AND STATISTICS**

This course provides the candidates with analytical skills needed in related subjects of procurement and supply management. It enables candidates apply mathematical and statistical tool in business in decision making. The candidates are expected to be able to keep procurement and supplies record and determine quantities; to inculcate basic analytical skills; to present data in procurement and supplies report; and to handle simple statistical data.

### **PLM 112: FINANCIAL AND COST ACCOUNTING**

This course introduce candidate the fundamentals of accounting systems and costing so as to enable proper interpretation of the principal forms of accounts and enable candidates to understand the relationship and interdependence of accounting and costing and applying them to procurement and supply management.

### **PLM 113: PHYSICAL DISTRIBUTION MANAGEMENT**

Distribution and logistics have been important features of industrial and economic life for many years, but it is only of recent that they been recognized by both business and academic circles. Therefore this course offers candidate the introductory skills and knowledge in logistics and physical distribution management for effective performance of organizations in public, private and NGO sectors.

### **PLM 114: BUSINESS COMMUNICATION SKILLS**

The module intends to equip the students with sufficient comprehension of the subject matter so that they are able to cope with other subjects which are all taught and examined in English. At the end of the course, students are expected to be able to communicate effectively; to effectively write business letters and reports; to effectively communicate orally; and to write effective essays.

### **PLM 115: PROCUREMENT MANAGEMENT**

The course introduces candidates with modern knowledge in procurement, enables the candidates to apply the acquired knowledge and skills in problem solving, decision making, and also enables candidates procure effectively with due regards to ethics. The course prepares candidates be able to prepare appropriate specifications, to evaluate and select appropriate suppliers, to identify the procurement method, to identify performance standards, to analyses the procurement cycle and risk, and to identify and adhere ethical practice.

### **PLM 116: INTRODUCTION TO INFORMATION AND COMMUNICATION TECHNOLOGY**

The course is intended to introduce the basic concepts of information technology and information systems of an organization and prepares students to be able to know the various data processing methods, use of computers, and apply information technology systems in daily operations. At the end, the students will be able to work with computers; understand basic computer terminology; use basic computer application software e.g. (MS Word, MS Excel, MS

Access, MS PowerPoint, and Internet); and apply current professional software for procurement and supplies.

### **PLM 117: ARABIC COMMUNICATION SKILLS I**

The course content includes listening and conversational components, Arabic phonological system, formation of simple phrases and sentences, comprehensions and reading.

### **PLM 121: ECONOMICS**

This course enables the students apply the economic knowledge, skills and tools, for problems solving and decision making in procurement and supply managements and elsewhere. It also enables candidates to assess and evaluate various economic matter affecting procurement and supply management and it acquaints candidates with concepts theories of economics so as to enable them carry out effectively and efficiently their roles in procurement and supply management.

### **PLM 122: MANAGEMENT PRINCIPLES AND PRACTICES**

The overall objective of this course is to increase both students' knowledge of management and students ability to manage effectively. This course provides a basic framework for understanding the role and functions of a manager and to explain the principles, concepts, and techniques that can be used in carrying out these functions. It is intended for those who presently hold, or desire to hold, management responsibilities in any organization or enterprise.

### **PLM 123: INVENTORY CONTROL AND MANAGEMENT**

To develop candidate's understanding and competence in relation to the management of physical stocks and related inventory in supply management and to examine in depth the economies of materials flow systems and sound accountability of inventories thus avoiding stock outs and overstocking. Describe inventory control overview, Inventory planning and policy, describe inventory ordering system, determine stock handling policy and prepare inventory report.

### **PLM 124: QUANTITATIVE METHODS**

To provide candidate with analytical skills for decision making and enable to apply quantitative tools for problem solving. Apply probability techniques in solving business problem, demonstrate estimation theory in constructing interval estimates, demonstrate and apply concepts of hypothesis, allocate resources using transportation and assignment modules, apply stock valuation techniques for control purpose, use network analysis in project time planning and apply decision theory techniques in business.

### **PLM 125: WAREHOUSING MANAGEMENT**

To acquaint student with knowledge on cost and service characteristics involved in warehousing process and procedures and to examine in depth principles, techniques and methods involved in efficient storage, movement, layout and location of stores. Explain stock yard and warehousing management, develop material handling and storage methods, use various computer packages in storage system, apply different legislatures relative to provide basic skills of warehouse and stock yard, apply Safety and security techniques in warehouse and stock yard management and describe procedure for outsourcing warehouse services.

### **PLM 231: FINANCIAL AND COST ACCOUNTING**

This course introduces the candidates to the fundamentals of accounting systems and costing so as to enable proper interpretation of the principles forms of accounts. It also enables candidates understand the relationship and interdependence of accounting and costing to procurement and supply managements.

### **PLM 232: MIS AND COMPUTER APPLICATION**

This course helps candidate to understand what IT components are available and how you can utilize appropriate IT applications for success in procurement. They will learn the terminology used in the field of IT and how IT principles can apply to procurement. The course stresses the competitive advantage of using IT and the return on investment that they can see. It focuses on the basic principles of Information Technology: hardware and software components, database

technology, telecommunications and networking, e-commerce and e-business, Enterprise Resource Planning (ERP), Decision Support Systems (DSS), Artificial Intelligence (AI) and Expert Systems (ES), systems development and implementation, and the ethical and societal issues involved in IT.

### **PLM 233: STRATEGIC SUPPLY CHAIN MANAGEMENT**

The focus of the course is to equip candidate with the ability to develop organisational strategy in the context of supply chain management and the supply chain management performance. Using local and international case studies can explores the three critical areas of supply chain management – supply chain operations, integration and collaboration, and virtual supply chains.

### **PLM 234: PUBLIC PROCUREMENT**

This course prepares candidates to be able to examine in depth the characteristics of public procurement versus private procurement. It also provides students with knowledge in procurement of goods, works and consultancy services in the public sector and it examines the public procurement act No. 3 of 2001 and regulation thereto.

### **PLM 235: BUSINESS LAW**

This course is an introduction to legal system and the legal principles that govern business relations, with specific reference to the laws of British Columbia. The course examines the basic legal principles pertaining to contracts, torts, agency, employment, negotiable instruments, debt collection, business ownership, and consumer protection. Actual case decisions are used to help develop the skills required for legal analysis and an appreciation of judicial reasoning. Apply legal principles in business transactions and apply public procurement Acts in obtaining values for money goods, services and works.

### **PLM 241: PROCUREMENT AND SUPPLIES AUDITING**

This course will introduce candidate to procurement audit and types of procurement audits; Independent procurement reviews as conducted by donor agencies, assessment of the context of

the procuring entity that is subject to audit: analysis of the legal/regulatory requirements of the procurement function. Review of the procurement strategy of the organisation and its annual procurement planning processes, describe objectives and classifications of audits in procurements and supply, apply method and procedures for procurement and supply audit, and Identify crimes associated with procurement and supply.

#### **PLM 242: LOGISTICS MANAGEMENT**

This is an introductory course which assists candidate to understand the characteristic elements of integrated business logistics and the role and application of logistics principles to supply/demand/value chain management. In this course candidate will learn about the basic activities associated with logistics and supply chain management. These activities include transportation, warehousing, inventory management, customer service, and purchasing.

#### **PLM 243: ETHICS AND CORPORATE GOVERNANCE**

The course equips students with the knowledge in business ethics and provides the candidates with understanding of good governance. At the end, the candidates will be able to understanding the concept associated with business ethics, diagnose ethical problems and suggest proper remedies or solution, apply the fundamental ethical principles procurement and supply activities, apply principles of good governance in procurement and supply management and adhere to professional code of ethics.

#### **PLM 244: PRINCIPLES OF ENTREPRENEURSHIP**

The course intends to equip students with entrepreneurship skills and knowledge which will enable them carry out operational activities of a business. The candidates are expected to be able to work independently in executing role and responsibility, establish network to enhance business growth and develop preference entrepreneurship.

### **PLM 245: FINANCIAL MANAGEMENT**

This course acquaints students with the relevant skills in analyzing investments opportunities in order to make financial decisions with particular reference to materials managements and provides students with an understanding of the conceptual principles and practical application of analyzing financial issues and making of sound financial decisions.

### **PLM 246: FIELD ATTACHMENT**

The objective of the Field Attachment is to enrich students' theoretical and practical understandings of procurement issues through first-hand experience. It provides an opportunity to students to learn by observing, participating and doing and it allows for contextualized and integrated learning based on direct interaction with ground realities. It also enhances and prepares skills of fieldwork, research, documentation, presentation and advocacy.

### **PLM 351: ORGANIZATIONAL BEHAVIOUR**

The study of organisational behaviour enables candidate to understand and explain how and why people behave the way they do in organisations and what impact organisations have on people's behaviour. This course will introduce a number of different theories, models and practices as applied to a variety of work contexts and encourage critical exploration of their usefulness in relation to organisational behaviour.

### **PLM 352: INTERNATIONAL LOGISTICS**

The essentials of the course will encompass the several important elements of international logistics such as global sourcing and trade and the growing strategic importance of various transport and logistical infrastructure facilities. It will highlight the prevailing international trade regulatory environment and its resultant impacts on global logistical issues, especially the intra and inter trade logistics between established trade blocs.

### **PLM 353: RESEARCH METHODOLOGY**

This course introduces students to a number of research methods useful for academic and professional investigations of information practices, texts and technologies. By examining the

applications, strengths and major criticisms of methodologies drawn from both the qualitative and quantitative traditions, this course permits an understanding of the various decisions and steps involved in crafting (and executing) a research methodology, as well as a critically informed assessment of published research.

#### **PLM 354: MARKETING MANAGEMENT**

The course enables students to understand the significances of marketing decision and how they contribute in identifying appropriate procurement in supplies management strategies. It also provides the students with an appreciation of the marketing concepts and it prepares the students to examine the position of marketing in an organization and its contribution to strategies objective in consumers and business to business marketing options.

#### **PLM 355: PROCUREMENT CONTRACT MANAGEMENT**

The course helps students to develop knowledge of principles, practices and techniques for the contract management with particular emphasis on the role of supply chain specialists. It also develops skills for managing contracts relationships and minimizes risks.

#### **PLM 361: INTERNATIONAL PROCUREMENT**

This course helps students to identify and explain roles of international agencies in procurement and also be able to evaluate impact of various international procurement agreements. At the end, the candidates will be able identify foreign supply sources; apply INCOTERMS and identify their limitations; apply international procurement procedure and documentation; analyze factors affecting international procurement; identify and explain role of international agencies in procurement; identify and explain effects of economic integration in procurement; identify various international procurement agreements; and analyses the effect of global financial markets.



### **PLM 362: STRATEGIC PROCUREMENT**

The course prepares students be able to apply strategic management concepts in procurement and supplies management, to formulate, implement and evaluate procurement strategies and link them with corporate strategy. It also equips students to be able to participate effectively in formulating, implementing and evaluating corporate strategies toward achieving corporate goals and to understand contribution of procurement management to corporate strategies.

### **PLM 363: PRODUCTION AND OPERATIONS MANAGEMENT**

The course imparts to the students the basic knowledge of production planning, scheduling and control, and it enables the students appreciate for the need to integrate the above functions with procurement and supply managements. It also provides an appreciation of operational processes, techniques, planning and controlling system with reference to both manufacturing and service industries.

### **PLM 399: RESEARCH REPORT**

A major goal of this course is the development of effective technical writing skills. To help candidates become an accomplished writer, they will prepare several research papers based upon the studies completed. Such an assignment hardly represents the kind of writing candidates might be doing in their eventual career. An objective of organizing a research paper is to allow people to read student's work selectively. When they research a topic, people may be interested in just the methods, a specific result, the interpretation, or perhaps just want to see a summary of the paper to determine if it is relevant to the study.

### **39.0. FBA GRADUATE PROGRAMMES**

Currently, one Master degree programmes is in operation i.e. Master of Business Administration (MBA). It is offered in collaboration between IPGS&R and the Faculty of Business Administration (FBA).

### **39.1 Master of Business Administration (MBA)**

#### **39.1.1 Programme Objectives**

- (i) To equip candidates with an understanding of modern financial, marketing, management skills necessary for sound business management and to enable them take advantage of the continuously changing environment in which businesses operate.
- (ii) To equip candidates with sound human resource management, entrepreneurship, marketing, strategic and operations management skills required by leaders in professional business management.
- (iii) To equip candidates with leadership and communication skills required for good entrepreneurs to lead and sustain new business operations; and to build market share through effective communication with customers, clients and colleagues. This will be founded on the strong foundation of ethical praxis and outlook.
- (iv) To equip students with skills in Information Management and Communication Technology as an integral part of the MBA curriculum.
- (v) Develop student' ability to think strategically, and to lead, motivate teams in business organizations.
- (vi) To provide students with quantitative and qualitative tools to identify business opportunities and solve business problems.
- (vii) Enhance students' appreciation of the values of social responsibility, legal and ethical principles, and corporate governance through the analysis and discussion of pertinent articles and real business cases.

- (viii) To prepare students for higher degrees in business administration and career opportunities in research institutions.

### **39.1.2 Expected Learning Outcomes of the Programme**

Upon successful completion of the MBA, graduates should be able to:

- (i) Apply analytical skills learnt to analyse business environment and conceive appropriate managerial decisions.
- (ii) Identify theories, models and concepts appropriate for solving business problems faced by business firms.
- (iii) Conceptualize, organize, and resolve complex business problems or issues by using the resources available under their discretion.
- (iv) Apply the perspective of their chosen concentrated area of study to develop fully-reasoned opinions on such contemporary issues as the need for innovation, integrity, leading and managing change, globalization, and technology management.

### **39.1.3 Programme Delivery and Duration**

- (i) The MBA Programme shall be conducted through lecture sessions and seminar presentations in addition to assigned group works, term papers and individual study.
- (ii) The MBA is a four semester structured two year programme. The taught component of the programme has 18 course units and requires three semesters while the dissertation is to be completed in the fourth semester. A semester shall comprise 16 weeks of lecture sessions and seminars. Students are to complete six units per semester. Each course unit is allocated 48 contact hours.

## **39.2 The MBA Programme Majors and Concentrations**

All MBA students are required to fulfil the programme requirement of one major. The programme offers 4 MBA majors as outlined below:

### **39.2.1 Accounting Concentration**

The concentration in Accounting provides students with the skills to measure and communicate an organization's economic activities. The accounting major at the Zanzibar University focuses on the user of accounting data. Students are exposed to accounting techniques and analytical tools necessary for planning and control of business operations. The alternative accounting specializations are preparing students for careers in which accounting data are used extensively. They include specializations in *Financial Accounting and Reporting*, *Cost and Managerial Accounting*, and *Taxation*.

### **39.2.2 Finance Concentration**

The concentration on Finance is designed to provide students with a rigorous training in the various key areas of the finance field. Students are to be imparted with both theoretical and practical skills and expertise necessary for the analysis and solving of practical business financial issues. Alternative finance specializations include: *Investment Management and Valuation*, *Banking and Financial Institutions*, and *Islamic Banking, Insurance and Finance*.

### **39.2.3 Marketing Concentration**

The concentration in Marketing is targeting to enable students to build deep competency in the art and science of: (1) choosing which customers to serve, and (2) getting, keeping and growing them through delivering superior customer value. Marketing majors will gain a proficiency in the latest methods and concepts for understanding customer behaviour and for devising effective marketing strategies. Students can choose among three marketing specializations: *Marketing Management*, *Marketing Planning and Control*, and *Service-Marketing and Customer Care*.

### **39.2.4 Human Resource and Organizational Management Concentration**

The concentration in Human Resource and Organizational Management is designed to educate students in the leading edge of theory and practice associated with the management of employees and the design of organizations. It spans topics from understanding the behaviour of individuals and groups to designing management systems and structures to support business strategy. Specializations that fall within this area of concentration are: *Human Resource Management* and *Organizational Management*

### **39.2.5 The MBA Course Codes**

MBA course codes will start with four letters which define the area of specialization to which the specific course relates except for the Analytical Foundation Courses and the General MBA Courses. The four letters are then followed by three digits, the first two digits being 60. The four letters are as detailed below:

ALYF: Analytical Foundation Courses

MBGM: General MBA Courses

ACCT: Accounting Courses

FANC: Finance Courses

MKTG: Marketing Courses

HRM: Human Resource and Organizational Management

**First Year Courses****First Semester****Table 18: Analytical Foundation Courses**

<b>S/N</b>	<b>Course Code</b>	<b>Course Name</b>	<b>Units</b>
1	ALYF 601	Managerial Economics	1
2	ALYF 602	Statistical Analysis for Management	1

**Table 19: Core Business Fundamental Courses**

<b>S/N</b>	<b>Course Code</b>	<b>Course Name</b>	<b>Units</b>
1	ACCT 601	Managerial Accounting	1
2	MKTG 601	Marketing Management Strategy	1
3	MBGM 601	Management Communication	1
4	MBGM 602	Governmental and Legal Environment of Business	1
<b>Total Semester Units</b>			<b>6</b>

**Second Semester****Table 20: Analytical Foundation Courses**

<b>S/N</b>	<b>Course Code</b>	<b>Course Name</b>	<b>Units</b>
1	ALYF 603	Decision Models and Uncertainty	1
2	HROM 601	Management of People at Work	1

Table 21: Core Business Fundamental Courses

S/N	Course Code	Course Name	Units
1	FANC 601	Advanced Corporate Finance	1
2	MBGM 603	Global Strategic Management	1
3	MBGM 604	Business Research Methods	1
4	MBGM 605	Operations Management: Quality, Productivity & Supply Chain Mgt.	1
<b>Total Semester Units</b>			<b>6</b>
<b>Total Year I Units</b>			<b>12</b>

## Second Year Courses

### First Semester

Table 22: Core Business Fundamental Courses

S/N	Course Code	Course Name	Units
1	MBGM 606	Entrepreneurship and Business Development	1
2	MBGM 607	Business Ethics and Responsibility	1
3-6	XXXX 6xx	Specialization Subjects [4 Subjects]	4
<b>Total Semester Units</b>			<b>6</b>

### Second Semester

Table 23: MBA Dissertation

S/N	Course Code	Course Name	Units
1	MBGM 666	MBA DISSERTATION	6
<b>TOTAL YEAR II UNITS</b>			<b>12</b>

## **MBA Majors: Specialized Courses**

### **Accounting**

Table 24: Financial Accounting and Reporting

<b>S/N</b>	<b>Course Code</b>	<b>Course Name</b>	<b>Units</b>
1	ACCT 602	Advanced Financial Accounting	1
2	ACCT 603	Tax Planning and Administration	1
3	ACCT 604	Auditing and Investigation	1
4	ACCT 605	Problems in Financial Reporting	1

Table 25: Cost and Managerial Accounting

<b>S/N</b>	<b>Course Code</b>	<b>Course Name</b>	<b>Units</b>
1	ACCT 606	Advanced Cost Accounting	1
2	ACCT 603	Tax Planning and Administration	1
3	ACCT 604	Auditing and Investigation	1
4	ACCT 607	Managerial Accounting in Multinationals	1

Table 26: Taxation

<b>S/N</b>	<b>Course Code</b>	<b>Course Name</b>	<b>Units</b>
1	ACCT 608	Taxes and Business Strategy	1
2	ACCT 603	Tax Planning and Administration	1
3	ACCT 604	Auditing and Investigation	1
4	ACCT 602	Advanced Financial Accounting	1

### **Finance**

Table 27: Investment Management and Valuation

<b>S/N</b>	<b>Course Code</b>	<b>Course Name</b>	<b>Units</b>
1	FANC 602	Investment Management	1
2	FANC 603	Corporate Valuation	1



3	FANC 604	International Corporate Finance	1
4	FANC 605	Fixed Income Securities	1

Table 28: Banking and Financial Institutions

S/N	Course Code	Course Name	Units
1	FANC 606	International Banking	1
2	FANC 607	International Financial Markets	1
3	FANC 604	International Corporate Finance	1
4	FANC 608	Financial Institutions Management	1

Table 29: Islamic Banking, Insurance and Finance

S/No.	Course Code	Course Name	Units
1	FANC 609	Islamic Banking and Finance	1
2	FANC 604	International Corporate Finance	1
3	FANC 610	Islamic Insurance	1
4	FANC 608	Financial Institutions Management	1

### Marketing

Table 30: Marketing Management

S/N	Course Code	COURSE NAME	UNITS
1	MKTG 602	Marketing Research	1
2	MKTG 603	Entrepreneurial Marketing	1
3	MKTG 604	Marketing Mgt: Programme Design & Strategy	1
4	MKTG 605	International Marketing Management	1

Table 31: Marketing Planning and Control

S/N	Course Code	COURSE NAME	UNITS
1	MKTG 602	Marketing Research	1
2	MKTG 603	Entrepreneurial Marketing	1
3	MKTG 606	Sales Force Management and Customer Care	1
4	MKTG 607	Marketing Communications	1

Table 32: Service Marketing and Customer Care

S/NO.	Course Code	Course Name	Units
1	MKTG 602	Marketing Research	1
2	MKTG 603	Entrepreneurial Marketing	1
3	MKTG 608	New Product Development	1
4	MKTG 609	Service Marketing and Management	1

### Human Resource and Organizational Management

Table 33: Human Resource Management

S/N	Course Code	Course Name	Units
1	HROM 602	Strategic Management of Human Assets	1
2	HROM 603	Human Resource Training and Development	1
3	HROM 604	Labour Law and Employment Relations	1
4	HROM 605	Procurement of Human Resources	1

Table 34: Organizational Management

S/N	Course Code	Course Name	Units
1	HROM 602	Strategic Management of Human Assets	1
2	HROM 606	Corporate Governance and the Board	1
3	HROM 607	Foundation of Teamwork and Leadership	1
4	HROM 608	Managing Organizational Change	1

### **39.3 Dissertation for the MBA Programme**

#### **1. The MBA Dissertation: Description**

MBA Candidates are required to complete a dissertation upon successful completion of the taught component of the programme. The dissertation is an independent scientific research work, which carries 6 degree units. It is equivalent to completion of 6 course units. Candidates are required to submit a dissertation in partial fulfilment of the MBA.

#### **2. Objectives of the Dissertation**

The dissertation is designed to provide opportunity for students to undertake a substantial piece of research in the area of specialization. The Dissertation is designed to give students the opportunity to demonstrate synthesis of knowledge and skills developed through the taught component of the MBA Programme. Detailed policy and general guidelines dissertation production shall be issued by the Faculty. The research topic should be sufficiently well focused to facilitate an in-depth study, but broad enough to develop an informed overview of the topic area. Candidates may choose one of the following research orientations:

- (i) Application of management techniques and tools to address one or more issues/problems in business organizations.
- (ii) Empirical testing of existing or newly developed managerial models and techniques using primary and/or secondary data.
- (iii) Insightful and critical survey of existing literature on a specialized area and/or development of new business management techniques for solving managerial problems or addressing controversial business management issues.

#### **3. Assessment Strategy**

The dissertation has two principal parts, for assessment purposes: *Written Part* and *Defence Part*. Candidates will have to pass both parts before they are allowed to graduate. The Written Part shall be assessed by both an Internal Examiner (Supervisor) and external Examiners. Candidates will be required to present and defend their research works to a panel of not less than four (4) experts in the field of research. The required

length of the dissertation shall be 15,000 – 20,000 words, exclusive of title and contents page, figures, tables, quotations, appendices and bibliography.

#### **4. The MBA Internships**

The MBA internship is a non-examinable component of the ZU MBA Programme. It is designed in recognition of the fact that practical business insights and skills can be acquired only through internships and not through the classroom. The internship programme shall assist MBA students gaining “hands-on” experience by applying acquired classroom knowledge and skills to the assigned job of the sponsoring employer. The internship programme shall be scheduled after the first semester of the second year of study and before commencement of the MBA dissertation work. The duration of the internship programme shall be two months.

### **39.4 MBA Course Listing**

#### **ALYF 601: Managerial Economics**

This course covers fundamentals of managerial economics; market forces: demand and supply; theory of individual behaviour; production process and costs; organization of the firm; market structures and pricing; the Economics of Information

#### **ALYF 602: Statistical Analysis for Management**

This course covers topics that include randomness and variability; graphical summarization; quality control; probability, sampling and estimation; confidence intervals and hypothesis tests; least squares estimation, residuals and outliers; correlation and autocorrelation; co linearity, and randomization.

#### **ALYF 603: Decision Models and Uncertainty**

This course covers regression and forecasting models; linear and integer programming; time series models; decision making under uncertainty; decision making theory; simulation.

### **HROM 601: Management of People at Work**

This course covers topics including human resource management and employee/workplace relations management – the link to organizational strategies; establishing human resource management cost effectiveness; psychology of individual behavior or of work groups; motivation and job satisfaction; design of jobs and employee empowerment; group behavior and teamwork (including arrangements such as quality of work life programme); leadership in people management; alternative models or systems of managing employees – for example, the dominant Japanese employment system as contrasted with Tanzanian practices.

### **ACCT 601: Managerial Accounting**

This course covers topics that include introduction to managerial accounting; cost terms and concepts; the firm's cost accounting system; management accounting information for decision making; planning, control and performance measurement.

### **MKTG 601: Marketing Management and Strategy**

This course covers topics including the nature of strategic marketing; understanding the market; segmentation, positioning and marketing mix; strategic marketing development, including: strategic marketing analysis; marketing strategy formulation; strategic market planning; managing marketing channels and personal selling; applications of strategic marketing, including: global marketing strategies; relationship marketing strategies; e-marketing strategies; resource allocation and competitive analysis; market entry/exit decisions.

### **MBGM 601: Management Communication**

This course covers topics including introduction: understanding management communication; pillars of management communication; letters, memos and e-mails; reports and proposals; career communication; persuasion, organization and delivery of speeches; defending one's view before adversarial audiences; impromptu and prepared speeches; effective use of power point; visual display of data; dealing effectively with the media; communication issues for management success.

### **MBGM 602: Governmental and Legal Environment of Business**

This course covers topics including introduction: legal environment of business: overview legal infrastructure (contracts, intellectual property, antitrust, etc.) and its effect on business strategy; how businesses deal with challenges involving government agencies, legislation, or the press; fundamentals of the legal environment of business; legal foundations: definitions and classifications of law jurisprudence and theories of law; understanding law in a global context the Tanzanian judicial system; role of the judiciary in public policy and Government; resolving disputes: litigation and alternative dispute resolution options; law and commerce and overview and formation of contracts; contract performance: conditions, breach and remedies.

### **FANC 601: Advanced Corporate Finance**

This course covers topics to include; leasing; mergers and acquisitions; corporate reorganizations; financial planning and working capital management; decision making under uncertainty; cost of capital and capital structure; pricing of selected financial instruments and corporate liabilities; corporate capital budgeting and valuation; investment decisions under uncertainty.

### **MBGM 603: Global Strategic Management**

This course covers topics including global strategic management: an overview; external and internal analysis; formulating strategy and developing a business model; strategic choice and positioning; leveraging competitive advantage [through global market, strategic alliances and innovation); implementing the strategic plan; integration and emerging issues in global strategic management.

### **MBGM 604: Business Research Methods**

This course covers topics to include overview of research;; methods of data collection; sampling methods; processing and analysis of data; multivariate analysis; reliability and validity; essentials of report writing.

### **MBGM 605: Operations Management: Quality, Productivity & Supply Chain Management**

This course covers topics to include operations management: an overview; the scope of operations and production management; forecasting and decision making: concepts and tools; product planning, process selection, and capacity planning; product/service quality assurance and productivity; supply chain management: overview; demand and customer relationship management process; supplier relationship management process; product development, manufacturing flow management process; supply chain management assessment; implementing and sustaining the supply chain management process.

### **MBGM 606: Entrepreneurship and Business Development**

This course covers topics to include introduction to entrepreneurship; the trait theory and the model entrepreneur; entrepreneurial motives; entrepreneurial planning; initiating entrepreneurial ventures; measuring market potentials; business development strategy and the business plan; approaches to developing new businesses.

### **MBGM 607: Business Ethics and Responsibility**

This course covers topics to include:; making decisions in business ethics; managing business ethics; evaluating business ethics; contextualizing business ethics and responsibility; employees and business ethics.

### **ACCT 602: Advanced Financial Accounting**

This course covers topics including accounting for foreign transactions of entities; accounting for reconstruction; executorships and trust account; preparation and presentation of financial statements; public sector reports; interpretations of financial statement; valuation of shares and businesses; accounting treatment for specific items as per International Accounting Standards.

### **ACCT 603: Tax Planning and Administration**

Specific topics include: introduction: Taxation Concepts and definitions; Taxation Theory; The Income Tax Act, 2004; introduction to VAT: theory and practice; tax avoidance, planning and evasion; customs; objections and appeals.

### **ACCT 604: AUDITING AND INVESTIGATION**

This course covers specific topics including professional and ethical considerations; international developments in auditing; audit and corporate governance issues; auditing in a computer environment; fraud, irregularities, money laundering and forensic audit; audit of specialized entities; audit of not-for profit organizations; management audit; public sector audit; assurance engagements and prospective financial information.

### **ACCT 605: Problems in Financial Reporting**

This course covers specific topics including the regulatory framework (IASB); the IASB conceptual framework; presentation of financial statements.; accounting policies, accounting estimates and errors.; financial reporting in practice: property, plant and equipment, intangible assets, impairment of assets, non-current assets held for sale and discontinued operations, leases, inventories and *construction* contracts, financial instruments, provisions and events after the reporting period, revenue, employee benefits, taxation in financial statements, statements of cash flows, financial reporting in hyperinflationary economics, consolidated financial statements.

### **ACCT 606: Advanced Cost Accounting**

This course covers topics including introduction of information for decision making; income effects of alternative cost accumulation system; measuring relevant costs and revenues; product mix decisions when capacity constraints; activity based costing; pricing decisions and profitability analysis; decision making under conditions of risk and uncertainty; standard costing; management control systems; divisional performance measures; transfer pricing; contingency theory and organizational and social aspects of management accounting; application of quantitative methods to management accounting.

### **ACCT 607: Management Accounting for Multinational Companies**

This course covers topics including introduction to management accounting: basic cost concepts; full costing; cost allocation; activity – based costing; life cycle costing; out sourcing decisions; target costing, kaizen costing; cost management and product life cycle; performance measures systems; balanced scorecard; strategic performance management.



**ACCT 602: Advanced Financial Accounting**

This course covers topics to include accounting for foreign transactions of entities, accounting for reconstruction; executorships and trust account; preparation and presentation of financial statements; public sector reports; interpretations of financial statement; valuation of shares and businesses; accounting treatment for specific items as per International Accounting Standards.

**ACCT 608: Taxes and Business Strategy**

This course covers topics to include introduction: tax planning fundamentals; tax information in financial statements; taxation of corporations and their alternatives: capital structure, corporate distribution; introduction to the planning for mergers, acquisitions and divestitures; tax planning for divestitures; tax arbitrage, current developments in tax planning; tax planning for compensation; international taxation; tax planning for Investments.

**FANC 602: Investment Management**

This course covers specific topics to include Investment Management – Introduction; Portfolio Selection; Applying Mean – Variance Analysis; Asset Pricing Models; Common Stock Markets, Trading Arrangements and Trading Costs; Common Stock Portfolio Management Strategies; Traditional Fundamental Analysis I: Sources of Information; Traditional Fundamental Analysis II: Financial Ratio analysis; Traditional Fundamental Analysis III: Earnings Analysis, Cash Analysis, and Dividends Discount Models; Security Analysis; Equity Derivatives; General Principles of Bond Valuation.

**FANC 603: Corporate Valuation**

This course covers specific topics including Introduction to Corporate Valuation; An Overview of Corporate Valuation Models; The Need for Corporate Valuation (When do you need to Value a Company?); Valuation of Public Versus Private Companies; Ratio-Based Valuation; Discounted Cash Flow Valuation; The Key Value Drivers; Value-Based Management.; How to Value a Company in Practice.

**FANC 604: International Corporate Finance**

This course covers specific topics including corporate strategy and the decision to invest abroad; Forecasting exchange rates; International portfolio diversification; Managing exchange risk; Taxation issues, Cost of capital and financial structure in the multinational firm, and Sources of financing.

**FANC 605: Fixed Income Securities**

This course covers specific topics to include An Overview of Fixed Income Securities; Bond Primary and Secondary Markets; Calculating Investment Returns; Eurobonds; Stable Value Investments; Mortgages and Mortgage Backed Securities; Collateralized Mortgage Obligations; Residential Assets-Backed Securities; Securities Backed by Credit Card Receivables.; Cash – Collateralized Debt Obligations; Yield Curve Analysis; Credit Derivatives.

**FANC 606: International Banking**

This course covers specific topics to include Introduction to International Banking; A Brief History of International Banking; Banking systems Around the World; International Banking Services; Understanding International Bank Risk; Types on International Banking Organizations; Regulation of International Banking; International Banking Risk Management.; Foreign Banking Activities in Tanzania; Challenges for International Banks in foreign Markets; The Future of Banking and Financial Services.

**FANC 607: International Financial Markets**

This course covers specific topics including Introduction: An Overview of International Financial Markets; Growth of International Financial Markets; The Global Capital Market, Money Market and Instruments; The Foreign Exchange Market; The International Financial Institutions; Global Financial Intermediation; International Bond and Equity Markets.; Pricing in the foreign currency and Eurocurrency markets; Short-term returns and market efficiency in the international money markets, Derivative Instruments and Markets; International capital asset pricing, Pricing of foreign currency bonds, Eurocurrency syndicated loans.

**FANC 604: International Corporate Finance**

This course covers specific topics including Corporate strategy and the decision to invest abroad; Forecasting exchange rates; International portfolio diversification; International Investment Appraisal; Managing exchange risk ; Taxation issues; Cost of capital and financial structure in the multinational firm.

**FANC 608: Financial Institutions Management**

This course covers specific topics including Introduction: Overview of the Financial Service Industry; Measuring and Managing Risk on the Balance Sheet; Credit Risk Analysis and Lending Risk; Liability and Liquidity Management; Deposit Insurance and Other Liability Guarantees; Management of Interest Rate Risk; Managing Risk off the Balance Sheet; Off balance Sheet Activities; Futures and Forwards; Options and Swaps; Measuring and Managing other Types of Risk; Operating Cost and Technology Risk; Foreign Exchange Risk; Sovereign Risk.

**FANC 609: Islamic Banking and Finance**

This course covers specific topics including The Islamic Financial System – An Overview; Major Norms of Islamic Finance; Islamic Banking; Islamic Banking Principles; Commercial Banking; Deposit and Financing Products; Management of Islamic Banks [Asset and Liability Management]; Regulatory Framework for Islamic Banking and Finance; Islamic Treasury Management; Islamic Investment Banking; Islamic Capital Markets; Islamic Corporate Governance; Fund Management and Project Finance.

**FANC 604: International Corporate Finance**

This course covers specific topics including Corporate strategy and the decision to invest abroad; Forecasting exchange rates ; International portfolio diversification, ; Managing exchange risk; Taxation issues; Cost of capital and financial structure in the multinational firm, and Sources of financing.

### **FANC 610: Islamic Insurance**

This course covers specific topics including Introduction – Islamic Insurance [Takaful] vs.; Conventional Insurance System; Islamic Appraisal of Conventional Insurance; Islamic Insurance [Takaful] Principles; Islamic Insurance [Takaful] Products, Models and Mechanisms; Takaful Legal, Regulatory and Operational Issues; Re-Insurance [Re-Takaful] Issues; Asset management within Takaful; Marketing Takaful Products.

### **FANC 608: Financial Institutions Management**

This course covers specific topics including Introduction: Overview of the Financial Service Industry; Measuring and Managing Risk on the Balance Sheet; Credit Risk Analysis and Lending Risk; Liability and Liquidity Management; Deposit Insurance and Other Liability Guarantees; Management of Interest Rate Risk; Managing Risk off the Balance Sheet; Off balance Sheet Activities; Futures and Forwards; Options and Swaps; Measuring and Managing other Types of Risk; Operating Cost and Technology Risk; Foreign Exchange Risk; Sovereign Risk.

### **MKTG 602: Marketing Research**

This course covers specific topics including The Role of Marketing Research and Customer Information in Decision Making; The Marketing Research Process.; Preparation and Presentation of *Research* Findings and Recommendations; Secondary Data and Customer Data Base.; Collecting Observation Data.; Collecting and Analyzing Qualitative Data; Collecting Quantitative Data; Designing Methods; Sampling Methods; Analyzing Quantitative Data.; Presenting the Research Results.

### **MKTG 603: Entrepreneurial Marketing**

This course covers specific topics including Positioning, Targeting and Segmentation.; Selecting, Developing and Evaluating New Products and Services; Entrepreneurial pricing Decisions.; Public Relations and Publicity.; Entrepreneurial Distribution Channel Decisions; Product/Service Rollout; Entrepreneurial Sales Management.; Promotional and *Viral* Marketing.; Entrepreneurial Advertising Decisions; Hiring is a Marketing Problem; Marketing and Raising Capital; Building Strong Brands and Strong Entrepreneurial Companies.

### **MKTG 604: Marketing Management: Programme Design and Strategy**

This course covers specific topics including Resource allocation, market entry/exit decisions; Competitive analysis; Analysis of marketing situations; Segmentation and targeting decisions; Branding and pricing decisions; Distribution and promotion decisions.

### **MKTG 605: International Marketing Management**

This course covers specific topics including Organization and Control in International Marketing Management; International Pricing Strategy; Marketing Strategy Planning; Product Policy and Planning; International Advertising; Marketing Strategy Planning for International Markets; The Firms as a Business System; International Markets; Marketing in a Consumer – Oriented Society: Appraisal and Challenges.

### **MKTG 606: Sales Force Management and Customer Care**

This course covers specific topics including Changing World of Sales Management; Describing the Personal Selling Function; Developing and Directing the Sales Force; Determining Sales Force Effectiveness and Performance; Introduction to Customer Cares; How managers need to drive and support a service strategy; Listening to Customers; Implementing a Service Excellence Strategy; The Internal Customer; Training and Development for Customer Service; Sustaining a Customer Focus.

### **MKTG 607: Marketing Communications**

This course covers specific topics including Introduction: Marketing Communication.; Principles of Communication and New Approach to Marketing Communication; Developments in Marketing Communication; Rethinking Marketing Communication Styles.; The Integrated Marketing Communication Mix; The Nature and Scope of Advertising; Planning the Advertising Campaign; Advertising Creativity; Advertising Media; Principles of Personal Selling and Personal Selling in Practice; Principles of Sales Promotion and Sales Promotion in Practice; Principles of Direct Marketing and Direct Marketing in Practice; Principles of Public Relations and Public Relations in Practice.

