



MZUMBE UNIVERSITY

APPLICATION FORM FOR

UNDERRADUATE DEGREE PROGRAMMES

ACADEMIC YEAR 2008/2009

Mzumbe University invites applications from qualified Tanzanians and non-Tanzanians for admission to the degree and non-degree programmes for the academic year 2008/2009. Whereas applicants from all nationalities can apply under self sponsorship, Tanzanians can also be considered for educational loan under the Higher Education Students Loans Board. Tanzanian applicants should, therefore, indicate whether they will be self sponsored or intend to apply for a loan.

A. GENERAL DIRECT ENTRY QUALIFICATIONS TO DEGREE PROGRAMMES

The following are the general **MINIMUM** entry qualifications to all degree programmes:

(a) Certificate of Secondary Education (C.S.E.E.) or East African Certificate of Education (Ordinary level) or equivalent with credit passes in at least three approved subjects obtained prior to the sitting of the Advanced Certificate of Secondary Education Examination (A.C.S.E.E.) or the East African Advanced Certificate of Education (E.A.A.C.E.) examination or equivalent. One of the subjects must be English

PLUS

Any of the following passes in the Advanced Certificate of Secondary Education (A.C.S.E.E.) or equivalent.

(i) Two Principal Level passes and one subsidiary (in

appropriate subjects) at the same sitting with total points not below 4.5, obtained from the scoring below;

A = 5; B = 4; C=3; D = 2; E = 1; S = 0.5; F = 0.

(ii) Two principal level passes (in appropriate subjects) not at the same sitting provided they are both “C” or higher.

OR

(b) An appropriate equivalent Diploma of not less than Second Class level and approved by the Mzumbe University. In addition applicants must have obtained at least 3 credits at ordinary level, one of which must be English Language.

OR

(c) Candidates with two principal passes and one subsidiary with less than 4.5 points but at least 3.5 points and have an appropriate one year certificate of not less than second class, upper division.

Additional requirements for entry to a particular Faculty or Programme may be prescribed, but these will not in any case be less than the minimum requirements described above. Please note that principal passes in Divinity/Islamic Knowledge are **NOT** considered in the computation of points.

B. SPECIFIC MINIMUM REQUIREMENTS FOR DIFFERENT UNDERGRADUATE DEGREE PROGRAMMES

(1) Bachelor of Public Administration (BPA) with options in:

- (i) Public Services Management BPA (PSM)
- (ii) Health Services Management BPA (HSM)
- (iii) Local Government Management BPA (LGM)
- (iv) Human Resources Management BPA (HRM)

Entry Qualifications

(a) At least two principal level passes and one subsidiary level in the Advanced Certificate or Secondary Education or its equivalent.

OR

(b) An appropriate equivalent diploma with at least second class. In addition candidates must have obtained at least three credits at O-level, one of which must be English Language.

(2) Bachelor of Science in Economics (B.Sc. Econ.) with options in

- a) Economic Policy and Planning B.Sc. Eco (EPP)
- b) Project Planning and Management B.Sc. Eco. (PPM)
- c) Population and Development B.Sc. Eco. (P & D)

Entry Qualifications

(a) At least two principal level passes and one subsidiary level in the Advanced Certificate of Secondary Education or its equivalent. In addition, candidates must have obtained a pass in Mathematics in the Certificate of Secondary Education or its equivalent.

OR

(b) An appropriate equivalent diploma of at least second class level. In addition candidates must have obtained at least three credits at O-level, two of which must be English Language and Mathematics.

(3) Bachelor of Laws (LLB)

Entry Qualifications

(a) At least two principal level passes and one subsidiary level in the Advanced Certificate of Secondary Education or equivalent. In addition, candidates must have obtained a credit in English at O-level.

OR

(b) An appropriate equivalent diploma of at least second class level from a recognized institution of higher learning. In addition candidates must have obtained at least three credits at O-level, one of which must be English Language.

(4) Bachelor of Business Administration (BBA) with Options in:

- (i) Marketing – BBA (MKTG)
- (ii) Procurement and Logistics Management – BBA (PLM)
- (iii) Entrepreneurship Development – BBA (ED)

Entry Qualifications

(a) At least two principal level passes and one subsidiary level in the Advanced Certificate of Secondary Education or its equivalent. In addition, candidates must have obtained a pass in Mathematics or Commerce or Economics in the Certificate of Secondary Education or its equivalent.

OR

(b) An appropriate equivalent diploma of at least second class level from a recognized institution of higher learning. In addition candidates must have obtained at least three credits at O-level, one of which must be English Language.

(5) Bachelor of Accounting and Finance (BAF) with options in:

- (i) Business Accounting and Finance (BAF)
- (ii) Local Government Accounting and Finance (LGAF)
- (iii) Public Sector Accounting, Finance and Investigation (PSAFI)

Entry Qualifications

(a) At least two principal level passes and one subsidiary level in the Advanced Certificate of Secondary Education or its equivalent. In addition candidates must have obtained a pass in Mathematics or Bookkeeping in the Certificate of Secondary Education or equivalent, unless one of the passes at principal level is either Mathematics or Accountancy.

OR

(b) An appropriate equivalent diploma of at least second class level from a recognized institution of higher learning. In addition candidates must have obtained at least three credits at O-level, one of which must be English Language.

(6) Bachelor of Science in Information and Communication Technology Management

[B. Sc. (ICTM)]

Entry Qualifications

(a) At least two principal level passes in the Advanced Certificate of Secondary Education (ACSE) or its equivalent. One of these principal passes should be in Mathematics. In addition, a candidate should have at least one subsidiary pass in the ACSE.

(b) Credit passes in at least three subjects in the Certificate of Secondary Education (O-level), two of which must be Mathematics and English.

OR

(c) An equivalent Diploma in Information Technology of at least second class level from a recognized institution of higher learning. In addition candidates must have obtained at least three credits at O-level, two of which must be English Language and Mathematics.

(7) Bachelor of Science in Applied Statistics [B.Sc. (Applied Statistics)]

Entry Qualifications

(a) At least two principal level passes in the Advanced Certificate of Secondary Education (ACSE) or its equivalent. One of these principal passes should be Mathematics. In addition, a candidate should have at least a subsidiary pass in the ACSE.

(b) Credit passes in at least three subjects; two