### **MKTG 608: New Product Development**

This course covers specific topics including The role of new products in marketing and corporate management; The Marketing Opportunity: (including: The Business Concept Embodied in the New Product Idea, Solving the Customers' Problem in the Product, Idea Evaluation within the Framework of the Business, New Product Development as a competitive Weapon); Product life cycle and product positioning; Product portfolio; Developing a product concept as well as effective prototyping strategies; New product development testing, management.; Market Research and Technical Research; The Pre-launch Checklist: Setting Up the Organization; Pilot Run Manufacturing; Setting up the Infrastructure; Training for Personnel; Material Procurement; Launching (including: Launch objectives, The Product Rollout, Initial Monitoring of Results, Product Promotion and Customer Visits, The Sales Channel); The Pursuit (including Product Management, Managing Product Change, Marketing Feedback and Product Modifications, Life Cycle Management of Product)..

### **MKTG 609: Service Marketing and Management**

This course covers specific topics including Introduction to Service Marketing (including: What is a service, Characteristic of services, The 7 Ps of Services; Core and augmented service Organization Clients); Design of the Service (including: Structure of Organizations, Culture of Organizations Organizational Charts, The Concept of Design, Service Classification, Objects of the, Service processes, Customer Contact, Distribution); The Service Setting and Service Quality Management; Demand and Capacity Management; Service Strategy and Communications; Consumer Behaviour in Services; Marketing Segmentation and Service Positioning; Service Pricing and Demand Management; Customer Relationship Management; Consumer Protection in Services; Performance Measurements and Monitoring and Evaluating the Service.

### **HROM 602: Strategic Management of Human Assets**

This course covers specific topics including HRM and the resource-based view; Learning and Development; Job analysis and design; Recruitment and Selection; Motivation at Work; Managing and Improving Performance; Employee Retention; Interviewing Techniques;

Remuneration and Reward Strategies; Negotiation in the Workplace; Counseling and Dispute Resolution; Managing Employment Issues Ethically.

### **HROM 603: Human Resource Training and Development**

This course covers specific topics including Introduction: The Role of Learning and Development in Organizations; Learning and Competitive Strategy; Training Needs Assessment and Development of Training Programmes; Planning and Designing of Training Development; Alternative Training Method; Career Development and Knowledge Management; Evaluation of Training Effectiveness; Performance Appraisal.

### **HROM 604: Labour Law and Employment Relations.**

This course covers specific topics including Introduction to Industrial Relations Theory; Management of Industrial Relations; The Concept of Collective Bargaining; Labour Unions and Collective Agreements; Employment Legislation and the Legal Framework; Tanzania Labour Movement.

### **HROM 605: Strategic Staffing and Recruitment**

This course covers specific topics including The Context for Recruitment and Selection; Competences [What do we want to Measure, What are Competencies, The Purposes of Competencies, Problems Relating to Recruitment & Selection.]; Designing the Selection Process, Calculating Staffing Costs and Evaluating Staffing Options; Attracting the Right Applicants. [Managing our Applicant Pool, Advertisement]; Application Form Design.; Competency Based Interviewing I: Principles; Competency Based Interviewing II: Practice.; Decision Making and Evaluation.

### **HROM 602: Strategic Management of Human Assets**

This course covers specific topics including HRM and the resource-based view; Learning and Development; Job analysis and design; Recruitment and Selection; Motivation at Work; Managing and Improving Performance; Employee Retention; Interviewing Techniques;

Remuneration and Reward Strategies; Negotiation in the Workplace; Counseling and Dispute Resolution; Managing Employment Issues Ethically.

### **HROM 606: Corporate Governance and the Board**

This course covers specific topics including ; Corporations and Corporate Governance; The Role of Boards in Corporate Governance; The Role of Transparency in Corporate Governance; Shareholders and Shareholder Activism; Corporate Governance Failure; Institutional Investors, Creditors and Credit Rating Agencies; Corporate Governance Systems Worldwide ; Corporate Accountability, Environmental, Social and Governance Considerations ; Moral Hazard, Systematic Risk and Bailouts; Corporate Citizenship.

### **HROM 607: Foundation of Teamwork and Leadership**

This course covers specific topics including The Twelve Leadership Myths and Six Fundamental Leadership Principles and Basic Tenets; Six Approaches to the Application of Leadership Skills; Evaluating Leadership Priorities; Tasks and Social Elements of Team Functioning; Creating Teams/Team Building; Types of Team Building Interventions; Role Clarification and Negotiation; Stages of Team Development; Personality and Ability\Teamwork skills; Diversity of Team Members and Implications of Diversity; Leading Teams; The Three Team Leadership Tasks; The Three Elements of Leading Teams; Developing Team Leadership Skills; Self Managing or Self- Leading Work Teams; Organizing Your Team; Team Support Roles; Team Member Job Description Running Team Meetings; Monitoring Progress.

### **HROM 608: Managing Organizational Change**

This course covers specific topics including The Politics of Change: Why a Company Needs to Change and What can be Changed; Confronting the Realities of Change; Planning and implementing Organizational Change; Organizational Change Models; Successfully Leading Change Efforts: Key Factors; Managing the Evolution of the Change; Developing and Communicating a Shared Vision; Aligning Strategy and Culture; Downsizing, Restructuring and Reengineering; Organizational Adaptation.



#### **40.0. FACULTY OF LAW AND SHARIAH (FLS)**

##### **40.1 Structure of the Faculty**

Faculty of Law and Shariah, at present comprises the following departments:

1. Department of Common Law;
2. Department of Shariah.

##### **40.2 Undergraduate and Postgraduate Degree Programmes Offered**

The Faculty offers a four year programme leading to the award of the degree of Bachelor of Law and Shariah (LLB) combining both Common Law and Islamic Law and also a two year programme leading to the award of Masters of Laws (LL.M) in Comparative Laws.

##### **40.3 Duration of the Undergraduate Studies**

- (i) The LLB programme of studies offered by the Faculty is of four-year duration. In a nutshell, the extended duration of study is intended to create ample scope to make more elective courses as core and compulsory courses.
- (ii) The programme for LLB comprises a total of 8 semesters of 15 teaching weeks each, two semesters in every academic year.

##### **40.4 General Objectives of the Programme**

- (i) To provide sound knowledge and thorough training in Common and Islamic Laws and their respective legal techniques required for successful practice whether on the Bench, at the Bar or any other legal profession.
- (ii) To promote students' talents and potentialities in order to develop their legal skills, both, theoretically and professionally through practice.
- (iii) To facilitate study of law in relation to the organisation of the machinery for the administration of justice, and to further students' ability to understand the problems and concepts of substantive law by elucidating the process of judicial decision making.

- (iv) To broaden the theoretical perspectives of law in relation to other areas of social sciences, and to increase the awareness of social and economic factors relevant to the application of law in society.
- (v) To motivate students to pursue graduate studies to enhance the legal profession in the country.

#### **40.5 Specific Objectives of the Programme**

- (i) qualify and equip law graduates to play effective role towards enhancement of court system and tribunals so as to ensure swift, fair and unbiased dispensation of justice, as well as adequately guarantee protection for and enforcement of human rights and fundamental freedoms.
- (ii) To guide students to build up professional skills for legal writing and research work as such skills would enable them to contribute towards nation building and community development work in the legal system as advocates or legal advisers;
- (iii) To preside over civil and criminal cases in the country's judicial system.

#### **40.6 Curriculum Integration**

- (i) The course structure offered by the Faculty integrates both components of Shariah and Common Law. It reflects course structure, and contents of each course. The integrated nature of studies in the Faculty is well catered for in the curriculum.
- (ii) This integrated approach to the study of the two systems of law is adopted to soundly equip and qualify law students to take up any legal profession, as well as to prepare them to deal with legal problems realistically and in harmony with the needs and culture of the society wherein they live.
- (iii) In view of the diverse nature of law courses which every law student is required to offer, the four year duration aims at accommodating, as many

as possible, courses in both fields of Common Law and Islamic Law. This is in a bid of qualifying and training law students in these two legal systems, which are applicable in Tanzania, and other countries in the African Continent and the World at large.

- (iv) Moreover, since the whole Universe is deemed as catchment area for Faculty of Law and Shariah, Zanzibar University, as far as admission of students is concerned, the four year duration purports to cope with the universality of the University and Faculty of Law and Shariah as well, by offering intensive courses on the globally adopted two legal systems, to wit, Common Law and Islamic Law.

#### **40.7 LL.B Programme Structure**

Elective courses are offered from the 4<sup>th</sup> to 8th semesters. Elective courses shall carry code numbers according to the year of study in which each elective course is taught. Once an elective course is offered its status becomes compulsory.

Table 35: Programme Structure for the Bachelor of Law and Shariah

SN	First Year		Second Year		Third Year		Fourth Year	
	Semester 1	Semester 2	Semester 1	Semester 2	Semester 1	Semester 2	Semester 1	Semester 2
1	LW 111 Criminal Law I	LW 121 Criminal Law II	LW 211 Constitutional Law 4 Legal System	LW 221 Human Rights and Humanitarian Law	LW 311 Law of Evidence I	LW 322 Law of Evidence II	LW 411 Labour Law	LW 422 Professional Ethics
2	LW 112 Law of Contract I	LW 122 Law of Contract II	LW 212 Law of Torts II	LW 222 Islamic Banking Law	LW 312 Criminal Procedure	LW 323 Civil Procedure II	LW 412 Accounting for Lawyers	LW 423 Islamic Law of Procedure
3	LW 113 Legal Methods	LW 123 Islamic Family Law	LW 213 Administrative Law I	LW 223 Administrative Law II	LW 313 Jurisprudence	LW 324 Public International Law	LW 413 Islamic Law of Succession	LW 424 Criminology & Penology
4	LW 114 Introduction to Islamic Law	LW 124 Law of Torts I	LW 214 Land Law	LW 224 Conveyancing Law and Practice	LW 314 Islamic Criminal Law & Procedure	LW 325 Companies Law	LW 414 Private International Law	LW 425 Research Project
5	EG 115 English Communication Skills I	LW 125 Islamic Law of Contract	LW 215 Sales of Goods and Agency Law	LW 225 Bankruptcy & Hire Purchase Law	LW 315 Civil Procedure I	LW 326 Law of Succession (Statutory)	LW 415 Legal Research Methodology	
6	DS 116 Development Studies	EG 126 English Communication Skills II	LW 216 Family Law (Statutory)	LW 226 Equity and Trust	LW 316 Legal writing & drafting	LW 327 Islamic Legal Maxims	LW 416 Islamic Jurisprudence	
7	AR 117 Arabic Communication Skills I	AR 127 Arabic Communication Skills II	LW 217 Islamic Constitutional Law			LW 328 Judicial attachment (Clinical Law)		
8	IT 118 Computer Studies I	IT 128 Computer Studies II						

Table 36: Elective Courses  
(A Student is to select one elective course in each semester)

S/N	First year		Second year		Third year		Fourth year	
	Semester 1	Semester 2	Semester 1	Semester 2	Semester 1	Semester 2	Semester 1	Semester 2
1				<b>LW 227</b> Banking and Negotiable Instruments Law	<b>LW 317</b> Intellectual Property Rights	<b>LW 329</b> Electoral Law	<b>LW 417</b> Consumer Protection Law and Practice	<b>LW 426</b> Alternative Dispute Resolution
2				<b>LW 228</b> International Economics Law	<b>LW 318</b> Insurance Law	<b>LW 330</b> Media Law	<b>LW 418</b> Investment Law	<b>LW 427</b> Law Science & Technology
3				<b>LW 229</b> Islamic Administrative Law	<b>LW 319</b> Partnership and Cooperatives Law	<b>LW 331</b> Gender and the Law	<b>LW 419</b> Children and the Law	<b>LW 428</b> Computer and the Law
4				<b>LW 230</b> Sports Law	<b>LW 320</b> Islamic International Law	<b>LW 332</b> Customary Law	<b>LW 420</b> East Africa Community Law	<b>LW 429</b> International Criminal Law
5				<b>LW 231</b> Taxation Law	<b>LW 321</b> Environmental Law	<b>LW 333</b> Statutory Interpretation	<b>LW 421</b> International Trade & Finance	<b>LW 430</b> Health Law & Policy
6								<b>LW 431</b> Law of Sea

## **40.8 LL.B Course Listing**

### **LW 111: Criminal law I**

The course content includes the historical development of criminal law tracing it from through the five modes of production; definition; purposes; sources of criminal law; jurisdiction of courts; territorial application of criminal law; general concept of criminal liability (mens rea and actus reus); general principles of criminal responsibility; parties to offence; accessory before the fact and accessory after the fact; general defence of criminal liability and types of punishments in criminal law.

### **LW 112: Law of Contract I**

The course content includes nature of the contractual relation and its social function, the historical development of the law of contract; sources of the law of contract; formation of contract -- offer, acceptance, parties, intention to create legal relations, capacity to contract; consideration and forms of consideration; validity of contract – free consent, unenforceable, void, voidable, and illegal agreement, privity of contract; vitiating elements - mistakes, misinterpretation, duress and undue influence.

### **LW 113: Legal Methods**

The course content includes the nature of law; classification and sources of law, authoritative legal materials, customary law and usage; statutes; case law and other materials; citation of authorities; language of the law and language of the court; stare decisis, precedents, forms of precedent, logic and legal reasoning - forms, styles and systems of reasoning; basic rules of construction of law and law making process, canons of interpretation and aid to the interpretation of statutes and case law techniques.

### **LW 114: Introduction to Islamic Law**

The course content includes definition and scope of Islamic Law, evolution and historical development of Islamic Law, sources of Islamic Law, emergence and development of the Islamic School of Law, Ijtihad and emergence of Taqeed.

### **EG 115 English Communication skills I**

This course covers basic sentence structure, the tense system, class nouns, the use of articles, sentence connection, passive verb form, perfect verb form, model verb/verb phrases, conditional sentences, direct and indirect writing.

### **DS 116: Development Studies**

The course content includes capitalism and the capitalist ideology, post – colonial and neo – colonialism, orientation and its ideology, interaction and integration between the two World ideologies (civilizations), the development of relations between the capitalist West and the Muslim World, methods of interaction and integration include the role of education, technology, the media, conflicts and wars etc.

### **AR 117: Arabic Communication skills I**

The course content includes introduction to the Arabic alphabet and essential grammatical rules, Arabic consonants with/without equivalents in the English alphabets and the consonants with vowels (long/short).

### **IT 118: Computer Studies I**

The course content includes the main concepts of ICT at general level, components of the computer systems and organization, data representation, computer security and social aspect, health and safety and environmental issues in relation to using computer, legal and regulatory issues in ICT, the concept of system word processor and Microsoft Word and business analysis with electronic spreadsheet. Computer software and computer data files.

### **LW 121: Criminal Law II**

The course content includes attempts; conspiracies, offences against morality including rape and attempted rape; offences against property including theft, housebreaking, burglary and recent possession of stolen property; selected offences (murder, manslaughter, abortion, infanticide, child destruction, child concealment), the state of public order; the doctrine of provocation,.

**LW 122: Law of Contract II**

The course content includes performance of contract; types of discharge of contracts; the concept of frustration of contract and types of frustration of contract which are acceptable and non acceptable, emerging issues in contracts and the concept of amendment of the original contract; contract remedies; damage -- types of damages: normal, special, compensatory and remoteness of damage; equitable remedies: specific performance, injunctions and quantum meruit; contractual relations and quasi contracts, the concept of exemption and finality clauses in contract.

**LW 123: Islamic Family Law**

The course content includes definition and the institution of Family in Islam, preliminaries to marriage contract, essentials of marriage contract, agency in marriage, impediments to marriage, mutual rights and obligations of spouses, dissolution of marriage, divorce and its consequences, custody of children.

**LW 124: Law of Torts I**

The course content includes historical development of the law of torts, general principles of tortious liability; distinction between tort and criminal law and law of contract; sources of law of torts; concept of liability in tort, the doctrine of remoteness of damage, torts against the person, assault, battery, false imprisonment, malicious prosecution, trespass to goods, trespass to land, detune, conversion.

**LW 125: Islamic Law of Contract**

The course content includes definition and legality of contract, essentials, capacity for making contracts, the Islamic rights of option and remedies, different kinds of sale of goods, hire purchase, Agency, Mortgage, Financial transactions (Mudharabah, Musharakah, Murabahah, Hawala, Kafalah), Theory of Riba.

**EG 126 English Communication skills II**

This course is a continuation of the English Communication Skills I. It covers developing reading, speaking and writing skills, writing summary, structures, figures of speech, idioms, proverbs and phrasal



verbs, techniques for organizing notes, and common mistakes in English.

### **AR 127: Arabic Communication skills II**

The course content includes reading and writing exercises involving who? What? and where? The pronouns, the letter of call, the possessor and the possessed, the definite and indefinite noun, the present tense and the adjective (feminine/masculine)

### **IT 128 Computer Studies II**

The course content includes approaches to database management system (DBMS), database management system implementation, the concept of electronic presentation and power point, discovery, communication and collaboration, the use of internet and web browsing application.

### **LW 211: Constitutional Law and Legal Systems**

The Constitutional Law includes definitions; constitutional history, classifications of constitutions; constitutional principles; characteristics of the constitution; rules of constitutional interpretation; state structure and organs; constitutional making and constitutional legitimacy and constitutional legality; constitutional court; constitutional litigation; sources of constitutional changes which includes popular uprising, military coups, referendum, constitutional amendments and judicial interpretation, constitutional remedies: role and function of political parties, elections and electoral systems, comparative constitutional of East Africa and Bill of rights, The Legal System includes legal and court systems of East Africa with emphasis on the Development of Courts System of Zanzibar (including Kadhis Courts) and Tanzania; judicial bodies and quasi judicial bodies and the question of state sovereignty within the context of East Africa.

### **LW 212: Law of Torts II**

The course content includes negligence; essentials of negligence; specific situations of negligence; nervous shock; occupiers liability; vicarious liability; contributory negligence; defence in Torts; contributory negligence; common employment; death of claimant; defamation, libel and slander, essential of defamation; defence, justification, fair comment, absolute and qualified privilege; nuisance liability,

public and private liability for dangerous things, the rule in Rylands Vs Fletcher, liability for animals.

### **LW 213: Administrative Law I**

The course content includes genesis and historical development of administrative law; separation of powers; purpose and application; aspects of government responsibility; political and legal responsibility; basic rights and the rule of law; human rights; independence of the judiciary; subsidiary legislation; parliamentary and judicial control; limits of power; substantive and procedural; *ultra vires* doctrine, *alta ego* theory; judicial review, appeal, revision and exclusion of judicial review.

### **LW 214: Land Law**

The course content includes history of land of East Africa with an emphasis on Zanzibar and Tanzania Mainland, the concept of land law; ownership of land; land as real property; sources of land law; alienation and occupation of public lands and theory of lease of land; traditional land use and tenure; community control of individual acquisition and enjoyment of land, foreign and colonial influence, English land law concepts, property rights in land, leaseholds, easements and profits and land disputes adjudication theories.

### **LW 215: Sales of Goods and Agency Law (Commercial Law)**

The course content comprises definition of goods, essentials of sale, implied terms, passing of property, remedies of unpaid seller and buyer, creation of Agency, types of Agents, power of Agents, remedies of Agents and principals.

### **LW 216: Family Law (Statutory)**

The course content includes general principles of family law, legal requirements for valid marriage, void and voidable marriage defences and bars, cohabitation, right and duties; dissolution of marriage, divorce and separation, grounds, bars and consequences, judicial separation and separation by agreement, restitution of conjugal rights, the implied obligation of husband and wife during marriage; wilful neglect to maintain, maintenance and enforcement orders, matrimonial property of law, practice and procedure relating to matrimonial causes in courts, domestic violence law; parents' rights and obligation towards

their children, custody, maintenance and education; declarations of legitimacy, adoption and guardianship.

### **LW 217: Islamic Constitutional Law**

The course content includes the Islamic State, sovereignty, the charter of Madina, the institution of *Khalifa*, the principle of *Shura*, Independence of Judiciary, leadership in Muslim world, Islamic constitutional principles, rights and duties of non-muslim in an Islamic state.

### **LW 221: Human Rights and Humanitarian Law**

The course content includes definition of human rights, historical development of human rights, generation of human rights; religion perspectives on human rights, i.e. Islam, Christianity etc. rationale for human rights, sources of human rights, international and regional sources: promotion and enforcement of human rights, domestic level, international level, constitutional guarantees of human rights, the judiciary (courts), civil societies and their associations, e.g. pressure groups, role of the media, promotion of awareness of human rights, role of educational institutions, the future of human rights, the emerging debate of concept of universalism and cultural relativism; the Humanitarian Law, the genesis and Development of Humanitarian Law; sources of humanitarian law; basic features of humanitarian law and challenges facing humanitarian law.

### **LW 222: Islamic Banking Law**

The course content includes concept of Musharakah, Mudharabah, Murabaha, Ijarah, Hibah, Bai Ssalam, Sukuuk, Takafful, Wadiah, Wakaalah, Islamic banking finance, deposit management, doctrine of gharar, profit sharing principles (PSP), profit and loss sharing principles (PLSP).

### **LW 223: Administrative Law II**

The course content includes principles of natural justice; the rule against bias; the right to be heard, situations where natural justice may not apply; errors of law on the face of the record; administrative remedies; prerogative remedies, prerogatives orders: certiorari, mandamus and prohibition, ordinary remedies; temporary and permanent injunction, declaration and suit against the government.

### **LW 224: Conveyancing Law and Practice**

The course content includes restrictive conveyants, licences, transfer of property, disposition of registered land, transfer of land, landlord and tenant, land as security for credit mortgages, remedies of the mortgagee and trusts of land.

### **LW 225: Bankruptcy and Hire Purchase Law**

The course content includes bankruptcy, historical background and law applicable; definition and nature of bankruptcy, the doctrine of fresh start from petition, condition of bankruptcy, procedure in bankruptcy: from the demand and filling of the bankruptcy petition, to the adjudication order, distribution of the property; proof of debts and priorities, duties/obligations of the trustee in bankruptcy; discharge of the debtor, bankruptcy offences. Hire purchases law, definition, duties and remedies.

### **LW 226: Equity and Trust Law**

The course content includes the concept and definition of Equity: its nature and scope; Historical Development of Equity under major legal systems; Origin and Development of Equity in England and under Common Law, the factors that contributed towards the Law Reforms and the passing of Judicature Acts of 1873-75; Nature of Equitable Rights and interest, the Maxims of Equity with special reference to (a) Equity will not suffer a wrong without a remedy (b) Equity follows the Law (c) delays defeats Equity (d) he who comes to Equity must come with clean hands; Basis of equitable rights and equitable remedies with special emphasis on Conversion and Election.

**Trust:** its historical development, classification and kinds of Trust with special emphasis on private and public charitable Trust; creation of Trust – essentials of Trust, subject matter of Trust and purpose of Trust; objectives of Trust, qualification of trustees and beneficiary; appointment, retirement and removal of trustees, rights and powers of trustees; duties and liabilities of the trustees, disability of the trustees, disabilities of the trustees, the rights and disabilities of the Trustees, extinction of the Trust.

**LW 231: Taxation Law**

The course content includes an introduction to the concept of taxation, tax avoidance and tax evasion, income tax, basis of charging, computation of total income, capital gains tax, allowable deductions, rebates and relief, other types of taxation.

**LW 311: Law of Evidence I**

The course content includes general nature of the rules of evidence; presumptions (rebuttable and irrebuttable), weight of evidence, admissibility of extrinsic evidence, relevance of facts; what must be proved and need not be proved; method of proof, oral and documentary evidence, direct and indirect evidence, hearsay, confessions and admissions; expert evidence.

**LW 312: Criminal Procedure**

The course content includes courts of criminal jurisdiction; investigation to criminal procedure and detection of crimes, institution of criminal proceedings in court -- outline of criminal proceedings from apprehension to punishment; procedure in summary proceedings and before, at and after the trial of an indictment; the bargaining principle, the private prosecution, arrest, search and seizure, prosecution, rafting of charges, summons, pleadings, trial procedures; role of the court, judgments, sentences, appeals, supervision and control by the high court of subordinate courts and tribunals; investigation and revision.

**LW 313: Jurisprudence**

The course content includes nature and historical development of jurisprudence; principles of jurisprudence; main schools of jurisprudence, natural law, positivism, historical and sociological jurisprudence, Marxist theory of state and law; human rights jurisprudence; theories of punishments, pure theory of law, definition of law; the state, sovereignty, the administration of justice; the source of law, custom, precedence, legislation, statutory interpretation, concept of law, rights and duties, person, possession, ownership, property, liability, modern trends in jurisprudence; socio – economic philosophy.

**LW 314: Islamic Criminal Law and Procedure**

The course content includes concepts of crime and punishment in Islamic law; principles of criminal law in Islam; Hudood offences, Qisas offences and Taazir offences.

**LW 315: Civil Procedure I**

The course content includes jurisdiction of courts; parties to a civil suit, the concept of demand letter and its legal effect, institution of suits; framing of issues; pleadings; affidavits, summons and mode of service of summons; preliminary objections, adjournments, chamber application, discovery, set-off and inspection; the trial and judgment.

**LW 316: Legal Writing and Drafting**

Drafting, Generality and expression, Steps in drafting, Structure of documents, Aid for restricting legal sentences, Avoid for restricting legal sentences, Avoiding ambiguity-and, Style – an aid to communication- avoiding legalese, Interpretation, Drafting styles and drafting specific documents.

**LW 317: Intellectual Property Rights (IPR)**

The course includes the concept and historical development of Intellectual Property Rights, International, Regional and National Sources/Treaties of Intellectual Property Rights, the theory of rights, types of Intellectual Property Rights: patents, copyright and related rights, trademark, industrial designs and integrated circuits, geographical indications, protection against unfair competition; licensing and transfer of Intellectual Property Rights, Technological and Legal Developments in Intellectual Property Rights.

**LW 321: Environmental Law**

The course content includes international environmental law; the contribution of the United Nations Conference on Environment and Development (UNCED) (Rio Conference) to environment law; principles and foundations of Zanzibar Environment Law; water pollution, Ocean pollution, industrial pollution tourism and environment, conservation of natural resources; land use and planning; implement of environmental law.

**LW 322: Law of Evidence II**

The course content includes identification, identification parade; corroboration; burden of proof; judicial notice, competence of witness, compellability, estoppel, examination of witnesses, exhibits; the oath examination and cross – examination.

**LW 323: Civil Procedure II**

The course content includes orders and decrees, execution, appeals, review, revision; proceedings on appeal to and from the high Court; abatement of suits, summary procedure; interlocutory orders; alternative dispute resolution mechanism.

**LW 324: Public International Law**

The course content includes historical perspective; source of international law; the relationship between Municipal and International law; subjects, sovereignty and territory, recognition, state responsibility, international organizations; use of force under international law; settlement of international dispute, contemporary issues and challenges in international law.

**LW 325: Company Law**

The course content includes the nature of a company (including classification of companies, lifting the corporate veil); promotion and incorporation; formation of a company, the corporate personality, the Memorandum of Association, the Articles of Association; The Altering of the Articles, the company and its contract; doctrine of ultra vires; prospectus, capital of the company, allotment and transfer of share dividends and debentures; directors, company management and administration; dissolution of companies, winding up; partnership, relation of partners to third parties, types of partners, liabilities of partnership, dissolution of partnerships.

**LW 326: Law of Succession (Statutory)**

The course content includes the making and revocation of wills, construction of wills; probate, interstate succession; the position of the personal representative, the position of the beneficiaries, nature of the wills and codicils; devises and legacies on intestacy; the construction of wills; rules of succession on intestacy; grant of administration, including limited and special administration; revocation of grants of probate and administration; Donations Mortise Cause.

**LW 327: Islamic Legal Maxims**

The course content includes: Definition of Al-Qawa'id Al-Fiqhiyyah (The Islamic Legal Maxims), Historical development of Islamic legal Maxims, The Five Universal Maxims, their meanings and sources, their examples and subsidiary maxims which fall under them, i.e. Matters are judged according to intentions behind them, Certainty cannot be dispelled by doubt, Hardship begets facility, Harm (injury) must be eliminated, Custom is a basis of judgment. In addition to the Five Universal Maxims, the course content also includes some subsidiary maxims which do not fall under the five, but are very essential to a Muslim lawyer, e.g. An accessory attached to an object in fact is also attached to it in law, In the presence of the direct doer of an act and the one who is the cause thereof, the first alone is responsible thereof, Legal permission is incompatible with liability, Benefit goes with liability, No one may dispose of the property of another without the latter's permission, The burden of proof lies on the one who alleges, A person is bound by his own admission.

**LW 328: Judicial Attachment (Clinical Law)**

Each student is required to do clinical law during the vacation after completing the 2<sup>nd</sup> semester of 3<sup>rd</sup> year of study and submit a report at the end of the clinical law programme. The Judicial Attachment is a compulsory for LL.B students. It is designed through externship attachment to prepare students to becoming practicing advocates on completion of the 4 year LL.B degree programme.



### **LW 329: Media Law**

General Introduction to the Media Law. Historical Background of the Media Law in Tanzania and the world in general. Sources of Media Law. Defamation. Sedition. Invasion of Privacy: Publication of Private Information. Gathering Information Records and Meetings General Overviews of the Freedom of Information Act and the Information Act, Laws that restrict access to information. Protection of News Sources Constitutional Protection of news sources, Free Press/Fair Trial (Prejudicial Crime Reporting, Traditional Judicial Remedies, Restrictive Orders to Court Publicity) Regulation of Obscene and Other Public Erotica Materials.

### **LW 333: Statutory Interpretation**

The course content includes an introduction to the concept of interpretation, subject matter of interpretation, legislation, drafting of statutes, parts of statutes, basic rules of interpretation, internal and external aids to interpretation, presumptions and maxims of interpretation; delegated/sub – ordinate legislation, different types of statutes, interpretation of constitution; introduction to the law of limitation.

### **LW 411: Labour Law**

The course content includes contractual foundations of employment relations, terms and conditions of employment contract, collective agreements and their impact on contract of employment; statutory regulation of wages; discharge of the contract of the employment, employment of particular classes of persons; health and safety of employees; industrial disputes; trade unionism.

### **LW 412: Accounting for Lawyers**

The course content includes basic structure of accounting, journals, books of original entry, ledgers, trial balance, trading profit and loss accounts, balance sheet, accruals and prepayment, depreciation , incomplete records, bank reconciliation, partnership accounts for advocates, nature and purpose of budgets and financial planning, break – even analysis and trust accounts.

### **LW 413: Islamic Law of Succession**

The course content includes: Meaning of succession, Verses of succession in the Qur'an, Liabilities on the deceased's property, Conditions, grounds and impediments of succession, The Male and Female successors, Types of succession i.e. *Fardh* and *Ta'swiib*, Shares (  $\frac{1}{2}$ ,  $\frac{1}{4}$ ,  $\frac{1}{8}$ ,  $\frac{2}{3}$ ,  $\frac{1}{3}$ ,  $\frac{1}{6}$ ,  $\frac{1}{3R}$ ) and those entitled to receive them, Types of Residuaries (*Aswabab*) i.e. Residuary by themselves, Residuary by others and Residuary with others. Exclusion (*Al-Hajb*) and Distribution of the deceased's property. The course content also include The Islamic Will (*Al-Waswiyyah*), its importance, pillars and conditions, the Testator (*Al-Muswi*), the Legatee (*Al-Muswa lahu*), the thing which is bequeathed (*Al-Muswa bihi*)

### **LW 414: Private International Law**

The course content includes: jurisdiction and classification of private international law, law of obligations, law of procedure and of recognition of foreign judgment, international conflicts of law; the law applicable, the courts with requisite jurisdiction and to whom the said law can be applied; family law, divorce and legitimacy; law of property, succession to property.

### **LW 415: Legal Research Methodology**

The course content includes introduction to legal research writing, building up the project, literature review, data collection, report writing and drafting.

### **LW 416: Islamic Jurisprudence**

The course content includes definition of Islamic jurisprudence; the legal rule (*Al – hukm ashar'e*): definition and its types; *Al – hukm al taklifi*: definition and its types; *Al – hukm Al wadh*: definition and its types; rules of interpretation, Sources of Islamic law: The Quran; The Sunna; Ijma (Consensus of opinion); Qiyas (Analogical deduction); Istihsan (Equity in Islam); Masalih Mursalah (Public interest); Urf (Custom).

**LW 419: Children and the Law**

The course content includes historical background of children rights, general principles of the convention of rights of the child, civil rights and freedoms, family environment and alternative care, disability, basic health and welfare articles, education, leisure, cultural rights, special protection measures and relevant protocols, convention of the rights of the children, regional child protection mechanism, child rights in Islam.

**LW 421: International Trade and Business Law**

The course content comprises theory of trade, legal framework for trade, organization and the trade transaction, documentary sale, commercial terms, the trade contract, distributorship, counter trade and franchises, law of international trade, multi – lateral trade, trade practice regulation; regional trade and dispute settlement.

**LW 422: Professional Ethics**

The course content comprises professional conduct, professional ethics, professional etiquettes, professional decorum, law as a profession: Historical background of legal profession in Tanzania, role of lawyers in society, Code of Conduct for law officers,, state Attorneys, legal officers in the Public service and Judicial Officers, professional misconduct, client care, conflict of interest rule, remuneration rules, principles of taxation of costs.

**LW 423: Islamic Law of Procedure**

The course content comprises judicial system, judge and their qualifications, complaints claims, court procedure, trial, evidence, judgment, revision and appeal.

**LW 424: Criminology and Penology**

The course content comprises introduction to criminology, causes of crime and punishment, sentencing in courts, probation, the role of prisons, reform centres and penitentiary centres; the role of criminologists in the third world countries.

**LW 425: Research Project I**

In this project each student is required to submit his/her two research proposals to the Faculty Research Coordinator four week before the beginning of the final examinations of the sixth semester. The Faculty shall approve the research topics and assign a Research Supervisor for each student before the end of the final examinations of the sixth semester. The dissertation should not exceed 100 pages on A4 double space paper in size 12 Time Roman Font Character. Submission of the dissertation shall be one week before the beginning of the final examination of the 2<sup>nd</sup> semester. The dissertation shall be assessed as a full unit compiling 100 (hundred) marks.

**LW 426: Alternative Dispute Resolution**

The course content includes: Definition of ADR, Differences between Arbitration, Negotiations, Mediation and Litigation, benefits of using ADR as opposed to other forms of Dispute resolution, a case study on Arbitration, a case study on Mediation.

**LW 429: International Criminal Law**

The course content includes: Fundamentals of International Criminal law, General principles of criminal law, International versus national jurisdiction, The elements of International crimes, International crimes (war crimes, crimes against humanity and torture, genocide, piracy, aggression, and terrorism), Prosecution and punishment of International crimes, The ICC: Jurisdiction and applicable law, The ICC Structure and procedure, The perpetration and joint criminal enterprise, appeals and enforcement.

## **40.9 MASTERS OF LAWS (LL.M COMPARATIVE LAWS)**

### **40.9.1 Objectives**

- (i) To equip themselves with the knowledge on the theory and application of Statutory Law and Islamic Law in Secular states and Islamic states, respectively.
- (ii) To expose themselves to modern skills and knowledge of the Common Law and Islamic Law that will enable them to comprehend both theoretical and practical issues underpinning the practices under these two comparative laws.
- (iii) To acquire a wide range of transferable sound skills in the application of comparative laws in the organization of administration of justice, critical comparable thinking and creative problem solving skills on comparative perspectives.
- (iv) To expose them to sound skills in research and methodology of collecting, analyzing, synthesizing and interpreting legal data, that is, the skills necessary for scientific investigation of facts.

### **40.9.2 Outcomes of the Programme**

At the end of this program, students should be able:

- (i) To assume middle and top legal professional positions for those who enter into the labour market or become competent successful law practitioners in the case of those who seek self employment.
- (ii) To apply the acquired knowledge in providing better legal advices to clients in the public, private or community sector.
- (iii) To cope with the increasing demand of clients who seek the services of competent law

practitioners who are knowledgeable of Statutory Law or Islamic Law, as the case may be.

- (iv) To inculcate self-confidence and mastery of comparative law outlook among the most promising students.

Table 37: Programme Structure for Masters of Laws in Comparative Laws

First Year		Second Year	
Semester I (October – January)	Semester II (March – June)	Semester I (October – January)	Semester II (March – June)
<u>Pre-requisite:</u> <b>LLM 511</b> Introduction to Tanzania Legal System	<b>LLM 521</b> Comparative Criminal law	<b>LLM 631</b> Comparative Law of Banking	<b>LLM 641</b> Field Research & Dissertation Write-up
<u>Pre-requisite:</u> <b>LLM 512</b> Introduction to Shariah Law	<b>LLM 522</b> Comparative Law of Property	<b>LLM 632</b> Comparative Company Law	Preparation for Viva Voce  Viva Voce Examinations  Marking and Long Vacation
<b>LLM 513</b> Comparative Family Law	<b>LLM 523</b> Law of Succession (Statutory)	<b>LLM 633</b> Islamic Jurisprudence	
<b>LLM 514</b> Jurisprudence and Legal Theory			
<b>LLM 515</b> Legal Research Methodology			

Table 38: List of Electives

<b>LLM 516</b> International Trade Law	<b>LLM 524</b> Cyber Law	<b>LLM 634</b> Socio-Economic Law
<b>LLM 517</b> Islamic Law of Evidence	<b>LLM 525</b> Islamic Law of Succession	<b>LLM 637</b> Islamic Law of Obligation

#### 40.10 LLM Course Listing

##### **LLM 511: Introduction to Tanzania Legal System**

The course content comprises introduction to legal system in Tanzania (What is legal system & its types); Introduction to law (the meaning of law, the origin of law, the role and functions of law); classification and division of law; laws applicable in Tanzania; the historical background of court system in Zanzibar and Tanzania Mainland; position of Kadhis' court; Judicial Service Commission of both Zanzibar & Tanzania Mainland (appointment, functions, dismissal and termination).

##### **LLM 512: Introduction to Shariah Law**

The course content include nature, definition and scope of Islamic law (meaning of Islamic law, meaning of *Fiqh*, a comparison between *Fiqh* and *Shariah*, objective of *Shariah*, comparison between rules of *Shariah* and rules of law, basic function of *Shariah*, characteristics of *Shariah*); rules of *Shariah* and its classification (religious observance *i.e.* *Ibadat* & transactions *i.e.* *Muamalat*); evolution and historical development of Islamic law; pre-Islamic period legal institutions; sources of Islamic law (primary sources & secondary sources; emergence and development of the Islamic schools of law (*Hanafi*, *Malik*, *Shafie* and *Hanbali* Schools).

### **LLM 513: Comparative Family Law**

The course content comprises introduction to comparative study of family law, the concept of family, institution of marriage, requirement of marriage and administrative procedures, the family and marriage, DNA and paternity in marriage; inheritance; feminism and marriage; pluralities of wives, maintenance of wife, maintenance obligations, family property, dissolution of marriage, rights and duties after divorce, child care and custody

### **LLM 114: Jurisprudence and Legal Theory**

The course content comprises nature of jurisprudence, principles of jurisprudence, schools of jurisprudence: analytical school, historical school, sociological school, pure theory of law, communist theory of law, natural law, definition of law, classification of law, law of morals, the state, sovereignty, The administration of justice.

### **LLM 515: Legal Research Methodology**

The course content includes meaning of legal research (a basic approach to legal research, types of legal research, various approaches to legal research, the legal research process); research design: theoretical research; sources of information and data; legal writing; use of computer in law research; mode of citation of references (periodicals, newspapers, unpublished materials, public documents, citation of cases, citation of statutes, citation of subsidiary legislation, treatment of quotations, treatment of notes, treatment of bibliography, abbreviations used in citation); social research in the field of law; research design in social studies; techniques of data gathering; analysis, interpretation and presentation; Islamic legal research methodology.

### **LLM 516: International Trade Law**

The course content includes international sale of goods; special trade terms and their role; F.O.B. contracts (the essence of F.O.B. contract, types of F.O.B. contracts, duties of F.O.B. buyer and seller, passing of property and passing of risk); C.I.F contracts (definition, documents in CIF contracts, passing of property, duties of CIF buyer and seller); carriage of goods by sea (contract of carriage, liability of the carrier); payment international trade (different methods of payment, documentary credits and mechanism



of a documentary credit transaction); dispute resolution in international trade ( conflict of laws, the law governing the contract under common law and its jurisdiction); international commercial arbitration(general aspects of arbitration, enforcement of foreign judgments and arbitral awards); Islamic aspect of international trade.

### **LLM 517: Islamic Law of Evidence**

The course content includes nature of Islamic law of evidence, concept of “*bayyinah*”, types of evidence, the standards of evidence from different cases, burden of proof and shifting of burden, types of burden of proof, *Iqrar*, *iqrar* of co-accused and its retraction, *al-shahadah*, *al-yamin*, *al-kitabah*, capacities in adducing evidence, testimony of women, testimony of non-Muslim.

### **LLM 521: Comparative Criminal Law**

The course content comprises nature of criminal law and crimes, basis of Islamic criminal law, protection moral value in Islamic criminal law, principles of legality and Islamic criminal law, sources of criminal law, criminal liability-element of crimes, actus reus & mens rea, mens rea & strict liability, elements of crimes under Islamic law-general or fundamental element of crime, specific ingredients of crimes vary with the nature of the different offences-specific offences, general defence, selected offences-inchoate offences, attempt offence against person, culpable homicide and murder, sexual offences, offence against property.

### **LLM 522: Comparative Law of Property**

The course content includes concept of “property” in common law and “*al-mal*” in Islamic law, classification of property in common law, classification of *al-mal* in Islamic law, concept of *Al-Milkiyyah* and its acquisition in Islamic law, concept of ownership and its acquisition in common law, restriction of ownership in common law, concept of charity and charitable trust in common law, concept of charity and *Al-alaulad* in Islamic law, restrictions and testamentary powers in English law, restrictions and testamentary powers in Islamic law, obligatory bequest, pre-emption in common law, *shufa* in Islamic law.

### **LLM 523: Law of Succession (Statutory)**

The course content comprises the transfer of property on death; intestacy; nature of the will; formalities; the making of wills – the mind of the taster; promises to leave property by will, secret trusts, mutual wills; alteration, revival and conformation of will; provision for the deceased's family and dependents; contents of the will; the construction of the will; duty and care; executors and administrators; payment of expenses and debts; income and interest; distribution of the estate; remedies.

### **LLM 524: Cyber Law**

The course content comprises what is the internet?; content regulation: censorship; defamation; copyright infringement in cyberspace; domain names and trademarks; contracting in the cyberspace; consumer protection; jurisdiction and choice of law; computer crimes; trans-border data flows and privacy issues; encryption and digital signature; Islam (e-commerce, e-banking and *Shariah*); online database (spamming and trespass to chattels); novel issues in the cyberspace.

### **LLM 525: Islamic Law of Succession**

The course content comprises significance of law of inheritance; the rules of distribution of shares and persons entitled to it, process of distribution; mathematical formula for calculating a deceased's property; on women; on residuary; common denominator of fraction of shares; doctrine of return; doctrine of representation; hereditary rights of predeceased son's sons; inequality of sexes; inheritance and distribution; division concerning the right of the true grandfather; devolution of vested inheritance; distance kindred; administration of estate of a deceased Muslim; exclusion and impediments; distribution of inheritance.

### **LLM 631: Comparative Law of Banking**

The course content includes financial system in Tanzania (banking and non-banking, history of banking system in Tanzania, structure of banking system in Tanzania, sources of banking law and the role of regulatory bodies); banking system and relevant statutes in Tanzania; the nature of banker-customer relationship (definition of banking business, bank and customer, nature of contractual relationship); rights and duties of a banker; customer rights and duties; termination of banker-customer relationship and events

affecting bankers' mandate; recovery of money paid by mistake; banker's legal liabilities: collecting bankers; banker's legal liabilities: paying bankers; contemporary issues on conventional banking (electronic banking & money laundering); selected issues on Islamic banking (products and *Shariah* contracts, legal issues: constraints, challenges and prospects, legal documentation & case law).

### **LLM 632: Comparative Company Law**

The course content includes the conceptual and regulatory framework; the separate legal entity, corporate criminal & tortious liability, directors' common law duties and statutory duties; directors' fiduciary and statutory duties; duty of care, skill and diligence (standard of care, duty involved in delegating authority, business judgment rule); remedies against breach of duty (director's disqualification, eliminating liability, power of members to ratify breaches & indemnification and insurance of directors); issues in corporate Governance; legal issues concerning majority and minority shareholders, majority and minority shareholders: The derivative action; capital maintenance doctrine; share buyback & redemption of shares; creditors' protection mechanism.

### **LLM 633: Islamic Jurisprudence**

The course content includes defining Usūl al-Fiqh (Islamic Jurisprudence), definition of Usūl, definition of Fiqh, the general format for the study of Usūl al-Fiqh, the value system, subject matter of Usūl al-Fiqh, benefits of studying Usūl al-Fiqh, origin of Usūl al-Fiqh, methods and approach of jurist in deriving *Shariah* rulings, Islamic law – Hukm Shar'ī, definition of Hukm Shar'ī, elements of Hukm Shar'ī, classification of Hukm Shar'ī, Hukm Taklīfī Hukm Wad'ī (declaratory law), classifications of Hukm Taklīfī, sources of Islamic law.

### **LLM 634: Socio-Economic Law**

The course content comprises law relating to socio-economic offences. Policy of the state towards social and economic welfare of society in the constitution. Crimes by men in the profession. Crimes against social groups shall include illegal traffic in women and girls, bounded labours, adulteration in chemical and drugs, law relating to protection of environment, air and water, economic offences, offences against consumers, hoardings and back and duplicate brand goods, false Trade Marks, smuggling, insurances and

accidents claims etc.

### **LLM 635: Islamic Law of Obligation**

The course content includes sources of obligations, obligation to believe in God, obligations to fulfil terms and conditions of *Shariah*, contractual obligations between man and man, formation of different types of contracts, formalities in creating personal obligations, civil obligation and criminal obligation, sources of rights and liabilities, performance of obligation; its flexibility and impossibility.

#### **41.0. FACULTY OF ARTS AND SOCIAL SCIENCES (FASS)**

##### **41.1 Degrees Offered**

The programmes of study that are being offered at the Faculty lead to the following degrees awards:-

1. Bachelor of Arts in Public Administration (BA Public Admin.)
2. Bachelor of Arts in Economics (BA Econ.)
3. Master of Science in Economics and Finance (BSc Econ. and Fin.)
4. Bachelor of Social Work (BSW);
5. Bachelors degree in Islamic Banking and Finance (IBF); and BA (Ed.) in Languages

##### **41.2 Duration of the Study**

The degrees offered are of three year duration, whereby the programmes are run through semester system. Each semester extends over a period of fifteen [15] teaching weeks. Each module or course unit is allocated a total of three contact hours per week, two hours for lecturing and one for seminar.

##### **41.3 Programme Objectives**

In line with the vision and mission of the Zanzibar University, both departments under this faculty are committed to:

- (i) To equip students with both theoretical and practical tools necessary for analyzing and solving both economic and social problems.
- (ii) To enhance efficiency of civil servants, local governments and private institution personnel.
- (iii) To furnish students with qualitative, quantitative, analytical and research skills in order to enable them to pursue further studies and work effectively and efficiently in either

private or government organizations or their own enterprises.

#### 41.4 Programmes Structures

Table 40: Programme Structure: BA in Public Administration

S/N	FIRST YEAR		SECOND YEAR		THIRD YEAR	
	SEM. 1	SEM. 2	SEM. 1	SEM. 2	SEM. 1	SEM. 2
1	<b>MS 110</b> Mathematics & Statistics	<b>PA 121</b> Public Administration Theory & Practice	<b>PA 211</b> Comparative Public Administration	<b>PA 221</b> Local Government Administration	<b>MG 311</b> Strategic Management	<b>PA 321</b> International Human Resource Management
2	<b>EC 112</b> Principles of Economics	<b>PA 122</b> Organizational Psychology	<b>PA 212</b> Human Resource Management	<b>PA 222</b> Public Policy	<b>PA 312</b> Managerial Decision Making	<b>PA 322</b> Organizational Development & Management
3	<b>PA 113</b> Organizational Theory & Management	<b>LW 123</b> Administrative Law	<b>PA 213</b> Procurement & Logistics Management	<b>PA 223</b> Governance & Human Rights	<b>PA 313</b> Strategic Human Resource Development	<b>RP 323</b> Research Project
4	<b>IT 114</b> Computer Skills	<b>IT 124</b> MIS & Computer Applications	<b>AF 214</b> Public Sector Accounting	<b>PA 224</b> Industrial Relations & Labour Law	<b>BS 314</b> Entrepreneurship & Business Plan	
5	<b>EG 11</b> English Communication Skills I	<b>EG 125</b> English Communication Skills II	<b>IT 215</b> Electronic Government	<b>PA 225</b> Foundations of Ethics & Conduct	<b>RS 315</b> Research Methodology	
6	<b>AF 116</b> Principles of Accounting	<b>DS 126</b> Development Studies	<b>PA 216</b> Customer Care & Public Relations	<b>PA 226</b> Management of Public Services		
7	<b>AL 117</b> Arabic Communication Skills II	<b>AL 127</b> Arabic Communication Skills II	<b>PA 217</b> Project Management	<b>PA 227</b> Office Procedures & Records Management		
8.				<b>FA228</b> Field Attachment		

Table 41: Programme Structure: BA in Economics

S/N	First Year		Second Year		Third Year	
	SEM. 1	SEM. 2	SEM. 1	SEM. 2	SEM. 1	SEM. 2
1	<b>MS 111</b> Mathematics for Economics	<b>MS 121</b> Applied Statistics	<b>MS 211</b> Quantitative Methods I	<b>MS 221</b> Quantitative Methods II	<b>MG 311</b> Strategic Management	<b>EC 321</b> Economic Policy & Planning
2	<b>AF 112</b> Principles Of Accounting I	<b>AF 122</b> Principles of Accounting II	<b>LW 212</b> Business Law	<b>EC 222</b> Islamic Banking & Finance	<b>EC 312</b> Project Planning & Management I	<b>EC 322</b> Project Planning & Management II
3	<b>EC 113</b> Principles of Micro-economics	<b>EC 123</b> Principles of Macro-economics	<b>EC 213</b> Intermediate Micro-economics	<b>EC 223</b> Intermediate Macro-Economics	<b>EC 313</b> Agricultural Economics	<b>RP 323</b> Research Project
4	<b>IT 114</b> Computer Skills	<b>IT 124</b> MIS & Computer Applications	<b>EC 214</b> Econometrics I	<b>EC224</b> Econometrics II	<b>BS 314</b> Entrepreneurship & Business Plan	
5	<b>BC 115</b> Business Communication Skills	<b>EC 125</b> Islamic Economics & Development	<b>EC 215</b> Public Finance	<b>FE 225</b> Foundation of Ethics & Conduct	<b>RS 315</b> Research Methodology	
6	<b>MG 116</b> Principles of Management & Administration	<b>DS 126</b> Development Studies	<b>EC 216</b> Quantitative Economics & Computing	<b>EC 226</b> Development Economics		
7	<b>AL 117</b> Arabic Communication Skills I	<b>AL 127</b> Arabic Communication Skills II	<b>EC 217</b> Money, Banking & Financial Development	<b>EC 227</b> International Economics		
8				<b>FA 228</b> Field Attachment		

Table 42: Programme Structure for Bachelor of Social Work

S/N	FIRST YEAR		SECOND YEAR		THIRD YEAR	
	SEMESTER 1	SEMESTER 2	SEMESTER 1	SEMESTER 2	SEMESTER 1	SEMESTER 2
1.	<b>SW 111</b> Social Work Practice I	<b>SW 121</b> Human Behaviour & Social Environment	<b>SW 211</b> Social Work & Human Rights	<b>SW 221</b> Social Policy	<b>SW 311</b> Social Work & Religion	<b>SW 321</b> Social Administration
2.	<b>SW 112</b> Social Welfare Services	<b>SW 122</b> Field Instructions	<b>SW 212</b> Social Work & Health	<b>SW 222</b> Anthropology	<b>SW 312</b> Develop-mental Social Work	<b>SW 322</b> Social Work & Mental Health
3.	<b>SW 113</b> Social Work Ethics & Principles	<b>SW 123</b> Sociology	<b>SW 213</b> Social Work & Law	<b>SW 223</b> Disaster Management	<b>SW 313</b> Integrated Field Work	<b>SW 323</b> Project Management
4.	<b>SW 114</b> Psychology	<b>SW 124</b> Communication Skills	<b>SW 214</b> Social Work Practice II	<b>SW 224</b> Peace & Conflict Management	<b>SW 314</b> Social Protection	<b>SW 324</b> Paper Research
5.	<b>SW 115</b> Computer Skills	<b>SW 125</b> Development Studies	<b>SW 215</b> Guidance & Counselling	<b>SW 225</b> Child Protection	<b>SW 315</b> Research Methodology	
6.	<b>SW 116</b> English Language	<b>SW 126</b> Principles of Economics	<b>SW 216</b> Demography & Statistics	<b>SW 226</b> Gerontology	<b>SW 316</b> Gender & Development	
7.	<b>SW 117</b> Arabic Communication Skills I	<b>SW 127</b> Field Placement I		<b>SW 227</b> Field Placement II		



Table 43: BA (Ed.) Arabic–English Specialization

	FIRST YEAR		SECOND YEAR		THIRD YEAR	
	SEMESTER 1	SEMESTER 2	SEMESTER 1	SEMESTER 2	SEMESTER 1	SEMESTER 2
1	AL 111 Arabic Grammar & Morphology 1	AL 121 Arabic Grammar & Morphology 11	AL211 Arabic Grammar and Morphology 111	AL 221 Arabic Grammar and Morphology IV	AL311 Arabic Grammar and Morphology V	AL 321 Translation Skills 11
2	AL112 Arabic Phonology & Phonetics	AL 122 Arabic in East Africa	AL212 Introduction to Arabic Literature	AL222 Arabic Lexicology	AL 312 Translation Skills 1	AL 322 Modern Arabic Literature
3	AL113 Arabic Linguistics	Al 123 Arabic Rhetoric	AL21 Arabic rhetoric 11	AL 223 Arabic Literature	AL313 Semantics	AL323 Comparative Linguistics *
4	ENG 114 Introduction to Language & Linguistics	ENG 124 Introduction to Morphology	ENG 214 English Syntax	ENG 224 English Structure 11	ENG 314 English Structure 111	ENG 324 Sociolinguistics *
5	ENG 115 Communication Skills	ENG 125 Historical Linguistics	ENG 215 English usage	ENG225 Psycholinguistics	ED 315: Educational Research Methodology	ED 326 Educational Measurement and Evaluation
6	ED 116 Foundation of General Education	ED 126 Educational Psychology	ED 216 Curriculum Development	ED 226 Educational Technology	EM 316: Ethics and Morals	Research Paper*
7	ED117 Foundation of Islamic Education	ED127 History and System of Education in Africa	ED 217 General Methods of Teaching	ED 22 Arabic Teaching Methods *	EM 317 Ethics and Morals	
8	IT 118 Computer Skills	DS 128 Development Studies	IT 218 Computer Application	Teaching Practice II *		
9	ENG 119 Introduction to English Phonology & phonetics ( optional )	Teaching Practice I*				

Table 44: BA (Ed.) English-Swahili Specialization

	FIRST YEAR		SECOND YEAR		THIRD YEAR	
	SEMESTER 1	SEMESTER 2	SEMESTER 1	SEMESTER 2	SEMESTER 1	SEMESTER 2
1	ENG 111 : introduction to Language & Linguistics	ENG 121: Introduction to Morphology	ENG 211: English Syntax	ENG 221: English Stucture111	ENG:311: Semantics	ENG322: English Usage 11
2	ENG 112: Introduction to Phonology &Phonetics	ENG 122: Historical Linguistics	ENG 212:English Usage	ENG 222: Psycholinguistics	ENG:312 English Structure 1V	ENG323: Sociolinguistics
3	ENG 113 Communication Skills	ENG 123:English Structure 1	ENG 213: English Structure 11	ENG223: Lexicography	ENG313: Applied Linguistics	KL 324: Kiswahili Discourse Analysis
4	KL114: Kiswahili Language and Linguistics	KL124 : Kiswahili Syntax and semantics*	KL 214: Kiswahili Morphology	KL 224: history and Development of Kiswahili	KL 314: Kiswahili Research Methodology*	KL325: Kiswahili Dialectology
5	KL 115: Kiswahili Structure*	KL125: Kiswahili Phonology & phonetics*	KL215:Kiswahili Lit. criticism	KL225: Kiswahili Teaching Methodology	KL315: Kiswahili historical Development of Literature *	ED 326: Educational Measurement and Evaluation
6	ED 116- Foundation of General Education	ED 126 : Educational Psychology	ED 216: Curriculum Development	ED 226:Educational Technology	ED 316: Eng: Educational Research Methodology	Research Paper*
7	ED117: Foundation of Islamic Education	ED 127: History and System of Education in Africa	ED 217: General Methods of Teaching	ED 227: Eng Language Teaching methods*	EM 317: Ethics and Morals	
8	IT 118: Computer Skills Studies	DS 128: Development studies	IT 218 : Computer Application	PT 218: Teaching Practice 11*		
9	KL 119 :Kiswahili lit. ( optional)	KL 129 : Kiswahili writing Skills (optional)				
		PT :Teaching Practice 1*				

Table 45: BA (Ed.) Arabic-Swahili Specialization

	FIRST YEAR		SECOND YEAR		THIRD YEAR	
	SEMESTER 1	SEMESTER 2	SEMESTER 1	SEMESTER 2	SEMESTER 1	SEMESTER 2
1	AL 111 Arabic Grammar & Morphology 1	AL 121:Arabic Grammar & Morphology 11	AL211 : Arabic Grammar and Morphology 111	AL 221 :Arabic Grammar and Morphology IV	AL311: Arabic Grammar and Morphology V	AL 321: Translation Skills 11
2	AL112: Arabic Phonology & Phonetics	AL 122: Arabic in East Africa	AL212: Introduction to Arabic Literature	AL222: Arabic Lexicology	AL 312 Translation Skills 1	AL 322 : Modern Arabic Literature
3	AL113: Arabic Linguistics	Al 123: Arabic Rhetoric	AL213: Arabic rhetoric 11	AL 223: Arabic Literature 11	AL313: Arabic Teaching Methodology	AL323: Comparative Linguistics*
4	KL114: Kiswahili Language and Linguistics	KL124 : Kiswahili Syntax and semantics*	KL 214: Kiswahili Morphology	KL 224: history and Development of Kiswahili	L 314: : Kiswahili Research Methodology*	KL 324: Kiswahili Discourse Analysis
5	KL 115: Kiswahili Structure*	KL125: Kiswahili Phonology & phonetics*	KL215:Kiswahili lit. criticism	KL225:Kiswahili Teaching Methodology *	KL315: Kiswahili historical Development of Literature *	KL325: Kiswahili Dialectology
6	ED 116- Foundation of General Education	ED 126: Educational Psychology	ED 216: Curriculum Development	ED 226:Educational Technology	ED 316: Educational Research Methodology	ED 326: Educational Measurement and Evaluation
7	ED117: Foundation of Islamic Education	ED127 : History and System of Education in Africa	ED 217: General Methods of Teaching	EM 227: Ethics and Morals	EM :317 Ethics and Morals	ED 327 : Research Paper.
8	IT 118 : computer Skills	DS 128 : Development Studies	IT 218 : Computer Application	PT:228:Teaching Practice*		
9	KL119: Kiswahili Lit. ( optional )	KL 129: Kiswahili writing skills (optional				
		PT: Teaching Practice 1*				

Table 46: Programme Structure for Bachelor of Islamic Banking and Finance

S/N	First Year		Second Year		Third Year	
	Semester 1	Semester 2	Semester 1	Semester 2	Semester 1	Semester 2
1.	<b>IBF 8101</b> Introduction to Islamic Law	<b>IBF 8201</b> Principles of Islamic Banking and Finance	<b>IBF 8301</b> Islamic Banking: Theory & Practice	<b>IBF 8401</b> Islamic Public Finance	<b>IBF 8501</b> Islamic Investment Banking and Financial Engineering	<b>IBF 8601</b> Insurance and Takaful management
2.	<b>IBF 8102</b> Principles of Islamic Economics and Development	<b>IBF 8202</b> Business Communication Skills	<b>IBF 8302</b> Islamic Banking Law	<b>IBF 8402</b> Islamic Business Law	<b>IBF 8502</b> Islamic Capital Markets	<b>IBF 8602</b> Islamic Law Maxims and Contemporary Fatawa in Financial Transactions
3.	<b>IBF 8103</b> Business Mathematics	<b>IBF 8203</b> Business Statistics	<b>IBF 8303</b> Islamic Corporate Finance	<b>IBF 8403</b> Risk Management in Islamic Banking	<b>IBF 8503</b> Corporate Governance for Islamic Financial Institutions	<b>IBF 8603</b> Project Appraisal and Management
4.	<b>IBF 8104</b> Principles of Accounting I	<b>IBF 8204</b> Principles of Accounting II	<b>IBF 8304</b> Principles of Marketing	<b>IBF 8404</b> Financial Accounting	<b>IBF 8504</b> Islamic Micro-Finance	<b>IBF 8604</b> International Finance
5.	<b>IBF 8105</b> Principles of Microeconomics	<b>IBF 8205</b> Principles of Macroeconomics	<b>IBF 8305</b> Quantitative Methods for Business Analysis	<b>IBF 8405</b> Commercial Bank Management	<b>IBF 8505</b> Research Methodology	<b>IBF 8605</b> Research Project
6.	<b>IBF 8106</b> Arabic Language	<b>IBF 8206</b> Computer Applications	<b>IBF 8306</b> Entrepreneurship Skills	<b>IBF 8406</b> Internship	<b>IBF 850x</b> Elective I	<b>IBF 860x</b> Elective II
7.	<b>IBF 8107</b> English Language	<b>IBF 8207</b> Development Studies				

Table 47: Programme Structure: Bachelor of Information Technology with Education (BITE)

S/N	First Year		Second Year		Third Year	
	Semester 1	Semester 2	Semester 1	Semester 2	Semester 1	Semester 2
1	<b>Ed-IT 111</b> Foundation of General Education	<b>Ed-IT 121</b> Computer Programming Methodology	<b>Ed-IT 211</b> Computer Networks and Data Communications	<b>Ed-IT 221</b> e-Learning Environment	<b>Ed-IT 311</b> Educational Administration and Management	<b>Ed-IT 321</b> ICT Project Management
2	<b>Ed-IT 112</b> Foundation of Islamic Education	<b>Ed-IT 122</b> Database Planning, Design and Management	<b>Ed-IT 212</b> System Analysis and Design	<b>Ed-IT 222</b> Object Oriented Programming	<b>Ed-IT 312</b> Principles of Guidance and Counselling	<b>Ed-IT 322</b> ICT Integration in Education
3	<b>Ed-IT 113</b> English Language Communication Skills	<b>Ed-IT 123</b> Introduction to Scripting	<b>Ed-IT 213</b> Web Design, Programming and Administration	<b>Ed-IT 223</b> Introduction to Building Mobile Application	<b>Ed-IT 313</b> Legal and Regulatory Framework of ICTs	<b>Ed-IT 323</b> ICT Teaching Methods
4	<b>Ed-IT 114</b> Introduction to Computer Fundamentals	<b>Ed-IT 124</b> IT Teaching Methods and Practices	<b>Ed-IT 214</b> Curriculum development and Evaluation	<b>Ed-IT 224</b> Geographic Information Systems	<b>Ed-IT 314</b> Social Issues in Computing	<b>Ed-IT 324</b> e-Business Information Systems
5	<b>Ed-IT 115</b> Computer Maintenance and Repair	<b>Ed-IT 125</b> Teaching Methods and Practices 125	<b>Ed-IT 215</b> Educational Research Methodology	<b>Ed-IT 225</b> Industrial attachment Focusing on ICT	<b>Ed-IT 315</b> Professionals Ethics in Computing	<b>Ed-IT 325</b> Teaching Practice II
6	<b>Ed-IT 116</b> Computational Mathematics	<b>Ed-IT 126</b> Teaching Practice I	<b>Ed-IT 216</b> Management Information Systems	<b>Elective I</b> <b>Ed-IT 226</b> Human Computer Interaction	<b>Ed-IT 316</b> Education Measurement & Evaluation	<b>Ed-IT 326</b> Final ICT Project
7			<b>Elective I</b> <b>Ed-IT 217</b> Information Use and Information Management	<b>Elective II</b> <b>Ed-IT 227</b> Organizational & Business Information Processes	<b>Elective</b> <b>Ed-IT 317</b> Data Warehousing	<b>Elective</b> <b>Ed-IT 328</b> Data Communication
8			<b>Elective II</b> <b>Ed-IT 218</b> Change Management			

## **41.5 FASS Course Listing**

### **MS 111: Mathematics for Business and Economics**

This course covers set, algebraic polynomials and equations, analytical geometry and trigonometry, functions and graphs, differential and integral calculus, mathematics application of economics functions and equations.

### **AF 112: Principles of Accounting I**

This course covers introduction to accounting, accounting equation and double entry system, accounting records and cycle, special journal, trial balance and adjustment, completion of the accounting cycle, and control accounts.

### **EC 113: Principles of Microeconomics**

The topics covered in this course include the nature and methods of economics, understanding individual markets (demand & supply), elasticities and applications, cost of production, consumer behavior and utility maximization, and market structures.

### **IT 114: Computer Skills I**

The course covers introduction to computers and overview, components of computer systems and organization, data interpretation and input, output methods, devices and media, computer security and social aspect, legal and regulatory issues in ICT, computer and information on the internet, effective use of computer software, computer data file and computer networking.

### **BC 115: Business Communication Skills**

The content of this course includes the role communication in the business organization, a mode of communication process, barriers to communication, perception and reality, fundamentals of business writing and qualities of effective correspondence.

**MG 116: Principles of Management and Administration**

This Module introduces learners to the art and science of management of enterprises. It exposes them to the functions of managers in organizations that include Planning, Organizing, Directing and Controlling. Learners are introduced to the fundamental concepts of management behaviour in order to equip them with the practical and fundamental skills of tackling the day today challenges internal and external environments of organizations.

**AL 117: Arabic Communication Skills I**

This course covers: Arabic sound system, simple situational dialogues, comprehension, Arabic verbal tenses, verbs conjugation, nouns, pronouns, subjects, objects, and Arabic numbers.

**MS 121: Applied Statistics**

This course covers meaning of statistics, planning of statistical study/survey research, methods of data collection, sampling and data presentation, data analysis, measure of central tendency, measure of dispersion, elementary probability theory, and probability and its role in decision making.

**AF 122: Principles of Accounting II**

This course is a continuation of principles of accounting I. It covers inventories, fixed assets, accounting for partnerships, introduction to company accounts, manufacturing accounts, analysis and interpretation of financial systems, internal control, cash and short term investments, and trade accounts and notes.

**EC 123: Principles of Macroeconomics**

Topic covered includes macroeconomic issues and policy instruments, national income accounting, economic growth, employment and inflation, income distribution, foreign trade, and demand for and supply of money.

**IT 124: MIS and Computer Applications**

The course covers application and practical on word processing, data interpretation and input, computer security and social aspect, legal and regulatory issues in ICT, computer and information on the internet, effective use of computer software, computer data file and computer networking.

**EC 215: Islamic Economics & Development**

This course covers nature of Islamic economics, consumer and producer behaviors in Islamic perspective, allocation of output to the factors of production in Islamic perspective, and market and its regulation in Islamic perspective.

**DS 126: DEVELOPMENT STUDIES**

The course covers concept of development in all dimensions. It includes development globalization, human development, and gender and poverty issues. The course content also includes North-south, cooperation, United Nation Organizations, African Organizations, Sub-Saharan African countries and East African Community.

**AL 127: Arabic Communication Skills II**

This course covers: Grammar and structure, comprehension and readings, complex verbs conjugation, verbs reflection, affirmative and negative sentences.

**MS 211: Quantitative Methods I**

It covers probability theory, random variables and probability distributions, decision analysis, standard probability distribution, continuous probability distributions, and sampling distributions and interval distributions.

**LW 212: Business Law**

The course content includes nature, classification and sources of law; formation of contract, domestic and commercial arrangements; definition of contract of sale, meaning of goods, transfer of property and



condition of transfer of property.

### **EC 213: Intermediate Microeconomics**

The aspects covered in this course include review and detailed analysis of the basic concepts and theories of microeconomics learned in Principles of Microeconomics.

### **EC 214: Econometrics I**

This course covers introduction, method of estimation, using regression analysis, the classical regression model, hypothesis testing, diagnostic analyses, testing for structural or parameter stability of regression model: Chow test, specification, and multicollinearity.

### **EC 215: Public Finance:**

This course covers market failures, the role of government in the market economy and public goods. It also includes government taxation, revenue and expenditures, income distribution and social services.

### **EC 216: Quantitative Economics and Computing**

This course covers application of spread sheets [Ms-Excel], data management system [Ms-Access] in economics calculations and graphs presentations. It also includes the use of statistical packages such as SPSS and viewing the output results, computable general equilibrium and macro-econometric models.

### **EC 217: Money, Banking & Financial Development**

The coverage of this course includes: why study money and banking, overview of financial systems, meaning of money, understanding the interest rates, behavior of interest rates, risk and term structure of interest rate, structure of central banks, conduct monetary policy (tools, goals and targets), the money markets, capital markets: the bond & stock markets, the foreign exchange market, the international financial system, and banking & the management of financial institutions.

**MS 221: Quantitative Methods II**

This course is the continuation of Quantitative Methods for Business Decision I. It covers hypothesis testing, regression and correlation, time series and forecasting, linear programming, and simulation.

**EC 222: Islamic Banking & Finance**

The coverage includes introduction to Islamic banking, balance sheet analysis of Islamic banks, Islamic insurance (Takaful) and establishment and operations of Islamic banking.

**EC 223: Intermediate Macroeconomics**

The aspects covered in this course include review and detailed analysis of the basic concepts and theories of macroeconomics learned in Principles of Macroeconomics. Sectoral demand functions and extensions of consumer theory and consumer expenditures, Investment demand, demand for and supply of money, monetary and fiscal policy in an extended model, international adjustment problems and introduction to economic growth.

**EC 224: Econometrics II**

This course is the continuation of Econometrics I. It covers some assumptions: hetero elasticity & serial correlation, linear probability models: probity & logic models, and some basic concepts of time series econometrics.

**FE 225: Foundation of Ethics and Conduct**

The course content includes meaning of ethics and conduct, different philosophies of ethics and good conduct, secular and Islamic views on ethics and conduct, code of ethics and conduct of Islam and modern philosophies,

**EC 226: Development Economics**

This course contains introduction to development economics, neoclassical theories of development, approaches to analysis of development and underdevelopment, aid, foreign investment and development,

and international trade and development.

### **EC 227: International Economics**

The coverage includes introduction to international trade and finance issues, the effects of trade policies, market imperfections and environmental issues, the Ricardian theory of comparative advantage, immobile factors and Heckscher-Ohlin, national income accounts and balance of payments, evaluation of trade imbalances, the foreign exchange market, exchange rates, interest rates, and interest rates parity, purchasing power parity, and fixed *V*'s floating exchange rate regimes.

### **FA 228: Field Attachment**

This is a six weeks period of field practice whereby students are attached to the real working environment at the end of second year of study. Students have opportunity to apply theories that they have learnt in the classrooms to the real practical works and thus they will learn new skills and knowledge. Students will be required to provide a report and will be assessed.

### **MG 311: Strategic Management**

This course covers introduction, strategic formulation, strategic implementation, assessing strategic environment, formulating long and short terms objectives and sound plans and implementation network, strategic control, guiding and evaluating the strategy.

### **EC 312: Project Planning and Management I**

It covers the project planning concept, project identification and classification, project preparation, project appraisal and selection, project organization and management, and introduction to project monitoring and evaluation.

### **EC 313: Agricultural Economics**

The coverage of this course includes the meaning and scope of agricultural economics, agricultural production functions, the rational choice of a peasant, farm management, agricultural price and marketing

policies and some case studies.

### **BS 314: Entrepreneurship and Business Plan**

The coverage of this course includes foundation of entrepreneurship, strategic management and the entrepreneur, forms of ownership and franchise, building market plan, and planning for management succession.

### **RS 315: Research Methodology**

This course covers introduction, the nature of quantitative research, design, measurement and analysis of variables and its relationships, uses of descriptive statistics, survey and sampling, analysis and interpretations of data.

### **EC 321: Economic Policy and Planning**

This course covers subject matter of economic policy and planning in terms of institutions and process, microeconomic foundation of macroeconomic policy and planning, population issues and poverty. It covers different kind of planning approaches, models and techniques, applicability and limitations. The course includes further practical planning models and policy existing in the current world of economy of different countries. It covers also economic policy and planning structure of Sub-Saharan African countries, East African economies and their plans and policies specific focus on human development, population, economic growth and poverty reduction.

### **EC 322: Project Planning and Management II**

This is the continuation of Project Planning and Management I. It covers planning of raw materials supplies and product market, choice of technology, project analysis, financial analysis of projects, economic and social analysis of projects, project financing, planning for project implementation and management, project implementation and management, planning for project implementation, and techniques of monitoring and evaluation of project.

**RP 323: Research Project**

In this project, each student is required to submit two copies of his/her research to their respective head of department before the beginning of the final examination. The date of submission will be set by the faculty. The faculty shall provide the research agenda and assign a research supervisor for each student. The research report shall be between 6,000 and 10,000 words i.e. from 30 to 50 pages in A4 double spaced paper size 12 Times roman Font character. The report shall be assessed to 100% weighted as one unit.

**MS 110: Mathematics and Statistics**

It covers introduction to real numbers, algebraic polynomials and equations and the operation of roots extraction, elementary properties of sets, mathematical induction, simple finite series and sequences, meaning of statistics, planning of statistical study/survey research, methods of data collection, sampling and data presentation, data analysis, measure of central tendency, measure of dispersion, elementary probability theory.

**EC 112: Principles of Economics**

This course covers basic concepts of microeconomics. Topics covered include introduction of demand & supply, elasticity, cost of production, consumer behavior and utility theory, and market structures. This course also includes macroeconomic issues and policy instruments, national income accounting, economic growth, employment and inflation, income distribution, foreign trade, and demand for and supply of money

**PA 113: Organization Theory and Management**

This course introduces learners to the art and science of management of enterprises. It exposes them to the functions of managers in organizations that include Planning, Organizing, Directing and Controlling. Learners are introduced to the fundamental concepts of management behaviour in order to equip them with the practical and fundamental skills of tackling the day today challenges internal and external environments of organizations.

**EG 115: English Communication Skills I**

Covers basic sentence structure, the tense system, class nouns, the use of articles, sentence connection, passive verb form, perfect verb form, modal verb/verb phrases, conditional sentences, direct and indirect writing.

**AF 116: Principles of Accounting**

This course contains the role of book-keeping, introduction to double entry system and accounting cycle, control accounts and balancing accounts, preparation of financial accounts from adjusted trial balance, accounting for purchases and sales, accounting for cash transactions, receivables, payables, and accounting for inventories.

**PA 121: Public Administration Theory and Practice**

This course contains introduction to public administration, theories of public administration, functions of public administration, theory and nature of management, managerial functions and roles, organizational structures, development administration, new public management and controlling of public administration.

**PA 122: Organization Psychology**

This course covers the following topics; introduction; work and organization psychology; regulation of work actions; work and personality enhancement; stress at work; basic concepts and models; psychological consequences of unemployment and job insecurity; human errors accidents, and safety work.

**LW 123: Administrative Law**

This covers general principles of the law, nature and development of administrative law, the basic constitutional principles, delegated legislation, administrative justice, and judicial control of administrative action, institutions of government, and liabilities of public authorities and the crown.

**EG 125: English Communication Skills II**

This is the continuation of the English Communication Skills I. It covers developing reading, speaking and writing skills, writing summary, structures, figures of speech, idioms, proverbs and phrasal verbs, techniques for organizing notes, and common mistakes in English.

**DS 126: Development Studies**

This course covers the concept of development, globalization, North-South Integration and interaction, poverty in Sub-Saharan Africa, gender and development, and UN's role in development.

**PA 211: Comparative Public Administration**

This course comprises introduction to public administration, public administration in different countries, comparative approach to public administration, contrast of administrative systems, challenges in studying comparative public administration in Tanzania compared to select other developing countries, structure of Tanzania government and future challenges of comparative public administration.

**PA 212: Human Resource Management**

It covers definition, meaning and importance of human resource management, human resource planning in organization, performance appraisal systems, compensation and benefits, discipline, labor relations, safety and health, recruitment and de-recruitment, and training and development.

**PA 213: Procurement and Logistic Management**

The course is intended to equip students with basic concepts of purchasing, stores and inventory management. Topics to be covered include; procurement management-purchasing principles, procedures and policies, five components of purchasing management, standardization and contract management, inventory and stores management. By the close of the Course, learners should be able to describe and represent the understanding of the relevant concepts, principles and methods from the traditional area of management from the areas of marketing, production, purchasing, finance etc.

### **PA 214: Public Sector Accounting**

This course covers introduction to government accounting, officers and organs involved in government financing, reporting and accountability, accounting for government revenue, accounting for government expenditure, accounting for local government authorities and introduction to cooperative principles and accounting.

### **IT 215: Electronic Government**

Coverage of this course includes the definitions, prospects and challenges of e-government and e-governance, relationship between e-democracy and e-government, the phases in implantation of e-governance, the technology involved in e-government and managerial issues, ICT policy formulation processes, five elements of successful e-government transformation, challenges and opportunities of e-government, and the impact of digital divide in implementation of e-governance in developing countries.

### **PA 216: Customer Care and Public Relations**

#### **PART (A) CUSTOMER CARE**

Customer care as a component of this Module focuses at the area as a foundation for quality service delivery and it aims at building life-long customer relationships through effective customer-care strategies. This is so because satisfied customers are the corner stone of an organization and they are the best source of advertising the firm as well as determining its future business life. Disgruntled customers are the foundation of the failure of organizations. Therefore, this part of the Module will help learners develop skills of dealing with customers in a professional, competent and efficient manner since the customers are the bosses of any business entity, they are ever right and their retention is a province of versatile leaders. It will cover areas like; Introduction to Customer Care, Customer Analysis: Customer Retention, Knowing Your Customer, Restoring Customer Confidence after things go wrong (Calming Upset Customers), Top 7 key skills for customer service jobs, Telephone Customer Service, Internet Customer Service, Time Management Strategies



## **PART (B) PUBLIC RELATIONS**

The course will focus at Nature and scope of public relations, Public Relations as an art; Public Relations as a Science; Public Relations as an art and a Science; Definitions with both conceptual and operational elements; Brief history of the evolution of Public Relations, Type of education required by the PROs, Requirements for success in Public Relations, Scope or Roles or work or functions of Public Relations Personnel; PRO as the ear, an eye and mouth of an organisation, Key concepts/elements of Public Relations, The purpose of and need for Public Relations in the modern society, Publicity; Research; Public Relations and goodwill; Goals of PR (What Public Relations can accomplish), Ethics, Code of professional conduct of the British Institute of Public Relations, Side features underlying the code of conduct, The 4 categories of ethical questions: Social Responsibility, Relationship with clients or employer, relationship with media or communication (new story, feature articles, news conference, press conference, press release, etc), relationship with fellow colleagues, and Challenges of Public Relations.

### **PA 217: Project Management**

It covers the project planning concept, project identification and classification, project preparation, project simple appraisal and selection, project organization and management, project implementation, and introduction to project monitoring and evaluation.

### **PA 221: Local Government Administration**

The course will covers conceptual overview of local government, decentralization, structure of local government, central and local government relationship, local government reform, managing local government finance, human resource management at local government, role of NGO,s at local government level and local government and democracy in Tanzania.

**PA 222: Public Policy**

It covers concepts and issues in the study of public policy, policy formulation/decision, policy implementation, policy evaluation and public policy analysis.

**PA 223: Good Governance and Human Rights**

The course is aimed at exposing students to important issues related to the governance, human rights in relation to the development.

**PA 224: Industrial relation and Labour Law**

The course contains general principles of the law of contracts, formation of employment contract, wages repatriation, employment of women, care and welfare, disputes settlement, and disciplinary proceedings under the security of employment act 1964 and other. The course also will covers collective bargaining process, trade unions and future of industrial relations.

**PA 225: Foundations Ethics and Conduct for Administrators**

The course content includes meaning of ethics and conduct, different philosophies of ethics and good conduct, secular and Islamic views on ethics and conduct, code of ethics and conduct of Islam and modern philosophies.

**PA 226: Management of Public Services**

This course covers background and policy perspectives, factors determining social service provision, poverty and social provision, employment and employment in administration, current trends and issues in social services provision.

**PA 227: Office Procedures and records Management**

This course provides principles and practical office workers and records manager's apply, as well as issues and challenges that they confront. In this course, we will discuss the nature of office procedures and documentation and recordkeeping activities in different types of institutions with responsibility for

records.

### **FA 228: Field Attachment**

This is a six weeks period of field practice whereby students are attached to the real working environment at the end of second year of study. Students have opportunity to apply theories that they have learnt in the classrooms to the real practical works and thus they will learn new skills and knowledge. Students will be required to provide a report and will be assessed.

### **MG 311: Strategic Management**

This course covers nature of strategic management, business mission, external and internal environmental analysis, strategic formulation, strategic implementation, assessing strategic environment, formulating long and short terms objectives and sound plans and implementation network, strategic control, guiding and evaluating the strategy.

### **PA 312 Managerial Decision Making**

This course covers introduction on decision making, models and approaches of decision making, process of policy making, bureaucracy, participative approach to decision making, influence of individual on policy making.

### **PA 313 Strategic Human Resource Development**

This course provides the role of HR strategy in underpinning organizational viability and its potential to contribute to competitive advantage. The importance of contextual factors in shaping HR strategy is the key aspect of this course. Typologies of HR systems and their links to performance outcomes provide the final analysis in the course. The course therefore provides first hand information on strategic formulation and management of human resources to achieve organizational competitiveness.

By the end of the course students should have the ability to demonstrate knowledge of integrating organizational ability to the human resource direction adopted by any particular organization. The course

will focus at; Strategy; The 5 P's of a strategy; characteristics of a strategy; when to formulate; strategy, Strategic Human Resources Development Practices, Strategic Response of Organizations, Training Requirements of civil Servants, Strategy formulation and Implementation, Strategic Planning, Generic Competition Strategies, Training and Developing, Traditional strategies of organizing, Strategic control; guiding & evaluating strategy, Government and committed human resource development, The power of People.

#### **BS 314: Entrepreneurship and Business Plan**

The purpose of the course is to provide a practical opportunity for students to realistically assess the potential for some new venture ideas and develop a detailed program or plan for a small business. The course will covers a range of topics that will increase understanding of what it takes to succeed in an entrepreneurial career. From an overview of entrepreneurship and the entrepreneurship process, the course spreads out to consider how to evaluate a possible idea for a new business, buy an existing firm, acquired a franchise, develop a marketing plan and create comprehensive business plan for new venture.

#### **RS 315: Research Methodology**

The coverage includes understanding the research and social research, research steps, literature review, research methodology, and writing research proposal and report.

#### **PA 321: International Human Resources Management**

Globalization and expansion of international firms calls for a closer look at the human resources at international perspective. The purpose of this course in to equip students with the skills and knowledge required in management of human resources at a worldwide horizon. By the end of the course, students will be able to: Explain the role national differences make in the practice of IHRM, Describe and give examples of how effective IHRM policies and practices lead to international business success and compare and contrast varying approaches to IHRM policies and practices.

The following topics shall be covered; Introduction to International Business and International Human Resource Management, Strategic International Human Resource Management, Organization Structure and

Design in the MNE, Cross-Border Mergers and Acquisitions, International Joint Ventures and Alliances, Country Culture and MNE culture, Global Employment Law and Labour Relations, Global Ethics and Labour Standards, Global Workforce Planning and Introduction to Staffing the MNE, Staffing the Global Enterprise: Selection of International Assignees, Training and Management Development in the Global Enterprise, Global Compensation, Benefits, and Taxes, Global Performance Management for International Assignees and Foreign Managers, Health, Safety, and Crisis Management in the Global Enterprise and The IHR Department and the Role and Future of IHRM

### **PA 322: Organizational Development and Management**

This course covers: over view of organization development, conceptual and theoretical foundations of organization development, the organization development process, organization development interventions, consulting process and organization development, and future of organization development.

### **RP 323: Research Project**

In this project, each student is required to submit two copies of his/her research to their submission will be set by the faculty. The faculty shall provide the research agenda and assign a research supervisor for each student. The research report shall be between 6,000 and 10,000 words i.e. from 30 to 50 pages in A4 double spaced paper size 12 Times roman Font character. The report shall be assessed to 100% weighted as one unit.

## **BACHELOR OF SOCIAL WORK**

### **SW111: SOCIAL WORK PRACTICE**

The course will cover the following: Introduction and Overview of Social Work; History of Social Work; Functions and Roles in Social Work; Social Work Client System; Social Work Helping Process; Levels of Social Work Practice.

### **SW 112: SOCIAL WELFARE SERVICES**

The course will cover the following: Social Welfare Programmes and Services; Effects of Government Social Welfare Programmes (Strengths/Advantages and Shortcomings /Disadvantages of State/Government Social Welfare Programmes); Social Welfare Models and Ideologies; Role/Functions of Social Welfare; Public vis-à-vis Private Provision of Social Welfare; Financing Social Welfare programmes; The Historical Development of State/Government Social Welfare (Development of Formal Social Welfare).

### **SW 113: SOCIAL WORK ETHICS AND PRINCIPLES**

The course coverage includes Nature of the Social Work Ethics; Values and Ethics in Social Work; Ethical Principles; Ethical Standards; Theories and Philosophies of Ethics; Ethical Decision Making; Social Workers Code of Ethics (IFSW); National Social Workers Code of Ethics (NSWCE); Ethical Dilemma; Critical Ethical Issues in Social Work Practice.

### **SW 114: PSYCHOLOGY**

The course coverage includes Introduction to Psychology; Understanding psychology in Social Work Practice; Developmental Psychology; Personality Attitude and Cognition Psychology; Emotional Management; Abnormal Psychology; Psychosocial therapy and behavior change; Applying Psychological Skills in Different Cases.

### **SW 115: COMPUTER SKILLS**

The course will cover the following areas: ICT Overview; Information system and Computer System; Computer software; Microsoft word (Word processing); Microsoft Excel (Spreadsheet); Internet and worldwide web; Search strategy in Social work.

### **SW 116: ENGLISH LANGUAGE**

The course coverage includes Basic sentences structure; Parts of speech-verbs, nouns, adverbs, adjectives, conjunctions, pronouns, interjections, prepositions; Tenses/aspects-present continuous, present, pass simple, past continuous, past participle, future;. The difference between clause and phrase; Sentence structures-simple, compound, negative, in derogative, affirmative; Punctuation; Passive and active voices; Spelling and pronunciation; Direct and indirect speech.

### **SW 117: ARABIC COMMUNICATION SKILLS**

The course will cover the following areas: Introduction to Arabic Phonology; Conversational Dialogues; Comprehension and Reading; Grammar and Structure.

### **SW 121: HUMAN BEHAVIOUR AND THE SOCIAL ENVIRONMENT**

The course will cover the following areas: Human Behaviour and Social Work Practice; Multidimensional Framework for Assessing Individual and Social Functioning (recall from Psychology and Sociology Modules); Environment in Social Work Practice; Systems, Environment and Ecology; Theoretical Perspective of Human Behaviour and the Social Environment; Human Behaviour, Communities, Organizations, and Groups in the Macro Social Environment; Human Behaviour, Social Environment and the Helping Process.

### **SW 122: FIELD INSTRUCTION**

The course covers the following areas: Field Work Practice in Social Work; Field Work Process; Concept of Needs; Field Work Report.

### **SW 123: SOCIOLOGY**

The course will cover the following areas: Overview of Sociology; Socialization; Sociological Theories; Social Stratification and Culture; Social Change and Politics; Social Problems and Social Control in Society.

### **SW 124: COMMUNICATION SKILLS**

The course covers the following areas: Types and forms of communication; Nature of communication in organization; Planning for communication; Written communication; Verbal communication and Listening skills.

### **SW 125: DEVELOPMENT STUDIES**

The course covers the following areas: The Concept of Development; Globalization; North –South Integration and Interaction; Poverty in Sub-Sahara Africa; Gender and Development/Women in Developing Countries; The United Nations Role in Development.

### **SW 126: PRINCIPLES OF ECONOMICS**

The course covers the following areas: Introduction to Economic Concepts and Systems; Microeconomic Theory of Demand and Supply (Price theory); Consumer theory; Market Structures and effect on social welfares; National Income; Inflation; Unemployment; International Trade and Balance of Payments.

### **SW 127: FIELD PLACEMENT I**

The course will cover the following areas:

Week 1 – 2: Reporting to the Field agency and orientation

Week 3 – 4: Preparing the first draft of Initial Impression report to be shared with supervisor and the visiting field work consultant from the University

Week 5 – 6: Addressing the clients` needs and problems:-

Week 7 – 8: Preparations for termination from the field agency



### **SW 211: SOCIAL WORK AND HUMAN RIGHTS**

The course will cover the following areas: Human rights concepts; Importance of Human rights in social work practice (a sub-topic); Theories of human rights; Instruments of human rights; The right of freedom from torture; The right to life; The right of life of dignity in the face of HIV/AIDS; Child rights; Role of social workers in protection and promotion of Human Rights.

### **SW 212: ANTHROPOLOGY**

Anthropology and the Study of Culture; The Development of Anthropological Theories; Human Societies and Culture; Contemporary Theoretical Perspective in Cultural Anthropology; Methods of Cultural Anthropology; Decisions, Adaptation and Evolution; Practice implications to social work practice.

### **SW 213: SOCIAL WORK AND LAW**

The course covers the following areas: Introduction to the Law; General court /legal systems in East Africa; Constitutional courts and high court; Social work with criminal justice systems in East Africa; Social work and legal instruments on societal problems/ issues situation; Critical discussion of the law in selected social work fields of practice.

### **SW 214: SOCIAL WORK PRACTICE II.**

This course will cover the following areas: Micro Social Work Practice: Direct Social Work Practice; Roles of Direct Practitioners; The helping process; Interviewing process: Structure and Skills; The cardinal values of social work ethics Mezzo Level Social Work: In-Direct Practice; Macro Social Work (Solving Social Problems and making Social Change); The Generalist Intervention Model; Social Work Planning.

### **SW 115: GUIDANCE AND COUNSELING**

The course will cover the following areas: Overview of the course; Theories of counselling; Attending skills; Coping mechanisms; Social support network; The counselling process; Stages of counselling.

## **SW 216: DEMOGRAPHY AND STATISTICS**

This course will cover the following areas: Demography; nature, scope, relevance and applicability; Demographic data and methods; Population size; Population composition; Population problems; Population policy in the twenty-first century; Statistics; Data Presentation: Row Data, Grouped Data, Tabulation and Charts; Graphs, Histogram, Frequency Polygon, Cumulative Frequency polygon, Cumulative Frequency Curve (Orgive); Descriptive statistics , Mean (x), Median, Mode, Variance and standard Deviation.

## **SW221: SOCIAL POLICY**

This course will cover the following areas: The Concept of Social Policy and Related Concepts; Values and Perspectives regarding Social Policy; Social Policy Process; Welfare Pluralism and Public-Private-Partnerships in Tanzania; Social Policy Implications to Social Work Practice.

## **SW 222: DISASTER MANAGEMENT**

This course will cover the following areas: The Concept of Disaster and Related Concepts; Disaster Management; Social Work Practice in Disaster Situation; Rapid Damage and Needs Assessment in Emergency/Disasters.

## **SW 223: PEACE AND CONFLICT MANAGEMENT**

This course will cover the following areas: Conceptualizing Peace and Conflict; Peace as a process; Post conflict counties; Early Warning System on Conflict situations African Women's Peace initiatives, and Key issues for discussion.

## **SW 224: CHILD PROTECTION**

This course will cover the following areas: Social and Cultural Context of the Childhood; Origin and Evolution of Child Protection as a discipline; Challenges of identifying and responding to child protection concerns: Clandestine nature of child protection concerns; Child abuse, Neglect and Exploitation; Recognizing the signs of child abuse and exploitation: Impact of child abuse and exploitation; National guidelines for the protection and welfare of children in Zanzibar; Principles of best practices; Child protection practices in Zanzibar; National child protection system: Components of national child

protection system; The role of social worker in Child Protection.

### **SW 225: GERONTOLOGY**

This course will cover the following areas: Social work knowledge in gerontology Theories of aging; Skills and values as applied to working with older adults and their families; An examination of gerontology theories; Attitudes toward aging and the elderly Societal and cultural values of looking after the old; The nature and limitations of gerontological social work; Forces shaping the delivery system to persons in their late adulthood; Different models of intervention; Dimensions of the Aging Process; Problems associated with Aging; Retirement and Death.

### **SW 226: FIELD PLACEMENT II**

This course will cover the following areas:

Week 1 – 2: Reporting to the Field agency and orientation

Week 3 – 4: Preparing the first draft of Initial Impression report to be shared with

Supervisor and the visiting field work consultant from the University

Week 5 – 6: Addressing the clients` needs and problems:-

Week 7 – 8: Preparations for termination from the field agency

### **SW 311: SOCIAL WORK AND RELIGION**

This course will cover the following areas: Introduction; Understanding Islam; The Ethical Philosophy of religion; Early reforms under Islam; Moral Values and Islamic Social System; Ethics in Islamic Philosophy.

### **SW 312: DEVELOPMENTAL SOCIAL WORK**

This course will cover the following areas: The Concept of Development; Developmental social work models; Characteristics of the developmental model of Social Work and Social Welfare; The Developmental perspective in social welfare; Development and Economic growth in Social Welfare as human right models.

### **SW 313: INTERGRATED FIELD WORK.**

This course will cover the following areas: Block field work appraisal; The 4 basic systems of social work; Local government organs and structures in Tanzania.

### **SW 314: SOCIAL PROTECTION**

This course will cover the following areas: Introduction; Types of social security; Social security institutions: NSSF, ZSSF, NGOs; Problems experienced in the management of social security systems; The Concepts of Social Protection; The Structure of Social Protection; Social Protection and Social Security Schemes in Tanzania; Key/major Issues in Social Protection; Towards Social Protection for all.

### **SW315: SOCIAL WORK RESEARCH METHOD**

This course will cover the following areas: Introduction to Research and social work research; Purpose of social work research; Research steps; Back ground information; Literature review; Research methodology; Writing a research proposal.

### **SW 316: GENDER AND DEVELOPMENT**

This course will cover the following areas: The concept of gender; Gender awareness; Policy approaches to women in development in developing countries; The gender planning process and the implementation of planning practice; Realities and norms of participatory development; NGOs as for gender and development; Gender issues in agriculture; Gender and the legal framework; Critical/contentious issues for discussions.

### **SW8 321: SOCIAL ADMINISTRATIONS.**

This course will cover the following areas: Leadership; Effective communication in Social Agencies; Social planning; Social entrepreneurship; Skills of Social agency officials; Introduction to Organisation\Approach to the study of organisation; Functions of social agencies.

### **SW 322: SOCIAL WORK AND MENTAL HEALTH**

This course will cover the following areas: Introduction to the Mental Health; Theories; Related to the Mental Disorders; Types of Mental Disorders Integral approach to mental work treatment/ intervention: implication for social work; Practice based skills for intervention in mental disorders.

### **SW 323: PROJECT MANAGEMENT**

This course will cover the following areas Introduction; Project classification and function; Project implementation; Project monitoring and control; Project evaluation; Project Proposal.

### **SW 324: RESEARCH REPORT**

Students are required to conduct researches in areas where there are social work problems. Each research will base on making assessment, intervention and evaluate process to come up with findings relating to social gaps and make proper recommendations. Research work will take place within the period of the whole semester and will be required to submit research proposals to the faculty research coordinator 4 weeks before the beginning of the final examinations of the year three semester one. The Faculty shall approve the research topic and assign a research supervisor for each student before the end of the final examination of the same year. Each student shall be attached to their areas of research e.g institutions, communities, programmes etc for the period of 8 weeks to conduct their research activities under the supervision of their respective supervisors. The research report shall be between 6,000 to 10,000 words, i.e., 30 to 50 pages on A4 double spaced paper in size 12\* roman font character. Submission of the report shall be one week before the final examination of the year three semester two. The report shall be assessed as full unit compiling 100 marks.

## **BACHELOR OF ISLAMIC BANKING AND FINANCE**

### **IBF 8101: INTRODUCTION TO ISLAMIC LAW**

The module content includes mainly, the definition and scope of Islamic law, evolution and historical development of Islamic law, Pre-Islamic period legal institutions and sources of the Islamic law, emergence and development of the Islamic School of Law

### **IBF 8102: PRINCIPLES OF ISLAMIC ECONOMICS AND DEVELOPMENT**

The paper looks at the following major issues; Islamic economics and development, emphasizing; production, consumption, development and poverty reduction under the Islamic perspective.

### **IBF 8103: BUSINESS MATHEMATICS**

This module deals with application of elementary mathematics to various areas and Retail mathematics including simple interest, bank discount, compound interest, commercial discounts, mark-up and mark down.

### **IBF 8104: PRINCIPLES OF ACCOUNTING I**

This course introduces students to the basic concepts of financial accounting, accounting records and preparation of basic financial statements. This will enable them to understand the relevance of accounting information in business decisions.

### **IBF 8105: PRINCIPLES OF MICROECONOMICS**

The course intends to introduce students to various economic theories, concepts and tools of analysis and their relevance in decision making in the changing business world. Topics covered include, among others, consumer rational behaviour, the concept of utility, the law of demand and supply, production theory and cost analysis; the theory of the firm and various forms of competition.

### **IBF 8106: ARABIC LANGUAGE**

This Course intends to expose students to basic Arabic communication words in both reading and writing skills. The course also includes; introduction to the Arabic alphabets and the Arabic language essential grammatical rules, Arabic consonants with and without equivalents in English alphabets and consonants with vowels (long and short). Generally the Course comprises of five sections; Listening Skills, Speaking, Comprehension, Reading and Arabic Terminologies used in Islamic banking and finance operations

### **IBF 8107: ENGLISH LANGUAGE**

The module looks at the following areas of the English language; direct and indirect writing (direct & reported speech), sentences skills, defining and non defining clauses, commonly confused words, punctuation, reading skills, writing summary, writing essay, and public speaking

### **IBF 8201: PRINCIPLES OF ISLAMIC BANKING AND FINANCE**

This course introduces the learners to the basic concepts of Islamic banking and Finance as applied locally and internationally. The module will attempt to examine the difference between the banking elements of the Islamic banking system and the traditional (conventional system). Some theories and concepts of Islamic financial instruments as used in the industry are also examined. The operationalization of the Islamic finance concepts in the day to day running of the banking industry will be emphasized.

### **IBF 8202: BUSINESS COMMUNICATION SKILLS**

This course develops students' skills of writing and communication for business purposes. At the end of the course, students will demonstrate ability to demonstrate the ability to communicate efficiently and effectively through dealing with correspondences and other writings at a supervisory level.

### **IBF 8203: BUSINESS STATISTICS**

This course will introduce students to the application of statistical techniques to business decision-making. Topics include populations and samples; the presentation and interpretation of data; measures of central tendency and variability; index numbers; simple linear regression and correlation; an introduction

to time series; basic probability; the binomial, Poisson and normal distributions; and estimation and hypothesis testing. Analyses will be carried out using Microsoft Excel.

#### **IBF 8204: PRINCIPLES OF ACCOUNTING II**

This course builds on Principles of Accounting I and exposes students to intermediate areas of accounting which include among others; manufacturing Accounting, Accounts for Non-Profit Making organisation and Income Statements of Partnership. At the end of the course, students should be able to Interpret financial Statements for different users; students should be able prepare Financial Statements for both Profit and Non-Profit making firms.

#### **IBF 8205: PRINCIPLES OF MACROECONOMICS**

The course builds on economic principle learnt in Microeconomics as a foundation to other branches of economics. The course deals with economic variables that affect the whole economy such as development economics, monetary economics and international economics.

#### **IBF 8206: COMPUTER APPLICATIONS**

This course is designed to provide an overview of Computer Applications. It will cover areas such as; components of computer, operating systems, and word processing using Ms Word, Excel, PowerPoint.

#### **IBF 8207: DEVELOPMENT STUDIES**

The module focuses on issues of development that have impacts on the socio-economical conditions of developing countries. This may be the result of integration and interaction among nations, or global policies and actions that have changed the world into a small village.

#### **IBF 8301: ISLAMIC BANKING: THEORY & PRACTICE**

This course will provide students with a critical comparison of the contemporary issues of conventional banking systems and the Islamic the Islamic banking systems. At the end of the module students should be able to distinguish between convention banking and Islamic banking. This analysis will enable them advice the business organisations accordingly by providing the pros of Islamic banking over and above



the conventional banking system.

### **IBF 8302: ISLAMIC BANKING LAW**

The content includes; the paper explains the Islamic banking and finance legal framework and practice. It exposes the students to the concepts of Islamic transactions and Islamic banking and financial products that include; saving accounts, current accounts, investment accounts, the legal issues of the following aspects are also considered that is, murabaha, ijara and muzarah. The module also considers the following issues as governed by the Islamic law; deposit management, the doctrine of gharar, profit and loss sharing principles.

### **IBF 8303: ISLAMIC CORPORATE FINANCE**

This module generally surveys the basic theories and practices of investments, including: asset valuation; stocks, bonds, and hybrid securities (including options and financial derivatives). During the course of study impact of risk and uncertainty on expected market returns for risky assets; quantification of risk; asset allocation; creation of portfolios to diversify market risk; the Capital Asset Pricing Model (CAPM); Arbitrage Pricing Theory (APT); factor models; and the theory and tests of market efficiency are explored. Specifically, the module looks at corporate finance from the Islamic perspective. The module follows the traditional corporate finance with modifications to conform to the Shariah principles. Among the issues of concern in this module are; the firm and the financial manager, the time value of money, risk and return trade off, market efficiency, investment decisions, sources of funds, cost of capital and the aspect of merger and acquisition.

### **IBF 8304: PRINCIPLES OF MARKETING**

This course aims to provide the students with a practical knowledge of marketing principles and how these principles are applied in the Shariah compliant business environment. Upon completion of the course, students should be able to apply the marketing skills gained in their individual or business enterprises. They should also be able to utilize the marketing skills and knowledge gained in analyzing all marketing practices surrounding the environment.

### **IBF 8305: QUANTITATIVE METHODS FOR BUSINESS ANALYSIS**

This module covers descriptive and inferential statistics, including applications to business research and decision making. The use of statistical software, with practical work is highly emphasized. It is expected that by the end of the module students will be able to explain and implement sample survey methods and data collection; implement hypothesis tests and construct confidence intervals for differences in means or for differences in two means; implement simple one-way ANOVA; Carry out Chi-square multinomial test and chi-square test of independence and relate findings to business decision making; undertake a simple linear regression analysis (Using SPSS); carry out correlation analysis, Spearman and Pearson's. Test for significant correlation and interpret the findings in the context of business decision; and identify components of time series for both additive and multiplicative models. Interpret and calculate trends, seasonal factors, deseasonalise data and forecast

### **IBF 8306: ENTREPRENEURSHIP SKILLS**

The course deals with enabling students to develop a mentality of thinking innovatively and create jobs other than seeking jobs. Its content will therefore include; theories of Entrepreneurial Culture, Entrepreneurial Support Systems, disadvantaged people and entrepreneurship; the State and Entrepreneurship etc. At the end of the course students should be able to demonstrate skills in starting and owning businesses

### **IBF 8401: ISLAMIC PUBLIC FINANCE**

The module introduces the students to the process of revenue generation in Islam, drawing from the experience of the early Islamic period. Sources of revenue such as; Zakat, Wakf Kharaj, Jizya, Ghanimah, Fa'y will be considered in this case. The origin and development of Baytul Mal and Diwan will also be considered. The purposes and modes of disbursement of public revenue and properties will also be discussed using case studies from different countries. Welfare schemes under Islamic perspective will be dealt with.

### **IBF 8402: ISLAMIC BUSINESS LAW**

This course is designed to provide additional information about the Islamic business transactions in organisations putting more emphasis on the operationalization of business contracts from an Islamic point of view. Upon completion of this course students will be able to compare and contrast the contractual obligations under conventional and Islamic business law perspectives. The overall value outcome is the appreciation of the ethics of the Islamic tradition in the pursuit of business contracts.

### **IBF 8403: RISK MANAGEMENT IN ISLAMIC BANKING**

The module is designed for an in-depth understanding of the Shari'ah Risk Management. The module sets out the Concept of Risk management in Islamic Banking and then moves on to the practical aspects of applying it with demonstrations from case studies and interactive exercises throughout the program.

### **IBF 8404: FINANCIAL ACCOUNTING**

The module prepares students for advanced accounting systems. It presents the underlying framework and concepts of financial accounting in the context of how accounting fits into the overall contemporary business environment. Generally the module covers areas such as accounting theory, interpretation of financial reports, and statements, accounting system and accounting for business purchase i.e. Amalgamation and reconstructions, cash flow statements and hire purchase. By the end of the course students will be conversant and able to practice the roles of accounting practices such as accounting adjustments, reconstruction and takeovers

### **IBF 8405: COMMERCIAL BANK MANAGEMENT**

The management of commercial banks is a dynamic task. It is a constantly changing environment. Bank managers as well as the employee must be increasingly aware of the opportunities and threats that are associated with change. Thus the module provides the essential elements in the process of commercial bank management – focusing on managing for profitability and risk avoidance or minimization. The basic finance concepts providing the foundation for the management of the banking industry are also considered.

### **IBF 8406: INTERNSHIP**

To be done as field attachment by all the students registered for the BIBF. The internship exercise will be done during the recess period at the end of the second year (4<sup>th</sup> Semester) of study. This is to enable the students appreciate the importance and applicability of theory learned in class in the business world. At the end of the internship each student would be expected to submit an internship report that will be graded out of 100%; the workplace Supervisor 30% and the university Internal Supervisor 70%. The credit for internship is 32.

### **IBF 8501: ISLAMIC INVESTMENT BANKING AND FINANCIAL ENGINEERING**

The module covers investment banking and Financial Engineering and Evaluation of new financial instruments, scope in financial engineering; Guidelines for Financial Contract Design; Sukuk and Islamic Real Estate Investment Trusts; Development and current practices of Liquidity Management Instruments in Islamic Banks; Recent developments in IFI Theory & Practices such as modeling and pricing Islamic Financial Products.

### **IBF 8502: ISLAMIC CAPITAL MARKETS**

The module provides the students with the knowledge of Islamic capital markets, scope and instruments. It also covers the aspects of Islamic investments, Islamic bonds (sukuk), Islamic funds and Credit Cards and the performance of Islamic funds and investments at a global level.

### **IBF 8503: CORPORATE GOVERNANCE FOR ISLAMIC FINANCIAL INSTITUTIONS**

The module generally looks at the following issues related to management with specific reference to the *Shariah* principles. The following issues are reviewed; Meaning and Scope of Islamic Managerial Ethics, Islamic Managerial Ethics and the Code of Conduct, Islamic view of Planning, Organization and Human Resource Management, Motivation, Management of Competition and Conflict, Islamic Business Ethics, Leadership, Value Based Management Model under the Islamic Managerial Ethics, the Prophetic and Khaliphs' Management ethics, Challenges towards the implementations of the Islamic Managerial Ethics in the Contemporary Organization Management. The module also looks at how quality management in Islamic financial institutions can be developed and sustained. This would be through appropriate measures

in managing such disputes effectively through some Shariah-based mechanisms. Thus specifically the module looks at corporate governance and the effective dispute management within the framework of Islamic financial institutions.

#### **IBF 8504: ISLAMIC MICRO-FINANCE**

The module explores the Islamic alternative credit systems, the key distinguishing features of Islamic credit system and the development of the Islamic finance and Islamic microfinance models. The learners should be able to appreciate the distinguishing features of Islamic finance, particularly the prohibition of *riba* (usury); analyse the application of Islamic principles to microfinance; describe the Islamic financial objectives and products; and design some strategies for empowerment through Islamic microfinance.

#### **IBF 8505: RESEARCH METHODOLOGY**

This module explores the techniques of conducting research through being equipped with mechanisms of conceptualization of research problems, data collection, analysis, presentation, writing, and reporting. Techniques which are both qualitative and quantitative in nature are vital if results presented are to be meaningful.

#### **IBF 8601: INSURANCE AND TAKAFUL MANAGEMENT**

This Module covers major areas of *takaful*. It explains the associated concepts of *takaful*, forms of *takaful* and the difference between conventional insurance and *takaful*. Students will learn operational mechanism of all forms of *takaful* model such as *Mudaraba* Model, *Wakala* Model & *Wakala Waqf* Model. The module also explains the types of *Takaful* Business (Family and General), their objectives, principles and operation flowcharts. Also the module covers *Re-takaful*, its working mechanism and its philosophy in Islam. The Accounting Standards for *Takaful* companies and their differences with Conventional Insurance; balance sheet, Profit loss accounts and cash flow statements for *takaful* business are also discussed.

## **IBF 8602: ISLAMIC LAW MAXIMS AND CONTEMPORARY FATAWA IN FINANCIAL TRANSACTIONS**

The module explores the concept of Islamic maxims, their sources and applicability in the banking and financial subsectors of economic life. The module critically analyses the five comprehensive maxims and the subsidiary maxims that fall under the five major ones. The main objective of the module is to acquaint the students with an understanding of the Islamic legal maxims and their application in the day today banking and finance environments. As students of Islamic banking and finance, by the end of the module should be able to appreciate the implementation of the Shariah principles through the application of the legal maxims to the banking and finance subsectors of their respective economies

## **IBF 8603: PROJECT APPRAISAL AND MANAGEMENT**

This module addresses the basic nature of managing all types of projects. The module uses the project life cycle as the organizational guideline, and contents will cover the whole process of project management, including project initiation, project planning, project implementation and project termination. The students will be exposed to the characteristics of project and project management, look at how to define a project, how to organize a project, how to plan a project, how to implement, trace and control a project, and how to terminate and post-evaluate a project.

## **IBF 8604: INTERNATIONAL FINANCE**

The module introduces students to the following key issues concerning International Finance; Overview of International Finance, Foreign Exchange Markets, Corporate foreign Exchange Risk management, International Capital Budgeting and International Portfolio Investment and Diversification.

## **IBF 8605: RESEARCH REPORT**

At the end of the course work each student is expected to carry out an empirical research leading to submission of a report of 40-50 pages. The topic of research must be chosen from the various fields of Islamic banking and finance. The report will have the following chapters: -Chapter 1: Introduction; Chapter 2: Literature Review; Chapter 3: Methodology; Chapter 4: Data Presentation and Analysis; Chapter 5: Conclusions and Recommendations; References, and Appendices.

## **BACHELOR OF INFORMATION TECHNOLOGY WITH EDUCATION (BITE)**

### **ED-IT 111 FOUNDATION OF GENERAL EDUCATION**

This course is designed to introduce the students to the principles and foundation of Education. It is expected to equip the students with critical minds on educational issues, help students to make comparison of Educational systems and their characteristics in various countries with specific reference to Tanzania.

### **COURSE TITLE: FOUNDATION OF ISLAMIC EDUCATION    COURSE CODE: Ed-IT 112**

The course will examine the importance of Islamic education and major principles of Islamic vision of education. The focus will be on the objectives, theory of knowledge in Islam and the concept of Islam to universe and individual and society.

### **Ed-IT 113: ENGLISH LANGUAGE COMMUNICATION SKILLS**

This course is intended for year one semester one students. It is an exposure to English usage. It seeks to work as a remedy and to enhance the usage of language in one's daily life. It seeks to enrich the student's communication skills, to booster the student's confidence when using the English language. It also seeks to work as a base for one's professional dealings. It cuts across all faculties and Schools.

### **Ed-IT 114: INTRODUCTION TO COMPUTER FUNDAMENTALS**

The purpose of the course is to enable students learn the basic skills of using a computer as a central tool for pursuing their studies. It provides a general introduction to the broad aspects of computer systems, how it works, a brief history of the computers and the basic components of a computer. In addition, students will be grounded in the proper use of the Internet for research.

### **Ed-IT 115: COMPUTER MAINTENANCE AND REPAIR**

The program introduces the students to information technology and data communications. This hands-on, lab-oriented course stresses laboratory safety and working effectively in a group environment. The students learn how to build a computer and install and/or work with operating systems such as Windows X, Linux and other OS. PC Hardware and Software is an excellent introduction to information technology (IT) that includes an overview of IT, PC maintenance, safety, and troubleshooting.

### **Ed-IT 116: Computational Mathematics COURSE CODE**

To provides a solid introductory ground in mathematics required for modules related to information technology. Through worked examples, high-lighted key points and self-assessment questions the module will equip students with essential mathematical ideas that apply to IT field. Students will cover matrices sets, mathematical proofs, probability, co-ordinate geometry and finite state automata and numerical analysis and optimization.

### **Ed-IT 121: COMPUTER PROGRAMMING METHODOLOGY**

The course provides a general introduction to computer programming concepts and principles designed to give students a good basis of computer programming principles and practice. It covers introduction to algorithm design and implementation using a structured programming language. Discussion of, and practice with, elementary programming techniques with emphasis on good style. It includes Notion of the stored program, Algorithms, Flow-charting & Pseudo coding, Simple Data types, Constants & Variables, Operators, Expressions & Assignments, Input & Output Statements, and Statement execution.

### **Ed-IT 122 DATABASE PLANNING, DESIGN & MANAGEMENT**

To equip students with skills/an understanding of database planning processes, database design and management practices.

### **Ed-IT 123: INTRODUCTION TO SCRIPTING CONCEPTS**

This course introduces the student to the concepts and principles of commercial e-business and e-commerce programming. The unit explores the purposes and approaches in using scripting and mark-up



languages in relation to the client-server paradigm. Basic database terminology is introduced. The roles of server-side and client-side code together with web service strategies are examined.

#### **Ed-IT 124: IT TEACHING METHODS AND PRACTICES**

This course is designed to give an orientation to students concerning teaching. The course requires the student to practice proper classroom management through teaching methods, approaches and techniques. The students are expected to be engaged in practical classroom teaching experiences such as lecturing, questions and answer, discussion group, individual, excursion, role plays, demonstration, games and debate.

#### **Ed-IT 125: EDUCATIONAL PSYCHOLOGY**

This course is designed to equip the students with educational psychological outlook for teaching work. It focuses on theoretical knowledge of learner's characteristics, methods of studying the child, and the learning process.

#### **Ed-IT 126: TEACHING PRACTICE I**

This course is intended to provide students the opportunity of having practical observation of school practices and the actual classroom practices. The course will familiarize the students with technical experiences and make analysis of their observation. The students will also observe the constraints and problems encountered during their observation.

#### **Ed-IT 211: COMPUTER NETWORK & DATA COMMUNICATION**

This is an introduction to the basics of data communication and networking. Topics include the OSI model, physical processes used for digital transmission, standardization, local area networks, the network protocols, and network applications.

#### **Ed-IT 212: SYSTEMS ANALYSIS AND DESIGN**

This course provides a methodical approach to developing computer systems including systems planning, analysis, design, testing, implementation and software maintenance. Emphasis is on the strategies and techniques of systems analysis and design for producing logical methodologies for dealing with

complexity in the development of information systems. The course approaches the development of information systems from a problem-solving perspective. This course builds upon concepts to which the student has been exposed in previous classes. The course is designed to impart skills of system design approaches. It covers the IT System Development Cycle, Conception, Feasibility Study, Systems Investigation, fact-finding Methods, Analysis of Investigation, Systems Design, and Distributed vs. Centralized File systems, Security and Audit, System Study Report.

### **Ed-IT 213: WEB DESIGN, PROGRAMMING AND ADMINISTRATION**

To impart theoretical and practical skills for developing web-based database systems using PHP, MYSQL and SQL.

### **Ed-IT 214: CURRICULUM DEVELOPMENT AND EVALUATION**

This course is designed to equip the students with the knowledge of curriculum development analysis and evaluation for school subjects. The course exposes the students to the curriculum models, approaches to curriculum design, analysis of curriculum materials, develop curriculum development theories and provide them with opportunity to analyze centralization and decentralization system. Moreover, the course helps the students discover the curriculum influences on decision-making and discuss how curriculum development is designed, implemented and evaluated both at primary and secondary school levels.

### **Ed-IT 215: EDUCATIONAL RESEARCH METHODOLOGY**

The focus of this course is to introduce and familiarize the students with principles of conducting scientific research. The main areas that will be examined are concept, types, importance of educational research and the development of scientific methodology in education. The course will equip students with basic knowledge and skills of conducting educational research and use of the research results in making constructive educational decisions.

### **Ed-IT 216: MANAGEMENT INFORMATION SYSTEMS**

This course is designed to introduce students to computer-based information systems and their role in business organizations. Areas to be covered include a discussion of the nature of information and its

contribution to the strategic, managerial, and operational aspects of business, the role of information technology in business process reengineering (BPR). The planning, analysis, design, and implementation needed to achieve successful information systems, and telecommunications - that underlie these systems. However, the emphasis of the course will be on the managerial use of computer information systems, rather than the technology by itself

### **Ed-IT 217: INFORMATION USE AND INFORMATION MANAGEMENT (IUIM)**

To develop an insight in information management (IM) as practiced conventionally/traditionally and introduce information management through use of information technology (IT) as a more effective means of information management.

### **Ed-IT 217: CHANGE MANAGEMEN**

The advancement in Technology especially ICT has come with a lot of changes. These changes affect the modern man and the way he/she conducts his/her businesses, learns and the way he interacts with other fellow human beings among other reasons. It is indeed necessary to equip the student with necessary skills to manage change without or little pain that is tied to the social aspect. The student will learn about the changes in the work force and the responsibility of managers and how to solve any conflict. The course focuses on the essential change management skills and processes needed for, process and IT based, change programmes.

### **Ed-IT 221: E-LEARNING ENVIRONMENT**

Through a series of practical hands-on activities and reflective discussions in study groups, students will gain insight to e-learning concepts, issues, technologies and methods that are introduced with real-life examples and with a support of the distributed learning environment. Special attention will be given to knowledge management and social-constructivist methods of computer-supported collaborative learning and networking. Students will apply self-directed learning principles using conversational learning contracts.

**Ed-IT 222: OBJECTED ORIENTED PROGRAMMING**

The course is aimed at giving student skills in Software development using Java Applets to run inside Web browsers and stand-alone graphical applications. It also includes objects and classes, inheritance, graphics programming with the Abstract Window Toolkit, and graphical user interface design and layout.

**Ed-IT 223: INTRODUCTION TO BUILDING MOBILE APPLICATIONS**

The rapid growth of the internet and mobile devices has had an enormous impact on the ways that companies conduct their business. Indeed this development has not left the education sector out as innovative ways are being created to supplement traditional ways of imparting knowledge to learners. Mobile learning has become of age and a crucial ingredient to the e-learning environment. The course covers the analysis, programming, and design requirements of internet and mobile based applications, including multi-tiered client-server models. Builds applied skills in the development of web and mobile platform solutions to practical business problems. The goal of the course is to facilitate students in developing hands-on competencies in the design, development and deployment of websites, web applications and an introduction to creating applications on a mobile platform

**Ed-IT 224: GEOGRAPHIC INFORMATION SYSTEMS**

This course provides an intensive introduction to digital mapping and spatial analysis using geographic information systems (GIS). Students learn how to create their own maps, and how to use GIS software to analyze geographic problems and learn spatial analysis techniques that can be applied to a wide variety of subject areas, both within geography and in other disciplines. The course is designed to accommodate students from a variety of research backgrounds and with no previous GIS experience. The goal is to provide students with a theoretical understanding of spatial data and analysis concepts, and to introduce the practical tools needed to create and manage spatial data, perform spatial analysis, and communicate results including (but not limited to) the form of a well designed map. The lab sessions give students the opportunity to learn for themselves how to put that theory into practice, gaining hands-on experience with ESRI ArcGIS software, the most popular GIS and an industry standard in many fields

**Ed-IT 225: INDUSTRIAL ATTACHMENT**

Students will have the opportunity to apply what they have learnt in the classroom to real companies. They are given on-the-job training to develop skills in problem solving, hardware maintenance, interpersonal communications, team playing, industrial liaisons and character building. Participating companies will also have the opportunity to assess prospective employees and secure the services of these students in advance. This is a 2 month course which shall be offered during the long vacation at the end of year two. The course shall be supervised by IT staff members and an officer in the company concerned.

**Ed-IT 226: HUMAN COMPUTER INTERACTION**

This course introduces the student to the Fundamental theory and practice of the design, implementation, and evaluation of human-computer interfaces. HCI is an interdisciplinary field that integrates theories and methodologies from computer science, cognitive psychology, design, and many other areas. Topics include: principles of design; methods for evaluating interfaces with or without user involvement; techniques for prototyping and implementing graphical user interfaces. Interaction Design. Advanced topics and applications in human computer interaction, with emphasis on developing skills for designing highly interactive human-computer interfaces

**Ed-IT 227: ORGANIZATION AND BUSINESS INFORMATION PROCESSES**

The course aims at providing students with a deep understanding of information processing and organization. Emphasis is placed on information/records lifecycle i.e. from creation to destruction or archives, filing systems, principles of records organization, records transfer, and retention and disposal schedules. The module also focuses on providing students with analytical skills to evaluate different systems as well practical skills on organizing and managing active, semi active and inactive records in registries, records centres and archives respectively.

**Ed-IT 311: EDUCATIONAL ADMINISTRATION AND MANAGEMENT**

The course intends to introduce students to educational administration and management. The course is designed to provide students with an understanding of administration and management concepts and practices and how they relate to educational management and governance. It provides students an overview of leadership in school administration, decision making in schools, delegation of authority and

responsibility, participatory management in schools, communication in schools, management of school records, discipline in school, staff motivation, school buildings.

### **Ed-IT 312: PRINCIPLES OF GUIDANCE AND COUNSELLING**

The course introduces the undergraduate students to the field of Guidance and Counseling. The course intends to focus specifically on theories and approaches of Guidance and Counseling, Counseling Skills, Vocational Guidance, purpose of Guidance and Counseling in educational institutions and development of Guidance and Counseling.

### **Ed-IT 313: LEGAL AND REGULATORY FRAMEWORK OF ICTs**

The use of modern information technology and its consequences for business and government is an important challenge for the law. The aim of this course is to deal with the most fundamental legal questions faced by e-business and e-government: the regulation of the Internet, the regulation of electronic commerce, specific questions relating to the protection of intellectual property rights in the area of ICT, liability of network service providers, the regulation of electronic signatures, the protection of the individual with regard to personal data processing, legal remedies against computer-related fraud, etc.

### **Ed-IT 314: SOCIAL ISSUES IN COMPUTING**

The concepts that are covered in this course should prepare the students to understand the fact that man has become more dependant on computer in the present century than ever before. It will also throw light to the fact that we are not prepared to handle computer crime now and in the future because of our poor state of the cyberspace security policies. The course will also introduce highlighted strategies of producing professionals who can play an active role in fighting computer and cyberspace attacks and vandalism. It illustrates the speed at which the computing environment is changing and the need for continuous review of computer science education and pedagogy.

### **Ed-IT 315: PROFESSIONAL ETHICS**

This course deals with the study of various laws, codes, ethics and standards in the practice of the engineering profession. The course also includes moral issues and decisions confronting individuals and organizations involved in engineering. This subject will focus on the study of the code of ethics, conflict

of interest, safety and risk trade-offs in design, confidentiality and behaviour in the work place, intellectual property, patents, trade secrets and contemporary issues in engineering.

### **Ed-IT 316: EDUCATION MEASUREMENT & EVALUATION**

The course introduces the students to the field of measurement and evaluation. The students are expected to learn about the differences between evaluation and measurement and the definition of each of them. Focus will be on the roles of evaluation, condition of measurement and approaches and techniques of evaluation as to equip the students with various ways of carrying effective assessment.

### **Ed-IT 327: DATA WAREHOUSING**

This course is designed to promote common language, consistent definitions, shared expectations, and mutual understanding essential to strong teamwork and cohesive results in business intelligence programs. Business intelligence focuses on use of information to drive effective business actions – It is the vehicle to achieve maximum business value from both developing and mature data warehouses. This course provides a comprehensive overview of business, technical, and cultural implications of business intelligence.

### **Ed-IT 321: ICT PROJECT MANAGEMENT**

This course brings together new technology and modern Project Management techniques to provide an efficient and realistic basis for managing today's ICT projects.

### **Ed-IT 322: INTEGRATION OF ICT WITH EDUCATION**

The integrations of ICT in many different fields have brought about enormous benefits, it is therefore important to underscore the fact that the education sector cannot be left out. It is perceived that education sector especially in the developing world is characterised by shortage of teaching materials. Integrating ICT with education can reduce the cost of implementing educational projects it is therefore important that teachers are aware of this important aspect.

**Ed-IT 323: ICT TEACHING METHODS**

In order to achieve high performance, competitiveness and entrepreneurial spirit, innovative teaching methods will be applied, mainly the use of ICT (Information and Communication Technology), which provide the opportunity to present the school material in an attractive, creative and up-to-date way.

**Ed-IT 324: E-BUSINESS INFORMATION SYSTEMS**

The course consolidates student's need to understand how information technology and/or information system has changed business strategy: and the implication of these technologies in terms of use and competitive advantage to the organizations

**Ed-IT 325: TEACHING PRACTICE II**

This course is intended to provide students the opportunity of having practical observation of school practices and the actual classroom practices. The course will familiarize the students with technical experiences and make analysis of their observation. The students will also observe the constraints and problems encountered during their observation.



## **41.6 MASTER OF PUBLIC ADMINISTRATION (MPA)**

### **41.6.1 General Objectives**

The MPA programme aims at training a cadre of high level professionals in public sector management, human resource management, and local government in the context of the ever changing world which poses constant challenges in the management of the public sector. The programme is geared towards developing professional and analytical skills that will enable students to identify challenges unique to the public sector and to provide effective solutions to those challenges.

### **41.6.2 Specific Objectives**

At the end of this programme, students should be able:

- (i) To assume middle and top legal professional administrative positions for those who enter into the labour market or become competent successful administrative practitioners in the case of those who seek self employment;
- (ii) To apply the acquired knowledge in providing better administrative advices to clients in the public, private or community sector;
- (iii) To cope with the increasing demand of clients who seek the services of competent administrative practitioners who are knowledgeable of HRM, LGA or PP, as the case may be; and
- (iv) To inculcate self confidence and mastery of public administration outlook among the
- (v) most promising students.

## **41.7 Description of the Three Concentration Areas of the MPA Programme**

### **41.7.1 Human Resource Management**

This subfield is concerned with the management of human resources particularly but not exclusively in the public sector. The aim is impart to graduate students and practicing professionals advanced knowledge, skills and understanding of human resource activities. This area is intended to enable students identify and make effective use of a range of methods and techniques for providing human resources for an organization and ensuring their optimum utilization.

### **41.7.2 Local Government Management**

This area of concentration is geared to develop students' analytical skills in addressing contemporary challenges of local government management. Contemporary local government systems are increasingly facing greater challenges than in the past. Local government management is required to adapt to new norms and standards, to become more professional, skilled, economical and responsive in the context of changing governance and administration paradigms which affect both central and local government structures and operations.

### **41.7.3 Public Policy**

This area of concentration aims at equipping students with conceptual, analytical and technical skills that will enable them to critically think about a range of policy issues in the entire policy process. More specialized knowledge in public policy is critical in public administration since public administration and public sector management is not simply about policy implementation, public administrators are increasingly becoming policy makers and policy analysts who exert considerable influence on the entire policy process.

## **41.8 Main Features of the MPA Programme**

The programme is offered in two categories/types, namely:

1. MPA by Coursework and Dissertation; and
2. MPA by Thesis.

The time frame for the MPA by Coursework & Dissertation category is as follows:

- (a) This program is taught over a period of Two (3) Semesters, and each semester consisting of fifteen (15) weeks of instructions (coursework);
- (b) The rest of the period is for preparation for examinations, actual examinations, marking by internal & external assessors, fieldwork & dissertation write-up and vacation; and
- (c) The whole program takes 72 calendar weeks (18 months) to complete.

#### **41.9 Degree Award Intended for the MPA Programme**

The degree award to be offered under this program is Master of Public Administration (MPA). The degree will be offered in the Faculty of Arts and Social Sciences at this University. To be awarded an MPA degree of the Zanzibar University by coursework, a candidate must pass the course work and dissertation separately within a given time frame. A thesis candidate must pass thesis and the viva voce separately within a given time frame.

#### **41.10 Duration of the MPA Programme**

The Masters Programme in Public Administration with three concentration areas, namely Human Resource Management, Local Government Management and Public Policy will be a full-time programme combining coursework and a dissertation. The coursework part will last for two semesters and dissertation research and write up will last for six months. The entire programme will therefore last for 18 months. The programme may also enrol part-time students who will accumulate adequate credits and graduate within the maximum period of three years. The maximum duration of the Masters Programme by Thesis shall be 24 months.

#### **41.11 Coursework & Dissertation for the MPA Programme**

The coursework section will be divided into compulsory courses, three areas of concentration (i.e., Human Resource Management, Local Government Management and Public Policy), and electives.

Each student will be required to take six compulsory courses and two courses in the selected area of concentration, and two courses in the elective category. Each course carries 3 units. Students will be required to complete a minimum of 45 units of coursework. Of these 45 units, 18 units will be for Compulsory Courses, 6 units in the Area of Concentration, 6 units from the elective courses and the remaining 15 units for a Dissertation.

#### **41.12 Pre-Requisite Course for the MPA Programme**

A candidate may be required to take pre-requisite course of PA111: Organizational Theory and Management taught in undergraduate degree programme particularly for those who had not pursued Public Administration Degree in undergraduate studies. This will be taken in the first semester and the candidate will have to pass with a minimum grade B for their admission to change from provisional registration to permanent registration.

### 41.13 Summary of Courses for MPA by Coursework & Dissertation

Table 48: List of Courses for MPA by Coursework & Dissertation

Year, Semester, Code and Title of the Course	Course Category	Credit Hrs per Week	Credit Hrs per Semester	Unit
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**FIRST YEAR****Semester One**

MPA 411: Research Methodology	Compulsory	3	45	3
MPA 412: Public Administration: Theory & Practice	Compulsory	3	45	3
MPA 413: Human Resource Management	Compulsory	3	45	3
One Optional Course	Selective	3	45	3
One Optional Course	Elective	3	45	3

**Optional Courses:**

MPA 414: Strategic Human Resource Management.	Selective
MPA 415: Comparative Local government	Selective
MPA 416: Economics for Public Policy	Selective

MPA 417: Human Resource Information System	Elective
MPA 418: Program & Project Management	Elective
MPA 419: Rural & Community Development	Elective

**Semester Two**

MPA 421: Applied Public Policy	Compulsory	3	45	3
MPA 422: Administrative Law	Compulsory	3	45	3
MPA 423: Public Budgeting & Finance	Compulsory	3	45	3
One Optional Course	Selective	3	45	3
One Optional Course	Elective	3	45	3

**Optional Courses:**

MPA 424: Employment Law & Labour Relations	Selective
MPA 425: Urban Governance	Selective
MPA 426: Comparative Social Policy & Planning	Selective

MPA427: Organizational Development & Change	Elective
MPA 428: Non-Profit Sector Management	Elective
MPA 429: International Hum. Res. Management	Elective

**SECOND YEAR****Semester One**

MPA 511: Dissertation	Compulsory	15	225	15
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<b>Total</b>	<b>-</b>	<b>45</b>	<b>675</b>	<b>45</b>
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#### 41.14 Summary of Courses for MPA by Thesis

Table 49: List of Courses for MPA by Thesis

Year, Semester, Code and Title of the Course	Course Category	Credit Hrs per Week	Credit Hrs per Semester	Unit
<b>FIRST YEAR</b>				
<b>Semester One</b>				
MPA 411: Research Methodology	Compulsory	3	45	3
MPA 511: Thesis	Compulsory	12	180	12
<b>Semester Two</b>				
MPA 511: Thesis	Compulsory	15	225	15
<b>SECOND YEAR</b>				
<b>Semester One</b>				
MPA 511: Thesis	Compulsory	15	225	15
<b>Total</b>	<b>-</b>	<b>45</b>	<b>675</b>	<b>45</b>



## **41.15 MPA Course Listing**

### **MPA 411: Research Methodology**

This course focuses on basic research and management skills required for generating accurate and useful decision – related information for policy makers particularly in the public domain. The course will consist of two modules. The first module will focus on qualitative research methods and the second module will dwell on quantitative methods. These will include Qualitative Research Methods, Quantitative Research Methods, Planning Research Project, Approaches to Sampling, Techniques in Data Collection: the Interview, the Survey Method

### **MPA 412: Public Administration: Theory & Practice**

The course examines organizational structure, design, management approaches and behavioural dynamics of state local government entities. It examines concepts, and approaches used in analyzing and understanding complex organizations in different socioeconomic and political settings. The content will include: the State of the Discipline (Review of classical readings in the field), Classical Theories of Organizations, Contemporary Themes in Public Administration and Development, Analysis of Empirical Cases, Leadership in the context of New Public Management (NPM),

### **MPA 413: Human Resource Management**

This course examines the current state of human resource management topics particularly in the public sector, Concepts, Approaches and Models of HRM, Role and Responsibilities of Human Resource Manager, Organizational Learning and HRM, Determination of Training and Education Needs, Career Development, Remuneration, Motivation and Productivity Improvement, Evaluating the Effectiveness of HR Development Plan.

### **MPA 414: Strategic Human Resource Management**

This course focuses on techniques for the design of Human Resource Development (HRD) strategies at the organization level and societal level. It includes the theoretical and Conceptual Framework, Overview and Contextual Parameters of HR, Relationship between Organization Strategy and Organizational

Design, HR tools and Implementation, Strategies for Effective Implementation of the HR Strategy,

### **MPA 415: Comparative Local Government**

This course offers the theoretical approaches to the understanding of various types of local government systems. It includes the following topics: Theoretical/Conceptual Frameworks of Local Government & Decentralization, Evolution and Nature of Local Government, Local Government Financing, Local Government Administration in Selected Countries, Emerging Challenges

### **MPA 416: Economics for Public Policy**

This course will equip students with basic concepts, tools and models of microeconomic and macroeconomic analysis in the context of public sector choices. It covers the following areas: Microeconomics, Macroeconomics

### **MPA 417: Human Resource Information System**

The course will focus on the need for organizations to introduce and manage employee information system that will help to increase efficiency in storage, record keeping and reporting. It will cover the following areas: the Historical Evolution of Human Resource Information System, Database Concepts and Applications, HRIS Functions, HRIS Applications and Special Topics.

### **MPA 418: Programme & Project Management**

This course intends to develop students' analytical and practical skills in programme and project management in public in public and private institutions as well as in non-governmental institutions. It will cover the following topics: Conceptualization, What is Project Management? Understanding Environment, Leadership in Project Management, Case Demonstration of Project Planning and Management.

**MPA 419: Rural & Community Development**

The course covers advanced knowledge in rural and community development in comparative perspective but with a major focus on the African rural development context. It adopts an interdisciplinary approach by drawing theoretical and analytical tools from various disciplines, but largely from political science, sociology and economics. The topics to be covered include Theories and Approaches to Rural & Community Development, Rural Community and Economic Development, Rural and Community Organization, Intervention Measures for Rural and Community Development, and Monitoring and Evaluation of Rural Development Projects.

**MPA 421: Applied Public Policy**

The course provides theoretical and conceptual frameworks as well as operational principles that guide identification and resolution of issues emerging in public settings. It covers Conceptual Issues, Review of the Approaches to Public Policy Analysis, Approaches to Public Policy Making, Evaluation in Public Policy, and Analysis of a selected policy.

**MPA 422: Administrative Law**

The course provides ethical principles relevant to the administrative process so as to ensure not only the observance of legal but also moral/ethical principles in the administrative process and government decision making. It covers Meaning/Purpose of Administrative Law & Basic Principles of Constitutional Law, Delegated Legislation and its Guiding Principles, Judicial Review and Principles of Natural Justice, Remedies & Prerogative Orders.

**MPA 423: Public Budgeting & Finance**

In this course module special focus will be devoted to overall economic development and the need for localities to generate revenue to finance their activities. The course content covers the following: Introduction, Sources of Government Revenue, Budgeting Recurrent Budget, Application: Budgeting in Tanzania, Components of the Budget, District Planning and Budgeting and Budget Reforms.

**MPA 424: Employment Law & Labour Relations**

The course equips students with the analytical and practical skills of handling issues related to employer-employee relations in the field of human resource management for the purpose of improving performance in organizations. The topics that will be covered include Historical Evolution of the Field of Employee Relations, Employment Law & Human Rights Issues, Context of Employee Relations, Employee Relations Processes, Employee Relations Practices,

**MPA 425: Urban Governance**

In this course the nature and evolution of urban governance will be examined in terms of trends, variations across countries and prospects for urban governance particularly in the third world contexts. The topics to be covered will include Theory of urban governance, History of urban, governance, Actors in urban governance, and Issues in urban governance.

**MPA 426: Comparative Social Policy & Planning.**

The various theories and approaches to social policy and welfarism will be reviewed so as to determine the efficacy and responsiveness of the various models operating in different countries both developed and developing countries, industrial and non-industrial countries. Apart from the comparative cross nation variations, the course will deal extensively on the Tanzanian national experience. The course content covers Theories and Approaches to the Study of Comparative Social Policy, Social Policy and Citizenship, Globalization and social policy, Models of Social Policy,

**MPA 427: Organizational Development & Change**

This course intends to explore the key problems and challenges in introducing change in organizations as well as theory and methods of intervention in organization development. Topics to be covered will include Organizational Development and Change, Foundations of Organizational Development and Change Management, Organizational Development Interventions, Power, Politics and Organizational Development and change.

**MPA 428: Non-Profit Sector Management**

The course examines the relationship between civil society, the state and the market. It also examines managerial issues of non profit organizations including accounting, marketing, staffing and fundraising. It covers areas such as Conceptualizing and Defining Civil Society and Non-profit Sector, Civil Society/Non profit Sector and State in Africa, and non profit sector Managerial Issues.

**MPA 429: International Human Resources Management**

This course introduces students to the human resource problems and challenges of multinational firms in foreign subsidiaries, and more broadly, with the unfolding human resource issues that are associated with various stages and patterns of internationalization and globalization of human resource management issues. The topics to be covered will include Introduction and Overview, Contexts and IHRM, International Recruitment and Selection, Cross-Cultural Management Training and Development, and Comparative issues in IHRM.

#### 41.16 MSc. Economics and Finance

##### First semester

Table 50: Core Economics and Finance Fundamental Courses

S/N	Course Code	Course Name	UNITS
1	CEF 601	Macroeconomic Analysis	3
2	CEF 602	Microeconomic Analysis	3
3	CEF 603	Financial Management	3
4	CEF 604	International Business Finance	3
5	CEF 605	Corporate Governance and Modern Management	3
		<b>Total Semester Units</b>	<b>15</b>

##### Second Semester

Table 51: Core Economics and Finance Fundamental Courses

S/N	Course Code	Course Name	UNITS
1	CEF 606	Econometrics	3
2	CEF 607	Mathematics for Economists	3
3	CEF 608	Financial Markets and Institutions	3
4	CEF 609	Economic Development Finance	3
5	CEF 610	Business Negotiation Skills	3
		<b>Total Semester Units</b>	<b>15</b>

## 41.17 MSc. Economics and Finance Majors: Specialized Courses

### Second Year Courses

#### First Semester

#### Economic Policy and Planning

**Table 52: Economic Policy and Planning**

S/NO.	COURSE CODE	COURSE NAME	UNITS
1	CEF 611	Research Methods for Economists	3
2	EPP 601	Monetary Economics and Policy	3
3	EPP 602	Economic Planning and Budgeting	3
4	EPP 603	Strategic Trade Policy and Planning	3
5	EPP 604	Public Policy and Finance	3
		<b>Total Semester Units</b>	<b>15</b>

#### Project Planning and Management

Table 53: Project Planning and Management

S/NO.	COURSE CODE	COURSE NAME	UNITS
1	CEF 611	Research Methods for Economists	3
2	PPM 601	Investment Analysis and Portfolio Management	3
3	PPM 602	Project Management Techniques	3
4	PPM 603	Financial Economics	3
5	PPM 604	FDI Policy and Strategies	3
		<b>Total Semester Units</b>	<b>15</b>

## **Economic and Financial Analysis**

Table 54: Economic and Financial Analysis

S/NO.	COURSE CODE	COURSE NAME	UNITS
1	CEF 11	Research Methods for Economists	3
2	EFA 601	Development Economics	3
3	EFA 602	Financial Analysis and Policy	3
4	EFA 603	Asset Management and Derivatives	3
5	EFA 604	Economic Policy Analysis and Management	3
		<b>Total Semester Units</b>	<b>15</b>

## **Second Semester**

Table 55: Dissertation

S/NO.	COURSE CODE	COURSE NAME	UNITS
1	CEF 699	DISSERTATION	<b>15</b>



#### **41.18 MSc. Economics and Finance Dissertation**

MSc. Economics and Finance candidates are required to complete a dissertation upon successful completion of the taught component of the programme. The dissertation is an independent scientific research work, which carries 6 degree units. It is equivalent to completion of 6 course units. Candidates are required to submit a dissertation in partial fulfilment of the MSc. Economics and Finance Degree.

##### **41.18.1 Assessment Strategy**

The dissertation has two principal parts, for assessment purposes: *Written Part* and *Defence Part*. Candidates will have to pass both parts before they are allowed to graduate. The Written Part shall be assessed by both an Internal Examiner (Supervisor) and external Examiners. Candidates will be required to present and defend their research works to a panel of not less than four (4) experts in the field of research. The required length of the dissertation shall be 15,000 – 20,000 words, exclusive of title and contents page, figures, tables, quotations, appendices and bibliography.

##### **41.18.2 The MSc. Economics and Finance Programme Internships**

The MSc. Economics and Finance Programme internship is a non-examinable component of the ZU MSc. Economics and Finance Programme. It is designed in recognition of the fact that practical business insights and skills can be acquired only MSc. Economics and Finance Programme students gaining “hands-on” experience by applying acquired classroom knowledge and skills to the assigned job of the sponsoring employer. The internship programme shall be scheduled after the first semester of the second year of study and before commencement of the MSc. Economics and Finance Programme dissertation work. The duration of the internship programme shall be two months.

##### **41.18.3 MSc. Economics and Finance Curriculum Description**

The MSc. Economics and Finance Degree Programme shall comprise a total number of 15 taught courses.

The courses will be delivered in three semesters, five in each. Table 41 below depicts the semester-wise distribution of these courses.

#### 41.18.4MSc. Economics and Finance Curriculum

Table 56: MSc. Economic and Finance Curriculum

<b>FIRST YEAR</b>			
<b>FIRST SEMESTER</b>		<b>SECOND SEMESTER</b>	
<b>Core Economics and Finance Courses</b>		<b>Core Economics and Finance Courses</b>	
	<b>SUBJECT</b>		<b>SUBJECT</b>
1	Macroeconomic Analysis	6	Econometrics
2	Microeconomic Analysis	7	Mathematics for Economists
3	Financial Management	8	Financial Markets and Institutions
4	International Business Finance	9	Economic Development Finance
5	Corporate Governance & Modern Management	10	Business Negotiation Skills

#### First Year, Second Year

Table 57: MSc. Economics and Finance Areas of Specialization

<b>Economic Policy and Planning</b>		<b>Project Planning and Management</b>	
1.	Research Methods for Economists	1.	Research Methods for Economists
2.	Monetary Economics and Policy	2.	Investment Analysis and Portfolio Mgt.
3.	Economic Planning and Budgeting	3.	Project Management Techniques
4.	Strategic Trade Policy and Planning	4.	Financial Economics
5.	Public Policy and Finance	5.	FDI Policy and Strategies
<b>Economic and Financial Analysis Courses</b>			
1.	Research Methods for Economists		
2.	Development Economics		
3.	Financial Analysis and Policy		
4.	Asset Management and Derivatives		
5.	Economic Policy Analysis and Mgt.		

## **41.0 MSc. Economics and Finance Course Listing**

### **CEF 601: Macroeconomic Analysis**

This course covers specific topics to include Revision of IS-LM analysis; Asset market equilibrium; Monetary policy and the transmission mechanism; Rational expectations and the business cycle; Open economy models, models of economic growth.

### **CEF 602: Microeconomic Analysis**

This course covers specific topics including Theory of consumer choice, including such topics as utility maximization, duality and choice under uncertainty; Theory of the competitive firm, including profit and cost minimization; General equilibrium and welfare, including existence of a competitive equilibrium, Pareto efficiency and the two fundamental theorems; Imperfect competition, including monopoly, oligopoly and an introduction to markets with incomplete information.

### **CEF 603: Financial Management**

This course covers specific topics including Corporate Investment Decisions in the absence of uncertainty; Investment and Uncertainty; The theory of Capital Structure; Tobin's Q and Investment; Trade-off and Pecking Order Theories; Empirical evidence on capital structure; Dividend policy.

### **CEF 604: International Business Finance**

This course covers specific topics including; Prices and financial markets in the open economy; Exchange rate determination and dynamics; The theory of optimal currency areas and monetary unions; The international financial system; Models of exchange rate target zones; International policy co-ordination.

### **CEF 605: Corporate Governance and Modern Management**

This course covers specific topics including Corporations and Corporate Governance; The Role of Boards in Corporate Governance ; The Role of Transparency in Corporate Governance; Shareholders and Shareholder Activism; Corporate Governance Failure; Institutional Investors, Creditors and Credit Rating

Agencies; Corporate Governance Systems Worldwide ; Corporate Accountability, Environmental, Social and Governance Considerations; Moral Hazard, Systematic Risk and Bailouts; Corporate Citizenship.

### **CEF 606: Econometrics**

This course covers specific topics including Multiple linear regression; Specification problems in regression; Maximum likelihood estimation; Autoregressive & moving average models; Trends, integration and unit root tests; VARs, co integration and error correction mechanisms; Modelling strategies for relating integrated and co integrated time series; Generalized least squares and non-linear regression.

### **CEF 607: Mathematics for Economists**

This course covers specific topics including Differentiation and integration; Constrained optimization; Matrix algebra; Probability and statistics.

### **CEF 608: Financial Markets and Institutions**

This course covers specific topics including Theoretical issues in the financial system; Role of information.; Nature and functions of a financial system; Financial assets and liabilities; Financial institutions and markets; Information problems in finance; Financial intermediation; Micro structure of financial markets; Financial firms: operation and rationale; Management of risk; The existence of banks.

### **CEF 609: Economic Development Finance**

This course covers specific topics including Introduction to the financial system in theory and practice; Finance, development and economic growth; Reforming the financial system: options and issues; External resources of finance for developing economies; The global financial architecture.

### **CEF 610: Business Negotiation Skills**

This course covers specific topics including General Issues and Techniques; Principles of Negotiation; General Tips and Techniques; Do's and Don'ts for Negotiation; Common Negotiation Errors.

### **CEF 611: Research Methods for Economists**

This course covers specific topics including Introduction to Research Methodologies; Research defined and Described; Research Methodology Defined and Described; The Research Project Design [Planning, Problems, Objectives]; The Literature Review and Conceptual Framework; Methods and Procedures; Reporting the Research.

### **EPP 601: Monetary Economics and Policy**

This course covers specific topics including monetary demand and the micro foundations literature; Monetary transmission mechanism (credit view versus money view); The term structure as a predictor of inflation and economic activity; The rules versus discretion literature; Conduct and operation of monetary policy. .

### **EPP 602: Economic Planning and Budgeting**

This course covers specific topics including Economic Planning and Budgeting: Definition and Scope; The Need for Economic Planning; Planning and Budgeting: The Planned Economy; Planning and Budgeting: The Free Market Economy The Planning and Budgeting Process; Implementation and Evaluation of Economic Plans and Budgets.

### **EPP 603: Strategic Trade Policy and Planning**

This course covers specific topics including Strategic Trade Policy and Planning: Definition and Importance; Types of Strategic Trade Policies; Subsidies or Taxes on Imports or Exports; Investment or Adjustment Assistance Subsidies; Rationales for Strategic Trade Policy; Strategic Trade (Export) Promotion; Strategic Trade Policy Targets.

### **EPP 604: Public Policy and Finance**

This course covers specific topics including Introduction; Markets and Property; Collective Benefits; Voting and Public Goods; Market Corrections and Social Justice; Politics and Redistribution; Taxation and User Prices; Health, Education and Retirement.

**CEF 611: Research Methods for Economists**

This course covers specific topics including Introduction to Research Methodologies; Research defined and Described; Research Methodology Defined and Described; The Research Project Design [Planning, Problems, Objectives]; The Literature Review and Conceptual Framework; Methods and Procedures; Reporting the Research.

**PPM 601: Investment Analysis and Portfolio Management**

This course covers specific topics including Introduction to Investment Analysis and Management; Investment Theory and Development; Analysis and Management of Bonds and Common Stocks; Valuation Principles and Practices; Derivative Security Analysis; Investment Companies and Evaluating Portfolio Performance.

**PPM 602: Project Management Techniques**

This course covers specific topics including Introduction to Project and Project Management; Project Definition and Planning; Preparing a Detailed Project Plan; Project Documentation and Communication; Maintaining Control During Project Execution; The Role of the Project Manager; Dealing with Risk and Uncertainty; Building and Maintaining an Effective Project Team; Bringing Project to Successful Conclusion

**PPM 603: Financial Economics**

This course covers specific topics including Fundamental mathematical techniques in finance: discounting and compounding; Yields and the pricing of bonds and discount securities using present value methods; The term structure of interest rates and the interest rate risk of bond portfolios; Efficiency of capital markets; The expected utility hypothesis, utility functions and investor choice under uncertainty. Diversification, mathematical optimization and the mean-variance model; Single index and multi-index models; The Capital Asset and Arbitrage Pricing Models; Tests of asset pricing theory and asset pricing anomalies.

**PPM 604: FDI Policy and Strategies**

This course covers specific topics including Foreign Direct Investment (FDI) Theories; Foreign Direct Investment and Economic Development; FDI and Developing Economies: Does It Generate Positive Pullovers; FDI and Productivity of Domestic Firm; FDI, Exchange Rate Policy, and Inflation.

**CEF 611: Research Methods for Economists**

This course covers specific topics including Introduction to Research Methodologies; Research defined and described; The Research Project Design [Planning, Problems, Objectives]; The Literature Review and Conceptual Framework; Methods and Procedures; Reporting the Research.

**EFA 601: Development Economics**

This course covers specific topics including; Introduction to Development Economics; Classical Theories of Economic Growth; New Theories of Economic Growth; History, Expectations and Economic Development; Economic Inequality; Poverty and Under-nutrition; Population Growth and Economic Development; Rural and Urban Development; Land, Labour and Finance; International Trade and Trade Policy; The Financial Sector and Economic Development.

**602: Financial Analysis and Policy**

This course covers specific topics including Financial Analysis and Policy: An Overview; Information and Methodology of Financial Analysis; Corporate Financial Statements; Static Ratio Analysis and Regression Analysis; Determination of Nominal and Real Rates of Return in Financial Analysis; The Corporate Financial Policy; Debt, Equity, Financial Structure and Investment Decision; Interdependencies among Corporate Policies.

**EFA 603: Derivatives and Derivative Markets**

This course covers specific topics including The market for options and futures. ; The concept of arbitrage; Fundamental option price theorems and models; Valuation of futures contracts; Swaps; Stock index, interest rate and currency futures; Hedging and speculation using derivatives; Futures and swaps.

## **EFA 604: Economic Policy Analysis and Management**

This course covers specific topics including; Economic Policy Analysis: Definition and Importance; Economic Policy Criterion; The Function of the Banks; Interest Rate and Expenditure on Additional Capital Goods; The Planning and Execution of Public Works; Wages, Unemployment and the Supply of Primary Factors of Production; Competition and Monopoly; Public Management and Planning of Industry; The Distribution of Income; The BOT and Exchange Rate Policy; International Economic Cooperation.

## **41.19 MASTER OF SCIENCE IN ECONOMICS AND FINANCE**

### **41.19.1 Programme Overview**

The programme comprises 15 modules delivered over a three semester period and end-of program dissertation structure. In each of the semester I and II, students shall be required to take 5 core units, all units being worth 15 credits (3 credits each). The five core units introduced to students in the first semester include: Macroeconomic Analysis, Microeconomic Analysis, Financial Management, International Business Finance, and Corporate Governance and Modern Management. In the second semester students are introduced to another set of core subjects including: Econometrics, Mathematics for Economists, Financial Markets and Institutions, Economic Development Finance, and Business Negotiation Skills and Techniques. In Semester III students shall be required to take 4 specialized courses leading to their selected areas of specializations with a subject on research methodology necessary for their dissertation works in the fourth semester. All units in the third semester are worth 15 credits. Students complete their study with a 18-credit MSc dissertation in the fourth semester of their study.

### **41.19.2 Programme's Usefulness**

The programme's academic content reflects the aim to develop secure foundations beyond the undergraduate level in economics and finance and to give students the opportunity to pursue a distinctive portfolio of elective units leading to professionalism in specified areas of interest. The



taught programme offers an advanced qualification useful to professional economists in a variety of careers in financial institutions, business and public organizations. Study is on a two-year full-time basis (allowing six months for the MSc. dissertation).

#### **41.19.3 Programme Strengths and Uniqueness**

##### **i) Programme Strengths:**

The ZU MSc. Economics and Finance Programmes shall draw their strengths and academic excellence from the carefully selected combination of subjects that produce a perfect match between economics and finance. The subjects are designed in such a way that they reinforce each one another. Indeed, economic and finance theory are undoubtedly interrelated. The programme shall produce competent individuals in:

- Economic Policy Planning and Management
- Project Planning and Management
- Economic and Financial Analysis and Management.

The strength of the ZU MSc. Economics and Finance Degree shall be reflected in the competency of programme graduates at work places as Economists, Economic Planners, Economic Policy Analysts, Project Planners and Managers, Financial Analysts and Planners in any economics and finance related areas.

##### **ii) Uniqueness of the ZU MSc. Economics and Finance Programme**

The programme shall be clearly distinguished from other masters programmes in economics offered by other higher learning institutions in Tanzania. The programme shall be the first of its kind to produced competent graduates in economics with strong finance orientation. As such students who successfully complete the economic and finance degree shall be able to offers a good contribution to the planning and management of different economic activities in the public as well as private sectors.

#### **41.19.4 Expected Learning Outcomes of the MSc. Economics and Finance Programme**

The universal mission of MSc. Economics and Finance programme at the Zanzibar University is to deliver an applied education in economics and finance aiming at improving students' decision-making capabilities and enhancing their analytical, communication and technological skills. Specifically, after completing the programme the graduate will be able to perform the following:

- (i) Identify, and engage critically with, appropriate and representative literature in the field of modern economics and finance;
- (ii) Understand and apply current contributions to economic and finance theory;
- (iii) demonstrate clarity of thought and quality of argument in economic and finance theory and application;
- (iv) Understand techniques necessary to undertake research at the postgraduate level, and be able to use state of the art econometric techniques to interpret financial economic data;
- (v) Design and systematically undertake an independent research project in economic and finance;
- (vi) A systematic and thorough understanding of modern microeconomics and finance;
- (vii) A capacity to evaluate and apply this to specific microeconomic problems;
- (viii) Critical awareness of current economic debates in chosen applied microeconomic areas of study;
- (ix) a systematic and thorough understanding of modern macroeconomics and finance;
- (x) a capacity to evaluate and apply this to specific macroeconomic problems;
- (xi) Critical awareness of current economic debates in chosen applied macroeconomic areas of study;
- (xii) Some originality in the application of this knowledge in the form of a substantial dissertation.

#### **41.19.5 Programme Delivery and Duration**

##### **1. Programme Delivery Methodology**

The ZU MSc. Economics and Finance Programme shall be conducted through lecture sessions and seminar presentations in addition to assigned group works, term papers and individual study.

##### **2. Programme Duration and Schedule**

The ZU MSc. Economics and Finance Programme is a four semester structured two year degree programme. The taught component of the programme has 15 course units and requires three semesters while the dissertation is to be completed in the fourth semester. A semester shall comprise 16 weeks of lecture sessions and seminars. Students are to complete four units per semester. Each course unit is allocated 48 contact hours.

#### **41.20 The Bachelor of Arts with Education in Languages**

##### **AL 111: ARABIC GRAMMAR AND MORPHOLOGY -1**

This course studies basic grammar rules, introductory reading, writing and conversation. The course entails language skills including listening, writing assignments, reading short texts and participating in dialogues.

##### **AL 112: ARABIC PHONOLOGY & PHONETICS**

This course introduces the learners to the concept of phonology and phonetics of Arabic language. It describes the speech organs and it looks into the sounds that build the Arabic language, character of each sound, and the vocal apparatuses involved in the production of each sound.

##### **AL 113: ARABIC LINGUISTICS (*FIQ'HI ALLUGHAH*)**

The course is designed to give the introduction of the study of linguistics as explored by the Arab Scholars; it explores and covers the following topics: Old historical linguistics, modern linguistics, comparative and applied linguistics. the course will also look into great pioneers who contributed in the field of Arabic Linguistics such as *Khaliyl bin Ahmad, Abu al Aswad al Dualy. Ibn, Jinny, and*

*Zamkhashry.*

### **AL 121: ARABIC GRAMMAR AND MORPHOLOGY -11**

This course is designed to provide the students with adequate knowledge of Grammar and Morphology. It will provide them with a set of morphological rules for the formation of Arabic words. It will also highlight different forms of the verbs and derivational nouns as well as the process of addition and deletion in Arabic words.

### **AL122: ARABIC LANGUAGE IN EAST AFRICA**

The course aims to examine real situation of Arabic Language in East Africa in general and Zanzibar in particular. It also aims to investigate the effects of Arabic Language on Kiswahili,. It also traces the historical relationship between the Arabs and the people of East Africa as a whole and the role of local scholars in spreading Arabic and Education in the area.

### **AL123: RHETORIC'S ( *AL BALAAAGHA* ) – 1**

This course is designed to present the learners with an introduction to the study of *balaagha* , so that they will be acquainted with the terms of *balaagha* such as *fasaha*, *balaagha*, *usluub*, also with examples of classical writing. The course also looks into *ilm al bayaan* which enables the learners to understand the register of speech and characteristics of each register.

### **AL 211: ARABIC GRAMMAR AND MORPHOLOGY -111**

The course strengthens students' capability in Arabic grammatical and structural knowledge as well as their linguistic capability in writing and reading. This course is the follow-up of the course (AL 121) above, and therefore it is highly recommended that anyone taking this course must have passed the previous course.

### **AL 212: ARABIC LITERATURE :(PRE- ISLAMIC, ISLAMIC & AMAWY)**

The Course traces the situation of Arabic literature before Islam; during Islamic era and during the reign of *Amawiyyiin*. The course gives the detailed description on Islamic views towards the arts of poetry and

prose. It also looks into the role of the poetry in Islamic propagation (*daawa*). It also describes the political and social atmosphere of Al Umayyad period.

### **AL213: RHETORIC'S- 11 ( *AL BALAAGHA* )**

**This course is the continuation of the previous Course (AL113)**

This course looks into the development of the study of *balaagha* ; it provide knowledge on the early pioneers who contributed in this field. The course also introduces the learners to the difference between the study of rhetoric's and criticism.

### **AL221: ARABIC GRAMMAR AND MORPHOLOGY- IV**

This course is the continuation of the previous course ( AL 231).

The course strengthens students' competence in Arabic grammar and structure as well as their linguistic capability in writing and reading. The students are exposed to advanced grammatical rules of Arabic language and their applications.

### **AL222: ARABIC LITERATURE- 11(*AL ABASY & ANDALUSY*) (OPTIONAL )**

The Course traces the effects of the foreign culture and translation on the *Abasid* literature.. The course gives the detailed description on how Arabic literature was affected by the foreign influence during *Abasid* reign. The course also gives the detailed description on the rise *Andalus* literature, its characters and the factors affecting its growth.

### **AL 223: COMPARATIVE LINGUISTICS (OPTIONAL)**

This course is designed to provide students with advanced knowledge in Arabic and other language that they have already learnt according to their specialization. It is the course that will sharpen students' awareness and competence in descriptive linguistics. Various perspectives will be used to explore the study of language analysis into its different concepts. The course will focus into differences in Grammar, syntax, word formation, and style of both languages.

### **AL 224: LEXICOLOGY. COURSE CODE**

The course provides knowledge on science of dictionaries since early times; it looks into the origin of the study of dictionaries among Muslim scholars and different schools approach towards the study of dictionaries. The course also investigates different kinds of Arabic dictionaries written by great scholars such ( *al Ayn* ) by *Khayl bin Ahmad al Farahoodi* in the 1<sup>st</sup> century of the Islamic Calendar . The course as well gives detailed descriptions to the learners on how to use these dictionaries as far as the arrangements of their entries are concerned.

### **AL 311: ARABIC GRAMMAR AND MORPHOLOGY-V**

The course provides advanced Arabic Grammar and thus maximizes the learners' linguistic competence as well as strengthens their capability in Arabic grammar and structure.

### **AL 312: ARABIC TEACHING METHODOLOGY**

This course is designed for Non-native Arabic Speaking students. It covers knowledge and skills needed to design teaching and learning situations related to Arabic language teaching with its social and communicative implications. Emphasis is put on communicative approach, which deals with integrated language skills. Field teaching practice is an integral part of this course.

### **AL 313: TRANSLATION SKILLS - 1**

This course is designed to provide the students with basic principles of translation through application of knowledge they have already learnt in their previous courses. The emphasis is put on developing students' ability to perceive both languages (Arabic and English) and to be able to transfer knowledge from one Language to another.

### **AL 321: TRANSLATION SKILLS -11**

This the follow-up of the previous course (Translation Skills 1) it highly recommended that students who take this course should have taken course (AL 353: Translation Skills -1)

**AL 322: MODERN ARABIC LITERATURE (OPTIONAL)**

The course introduces the modern literature from 18<sup>th</sup> century to 19<sup>th</sup> century as opposed to old literature. It focuses on the essence of the renaissance and its rise in modern times.

**AL 263: PROSODY: (OPTIONAL)**

The course provides general knowledge about the study of Prosody. It traces the development of prosody; its founders and initiatives of the scholars on this field. Besides the course will look into the common Arabic poem meters, features and music.

**KL 100: KISWAHILI LANGUAGE AND LINGUISTICS**

This core course is essential for students who intend to study the nature of Kiswahili language as an African language. It will also deal with the study of Linguistics and its importance in the study of Kiswahili.

**KL 114: KISWAHILI PHONETICS AND PHONOLOGY**

This course comprises such topics as phonetics and phonology being among the branches of Kiswahili Linguistics. The course also includes the study of Kiswahili phonemes and allophones, Articulator Phonetics, Analysis of different Kiswahili sounds (phonemes) and their functions, as well as their distinctive features. It also includes the syllable and its structure, tones stress etc will be dealt with in this course.

**KL 115: KISWAHILI LITERATURE AND CRITICISM**

This course is aimed at providing students with knowledge of the different theories Kiswahili literature, the different Kiswahili literary genres and their importance in modern life. Students will also be encouraged to read and appreciate Kiswahili literary works including novels, poems and drama. The course will also focus on theories on literary criticism to enable students to judge and evaluate and different Kiswahili Literary works by using the techniques they will learn in the course.

### **KL 103: TRANSLATION THEORY**

The course has the objective of equipping students with translation theories, knowledge and skills so as to enable them to be good translators especially in bilingual situation.

### **KL 200: KISWAHILI MORPHOLOGY**

This course will introduce the students to the different morphological concepts such as morphemes, morphs, allomorphs, stems, root, lexemes, etc. Moreover, the students will learn the process of affixation, inflection and derivation in Kiswahili Morphology.

### **KL 201: KISWAHILI SYNTAX**

In this course students will learn the nature of different types and kinds of Sentences including the four important types and their components: Statements, Questions, Commands, and Interjections. On the other hand the students will also learn the different kinds of sentences as Simple Sentences, Compound sentences, and Complex sentences and their structures.

### **KL 202: KISWAHILI DRAMA (OPTIONAL)**

This optional course is for those students who are interested in Kiswahili drama or plays. The students will learn the development of Kiswahili drama in both form and content. They will as well, read and analyze, evaluate and judge different Kiswahili plays.

### **KL 203: HISTORY, GROWTH AND DEVELOPMENT OF KISWAHILI**

This second year student's course will be taught in the fourth semester. The students will learn the different theories on the origin and development of Kiswahili and the different institutions and organs that were responsible in its development and growth. The Institutions in question are religious, governmental and even individuals in one way or another played a role in the advancement of Kiswahili language, both in the past and the present.



#### **KL 204: KISWAHILI STRUCTURE (OPTIONAL)**

The purpose of this course is to provide students with enough knowledge of the Kiswahili structure to be able to either use it academically such as in writing or teaching so that they can use the correct grammar. Topics to be taught in this course include the basic grammar such as word classes, tenses, sentence structures, and others that may be found suitable according to the situation.

#### **KL 205: CREATIVE WRITING (OPTIONAL)**

Students who will opt for this course will have the opportunity and privilege to learn how to create and write fictional works, including short stories, short and long novels, dramatic works, poems etc. Generally speaking, this course will introduce students to writing imaginary and fictional works

#### **KL 206: PSYCHOLINGUISTICS IN KISWAHILI (OPTIONAL)**

This course is optional for those who will be interested to learn language and the mind. Topics that will be dealt with include how speakers think and express their thoughts in language especially in Kiswahili words and how these words express the ideas of the speakers. Also the course will explore how misunderstandings happen as a result of using the wrong word or expression.

#### **KL 300: KISWAHILI SEMANTICS**

This core course will explore the relationship between words and meaning in Kiswahili at different levels. This will be essentially dealing with the development of the meaning of words. Thus different Kiswahili words will be discussed to realize how their meaning has changed through time.

#### **KL 301: KISWAHILI STYLISTICS (OPTIONAL)**

The course will equip students with the necessary knowledge on Stylistics, the nature of stylistics its importance in Language learning and the different styles authors apply in writing their works. This course is very useful for both linguistics students and those who are interested in literary works.

### **KL 302: LANGUAGE TEACHING METHODS (OPTIONAL)**

This is a third year course for language (Kiswahili) teachers. Language Teaching Methods is designed for those students who will opt teaching in their language course. The course will explore different language teaching methods and techniques with special focus in Kiswahili language. This will ensure the production of competent Kiswahili language teachers.

### **KL 303: APPLIED LINGUISTICS (OPTIONAL)**

This is an optional course for third year students who will like to study Kiswahili linguistics and its application. It will deal with the different issues on the proper use of linguistics either in writing grammar or other texts.

### **KL 304: DISCOURSE ANALYSIS IN KISWAHILI**

This is a course of the last semester for students taking it as a core course. It is a fundamental course in language study because it plunges students in the analysis of language in general. Specifically it focuses on speech, conversation, and even sentence analysis. Those who will learn this course will have the ability to analyse different text for meaning, grammar and style.

### **KL 305: KISWAHILI DIALECTOLOGY**

The study of Kiswahili dialects is essential for anyone studying the language. Thus this core course shall be learnt by third year students. They will learn the various theories related to Kiswahili dialects, number of the dialects according to different Swahili scholars, their locations, their characteristic features, and their differences and how they deviate from the standard.

### **KL 306: LANGUAGE AND CULTURE (OPTIONAL)**

It is a course that aims at introducing the relationship between language and culture and how language expresses the culture of a particular society. *Zanzibar* culture will be focal point. Issues of dressing, food,

housing, marriage, childbirth, circumcision, upbringing, death and burial will be discussed in more detail. The course will also attempt to see how the culture has changed or is changing with language as well other external forces such as globalization, etc.

### **KL 307: KISWAHILI NOVELS (OPTIONAL)**

This literary course is designed for those students who will be interested in literature so that they can study at least one genre of it. They will read and appreciate as well analyze the form and content of different Swahili novels both of the previous centuries and modern ones.

### **ENG 101: INTRODUCTION TO LANGUAGE AND LINGUISTICS**

This courses covers Definition of linguistics and language, outlines the problems in defining language and examining the properties and functions of language and the differences between humans and animals use of 'language' recognizing, understanding and producing various speech sounds and patterns, segmental features, phonological rules and their application; relating the phonetic alphabetic to the orthographic system of English; understanding different types of writing; relating and describing differences between-speech and writing, spelling and pronunciation and sources of irregularities.

### **ENG 102: INTRODUCTION TO PHONOLOGY AND PHONE TILES**

This course covers Understanding sound patterns, segmental features, phonological rules and their application; relating the phonetic alphabetic to the orthographic system of English; understanding different types of writing; relating and describing differences between-speech and writing, spelling and pronunciation and sources of irregularities.

### **ENG 121: INTRODUCTION TO MORPHOLOGY**

This course covers Distinguishing between words and morphemes and the division of words into their constituent morphemes; using morphological rules and processes; reviewing of morphological rules and examining their roles in the morphophonemic process; analyzing the morphology and phonology of selected individual languages.

## **ENG 122: HISTORICAL LINGUISTICS**

This course covers Understanding how the language has changed over time to its present state; tracing the development of English in Tanzania and its importance and implications in education; explaining and understanding various terms related to language and apply them to various language situation; making reasoned decisions of the language of instruction in schools at various levels of education.

## **ENG 211: ENGLISH SYNTAX**

This course covers identifying various lexical and phrasal categories and their properties; putting them together into meaningful sentences; connection of meaningful sentences to produce texts.

## **ENG 212: ENGLISH USAGE**

The course includes Familiarizing with different styles of English and the use of such styles in various situations; the differences between varieties of languages; understanding and studying the various linguistic devices used to identify varieties in the language.

## **ENG 323: SOCIOLINGUISTICS**

This course covers Interaction between language and society, the linguistic identity of social groups, social attitude to language, standard and non standard form of language, the pattern and needs of national language use. Social variations and levels of language formality as well as the social basis of multilingualism

## **ENG 223: LEXICOGRAPHY**

The course looks into semiotics and lexicography, conceptual systems and lexical relations, systematic studies of vocabulary and terminology, different type of dictionary, planning and organization of lexicographic work practice based on different theories, methods and principles.

**ENG 311: SEMANTICS**

This is a core course for all English language students. It deals with issues in language and examines the various meaning relationships in English.

**ED 116: FOUNDATION OF GENERAL EDUCATION. COURSE CODE:**

This course is designed to introduce students to principles and objectives of education. The course focuses on the earliest types of education in China, Egypt, Greece and the Roman Empire. The course will also include the study of the importance of schools of education in Europe and America in modern times as well as the Movement of Enlightenment in Europe.

**ED 117: FOUNDATION OF ISLAMIC EDUCATION**

The course will examine the importance of Islamic education and major principles of Islamic vision of education. The focus will be on the objectives, theory of knowledge in Islam and the concept of Islam to universe and individual and society.

**ED126: EDUCATION PSYCHOLOGY**

The course is set up to equip the students with theories, features and requirement for development of learner/child. The course will also explore the definition of Developmental Psychology and its nature and also its importance to the learner and teacher. Problems of childhood and adolescence related to development will be analyzed.

**ED 127: HISTORY AND SYSTEMS OF EDUCATION IN AFRICA (OPTIONAL)**

The course is intended to introduce the students to different educational systems in Africa in pre-colonial era. Students will make analyses of the educational systems introduced by Europeans in Africa and their effect on the African society. History of education in some African countries with special reference to *Zanzibar*, Tanzania and other East African countries will be examined.

**ED 216: CURRICULUM DEVELOPMENT. COURSE CODE:**

The course focus is to equip the students with concepts and knowledge of curriculum development analysis and evaluation for school subjects. The main areas of focus are factors affecting design of curriculum, planning of curricula and steps of designing. The role of the teachers, students and other stake holders are examined.

**ED 217: GENERAL METHODS OF TEACHING**

This course is designed to equip and familiarize students with professional and technical experience about classroom teaching. The course will equip student with classroom management through teaching methods, approaches and techniques. The students are expected to be engaged in practical classroom teaching experiences such as lecturing, questions and answers, discussion excursion and role plays. Microteaching will be part of the course.

**ED 316: EDUCATION RESEARCH METHODOLOGY**

The focus of this course is to introduce and familiarize the students with principles of conducting scientific research. The main areas that will be examined are concept, types, importance of educational research and the development of scientific methodology in education. The course will equip students with basic knowledge and skills of conducting educational research and use of the research results in making constructive educational decisions.

**ED 326: EDUCATION MEASUREMENT & EVALUATION**

The course introduces the students to the field of measurement and evaluation. The students are expected to learn about the differences between evaluation and measurement and the definition of each of them. Focus will be on the roles of evaluation, condition of measurement and approaches and techniques of evaluation as to equip the students with various ways of carrying effective assessment.

**TEACHING PRACTICE I & II (CORE)**

This course is intended to provide students the opportunity of having practical observation of school practices and the actual classroom practices. The course will familiarize the students

with technical experiences and make analysis of their observation. The students will also observe the constraints and problems encountered during their observation.

## **42.0. FACULTY OF ENGINEERING (FoE)**

### **42.1 Structure of the Faculty**

The Faculty is operating with the following two start-up departments:-

1. Department of Computer Engineering and Information Technology, and
2. Department of Telecommunications Engineering.

### **42.2 Undergraduate degree programmes**

The programmes of study currently offered at the Faculty lead to the following degree awards:-

1. Degree of Bachelor of Science (BSc) in Computer Engineering and Information Technology (CEIT), and
2. Degree of Bachelor of Science (BSc) in Telecommunications Engineering (TE).

#### **42.2.1 Duration of the Undergraduate Studies**

The degrees offered are of four year duration in which the study programmes are run through semester system. Each semester has a period of fifteen (15) teaching weeks followed by two (2) weeks of semester final examinations.

#### **42.2.2 Programme Objectives**

In line with the vision and mission of the Zanzibar University the Faculty of Engineering is committed to do the following:-

- (i) To train technical engineers, well qualified for the telecommunications and electronic industry market as well as computer engineering and information technology market;
- (ii) To equip graduates with professional skills in the area of communication, computer engineering and information technology;
- (iii) To enable graduates to conduct Research and Development (R&D) activities;
- (iv) To equip graduates with knowledge and skills, to analyze and solve technological



challenges and able to get involved and develop projects.

### 42.3 Programme Structure

- (i) Degree Programmes in the Faculty do not have the same number of unit courses. The minimum number of units to qualify for a degree in Computer Engineering and Information Technology will be 147 while that for the Telecommunications Engineering will be 126. This will include the units from all course modules, workshop training, students' final projects and the sessions of Industrial Attachments. The actual number of units that can be attained by a particular student will depend on which particular student will depend on which particular elective courses will be selected.
- (ii) Both BTE and BCEIT begin their specializations in the first year, first semester.
- (iii) The Faculty of Engineering degree programmes comprise of core courses, compulsory courses from other fields, electives, Industrial Attachment in industry, workshop training and students final projects.
  - (a) Workshop training, aimed at giving practical experience, is done in the first year of the programme and is assessed by continuous assessment only and contributes to the final GPA.
  - (b) Industrial Attachment (IA)\_is done in each academic year except in the fourth year of study. IA is of eight (8) weeks duration each at the end of semester 2, semester 4 and semester 6. IAs do not have University examination, but their reports are marked by Internal Examiners and External Examiners whose assessments shall contribute to the final GPA.
  - (c) Students' final\_projects are run at the end of semester 7 and semester 8 and are based on continuous assessments that contribute to the final GPA.
- (iv) The academic year has two semesters each of which has fifteen (15) teaching weeks and two (2) weeks for examinations.
  - (a) Each course (module) has two (2) hours for lectures and one (1) for seminars – 3 contact hours per week, and this constitutes two (2) units per week.
  - (b) 15 contact hours of lectures are equivalent to one (1) unit; 30 hours of laboratory practicals are equivalent to one (1) unit.
  - (c) A course with laboratory practicals has a total of five (5) contact hours per week and that constitutes 3 units.

- (d) Course coding: The two letters indicate the hosting department and the third digit shows the year of study; the fourth digit indicates the semester and the fifth digit indicates the number of the course to be taught.

## **42.1 Department of Computer Engineering and IT**

### **42.4 Undergraduate Degree Programme Offered**

This Department offers a degree of Bachelor of Science in Computer Engineering and Information Technology.

#### **42.4.1 General Programme Objective**

The programme is designed to train potential engineers at middle level positions in the professional skills of computer engineering and information technology.

#### **42.4.2 Specific Programme Objectives**

At the end of the programme the graduates should be able to: -

- (i) Master the concept of a computer system and processes involved in constructing or analyzing it;
- (ii) Grasp the topics across the breadth and depth of the discipline, with advanced knowledge in one or more areas;
- (iii) Have completed a sequence of design experiences encompassing hardware and software elements, building on prior work, and including at least one major project;
- (iv) Utilize a variety of computer – based and laboratory tools for the analysis and design of computer systems;
- (v) Understand the societal context in which engineering is practiced, as well as the effects of engineering projects on society: and
- (vi) Communicate their work in appropriate format (written, oral, and graphical) and to critically evaluate materials presented by others in those formats.

Table 58: Programme Structure for the BSc in Computer Engineering and IT (BSc. (CEIT))

S/N	First Year		Second Year		Third Year		Fourth Year	
	Semester 1	Semester 2	Semester 1	Semester 2	Semester 1	Semester 2	Semester 1	Semester 2
1	<b>ET 111</b> Fundamentals of Analogue Electronics	<b>ET121</b> Fundamentals of Digital Electronics	<b>ET 231</b> Electrical Network Analysis I	<b>ET 241</b> Electrical Network Analysis II	<b>CE 351</b> 8 - bit Micro-processor Systems	<b>CE 361</b> 16 – bits Micro-processors	<b>CE 471</b> Data-Base Systems	<b>CE 482</b> Software Testing and Management
2	<b>ET 112</b> Principles of Electrical Engineering	<b>ET 122</b> Introduction to Telecommunication Systems and Networks	<b>ET 232</b> Analogue Electronics Devices and Circuits	<b>ET 242</b> Digital Electronics Devices and Circuits	<b>CE 352</b> Computer Operating Systems	<b>CE 362</b> Computer Architecture and Organization	<b>CE 472</b> Computer Engineering Maintenance	<b>CE 484</b> Network Security
3	<b>ET 113</b> Workshop Training	<b>ET 123</b> CAD Techniques	<b>ET 233</b> Electromagnetics I	<b>ET 243</b> Electromagnetics II	<b>CE 353</b> Structured System Analysis and Design	<b>CE 363</b> Object Oriented Analysis and Design	<b>CE 475</b> Modern Control Engineering	<b>CE 499</b> Final Year Project II
4	<b>CE 001</b> Computer Skills I	<b>CE 002</b> Computer Skills II	<b>CE 231</b> Electrical Measurements and Instrumentation I	<b>ET 244</b> Signals and Systems	<b>CE 354</b> Network Routers and Routing	<b>EM 482</b> Project Management and Operation Research	<b>EM 471</b> Engineering Ethics and Professional Conduct	<b>EM 481</b> Entrepreneurship for Engineers
5	<b>CE 111</b> Introduction to Computers and Programming with C++	<b>CE 122</b> Advanced Programming with C++	<b>CE 232</b> Object Oriented Programming with Java	<b>CE 244</b> Computer Networks II	<b>CE 355</b> Classical Control Engineering I	<b>IA 361</b> Industrial attachment II	<b>CE 489</b> Final Year Project I	<b>IA 481</b> Industrial Attachment III
6	<b>MT 111</b> Matrices And Basic Calculus	<b>CE 121</b> Computer Aided Drafting	<b>CE 234</b> Computer Networks I	<b>CE 241</b> Electrical Measurements and Instrumentation II	Elective 1	Elective 1	Elective 1	Elective 1
7	<b>AL 117</b> Arabic Communication Skills I	<b>MT 121</b> One Variable Calculus & Differential Equations	<b>MT 231</b> Several Variables Calculus	<b>MT 241</b> Statistics	Elective 2	Elective 2	Elective 2	Elective 2
8	<b>EG 115</b> English Communication Skills I	<b>AL 127</b> Arabic Communication Skills		<b>IS 244</b> Foundations of Ethics and Conduct of Islam				
9		<b>EG 125</b> English Communication Skills		<b>IA 241</b> Industrial Attachment 1266				
10		<b>DS 126</b> Development Studies						

### **Recommended List of Third Year Electives**

1. ET 351: Information Theory and Coding
2. ET 352: Linear Integrated Circuits
3. ET 354: VLSI Design and Technology
4. ET 355: Multimedia Systems
5. ET 361: Microwave Engineering
6. ET 362: Telecommunications Switching
7. ET 363: Digital System Design
8. CE 364: Digital Signal Processing
9. CE 365: Web Programming
10. CE 300: Selected Topics in Computer Engineering and Information Technology I

### **Recommended List of Fourth Year Electives**

1. CE 473: Computer Graphics
2. ET 471: Mobile Communications
3. ET 472: Optical Communications
4. ET 473: Antennas and Wave Propagation
5. ET 481: Satellite Communications
6. ET 482: Telecommunications Policy and Regulations
7. ET 483: Medical Electronics
8. ET 484: Radar and Navigation Aids
9. CE 485: Microcontroller Systems
10. CE 400: Selected Topics in Computer Engineering and Information Technology II

## **42.5 Department of Telecommunications Engineering**

### **42.2 Undergraduate Degree Programme Offered**

This Department offers a degree of Bachelor of Science in Telecommunications Engineering (BSc (TE)).

#### **42.5.1 General Programme Objective**

The BSc. degree in Telecommunication Engineering at the Zanzibar University is intended to train Technical Engineers, well-qualified for the telecommunications and electronics industry market and Research and Development (R&D) activities, ready to analyse and solve technological challenges, and able to get involved and develop projects. The underlying goal of the degree program is to foster an engineering attitude, that is, a justified confidence in one's ability to solve

technical problems. After completing the degree, graduates will have adequate knowledge to be employed in the different sectors in Tanzania and abroad.

#### **42.5.2 Specific Objectives of the Program**

The B.Sc. in Telecommunication Engineering degree program is aimed to help students: -

- (i) Meeting the new challenges set by the telecommunications trends;
- (ii) To not only have the solid foundation in the basic sciences, engineering mathematics, and general electrical engineering, but also in-depth specialization to assist them in effective planning, analysis and design, implementation, operation, testing, maintenance and management of telecommunications equipment and installations.

Table 59: Programme Structure for the BSc in Telecommunications Engineering (BSc. (TE))

S/N	First Year		Second Year		Third Year		Fourth Year	
	Semester 1	Semester 2	Semester 1	Semester 2	Semester 1	Semester 2	Semester 1	Semester 2
1	<b>ET 111</b> Fundamentals of Analogue Electronics	<b>ET121</b> Fundamental of Digital Electronics	<b>ET 231</b> Electrical Network Analysis I	<b>ET 241</b> Electrical Network Analysis II	<b>ET 351</b> Information Theory and Coding	<b>ET 361</b> Microwave Engineering	<b>ET 471</b> Mobile Communication	<b>ET 481</b> Satellite Communication
2	<b>ET 112</b> Principles of Electrical Engineering	<b>ET 122</b> Introduction to Telecommunication Systems and Networks	<b>ET 232</b> Analogue Electronics Devices and Circuits	<b>ET 242</b> Digital Electronics Devices and Circuits	<b>ET 352</b> Linear Integrated Circuits	<b>ET 362</b> Telecommunication Switching Systems	<b>ET 472</b> Optical Communication	<b>ET 482</b> Telecommunication Policy and Regulation
3	<b>ET 113</b> Workshop Training	<b>ET 123</b> CAD Techniques	<b>ET 233</b> Electromagnetics I	<b>ET 243</b> Electromagnetics II	<b>ET 353</b> Analogue Telecommunication	<b>ET 363</b> Digital System Design	<b>ET 473</b> Antennas and Propagation	Elective 1
4	<b>CE 001</b> Computer Skills I	<b>CE 002</b> Computer Skills II	<b>CE 231</b> Electrical Measurements and Instrumentation I	<b>ET 244</b> Signals and Systems	<b>ET 356</b> Transducers and Sensors	<b>ET 364</b> Digital Telecommunication	<b>EM 471</b> Engineering Ethics and Professional Conduct	Elective 2
5	<b>CE 111</b> Introduction to Computers and Programming with C++	<b>CE 122</b> Advanced Programming with C++	<b>CE 232</b> Object Oriented Programming with Java	<b>CE 244</b> Computer Networks II	Elective 1	Elective 1	Elective 1	<b>EM 481</b> Entrepreneurship
6	<b>MT 111</b> Matrices And Basic Calculus	<b>CE 121</b> Computer Aided Drafting	<b>CE 234</b> Computer Networks I	<b>CE 241</b> Electrical Measurements and Instrumentation II	Elective 2	Elective 2	Elective 2	<b>ET 489</b> Final Year Project II
7	<b>AL 117</b> Arabic Communication Skills I	<b>MT 121</b> One Variable Calculus & Differential Equations	<b>MT 231</b> Several Variables Calculus	<b>MT 241</b> Statistics		<b>IA 361</b> Industrial Attachment 2	<b>ET 489</b> Final Year Project I	<b>IA 481</b> Industrial Attachment 3
8	<b>EG 115</b> English Communication Skills I	<b>AL 127</b> Arabic Communication Skills		<b>IS 244</b> Foundations of Ethics and Conduct of Islam				
9		<b>EG 125</b> English Communication		<b>IA 246</b> Industrial Attachment				

		ation Skills		1				
10		<b>DS 126</b> Developme nt Studies						

### **Recommended List of Third Year Electives**

1. ET 354: VLSI Design and Technology
2. ET 355: Multimedia Systems
3. CE 351: 8-Microprocessors
4. CE 352: Computer Operating Systems
5. CE 353: Structured System Analysis and Design
6. C 354: Network Routers and Routing Protocols
7. ET 365: Digital Signal Processing
8. CE 361: 16-Microprocessors
9. CE 364: Classical Control Engineering
10. CE 300: Selected Topics in Telecommunications Engineering I

### **Recommended List of Fourth Year Electives**

1. CE 471: Database Programming
2. CE 474: Modern Control Engineering
3. CE 484: Information and Communication Network Security
4. ET 483: Medical Electronics
5. ET 484: Radar and Navigation Aids
6. EM 482: Project Management and Operation Research
7. CE 400: Selected Topics in Telecommunications Engineering II

## **42.6 FoE Course Listing**

### **CE 111: INTRODUCTION TO COMPUTERS AND PROGRAMMING WITH C++**

The course content includes introduction to computers, computer systems – hardware and software, data representation, introduction to programming and C++ overview, functions and variables, and classes in C++.

### **ET 111: FUNDAMENTAL OF ANALOGUE ELCTRONICS**

The course content includes passive electronic component, types of materials, semiconductor diode, special purpose diodes, bipolar junction transistor and field effect transistors.

### **ET 112: PRINCIPLES OF ELECTRICAL ENGINEERING**

The course content includes basic concepts, series and parallel circuits, capacitance, generation of AC voltages, series R-L, R-C and R-L-C loads.

### **MT 111: MATRICES AND BASIC CALCULUS**

The course content covers vector algebra, Matrix Algebra, determinants, complex numbers, limit and continuity and review of differentiations.

### **ET 113: WORKSHOP TRAINING**

The course covers computer network workshop: learning of different parts of PC, dismantling and assembling of PCs, maintenance of PC; electrical workshop: electrical engineering, technology of domestic and industrial machine installation, fault finding and safety regulations; electronics workshop: components identification, determination of value, resistors, capacitors, making and testing circuits, telecommunications circuits.



**CE 121: COMPUTER AIDED DRAFTING**

This course covers section solid, perspective views of simple objects, principle of Axonometric Views, interpretation of solids, development of surfaces and monograms.

**CE 122: ADVANCED PROGRAMMING WITH C++**

This course covers operator overloading, initialization and assignment, storage management, inheritance and polymorphism, input and output in C++ programmes, exceptions and templates.

**MT 121: ONE VARIABLE CALCULUS AND DIFFERENTIAL EQUATIONS**

The course content covers review of Techniques of integration, differential equations, sequences, numerical methods, infinite series and fourier series.

**ET 121: FUNDAMENTAL OF DIGITAL ELECTRONICS**

The course content covers number systems and codes, logic gates and Boolean algebra, simplification of logic expressions, combination and arithmetic logic circuits.

**ET 122: INTRODUCTION TO TELECOMMUNICATION SYSTEMS AND NETWORKS**

The course content includes introduction to telecommunications, telecom regulatory bodies for standardization, public switched telephone network (PSTN), IP-PSTN hybrid network, transmission systems, integrated services digital network (ISDN) and internet technology.

**ET 123: CAD TECHNIQUES**

The course content includes using of circuit marker software, using electronics work bench like software, computer aided PCB design using ORCAD and working with MATLAB.

**CE 231: ELECTRICAL MEASUREMENTS & INSTRUMENTATION I**

The course content covers general and fundamental concepts and definitions, power measurements, instrumentation transformers and bridges.

### **CE 232: OBJECT ORIENTED PROGRAMMING WITH JAVA**

The course covers introduction to Java programming, object oriented programming, programming structures, data structures and Java utilities and tools.

### **CE 234: COMPUTER NET WORKING I**

The course content covers networking, networking media, fiber optic cabling, cable testing, LAN technologies, Ethernet fundamentals and media access method.

### **MT 231: SEVERAL VARIABLES CALCULUS**

The course content covers functions of several variables, vector differential calculus, integral calculus of functions of several variables, complex analysis and lap lace transform.

### **ET: 231 ELECTRICAL NETWORKS ANALYSIS I**

The course covers introduction to R.C.L.M elements, dependent and independent sources, D.C circuits and A.C circuits.

### **ET 232: ANALOGUE ELECTRONICS DEVICES AND CIRCUITS**

The course covers biasing of BJT and FETs, BJT and FET small signal analysis, analysis of analogue electronic circuits (BJT), analysis of analogue electronic circuits (FET) and CAD of analogue circuits.

### **ET 233: ELECTROMAGNETIC**

The course covers vector: basic vector analysis in cartesian, cylindrical and spherical coordinate systems, coordinate system transformation; electrostatics: electrostatic forces and Coulomb's law, divergence and Gauss's law, Lap lace's and Poisson's equations and dielectrics and their properties; magneto statics: magnetic forces, materials, inductances, curl, Ampere's law, scalar and vector magnetic potentials magnetic boundary conditions.

### **CE 241: ELECTRICAL MEASUREMENTS AND INSTRUMENTATION II**

The course covers electronic measuring instruments, recording instruments, digital measuring instruments and methods, electrical measurements of non-electrical quantities and signal conditioning and processing.

### **CE 244: COMPUTER NETWORKING II**

The course covers introduction to layered models, open systems interconnection (OSI/150) reference model, TCP/IP model, IP fundamentals, subnetting, TCP and UDP fundamentals, some TCP/IP and UDP/IP applications and other TCP/IP protocols.

### **MT 241: STATISTICS**

The course content covers descriptive statistics, elementary probability theory, distributions, regression analysis and correlation, experimental design and analysis of variables, product and system reliability and quality control.

### **ET 241: NETWORKS ANALYSIS II**

The course content covers transients analysis, two-port theory, Graph Theory: the use of graph theory to electrical circuits; circuit synthesis;

### **ET 242: DIGITAL ELECTRONICS DEVICES AND CIRCUITS**

The course content covers sequential logic circuits, finite state machines, integrated circuit logic families, D/A & A/D conversion.

### **ET 243: ELECTROMAGNETIC II**

The course content covers time varying fields, reflection and refraction of electromagnetic waves and transmission line theory.

### **IA 241, IA 361, and IA 481: INDUSTRIAL ATTACHMENTS**

Industrial Attachment (IA) is done in each academic year except in the fourth year of study. IA is of eight

(8) weeks duration each at the end of semester 2, semester 4 and semester 6. IAs do not have University examination, but their reports are marked by Internal Examiners and External Examiners whose assessments shall contribute to the final GPA.

#### **ET 244: SIGNALS AND SYSTEMS**

The course content covers introduction to signals, linear time – invariant systems, Z transform, Fourier series for continuous time and discrete time, continuous time and discrete time fourier transform and sampling.

#### **CE 351: 8-BIT MICROPROCESSOR SYTEMS**

The course content includes introduction to 8-bit microprocessors, Intel 8085 interrupt system, I/O implementation and Intel 8085 assembly language.

#### **CE 352: COMPUTER OPERATING SYSTEMS**

The course content covers fundamentals of OS, concurrent processing and Linux/windows operating system.

#### **CE 353: STRUCTURED SYSTEM ANALYSIS AND DESIGN**

The course content covers software development life cycle, software development models, software requirements, structured system analysis and structured system design.

#### **CE 354: NETWORK ROUTERS AND ROUTING**

The course content covers introduction to WANS, routers fundamentals and configuration, IOS software, router configuration, routing protocols, TCP/IP suite error and control messages.

#### **CE 361: 16-BITS MICROPROCESSORS**

The course content covers Intel 80 x 86 family evolution, assembly language fundamentals, MASM/TASM fundamentals, software interrupts and high-level languages interfacing with assembly

language (emphasis on using C++).

### **CE 362: COMPUTER ARCHITECTURE AND ORGANIZATION I**

The course content includes computer evolution and arithmetic, the central processing unit, the control unit, memory organization, I/O organization, and parallel organization.

### **CE 363: OBJECT ORIENTED ANALYSIS AND DESIGN**

The course content covers introduction to object oriented modelling, object oriented analysis, problem statement, using UML CASE Tools, object oriented methods and programme design.

### **CE 364: CLASSICAL CONTROL ENGINEERING I**

The course content covers frequency response, Nyquist plots, closed loop frequency response, automatic controllers, compensation and non-linear systems.

### **CE 365: WEB PROGRAMMING LANGUAGES**

The course content covers introduction to internet programming, creating internet World Wide Web pages, HTML forms programming, programming languages on the internet and creating interactive executable content with Java.

### **ET 351: INFORMATION THEORY AND CODING**

The course content covers information and channel capacity, source encoding, communication channels and error correcting codes.

### **ET 352: LINEAR INTEGRATED CIRCUITS**

The course content covers operational amplifiers, application of OPAMP, signal generators and conditioners, multi vibrators and timer and regulators.

### **ET 353: ANALOGUE TELECOMMUNICATION**

The course content covers generation of AM, FM generation methods, AM and FM transmitters, TRF receivers, Noise-various: noise sources, and pulse modulation, PAM, PWM, PPM and generation and detection, correlation between waveforms, cross-correlation, autocorrelation, etc., sampling, quantization and multiplexing.

### **ET 354: VL 51 DESIGN AND TECHNOLOGY**

The course content covers introduction to VLSI design methodology, fabrication of MOSFET, MOS transistor, MOS inverters, and characteristics and interconnect effects, combinational MOS logic circuits and chip I/P and O/P circuits.

### **ET 355: MULTIMEDIA SYSTEMS**

The course content covers introduction to multimedia, multimedia resources, Test attributes and guidelines, Video: MPEG compression standards, animation, compression techniques, design and development multimedia.

### **ET 361: MICROWAVE ENGINEERING**

The course content covers introduction to microwaves theory of transmission lines, waves, microwave, microwave semiconductor device, application of microwave diode for detection and mixing, microwave components and microwave measurements.

### **ET 362: TELECOMMUNICATION SWITCHING SYSTEMS**

The course content covers evaluation of public telephone systems, classification of switching systems, basic telecommunications equipment, telephone hand set, pulse dialling and so on, bandwidth of telephone channel, transmission media, open wire, multiplexing – FDM, TDM, WDM, SONET multiplexing, traffic engineering, ISDN and data transmission.

**ET 363: DIGITAL SYSTEM DESIGN**

The course content covers microcontrollers, programmable logic devices (PLDS) and FPGA, introduction to PDLs simulation software: Xilinx, VHDL and VERILOG memories elements: ROM, RAM, EPROM, EEPROM, etc. and memory expansion.

**ET 364: DIGITAL COMMUNICATION**

The course content covers pulse code modulation, digital modulation techniques, spread spectrum methods and application of spread spectrum and CDMA.

**ET 365: DIGITAL SIGNAL PROCESSING (DSP)**

The course content covers the discrete Fourier transform and FFT, FIR filter design, IIR filter design and application of digital signal processing.

**ET 366: TRANSDUCERS AND SENSORS**

The course content covers transducers – classification, characteristics of transducers, variable resistance transducers, variable inductance and variable capacitance transducers and other transducers.

**CE 471: DATABASE SYSTEMS**

The course content covers introduction to different data bases, E-R model, entities and attributes, types and relationships, ER diagrams; data base schema, case studies and ER examples; relation, from ER diagrams to relations, combining relations, handling weak entity sets; relationship constraint: relationship integrity constraints, primary key constraints, semantic integrity constraint; data base operations and constraints, relational algebra, data base design – SQL and programming with data base.

**CE 472: COMPUTER ENGINEERING MAINTENANCE**

The course content covers PC hardware architecture, relationship between the windows operating system and hardware, compare various system bus structures, installation and support, troubleshooting fundamentals.

### **CE 473: COMPUTER GRAPHICS**

The course content covers introduction (basic) to computer graphics, introduction to class hierarchy, how the eye sees colours, lighting and shading, hidden surface removal, geometry, animation and interaction.

### **CE 474: MODERN CONTROL ENGINEERING**

The course content covers digital control systems, advanced topics: state space representation, controllability, observability and so on and automation: introduction, sensors, actuators, industrial electronics, motor drives, control components, introduction to robotics, & so on.

### **CE 482: SOFTWARE TESTING AND MANAGEMENT**

The course content covers introduction to software testing, testing methods, testing levels, non-functional testing, the testing process, automated testing and testing artifacts, certifications and controversy.

### **CE 484: INFORMATION AND COMMUNICATION NETWORK SECURITY**

The course content includes information security management: Introduction to basic terminologies; access controls and audit trails: Identification and authentication techniques; passwords, biometric, access control techniques, access control models; application security: Data bases and data warehousing, data/information storage, password attacks, application attacks; network security: Cryptographic concepts, overview of computer security, public key cryptographic and digital signatures, public key cryptography in Java, certificates and keys in Java, e-mail security, firewalls, VPNs and IPSec and wireless network security.

### **CE 485: MICROCONTROLLER SYSTEMS**

The course content includes introduction to difference between microprocessor and microcontroller, Intel 8052 microcontroller architecture, interrupts: configuration, polling, priority and so on; programming: Assembly language instruction set I/O ports programming, serial ports programming, etc.

### **ET 471: MOBILE COMMUNICATION**



The course content covers the cellular concept, the mobile radio environment, modulation techniques for mobile communication: BPSK, QPSK, QAM and GMSK; equalization, diversity and channel coding; multiple access techniques and GSM – global system for mobile.

#### **ET 472: OPTICAL COMMUNICATION**

The course content includes overview of optical fiber communications, optical fibers: Structures, wave guiding and fabrication signal degradation in optical fibers, optical sources, power launching and coupling, optical receivers, transmission systems and applications and fiber optical measurements.

#### **ET 473: ANTENNA AND PROPAGATION**

The course content covers radiation, antenna arrays special purpose antennas and propagation.

#### **ET 481: SATELLITE COMMUNICATION**

The course content covers satellite communication technology, link design, access techniques, satellite services and mobile satellite networks.

#### **ET 482: TELECOMMUNICATION POLICY AND REGULATION**

The course content covers introduction to the history and evolution of the telecommunications industry, spectrum management, legal and regulatory frameworks, licensing of telecommunications networks and regional and international telecommunication issues and bodies.

#### **ET 483: MEDICAL ELECTRONICS**

The course content covers anatomy and physiology, overview of medical electronics equipment, electrodes, transducers, bio medical recorders, patient monitoring and safety aspects of medical instruments.

**ET 484: RADAR AND NAVIGATIONAL AIDS**

The course content covers navigation, principles of radar, MTI radar, modern radar, navigational and remote sensing radar, duration findings, aircraft homing system and instrument landing system.

**ET 485: PROJECT MANAGEMENT & OPERATIONS RESEARCH**

The course content covers project formalities; UNIDO, OECD and RBI guidelines; network based on project management applications, CPM, PERT, GERT and DCPM activities; project monitoring and control; linear programming, assignment problem and simulation.

**ET 489: PROJECT I & PROJECT II**

The course content covers problem solving, research, electronics and telecommunications engineering design and economic evaluation; project topics originating from current electronics and telecommunications engineering problems; problem definition, hypothesis building, literature survey and solution procedure and requirements, etc.

**EM 471: ENGINEERING ETHICS AND PROFESSIONAL CONDUCT**

The course content covers introduction to engineering ethics and professionalism, moral and ethical theories and methods, professional responsibility, risk and moral responsibility, corrupt forms, gender issues in engineering and code of ethics and international issues in engineering ethics.

**EM 481: ENTREPRENEURSHIP FOR ENGINEERS**

The course content covers framework of techno-entrepreneurship, product innovation and strategic marketing, value adding transformation processes, organizing and managing technology – based enterprise and the financial aspects in techno – entrepreneurship.

## **43.0. FACULTY OF HEALTH AND ALLIED SCIENCES (FoHAS)**

### **43.1 Structure of the Faculty**

The Faculty of Health and Allied Sciences (FoHAS) is operating with one start-up department of Nursing and Midwifery. Other two departments are expected to start soon. These are: -

1. Department of Medicine, and
2. Department of Pharmaceutical Sciences.

#### **43.1.1 General Objective of the BSc (Nursing) Programme**

The general objective of teaching BSc. in Nursing is to increase the number of highly qualified and competent nurses and health care personnel so as to fill the vacant posts for the required professional nurses and to cope with the increasing demand of the health care specialists at degree level.

#### **43.1.2 Specific Objectives of the BSc (Nursing) Programme**

The advancement and sophistication in health service and the growing demand of professional health personnel in Tanzania and worldwide, call for new areas of specialized competence and skills amongst the medical and health professionals. The BSc. in Nursing degree program is therefore aimed at meeting the existing and new challenges set by these trends, whereby, upon successful completion of the program, graduates will have not only the solid foundation in the basic health sciences, biology, and general medical care, but also in-depth nursing specialization to assist them in effective professional services in any medical and health facility in the world.

The specific objectives of the Bachelor of Science in Nursing (BSc. (Nursing) or BSc. (NUR) or (BScN)) offered by Zanzibar University, therefore, include the following: -

- (i) To prepare a generation of graduates with strong theoretical and practical skills in the area of nursing;
- (ii) To prepare research personnel in the field of nursing;

- (iii) To prepare graduates who have undergone in-service training, professional development programmes and professional training in the fields of nursing;
- (iv) To prepare graduates ready to conduct R&D in the fields of nursing;
- (v) To prepare graduates who can provide nursing public services and undertake health related commitment for development programmes; and
- (vi) To prepare graduates competent to create linkages and interactions with both private and public sectors at national and international level in the field of nursing.

#### **43.2 Structure of the BSc. (Nursing) Programme and Assessment**

BSc. (Nursing) offered by Zanzibar University is a four years' generic degree programme including the integrated practice. Under any circumstance, student will have a maximum of 6 years only to complete this programme, including the repeated semesters or semesters on leave of absence. The degree programme has ranges of courses from first year to 4th year. In the description, the courses are listed with respective number of units, the specific features of individual courses to include course objectives, detailed course contents, prerequisites, mode of delivery, mode of assessment, and recommended textbooks/references.

The nursing degree program comprises of core courses, other compulsory courses from other fields, elective courses, internship, clinical practices, and clinical management and education courses. All the prescribed courses will contribute to the computation of final Cumulative Grade Point Average (CGPA).

The minimum number of credit point units to qualify for a BSc. (Nursing) degree will be 108 (54 course units) to include the units from all courses, internships, and clinical practices. The actual number of units that can be attained by a particular student will depend on which particular elective courses will be selected. For this program, the University wide general examinations guidelines and regulations apply. Without affecting the general university wide general examinations regulations, the following must be adhered regarding BSc. (Nursing) subjects' assessments: -

- (i) There shall be attendance requirement for a candidate to be allowed to sit for university examinations. No candidate shall be permitted to appear in any one of the parts of B.Sc. in Nursing Degree course examinations unless he/she has attended the course in the subject for the prescribed period.
- (ii) Unless otherwise stated from subject to subject, a candidate is required to put in a minimum of 90% of attendance in both theory and practical separately in each subject before admission to the examinations.
- (iii) If the candidate is lacking attendance in any one of the subject(s), he/she will be detained for the subject(s) in which the candidate lacks attendance, but will be permitted to appear for the rest of the subjects in which the candidate is having minimum required percentage of attendance.
- (iv) Specifically, a candidate must have 100% attendance in each of the practical areas before the award of the BSc. (Nursing) degree. This has no exception including for those who might be on leave for any reasons including pregnancy, child birth, or medical conditions of any nature.
- (v) Common to all subjects in BSc. (Nursing), the internal assessment shall consist of the following items for evaluation: - (i) Theory and Oral/Viva Voce with the weightage of marks as follows: -

**TABLE 60: INDICATIVE ASSESSMENT GUIDE FOR BSc (NURSING)**

S/N	Item	% marks
1	University mid-term examination	25
2	Assignments	10
3	Practical examination	20
4	Clinical evaluation	10
5	Case study/case book	05

6	Practical record	10
7	Observational/field visit	10
8	Viva Voce and oral presentations	10
	<b>TOTAL</b>	<b>100</b>

- (vi) A minimum of two practical examinations shall be conducted in each subject, wherever practical has been included in the curriculum.

Table 61: Programme Structure for the BSc in Nursing (BSc. (Nursing))

<b>First Year (32 credit units)</b>			
<b>First Semester (16.5 credit units)</b>			
<i>S/N</i>	<i>Course Code</i>	<i>Course Name</i>	<i>Credit units</i>
<b>1</b>	NUR 111	Human Anatomy	2.0
<b>2</b>	NUR 112	Human Physiology	2.0
<b>3</b>	NUR 113	Principles of Nutrition	2.0
<b>4</b>	NUR 114	Basic Biochemistry	2.0
<b>5</b>	NUR 115	Nursing Concepts of Practice	2.0
<b>6</b>	NUR 116	Clinical Practice I	2.0
<b>7</b>	EG 115	English Communication Skills I	2.0
<b>8</b>	AL 117	Arabic Communication Skills	2.5
<b>Second Semester (15.5 credit units)</b>			
<b>1</b>	NUR 121	Psychology for Health Professionals	2.0
<b>2</b>	NUR 122	Basic Medical Microbiology	2.0
<b>3</b>	NUR 123	Infection and Immunity	2.0

<b>4</b>	NUR 124	Introduction to Computing and Nursing Informatics	2.0
<b>5</b>	NUR 125	Hematology	2.0
<b>6</b>	NUR 126	Clinical Practice II	2.0
<b>7</b>	EG 125	English Communication Skills II	2.0
<b>8</b>	DS 126	Development Studies	1.5
<b>Second Year(28 credit units)</b>			
<b>Third Semester (16credit units)</b>			
<b>1</b>	NUR 211	Pathology	2.0
<b>2</b>	NUR 212	Community Health Nursing I	4.0
<b>3</b>	NUR 213	Medical-Surgical Nursing I	2.0
<b>4</b>	NUR 214	Critical Care	4.0
<b>5</b>	NUR 215	Pharmacology for health professionals	2.0
<b>6</b>	NUR 216	Clinical Practice III	2.0
<b>Fourth Semester (12 credit units)</b>			
<b>1</b>	NUR 221	Sociology of Health and Illness	2.0
<b>2</b>	NUR 222	Clinical Assessment	2.0
<b>3</b>	NUR 223	Medical-Surgical Nursing II	2.0
<b>4</b>	NUR 225	Reproductive Health I	2.0
<b>5</b>	NUR 226	Clinical Practice IV	2.0
<b>6</b>	IS 244	Foundations of Ethics and Conduct	2.0
<b>Third Year(24 credit units)</b>			
<b>Fifth Semester (12 credit units)</b>			
<b>1</b>	NUR 311	Reproductive Health II	2.0
<b>2</b>	NUR 312	Midwifery and Obstetrical Nursing	4.0
<b>3</b>	NUR 313	Pain Management in Nursing practice	2.0

<b>4</b>	NUR 314	Philosophy and Ethics for Nursing	2.0
<b>5</b>	NUR 315	Mental Health Nursing/ <b>Developmental Psychology</b>	2.0
<b>6</b>	NUR 316	Clinical Practice V	2.0
<b>Sixth Semester (12 credit units)</b>			
<b>1</b>	NUR 321	Communication and Educational Technology	2.0
<b>2</b>	NUR 323	Genetics	2.0
<b>3</b>	NUR 324	Research and Nursing Practice	2.0
<b>4</b>	NUR 325	Nursing Diagnosis	2.0
<b>5</b>	NUR 326	Epidemiology	2.0
<b>6</b>	NUR 327	Clinical Practice VI	2.0
<b>Fourth Year (24 credit units)</b>			
<b>Seventh Semester (14 credit units)</b>			
<b>1</b>	NUR 411	Medical Parasitology and Entomology	2.0
<b>2</b>	NUR 412	Statistics for Nurses	2.0
<b>3</b>	NUR 413	Community Health Nursing II	4.0
<b>4</b>	NUR 414	Management of Nursing Services and Education	2.0
<b>5</b>	XXX 4xx/3xx	Elective I	2.0
<b>6</b>	NUR 498		2.0
<b>Eighth Semester (12 credit units)</b>			
<b>1</b>	NUR 422	Leadership and Management in Nursing	2.0
<b>2</b>	NUR 42x	Elective II	4.0
<b>3</b>	NUR 490	Research Project	4.0



<b>4</b>	NUR 499	Clinical practice VII	2.0
<b>List of Electives I for Semester VII of BSc. (Nursing)</b>			
<b>1</b>	LW 4xx	Understanding Medical Law	2.0
<b>2</b>	ET 355	Multimedia Systems	2.0
<b>3</b>	EC 4xx	Health Sector and Economics	2.0
<b>4</b>	CE 471	Database Programming	2.0
<b>5</b>	NUR 430	Sociology & Anthropology	2.0
<b>List of Electives II for Semester VIII of BSc. (Nursing)</b>			
<b>1</b>	IT xxx	Ethics in Science & Technology	2.0
<b>3</b>	BA xxx	Entrepreneurship	2.0
<b>4</b>	CE 002	Computer Skills II	2.0
<b>5</b>	EM 482	Project Management and Operation Research	2.0

### **43.3 BSc (Nursing) Course Listing**

#### **First Year, First Semester**

##### **NUR 111: Human Anatomy**

The course is designed to assist students to acquire the knowledge of the normal structure of human body & functions. To ensure the students understand the alternation in anatomical structure and function in disease and practice of Nursing.

##### **NUR 112: Human Physiology**

The Course is designed to assist the students to acquire knowledge of the normal physiology of various human body systems and understand the alterations in physiology in diseases and practice of nursing.

##### **NUR 113: Principles of Nutrition**

The Course is designed to assist the students to acquire knowledge of nutrition for maintenance of optimum health at different stages of life and its application for practice of nursing

##### **NUR 114: Basic Biochemistry**

This course will introduce students the basic knowledge of biochemistry and pharmacology, with a strong emphasis on the underlying biochemical principles of drug action. The course will describe protein structure and enzyme kinetics and will relate these to clinical pharmacology. The student will explore the application of drugs/drug therapy used to treat inflammation, hypertension, thrombosis, cancer and bacterial infection.

##### **NUR 115: Nursing Concepts of Practice**

This course is designed to help the students to develop an understanding of the philosophy, objectives, theories and process of nursing in various Supervised Clinical settings. It is aimed at helping the students to acquire knowledge, understanding and skills in techniques of nursing and practice them in Supervised

Clinical settings. It also covers the nursing processes of assessment, diagnosis; planning, implementation and evaluation are identified and explained for a selection of patients across the lifespan who have complex psychological and physiological need interferences. In concurrent clinical practice, students will demonstrate knowledge and skills, integrating pharmacology, nutrition, communication principles, and utilizing advanced technologies.

### **NUR 116: Clinical Practice I**

Clinical practice provides students with an opportunity to achieve competence in safe and effective work practice as well as develop the skills, knowledge, attitudes, values and abilities identified in the professional international bodies.

Clinical practice encompasses a variety of urban and rural and clinical placements which are designed to expose students to clinical experiences relevant to their stage of study. To optimize students' exposure to different clinical areas, at some stage during their degree, students will be required to travel to different places.

### **EG 115: English Communication Skills I**

To introduce to the learners the description of English language in general and intensify the student's capability in reading, speaking, writing and understanding the English Language so as to enable the students refer to English Texts for educational purposes and other purposes as well.

### **AL 117: Arabic Communication Skills**

To introduce to the learners the description of Arabic language in general and intensify the student's capability in reading, speaking, writing and understanding the Arabic Language so as to enable the students refer to Arabic Texts for educational purposes and other purposes as well.

### **First Year, Second Semester**

### **NUR 121: Psychology for Health Professionals**

This course is designed to assist the students to acquire knowledge of fundamentals of psychology and

develop an insight into behaviour of self and others. Further it is aimed at helping them to practice the principles of mental hygiene for promoting mental health in nursing practice.

### **NUR 122: Basic Medical Microbiology**

This course is designed to enable students to acquire understanding of fundamentals of Microbiology and identification of various micro-organisms. It also provides opportunities for practicing infection control measures in hospital and community settings.

### **NUR 123: Infection and Immunity**

This subject provides students with knowledge of infection and immunology necessary for complementary health professionals. The infection section of the course concentrates on the pathogens responsible for common infectious diseases. It highlights modes of transmission of these diseases, their spread and methods of their prevention and control. The immunology section provides students with knowledge of immunological concepts relative to the defense against pathogens and development of autoimmune diseases.

### **NUR 124: Introduction to Computing and Nursing Informatics**

An introduction to computers and nursing informatics focusing on applications to the nursing profession.

### **NUR 125: Hematology**

This course prepares students for a clinical practicum in hematology. It is designed so students may achieve stated objectives. The course involves lecture, discussion and performance skills.

### **NUR 126: Clinical Practice II**

Clinical practice provides students with an opportunity to achieve competence in safe and effective work practice as well as develop the skills, knowledge, attitudes, values and abilities identified in the professional international bodies. Clinical practice encompasses a variety of urban and rural and clinical placements which are designed to expose students to clinical experiences relevant to their stage of study. To optimize students' exposure to different clinical areas, at some stage during their degree, students will

be required to travel to different places.

### **EG 125: English Communication Skills I**

To introduce to the learners the description of English language in general and intensify the student's capability in reading, speaking, writing and understanding the English Language so as to enable the students refer to English Texts for educational purposes and academic writing To introduce students in academic writing skills using APA format and referencing

### **DS 126: Development Studies**

The course intends to provide the students with insight into development theories and practices through analytical framework. This will enable them to understand the reasons for different viewpoints on global inequality and poverty with an emphasis on linkages between local contents and international forces.

### **Second Year, Third Semester**

#### **NUR 211: Pathology**

The aim of this course is to enable students to get introduction about pathology and very basic things like cellular responses to stress and noxious stimuli and inflammation, cell injury and cell death, the mechanisms involved in wound healing, pathology and pathogenesis of oedema and shock as well enumerating and describe the abnormalities of cell growth and differentiation.

#### **NUR 212: Community Health Nursing I**

This course is designed for students to appreciate the principles of prevention, promotion and maintenance of health for individuals, families and community.

#### **NUR 213: Medical-Surgical Nursing I**

This module focuses on the therapeutic management of patients with alterations in cardiovascular, respiratory, hematological, endocrine, visual and dermatological function. It equips students with

knowledge and skills to provide safe care to meet the needs of patients in medical and surgical settings. The purpose of this course is to acquire knowledge and develop proficiency in caring for patients with medical and surgical disorders in varieties of health care settings and at home.

#### **NUR 214: Critical Care**

This course is designed to provide nursing students with the skills required to care competently and safely for critically ill patient. It focuses on having the students expand their knowledge base and master critical care nursing psychomotor skills associated with assessment and provision of comprehensive nursing care for patient with acute life threatening conditions and attitudes through reflection in and on action in clinical settings. It also focuses on the application of immediate rapid and accurate nursing assessment and provision of quality nursing care according to priorities.

#### **NUR 215: Pharmacology for health professionals**

Pharmacology for health professionals is a theory course that introduces the student to the basic principles of drug action and nursing implications within the framework of the nursing process. Specific drugs and the pharmacologic affects of these drugs on the body are discussed. Calculation of intravenous medications is included. Safety and legal implications of drug administration are discussed.

#### **NUR 216: Clinical Practice III**

Clinical practice provides students with an opportunity to achieve competence in safe and effective work practice as well as develop the skills, knowledge, attitudes, values and abilities identified in the professional international bodies. Clinical practice encompasses a variety of urban and rural and clinical placements which are designed to expose students to clinical experiences relevant to their stage of study. To optimize students' exposure to different clinical areas, at some stage during their degree, students will be required to travel to different places.

## **Second Year, Fourth Semester**

### **NUR 221: Sociology of Health and Illness**

The sociology of health and illness aimed to enable students to recognize the interaction between society and health, also to enable students to examine how social life impacts morbidity and mortality rates and how morbidity and mortality rates impact society. This course also introduces at health and illness in relation to social institutions such as the family, work, school, and religion as well as the causes of disease and illness, reasons for seeking particular types of care, and patient compliance and noncompliance.

### **NUR 222: Clinical Assessment**

Health Assessment is designed to provide the student with the theoretical knowledge of examining an individual's state of health within the framework of Orem's Self-Care Deficit Theory. The universal self-care requisites are addressed: maintenance of air, water, food, elimination, activity and rest, solitude and social interaction, prevention of hazards and the promotion of human functioning. The student experiences focus upon the utilization of a health history and the performance of physical assessment skills to assemble a comprehensive health assessment.

### **NUR 223: Medical-Surgical Nursing II**

The purpose of this course is to acquire knowledge and develop proficiency in caring for patients with medical and surgical disorders in varieties of health care settings and at home.

### **NUR 225: Reproductive Health I**

This module's objectives is to enable students to be aware of how illness can impact upon the sexuality or sexual health of their client group, and be able to facilitate the provision of appropriate support.

### **NUR 226: Clinical Practice IV**

Clinical practice provides students with an opportunity to achieve competence in safe and effective work practice as well as develop the skills, knowledge, attitudes, values and abilities identified in the professional international bodies. Clinical practice encompasses a variety of urban and rural and clinical placements which are designed to expose students to clinical experiences relevant to their stage of study. To optimize students' exposure to different clinical areas, at some stage during their degree, students will be required to travel to different places.

### **IS 244: Foundations of Ethics and Conduct**

The course intends to teach the students the fundamental articles of faith in Islam and resources from which these articles can be deducted, and to present a better understanding of Islam among Muslim and non Muslim students so as to galvanize them to the message and concept of one God and the unity of mankind. In addition, it intends also to transform our students into better citizens, bring them into vivid contact with Quranic model of a society and the teaching of Prophet Muhammad (SAW). Describe the history of nursing ethics and the first Muslim nurse Rufayda Al Islamiya during the battle of Badr.

### **Third Year, Fifth Semester**

### **NUR 311: Reproductive Health II**

This course is intended to equip students with the knowledge and skills on normal pregnancy and childbirth; and normal growth and development of infants, children and adolescents. It also includes collaborative medical and nursing management for patients with alteration in reproductive function; and infants, children and adolescents with alterations in health status. It also introduces students to medication administration.

### **NUR 312: Midwifery and Obstetrical Nursing**

This course is intended to equip the students with the knowledge and skills on the concepts and principles of midwifery and obstetrical nursing. It provides the students with the knowledge and skills in rendering nursing care to normal and high risk pregnant woman during antenatal, natal and post natal periods in



hospitals and community settings. It also helps to develop skills in managing normal and high risk neonates and participate in family welfare.

### **NUR 313: Pain Management in Nursing practice**

This course intended to familiarize students with the knowledge, attributes and clinical skills necessary to provide beginning level wound and pain management nursing practice for patients in diverse practice settings. This course uses an integrative reflective approach in order to facilitate the students' synthesis of nursing concepts, skills, attitudes and values relating to the responsibilities and role of the nursing practitioner.

### **NUR 314: Philosophy and Ethics for Nursing**

This course includes philosophical information required for examination of ethical decision-making in clinical practice. The focus is on values clarification, ethical theory, ethical decision-making models, and professional ethical standards. Emphasis is on ethical obligations of professional nurses in their roles as citizens, members of a profession, providers of care, and designers and managers of care.

### **NUR 315: Mental Health Nursing/Developmental Psychology**

This course has been designed to provide theoretical and practical knowledge and skills of the modern approach to mental health and current theory about mental health nursing. The course focuses on increasing knowledge of identification, prevention and nursing management of common mental health problems with special emphasis on therapeutic interventions for individuals, family and community.

### **NUR 316: Clinical Practice V**

Clinical practice provides students with an opportunity to achieve competence in safe and effective work practice as well as develop the skills, knowledge, attitudes, values and abilities identified in the professional international bodies. Clinical practice encompasses a variety of urban and rural and clinical placements which are designed to expose students to clinical experiences relevant to their stage of study. To optimize students' exposure to different clinical areas, at some stage during their degree, students will be required to travel to different places in Unguja and Pemba and even Tanzania mainland if the need

arise.

### **Third Year, Sixth Semester**

#### **NUR 321: Communication and Educational Technology**

The course introduces students to the basic principles and methods of communication and teaching. It helps to develop skill in communicating effectively, maintaining effective interpersonal relations, teaching individuals and groups in clinical, community health and educational settings.

#### **NUR 322: Genetics**

This course is intended to give students a general idea of genetics, its role in causation and management of defects and diseases.

#### **NUR 323: Research in Nursing Practice**

This course is aims at enabling students develop an understanding of basic concepts of research and techniques for conducting research in nursing work setting. It is further, structured to conduct/ participate in need based research studies in various settings and utilize the research findings to provide quality nursing care. The hours for practical will be utilized for conducting individual/group research project.

#### **NUR 324: Nursing Diagnosis**

This course is designed to enhance the professional health practitioner's clinical decision-making skills to support safe practice across various health settings and with different client populations with diverse health issues. Using a case-based approach and a clinical decision-making framework, participants are supported to explore the current knowledge required to implement best practices with respect to the assessment and care of clients with various actual or potential health challenges.

### **NUR 325: Clinical Practice IV**

Clinical practice provides students with an opportunity to achieve competence in safe and effective work practice as well as develop the skills, knowledge, attitudes, values and abilities identified in the professional international bodies. Clinical practice encompasses a variety of urban and rural and clinical placements which are designed to expose students to clinical experiences relevant to their stage of study. To optimize students' exposure to different clinical areas, at some stage during their degree, students will be required to travel to different places.

### **Fourth Year, Seventh Semester**

#### **NUR 411: Medical Parasitology and Entomology**

The course introduces students to direct and indirect diagnosis of rare parasitic infections including procedures for preparing specimens collected from humans and sources of infection for identification, cultivation of parasites, laboratory identification of malaria, filaria and dengue virus in mosquito vector by various methods. The course of Medical Parasitology and Entomology teaches basic knowledge of parasite and their vector of medical importance that contributes to the diseases prevention while guaranteeing/while ensuring the comfort and the wellbeing of the client/group. Medical Parasitology and Entomology course will help to provide students with critical thinking and reflective practice skills, in environment hygiene at hospital and community.

#### **NUR 412: Statistics for Nurses**

Statistics for Nurses is an essential introductory course for all nursing students coming to statistics for the first time. The nursing profession involves the use of statistics every day, for example in the cases of mortality rates, average life expectancies, percentage recovery rates, average remission times, and the findings of which drugs work best with which illnesses.

#### **NUR 413: Community Health Nursing II**

This course is designed for students to practice community health nursing for the individual, family and

groups at both urban and rural settings by using concept and principles of health and community health nursing

#### **NUR 414: Management of Nursing Services and Education**

This course is designed to enable students to acquire understanding of management of clinical and community health nursing services, nursing educational programmes. This is also designed to enable students to acquire understanding of the professional responsibilities, prospects and contribution to the growth of the profession.

#### **Fourth Year, Eighth Semester**

NUR 421:

The course introduces nursing students to new and widely accepted models of leadership and management skills. Emphasis is on legal and ethical considerations as well as improving human relationship skills in the workplace and organizational image. Case studies can help strengthen concepts and teach conflict resolution solutions and coping mechanisms to nursing students while trying to be effective leaders as well as effective managers.

#### **NUR 422: Leadership and Management in Nursing**

The course introduces nursing students to new and widely accepted models of leadership and management skills. Emphasis is on legal and ethical considerations as well as improving human relationship skills in the workplace and organizational image. Case studies can help strengthen concepts and teach conflict resolution solutions and coping mechanisms to nursing students while trying to be effective leaders as well as effective managers.

#### **NUR 490: Research Project**

The Research Project course for BSc. (Nursing) students has been introduced to ensure that students apply the theoretical knowledge they have obtained to solve some practical problems or find the technical solutions to the surroundings of nurses. For maximum effectiveness, Research Project course will be

executed during the last semester of study and will contribute to the final GPA for degree classification in proportion to its total number of contact hours, as any other core courses. Students are supposed to submit their Research Project's titles of interest before they sit for Semester VII university examinations. This course covers the preparation of a research project proposal, its implementation, and data analysis with research ethics consideration. Students are required to prepare and submit a thesis and make an oral presentation

## **44.0. THE INSTITUTE OF CONTINUING EDUCATION (ICE)**

### **44.1 Introduction**

The Institute of Continuing Education (ICE) of the Zanzibar University has been established to serve as a centre for the extension services; advocacy, human and civil rights services; part-time tailor-made education and entrepreneurial department services.

### **44.2 ICE Mission**

Its mission is to enhance and disseminate knowledge and skills of Law, Shariah, Economics, Public Administration, Accounting, Finance and Marketing in allied and applied fields, by conducting Diploma courses, Certificate courses, seminars and workshops.

#### **44.2.1 ICE Objectives**

- (i) To expand the catchment areas for the admission of students so as to increase the annual student intake at the Zanzibar University;
- (ii) To bring services near to the people;
- (iii) To provide rare opportunities to potential mature applicants who would otherwise miss universal knowledge by joining as mature entrants.

#### **44.2.2 Minimum Admission Requirements**

The Institute shall admit students who wish to advance themselves educationally into its study programmes basing on the following requirements:

##### **44.2.2.1 Certificates**

###### **1. NTA Level 4 Certificate**

An applicant must have:

- (i) Ordinary Level Certificate with at least 4 D grades; OR
- (ii) Professional Technician Level I Certificate.

**2. NTA Level 5 Certificate**

An applicant must have:

- (i) Ordinary Level Certificate with at least 5D grades; OR
- (ii) 3 C grades and 2 or more D grades; OR
- (iii) Equivalent qualification with 5 D grades, OR
- (iv) NTA Level 4 Certificate.

**3. UQF Level 6 Certificate/NTA Level 6 Certificate**

An applicant must have:

- (i) Advanced Level Certificate with 1 Principal Pass, OR
- (ii) NTA Level 5 Certificate of related courses, OR
- (iii) Equivalent qualifications, OR
- (iv) Professional Technician Level II Certificate.
- (v) For foreign students from countries with 8.4.4 educational system, the requirements are at least 3 credit passes and 2 D grades.

**44.2.2.2 Diplomas**

**1. UQF Level 6 Ordinary Diploma**

An applicant must have:

- (i) NTA Level 5 Certificate with C grade average, OR
- (ii) UQF Level 6 Certificate with C grade average, OR

- (iii) Professional Technician Level II Certificate;
- (iv) Advanced Certificate of Secondary Education with at least 1 pass; OR
- (v) Equivalent qualifications.

## **2. UQF Level 7 Higher Diploma**

An applicant must have:

- (i) UQF Level 6 Ordinary Diploma, OR
- (ii) Technician Ordinary Diploma, OR
- (iii) NTA Level 6 Diploma with C grade average, OR
- (iv) Advanced Certificate of Secondary Education with at least 2 passes; OR
- (v) A Diploma with a C grade average and a GPA of 2.7.



## **45.0. LIBRARY SERVICES**

### **45.1 Library Mission**

The Zanzibar University Library was established with the aim of assisting the University in achieving its mission in the area of teaching, research and consultancy services. It provides students and academic staff members with services of books, journals and other reading materials.

### **45.2 Library Functions**

The librarians do the function of technical service for book selection and acquisition of new library materials. They perform reader services by conducting book circulation, cataloguing and arranging books and other reading materials in shelves and stacks according to the fields of studies.

### **45.3 Library Resources**

Currently, there is a big number of text books and other relevant materials for the courses offered in the three existing academic Faculties. The books that are available in the ZU Library are in the fields of Statutory Law, Shariah (Islamic) Law, Public Administration, Economics, management, Accounting, Finance, ICT and Marketing. Most of these materials are kept on open shelves while others are held under closed access (in special reserve library) and can only be used for reference taking within the library. The Library has a sitting capacity of 200 readers at any given time.

### **45.4 Admission to the Library Services**

All the ZU students are provided with University Identity Cards which allow them to get access to the library books. Students are entitled to borrow up to three copies in a two week period. Borrowing facilities are also available for academic and for administrative staff who have however a separate borrowing arrangement.

#### 45.5 Opening and Closing Hours

<b>During Semester</b>	<b>Working Hours</b>
Mondays – Fridays	08:00 am – 12:30 pm
	01:30 pm – 06:00 pm
	07:00 pm – 10:00 pm
During Weekends	08.00 am – 12:30 pm
<b>During Examinations</b>	<b>Working Hours</b>
Mondays – Fridays	08:00 am – 12:00 Midnight
<b>During Public Holidays</b>	<b>Closed</b>

#### 46.0. COMPUTER FACILITIES

The Zanzibar University (ZU) is committed to provide information technology facilities for both teaching and administration. There are two computer laboratories that are used for training purposes. The laboratory has been designed for teaching and doing practical for BBIT students only. The other laboratory is for general use of teaching and doing practical for the rest of ZU students. Lecturers and senior administrators have their own PCs in their offices while the University qualified technicians take care of the IT services.

To facilitate the use of ICT, the University has installed a local area network with at least four sites on the campus and have their computers already networked. ZU also provides internet services.

The United Nation Development Project (UNDP) has erected on the campus a tall tower equipped

with antennas for communicating with other three academic institutions in the country, namely, the State University of Zanzibar (SUZA), Zanzibar Institute for Financial administration and the College of Education of Zanzibar. All the institutions have similar ICT facilities including video conferencing facilities.

## **47.0. DEPARTMENT OF STUDENTS AFFAIRS**

### **47.1 Functions**

The Students Affairs Department, headed by the Dean of Students, has been established with the aim of facilitating personal and social welfare aspects of the students, as well as extra curricula activities. Moreover, it facilitates the attainment of students' services in the area of students' residence, food, health care and counselling. It also handles students, disciplinary matters.

### **47.2 Objectives**

The activities that are organized by the Department of Students Affairs primarily aim at achieving the following objectives:

- (i) Preparing and training the University youth in order to contribute to the betterment of their society and humanity at large;
- (ii) Fostering moral behaviour and spiritual aspect of the students and developing integral and balanced personalities;
- (iii) Introducing and orienting students towards social participation and individual responsibilities, mutual respect and brotherly relation among students and with the University staff members;
- (iv) Cultivating students' talents and furthering their physical vigor and mental faculties.

### **47.3 Student Services**

#### **47.3.1 Students Counselling Services**

The Students Affairs Department conducts counselling services. It helps the students and guides them in solving their daily life problems (health, social, financial, academic and spiritual) which might otherwise hamper their academic progress, or preventing them from enjoying their lives generally.

### **47.3.2 Accommodation**

There are four halls of residence, which accommodate male and female students separately. Those who are accommodated in the halls of residents have to pay an authorized fee before residing in their rooms. As the number of students in the campus expands and the number of rooms are limited, priority for dormitories accommodation is given to female students, students with disabilities, foreign students and those who are from outside Unguja (Zanzibar). Many students are also accommodated in private hostels in the neighbourhood.

### **47.3.3 Cafeteria Services**

The University cafeteria, which is leased to an entrepreneur, is providing three course meals everyday to students and staff at reasonable prices. Special meal arrangements are made during the Holy Month of Ramadhan. Catering services are also being provided by several local restaurants just outside the University campus.

### **47.3.4 Health Services**

For developing and maintaining healthy, active and productive manpower, the Zanzibar University Dispensary (Al-Zahraa Dispensary) provides curative and preventive medicines to students, staff families (wife or husband, and for staff own children) free of charge, while people from the neighbouring villages pay for the medicines only. Services are offered through the outpatient, pharmacy and laboratory sections. The dispensary operates during official hours from 7:30 am to 3:30 pm from Monday to Friday. However, plans are under way to extend the medical services in the weekends and during the night time. Emergency cases at the dispensary are referred to the Mnazi Mmoja Referral Hospital in Zanzibar Town, or to private hospitals.

### **47.3.5 Other Services**

#### **i) Orientation Week**

- a. The first year students (new comers) are given a period of acclimatization which is referred to as the “Orientation Week”. The new intake of students must report to

the University one week before the continuing students arrive.

- b. During this week they are introduced to the senior University officers and instructors. Usually the University Administration organizes a welcoming function for the new students who are then addressed by the higher administrative and academic officials such as the Vice Chancellor, the Deputy Vice Chancellor (Academic), the Deputy Vice Chancellor (Administration), the Dean of Students, Deans of Faculties, the Chief Librarian, the Medical Doctor and Students Wardens.
- c. Arrangements are made to enable the fresh students to acquaint themselves by touring in the University campus as well as some historical places and places of natural heritage on the island.

ii) **Mall Services**

There is a small private shop on the campus to cater for immediate needs and necessities of students and a plan is under way to establish a sizable one so as to cater for all sorts of needs to the University community at large.

iii) **Extra Curricula Activities**

- a) All the students' activities are planned and conducted jointly by the Students Affairs Department, and the Zanzibar University Students Organization (ZANUSO).
- b) The Department provides welfare and sports services and organizes cultural, artistic and social activities. The students' activities are co-coordinated through Students Committees which are chaired by experienced academic staff members. There are three Students Committees under which all students activities are conducted. These include Educational and Cultural Committee, Social Committee and Sports Committee.

## **Sports Facilities**

- (i) The University has very good facilities on the campus and that includes football ground, volleyball ground, and a multi-purpose hall in which there are basketball, netball, volleyball and table tennis courts. There is a fitness centre with some equipment, and efforts are underway to acquire more gym accessories.
- (ii) The University has participated in various local and regional sports tournaments including the East African Inter-University Games (EAUG). The University is a member of Tanzania Universities Sports Association (TUSA) and East African University Sports Federation (EAUSF). The Zanzibar University students, through their sports committee, participate in sports and game competitions organized by various sports bodies locally, nationally and internationally.
- (iii) The Department of Students Affairs, in consultation with the Students Organization (ZANUSO), organizes public lectures during the semester time. Speakers from outside the campus are invited to give talks on a variety of subjects. It organizes visits to various places of interest on the Islands.

## **47.4 Students Organisation**

- (i) The Zanzibar University Students Organization (ZANUSO) is concerned with the students' academic, political, social and recreational activities. The University, through the Dean of the Students, encourages the students to form academic and professional associations. At present all these association are under the umbrella of ZANUSO.
- (ii) With several others being under construction, some of the existing professional associations include: -
  - (a) Zanzibar University Law Society (ZULAS);
  - (b) Zanzibar University Accounting & Finance Association (ZUAFA);
  - (c) Zanzibar University Marketing Association (ZUMA);
  - (d) Zanzibar University English Speaker's Society (ZUESS);
  - (e) Zanzibar University Bachelor of Arts Students Association (ZUBASA);

- (f) Zanzibar University Students HIV/AIDS Club (ZUSHAC);
- (g) Zanzibar University Voluntary Environment Students Organization (ZUVESO);
- (h) Zanzibar University Economic Association (ZUECA);
- (i) Zanzibar University Business Information Technology Association (ZUBITA);
- (j) Zanzibar University Engineering Students' Association (ZUESA);
- (k) Zanzibar University Social Work Students (ZUSOWS);
- (l) Zanzibar University Health Students' Association (ZUHSA).

However students' activities are subjected to the following rules:

- (a) Total commitment in all aspects of students' activities whether in planning, preparations or execution of the general education policy in the University in particular and in Zanzibar in general.
- (b) Providing all University students – males and females – with opportunity to participate in accordance with the general regulations of the University and the Students Affairs Department.

#### **47.5 Religious Activities**

Mosque facilities, built by the University Board of Trustees and other sponsors, provide opportunity for religious services to the University community and the people from the neighbourhood plus the visitors. The University community is predominantly Moslem. The Al-Zahra Mosque Committee (ALZAMC) organizes religious services and takes care of the mosque.



## **48.0 ZANZIBAR UNIVERSITY ACADEMIC STAFF LIST**

### **48.1 FACULTY OF BUSINESS ADMINISTRATION**

1. Mr. Saleh Said Mwinyi, MBA (Annamalai), India; BCom (Rajasthan), India  
*Dean and Lecturer*
2. Dr. Miraji Issa Saleh, PhD (Prague); MSc (Econs.) (Prague)  
*Senior Lecturer*
3. Mr. Ahmad Majid Ali, MBA (Dar); BA (Ed) (Hons.) (Dar)  
*Lecturer*
4. Mr. Ali Ayoub Omar, MA (York); BSc. (Ed.) (Hons.) (Dar)  
*Lecturer*
5. Mr. Mohammed Khamis Marshed, MSc. (Finance) (Strathclyde); BSc. (Eng.), (Turkey)  
*Lecturer*
6. Mr. Omar Kassim, MSc. (Comp. Eng.) (Tashkent)  
*Lecturer*
7. Abubakar M. Abubakar, MSc. (Finance) (Strathclyde); Adv. Dipl. (Accountancy), (IFM)  
*Lecturer*
8. Mr. Amiri K. Mwinyi on PhD Studies MSc. (Hua Zhong); BSc. (Islamic Univ.), (Uganda)  
*Assistant Lecturer*
9. Ms. Zuhura Mohammed on PhD Studies , MSc. (Econ.) (Malaysia); BBA (ZU)  
*Assistant Lecturer*

10. Ms. Rehma Aboud Jumbe, MSc.(Coventry Univ.),UK; BCA (Bangalore), India  
*Assistant Lecturer*
11. Ms. Salwa Suleiman Said, MBA (Sudan); BBA (Acc. & Fin.) (ZU)  
*Assistant Lecturer*
12. Mr. Hadi Mohammed Abdalla, MBA (UDOM); BSc (Maths & Statistics) (Dar)  
*Assistant Lecturer*
13. Mr. Ridha Khamis Abeid, MBA (Procurement) (Mzumbe); Adv. Dipl. (Chanika)  
*Assistant Lecturer*
14. Mr. Ali Omar Seif, MSc (Acc. & Fin.) (Leeds Metropolitan University); BBA (Acc. & Fin.) (ZU)  
*Assistant Lecturer*
15. Mr. Daudi Mashauri, ME (Information Security) (HUST, China); BSc (ESC) (UDSM)  
*Assistant Lecturer*
16. Mr. Rashid Salim Rashid, BBA (Acc. & Finance) (ZU)  
*Tutorial Assistant*
17. Ms. Intisar Omar Said, BBA (Acc. & Finance) (ZU)  
*Tutorial Assistant*

## **48.2 FACULTY OF LAW AND SHARIAH**

1. Dr. Moh'd Makame Haji, PhD (IIUM), (Malaysia); LL.M (IIUM),(Malaysia); LL.B (ZU)  
*Dean and Lecturer*

2. Prof. Masoodi G. Saqlain, Post – Doctoral (Harvard); PhD (Jammu)  
*Professor*
3. Dr. Wilson Hassan Nandwa; PhD (Omdurman); LL.M (Intl Univ. of Africa) LL.B (Khartoum)  
*Lecturer*
4. Dr. Sowed Juma Mayanja; PhD (Islamic Univ., Medina); MA (Islamic Univ., Medina); BA (Islamic Univ., Medina); Postgraduate Dipl. (Ed.) (IUIU, Uganda); Diploma in Law (LDC, Kampala) Uganda  
*Senior Lecturer*
5. Dr. Mwinyi Talib, PhD (IIUM), (Malaysia); LL.M (IIUM, Malaysia); LLB (Zanzibar University)  
*Lecturer*
6. Mr. Faruq Kyalo, LL.M PhD Candidate; (Cape Town); LL.B (Hons.) (Nairobi); Diploma in Law (Kenya)  
*Lecturer*
7. Mr. Ali Ahmed Uki, LL.M (Tarino); LL.B (ZU); Diploma in Journalism (Dar)  
*Lecturer*
8. Ms. Sikujua O. Hamdan, LL.M ( ZU); LLB (ZU)  
*Assistant Lecturer*
9. Ms. Khadija Abdalla Amur, LLB (ZU)  
*Tutorial Assistant*

#### **48.3 FACULTY OF ARTS AND SOCIAL SCIENCES**

1. Dr. Jamil Serwanga, PhD (Econ.) (IUIU, Uganda); MA (EPP) (Makerere, Uganda); BA Educ. (IUIU, Uganda)  
*Dean and Senior Lecturer*

2. Dr. Nsubuga Haroonah, PhD (Pub. Adm.) (Yagyakarta); M.Sc. (Pub. Adm.) (Yagyakarta); B.A (Ed.)(Hons), Uganda  
*Senior Lecturer*
  
3. Dr. Wario Guyo Wako; PhD (HRM) (Jomo Kenyatta University of Agriculture and Technology) 2012; MSc (HRM) (Jomo Kenyatta University of Agriculture and Technology) 2007; BA (Education) (Egerto University, Njiro) 2005  
*Senior Lecturer*
  
4. Dr. Khatib Makame Omar, PhD (Ed.) HQ Univ. (Umdurman, Sudan); MA (Arabic) (Khartoum), Sudan; PD (Arabic ) (Khartoum, Sudan); BA (Linguistics), KAU (Jeddah, KSA); Dip (Manag. & Adm., UK)  
*Lecturer*
  
5. Dr. Mamudu Daffay, PhD (Econs,) (Jilin Univ., China); MSc.(Statist.) (JilinUniv., China); BSc (Ed.) (Njala Univ., Siera Leone)  
*Lecturer and HoD, Economics and*
  
6. Dr. Masoud R. Mohammed, PhD, MSc. (Econs.) (Malaysia); BA (Econs.) (ZU)  
*Lecturer*
  
7. Mr. Mohammed A. Jiddawy, M.A (Dev. Studies) (The Hague); PG Dipl. (Dodoma)  
*Lecturer*
  
8. Mr. Masoud S. Mohammed, MA (Ed.) (Southampton); BA (Ed.) (Dar)  
*Lecturer*
  
9. Mr. Mohammed S. Mohammed, M.Sc. (Econ.) (Varna)  
*Lecturer*
  
10. Ms. Rukiya Mohammed. Issa, M.A (Ed.) (Birmingham); Postg. Dipl. (Ed.) (London); Adv. Dipl. (Ed.) (Dar)  
*Lecturer*

11. Mr. Mussa Said Mussa, MSc. (HRM), (Manchester); Postg.Dipl.(HRM), (Rotterdam); Adv. Dipl. (Econ. Pl.) (Mzumbe)  
*Lecturer*
12. Ms. Rukayya W. Mohammed, PhD Candidate (OUT), MA (Management) (Malaysia); BA (Public Administration) (ZU)  
*Assistant Lecturer*
13. Mr. Shaaban M. Suleiman, MBA (UDOM); BA (Pub. Adm.), (ZU.)  
*Assistant Lecturer*
14. Ms. Mariam Issa Juma, MA (Econs) (S.W Univ., China); BA (Econs.) (Zanzibar Univ.)  
*Assistant Lecturer*
15. Mr. Saleh Khamis Mohd, MA (Inter. Relations) (UDOM); BA (Pub. Adm.) (ZU)  
*Assistant Lecturer*
16. Mr. Yussuf Haji Hassan, MA (Arabic with Education) (Khartoum Int'l Inst. of Arabic Lg.); BA (Arabic with Education) (UCEZ).  
*Assistant Lecturer*
17. Mr. Zahor Mwalim Muhidin, M.A (Kiswahili) (Isl. University in Uganda); B.A (Education) (SUZA)  
*Assistant Lecturer*
18. Mr. Abdalla Ussi Hamad, MSc. (Finance) (Int'l Islamic University, Malaysia); BBA (Acc. & Fin.) (ZU)  
*Assistant Lecturer*

19. Ms. Nasra Suleiman Abdalla, MPA Student; BA. (Public Administration) ( ZU)  
*Tutorial Assistant*

#### **48.4 FACULTY OF ENGINEERING**

1. Dr. Omar F. Hamad, Post-Doc. (UJ, SA); PhD (CNU, Korea); ME, BE (BIT, India)  
*Associate Professor and Dean*
2. Mahmoud A. Alawi, MSc. (IIUM, Malaysia); BSc. (IIUM, Malaysia)  
*Lecturer*
3. Mr. Ali Ahmed Shebe, MSc. (Elect. & Telecom.) (Gravel Univ.), Sweden BSc. (Dar)  
*Assistant Lecturer*
4. Mr. Ally Salim Ahmed, MSc. (Conventry, UK); BE. (Conventry), UK  
*Assistant Lecturer*
5. Mr. Twaha Kabika, ME (Signal and Information Process), (TUTE), (China): BSc. (ESC, UDSM).  
*Assistant Lecturer*
6. Mr. Salim M. Yahya, BSc. (Telecom Engineering), UDSM  
*Tutorial Assistant*

#### **48.5 FACULTY OF HEALTH AND ALLIED SCIENCES**

1. Ms.Khadija Abbas Mohamed, MPH (Amsterdam); BScN (Aga Khan University, Dar es Salaam); Adv. Dipl. in Nursing (Muhimbili)  
*Assistant Lecturer, Coordinator, FoHAS and HoD Nursing and Widwifery*
2. Ms. Wanu Bakar Khamis, MPH (IMTU, Dar es Salaam); BScN (Aga Khan University, Dar es Salaam); Dipl. in Health Personnel (Arusha);  
*Assistant Lecturer*
3. Ms. Saada Ali Seif, PhD Candidate (MUHAS); MPH (KCM College, Moshi); BSc. in Nursing (Muhimbili)  
*Lecturer*



#### **49.0 MEMBERS OF ZANZIBAR UNIVERSITY'S SENATE**

- |  |                    |
|--|--------------------|
| 1. Prof. Mustafa A. A. Roshash<br>Vice Chancellor                                  | - Chairperson      |
| 2. Dr. Miraji Issa Saleh<br>Deputy Vice Chancellor (Academic)                      | - Vice-Chairperson |
| 3. Mr. Ahmad Majid Ali<br>Deputy Vice Chancellor (Administration)                  | - Secretary        |
| 4. Prof. Saleh Idriss Muhammed<br>Council Member                                   | - Member           |
| 5. Dr. Hamed R. H. Hikmany<br>Principal, University College of Education, Zanzibar | - Member           |
| 6. Mr. Iddi Khamis Haji<br>Director, Zanzibar Higher Education Loans Board         | - Member           |
| 7. Mr. Saleh S. Mwinyi<br>Dean, Faculty of Business Administration                 | - Member           |
| 8. Dr. Mohammed Makame Haji<br>Dean, Faculty of Law and Shariah                    | - Member           |
| 9. Dr. Jamil Serwanga<br>Dean, Faculty of Arts and Social Sciences                 | - Member           |
| 10. Prof. Omar F. Hamad<br>Dean, Faculty of Engineering                            | - Member           |
| 11. Ms. Khadija Abbas Mohamed  | - Member           |



Coordinator, Faculty of Health and Allied Sciences

- |  |          |
|--|----------|
| 12. Prof. G. S. Masoodi<br>Professor, Faculty of Law and Shariah                   | - Member |
| 13. Mr. Mavua Haji Mussa<br>Dean of Students                                       | - Member |
| 14. Dr. Masoud R. Mohammed<br>Director, Institute of Continuing Education          | - Member |
| 15. Dr. Mwinyi Talib Haji<br>Director, Postgraduate Studies and Research Institute | - Member |
| 16. Mr. Mohammed Khamis Marshed<br>Director of Finance                             | - Member |
| 17. Mr. Nasib A. Wazir<br>Examinations Officer                                     | - Member |
| 18. Mr. Ali A. Uki<br>Head, Department of Common Law                               | - Member |
| 19. Ms. Rehma Aboud Jumbe<br>Ag. Head, Department of Information Technology        | - Member |
| 20. Mr. Shaaban Mwinchum Suleiman<br>Ag. Head, Department of Public Administration | - Member |
| 21. Dr. Mamudu Daffay<br>Head, Department of Economics                             | - Member |
| 22. Mr. Haji Ali Haji  | - Member |

Chief Librarian

- |  |               |
|--|---------------|
| 23. Mr. Mussa S. Mussa<br>Coordinator, Quality Assurance Unit                                  | - Member      |
| 24. Mr. Masoud Salim Mohamed<br>President, Zanzibar University Students' Organization (ZANUSO) | - Member      |
| 25. Mr. Suleiman Jecha Ahmada<br>Admissions Officer  | - Secretariat |
| 26. Mr. Machano Bakili Juma<br>Administrative Officer  | - Secretariat |

## **50.0 MEMBERS OF ZANZIBAR UNIVERSITY’S COUNCIL**

- |   |                    |
|---|--------------------|
| 1. Prof. Suleiman Bin Nasir Basahal                                   | - Chairperson      |
| 2. Prof. Saleh Idriss Muhammed  | - Vice-Chairperson |
| 3. Prof. Mustafa A. A. Roshash  | - Member           |
| 4. Prof. Muhammad Omar Zuber  | - Member           |
| 5. Dr. Abdulgader Othman Hafiz  | - Member           |
| 6. Dr. Auich Bin Harbi Al Ghamdi                                      | - Member           |
| 7. Dr. Abdulaziz Jalal Al Sharif                                      | - Member           |
| 8. Principal Secretary, Ministry of Education and Vocational Training | - Member           |
| 9. Dr. Miraji Issa Saleh  | - Member           |
| 10. Dr. Salim Nassir Salim  | - Member           |
| 11. Ms. Zuleikha Kassim Khamis  | - Member           |
| 12. Mr. Masoud Salim Mohamed  | - Member           |
| 13. Mr. Ahmad Majid Ali   | - Member/Secretary |

## 51.0 ALMANAC

### UNIVERSITY CALENDER FOR THE ACADEMIC YEAR 2014/15 FOR NON DEGREE (ICE), UNDERGRADUATE (UG) AND POSTGRADUATE (PG) STUDIES

<b>OCTOBER, 2014</b>				
1.	<b>2/10/2014</b>	Thursday	Faculty /Institute Board Meetings	Deans/Directors
2.	<b>5/10/2014</b>	Sunday	Eid El-Hajj (Depending upon the sighting of the moon)	HRO
3.	<b>6/10/2014</b>	Monday	UG & PG Registration Begins for Semester One of the Academic Year 2014/2015	Admissions Office
4.	<b>6-10/2014</b>	Mon-Frid	UG &/ PG Orientation Week	Admissions Office
5.	<b>9/10/2014</b>	Thursday	<b>SENATE MEETING FOR SUPP. EXAMS</b>	Secretariat
6.	<b>10/10/2014</b>	Friday	UG & PG Official Supp. Exams Results	Deans/Directors
7.	<b>13/10/2014</b>	Monday	UG & PG (Semester One) Lectures Begin	Admissions Office
8.	<b>14/10/2014</b>	Tuesday	Mwalimu Nyerere's Day	HRO
9.	<b>15/10/2014</b>	Wednesday	Quality Assurance Committee Meeting	Secretariat
10.	<b>22/10/2014</b>	Wednesday	Committee of Deans and Directors Meeting	Secretariat
11.	<b>24/10/2014</b>	Friday	UG & PG Registration for Semester One Ends	Admissions Office
<b>NOVEMBER, 2014</b>				
1.	<b>19/11/2014</b>	Wednesday	<b>12<sup>th</sup> GRADUATION CEREMONY</b>	Graduation Committee
2.	<b>20/11/2014</b>	Thursday	<b>COUNCIL MEETING</b>	Secretariat
3.	<b>26/11/2014</b>	Wednesday	Evaluation of the 12 <sup>th</sup> Graduation Ceremony	Graduation Committee
<b>DECEMBER, 2014</b>				
1.	<b>2/12/2014</b>	Tuesday	Academic Staff Meeting	HRO
2.	<b>3/12/2014</b>	Wednesday	Business/Investment Committee Meeting	Secretariat
4.	<b>4/12/2014</b>	Thursday	Administrative Staff Appointments and Promotions Committee Meeting	Secretariat
3.	<b>9/12/2014</b>	Tuesday	Tanzania Independence Day ( Public Holiday)	HRO
4.	<b>11/12/2014</b>	Thursday	Academic Staff Appointments and Promotions Committee Meeting	Secretariat
5.	<b>17/12/2014</b>	Wednesday	Construction and Maintenance Committee Meeting	Secretariat
6.	<b>25/12/2014</b>	Thursday	Christmas Day (Public Holiday)	HRO
7.	<b>26/12/2014</b>	Friday	Boxing Day ( Public Holiday)	HRO
8.	<b>28/12/2014</b>	Sunday	ICE Diploma Weekend Lectures End For Sem. One	ICE Directorate

<b>JANUARY, 2015</b>				
1.	<b>1/1/2015</b>	Thursday	New Year ( Public Holiday)	HRO
2.	<b>2/1/2015</b>	Friday	ICE Certificate & PUP Lectures End For Sem. One	ICE Directorate
3.	<b>3/1/2015</b>	Saturday	ICE Diploma Weekend Examinations Begin	Examinations Office
4.	<b>5/1/2015</b>	Monday	ICE Certificate & PUP Examinations Begin	Examinations Office
5.	<b>6/1/2015</b>	Tuesday	Administrative Staff Meeting	HRO
6.	<b>12/1/2015</b>	Monday	Revolutionary Day ( Public Holiday)	HRO
7.	<b>13/1/2015</b>	Tuesday	Faculty/ Institute Board Meetings	Deans/Directors
8.	<b>16/1/2015</b>	Friday	ICE Examinations End	Examinations Office
9.	<b>18/1/2015</b>	Sunday	ICE Weekend Examinations End	Examinations Office
10.	<b>19/1/2015</b>	Monday	ICE Inter-Semester Break Begins	Admissions Office
11.	<b>21/1/2015</b>	Wednesday	Committee of Deans and Directors Meeting	Secretariat
12.	<b>23/1/2015</b>	Friday	UG & PG Lectures End For Semester One	Deans/Directors
13.	<b>26/1/2015</b>	Monday	UG & PG Examinations Begin	Examinations Office
<b>FEBRUARY, 2015</b>				
1.	<b>6/2/2015</b>	Friday	UG & PG Examinations End	Examinations Office
2.	<b>9/2/2015</b>	Monday	Finance and Development Committee Meeting	Secretariat
3.	<b>9/2/2015</b>	Wednesday	UG & PG Inter-semester Break Begins	Admissions Office
4.	<b>13/2/2015</b>	Friday	ICE Board Meeting	ICE Directorate
5.	<b>13/2/2015</b>	Saturday	ICE Inter-Semester Break Ends	Admissions Office
6.	<b>14/2/2015</b>	Saturday	ICE Diploma Lectures Begins For Semester Two	Admissions Office
7.	<b>16/2/2015</b>	Monday	ICE Certif & PUP Lectures Begins for Sem. Two	Admissions Office
8.	<b>18/2/2015</b>	Wednesday	<b>ACADEMIC COMMITTEE OF THE SENATE MEETING FOR ICE RESULTS</b>	Secretariat
9.	<b>20/2/2015</b>	Wednesday	ICE Official Semester One Results	ICE Directorate
<b>MARCH, 2015</b>				
1.	<b>6/3/2015</b>	Friday	UG & PG Inter –Semester Break Ends	Admissions Office
2.	<b>9/3/2015</b>	Monday	UG & PG Registration and Lectures Begin	Admissions Office
3.	<b>11/3/2015</b>	Wednesday	Faculty /Institute Board Meetings	Deans/Directors
4.	<b>13/3/2015</b>	Monday	UG & PG Provisional Results for Semester One	Deans/Directors
5.	<b>17/3/2015</b>	Tuesday	Committee of Deans and Directors Meeting	Secretariat
6.	<b>18/3/2015</b>	Wednesday	<b>SENATE MEETING FOR SEM. ONE EXAMS</b>	Secretariat
7.	<b>20/3/2015</b>	Friday	UG & PG Official Results	Deans/Directors
8.	<b>27/3/2015</b>	Friday	UG & PG Registration Ends	Admissions Office

<b>APRIL, 2015</b>				
1.	<b>7/4/2015</b>	Tuesday	Heroes Day ( Public Holiday)	HRO
2.	<b>8/4/2014</b>	Wednesday	Quality Assurance Committee Meeting	Secretariat
3.	<b>18/4/2015</b>	Friday	Good Friday (Public Holiday)	HRO
4.	<b>20/4/2015</b>	Monday	Easter Monday (Public Holiday)	HRO
5.	<b>21/4/2015</b>	Tuesday	ICE Board for Diploma & NTA L-4 Admissions	ICE Directorate
6.	<b>26/4/2015</b>	Saturday	Union Day ( Public Holiday)	HRO
7.	<b>27/4/2015</b>	Monday	Admissions Committee Meeting for Diploma and NTA L-4 Admissions	Admissions Office
8.	<b>27/4/2015</b>	Monday	Final Examinations for BBIT, BAE and BAP Start	Examinations Officer
9.	<b>28/4/2015</b>	Tuesday	Academic Staff Meeting	HRO
10.	<b>29/4/2015</b>	Wednesday	Faculty/Institute Board Meetings	Deans/Directors
<b>MAY, 2015</b>				
1.	<b>1/5/2015</b>	Friday	May Day (Public Holiday)	HRO
2.	<b>4/5/2015</b>	Monday	ICE Lectures (for 2 <sup>nd</sup> Intake, Dip. & NTA) begin	ICE Directorate
3.	<b>7/5/2015</b>	Thursday	<b>SENATE MEETING</b>	Secretariat
4.	<b>13/5/2015</b>	Wednesday	Business/Investment Committee Meeting	Secretariat
5.	<b>18/5/2015</b>	Tuesday	Committee of Deans and Directors Meeting	Secretariat
6.	<b>26/5/2015</b>	Tuesday	Administrative Staff Meeting	HRO
7.	<b>29/5/2015</b>	Friday	ICE Lectures for Diploma, NTA & PUP End	Admissions Office
<b>JUNE, 2015</b>				
1.	<b>1/6/2015</b>	Monday	ICE Semester One Examinations Begins	Examinations Office
2.	<b>3/6/2015</b>	Wednesday	Finance and Development Committee Meeting	Secretariat
3.	<b>10/6/2014</b>	Wednesday	Construction and Maintenance Committee Meeting	Secretariat
4.	<b>12/6/2015</b>	Friday	ICE Examinations End	Examinations Office
5.	<b>15/6/2015</b>	Monday	ICE Long Vacation (Dip, NTA & PUP) Begins	Admissions Office
6.	<b>16/6/2015</b>	Thursday	<b>COUNCIL MEETING (Date to be confirmed)</b>	Secretariat
7.	<b>17/6/2015</b>	Wednesday	Ramadhan (Depending upon sighting of Moon)	HRO
8.	<b>19/6/2015</b>	Friday	UG & PG Lectures End	Admissions Office
7.	<b>22/6/2015</b>	Monday	UG & PG Semester Two Examinations Begin	Examinations Office
<b>JULY, 2015</b>				
1.	<b>3/7/2015</b>	Friday	UG & PG Semester Two Examinations End	Examinations Office
2	<b>6/7/2015</b>	Monday	ICE Board for Dip.,NTA & PUP Admissions	Admissions Office

3.	<b>6/7/2015</b>	Monday	UG & PG Long Vacation Begins	Admissions Office
4.	<b>7/7/2015</b>	Tuesday	Saba Saba (Public Holiday)	HRO
5.	<b>8/7/2015</b>	Wednesday	Library Committee Meeting	Secretariat
6.	<b>13/7/2015</b>	Monday	UG Field Attachment Begins	Deans/Directors
7.	<b>16/7/2015</b>	Thursday	Eid –El Fitri ( Depending upon sighting of Moon)	HRO
8.	<b>21/7/2015</b>	Tuesday	Committee of Deans and Directors Meeting	Secretariat
9.	<b>25/7/2015</b>	Saturday	External Examiners Meeting Begins	Examinations Office
10.	<b>26/7/2015</b>	Sunday	External Examiners Meeting Ends	Examinations Office
11.	<b>30/7/2015</b>	Thursday	Faculty/Institute Board Meetings	Deans/Directors
<b>AUGUST, 2015</b>				
1.	<b>4/8/2015</b>	Tuesday	<b>SENATE MEETING FOR SEM. TWO EXAMS</b>	Secretariat
2.	<b>6/8/2015</b>	Friday	UG & PG Official Results	Deans/Directors
3.	<b>5/8/2015</b>	Wednesday	Academic Staff Appointments and Promotions Committee Meeting	Secretariat
4.	<b>10/8/2015</b>	Monday	Admissions Committee for First Selection	Admissions Office
5.	<b>13/8/2015</b>	Thursday	Finance and Development Committee Meeting	Secretariat
6.	<b>19/8/2015</b>	Wednesday	<b>COUNCIL MEETING (Date to be Confirmed)</b>	Secretariat
7.	<b>20/8/2015</b>	Friday	Submission of list of Applicant to TCU	Admissions office
8.	<b>21/8/2014</b>	Friday	Attachment for FBA & FASS Ends	Deans/Directors
9.	<b>26/8/2015</b>	Wednesday	Administrative Staff Appointments and Promotions Committee Meeting	Secretariat
10.	<b>28/8/2015</b>	Friday	ICE Semester Two Examination End	Examinations Office
11.	<b>31/8/2015</b>	Monday	ICE Long Vacation ( Dip & NTA) Begins	Admissions Office
<b>SEPTEMBER, 2015</b>				
1.	<b>4/9/2015.</b>	Friday	Field Attachment for FoE, FoHAS, IT with Education & Social Work Ends	Deans/Directors
2.	<b>14/9/2015.</b>	Monday	UG & PG First Sitting/Supp Examinations Begin	Examinations Office
3.	<b>14/9/2015.</b>	Monday	Announcement of the Selected Applicants	Admissions Office
4.	<b>25/9/2015.</b>	Friday	Eid –El-Hajj ( Depending upon sighting of Moon)	HRO
5.	<b>28/9/2015.</b>	Monday	ICE Registration for Diploma, Cert. & PUP Begins	Admissions Office
6.	<b>28/9/2015</b>	Monday	Diploma, Certificate & PUP Lectures Begins For Semester One	ICE Directorate
1.	<b>1/10/2015</b>	Thursday	Faculty/Institute Board Meetings	Deans/Directors
2.	<b>5/10/2015</b>	Monday	UG & PG Registration for the Academic Year 2015/16 Begins	Admissions Office

3.	<b>5-10 /10/2015</b>	Mon-Frid	UG & PG Orientation Week	Admissions Office
4.	<b>8/10/2015</b>	Thursday	<b>SENATE MEETING FOR SUPP. EXAMS</b>	Secretariat
5.	<b>9/10/2015</b>	Friday	UG & PG Supplem. Examinations Official Results	Deans/Directors
6.	<b>12/10/2015</b>	Monday	UG & PG Lectures Begin	Admissions Office

## SUMMARY FOR ZANZIBAR UNIVERSITY MEETINGS

MEETINGS AND ACTIVITIES OF THE ADMISSIONS OFFICE				
1.	24/10/2014	Monday	UG & PG Registration for Sem. One Ends	Admissions Office
2.	1/4/2015	Tuesday	Advertisements for UG and PG Programs	Admissions Office
3.	1/4/2015	Tuesday	Issuing application forms for Academic Year 2014/15	Admissions Office
4.	22/4/2015	Tuesday	ICE Board for Diploma & NTA L-4 Admissions	ICE Directorate
5.	28/4/2015	Monday	Admissions Committee for Diploma & NTA Level 4	Admissions Office
6.	21/5/2015	Wednesday	Faculty/Institute Boards for Admission	Dean/Directors
7.	26/5/2015	Monday	Admissions Committee for UG/PG Admissions	Admissions Office
8.	30/8/2015	Friday	Deadline for submission of new students to TCU	Admissions Office
9.	15/9/2015	Monday	Admissions Committee for Second Selection	Admissions Office
10.	20/9/2015	Friday	TCU Joint Admissions Committee Meeting ( Date to be Confirmed)	Admissions Office
11.	11/9/2015	Thursday	ICE Board for PUP Admissions	ICE Directorate
12.	15/9/2015	Tuesday	Admissions Committee for PUP	Admissions Office
13.	21/9/2015	Monday	Announcement of the selected students	Admissions Office
MEETINGS FOR THE COUNCIL				
1.	20/11/2014	Thursday		Secretariat
2.	16/6/2015	Thursday		Secretariat
3.	19/8/2015	Wednesday		Secretariat
MEETINGS FOR THE FINANCE AND DEVELOPMENT COMMITTEE				



1.	3/6/2015	Wednesday	Secretariat
2.	13/8/2015	Thursday	Secretariat
<b>MEETINGS FOR THE SENATE</b>			
1.	9/10/2014	Thursday	Secretariat
2.	18/2/2015	Wednesday	Secretariat
3.	18/3/2015	Wednesday	Secretariat
4.	7/5/2015	Thursday	Secretariat
5.	4/8/2015	Tuesday	Secretariat
<b>MEETINGS FOR THE CONSTRUCTION AND MAINTANANCE COMMITTEE</b>			
1.	17/12/2014	Wednesday	Secretariat
2.	10/6/2015	Wednesday	Secretariat
<b>MEETINGS FOR THE BUSINESS/INVESTMENT COMMITTEE</b>			
1.	3/12/2014	Wednesday	Secretariat
2.	13/5/2015	Wednesday	Secretariat
<b>MEETINGS FOR THE FACULTY/INSTITUTE BOARDS</b>			
1.	2/10/2014	Thursday	Deans/Directors
2.	13/1/2015	Tuesday	Deans/Directors
3.	13/2/2015	Friday	Deans/Directors
4.	11/3/2015	Wednesday	Deans/Directors
5.	29/4/2015	Wednesday	Deans/Directors
6.	30/7/2015	Monday	Deans/Directors
7.	1/10/2015	Thursday	Deans/Directors
<b>MEETINGS FOR THE COMMITTEE OF DEANS AND DIRECTORS</b>			
1.	22/10/2014	Wednesday	Secretariat
2.	21/1/2015	Wednesday	Secretariat
3.	17/3/2015	Tuesday	Secretariat
4.	18/5/2015	Tuesday	Secretariat
5.	21/7/2015	Tuesday	Secretariat

<b>MEETINGS FOR THE COMMITTEE OF ACADEMIC STAFF APPOINTMENTS AND PROMOTIONS</b>			
1.	<b>11/12/2014</b>	Thursday	Secretariat
2.	<b>5/8/2015</b>	Wednesday	Secretariat
<b>MEETINGS FOR THE COMMITTEE OF ADMINISTRATIVE STAFF APPOINTMENTS AND PROMOTIONS</b>			
1.	<b>4/12/2014</b>	Thursday	Secretariat
2.	<b>26/8/2015</b>	Wednesday	Secretariat
<b>MEETINGS FOR THE QUALITY ASSURANCE COMMITTEE</b>			
1.	<b>15/10/2014</b>	Wednesday	Secretariat
2.	<b>8/4/2015</b>	Wednesday	Secretariat
<b>MEETINGS FOR THE ACADEMIC STAFF</b>			
1.	<b>2/12/2014</b>	Tuesday	HRO
2.	<b>28/4/2015</b>	Tuesday	HRO
<b>MEETINGS FOR THE ADMINISTRATIVE STAFF</b>			
1.	<b>6/1/2015</b>	Tuesday	HRO
2.	<b>26/5/2015</b>	Tuesday	HRO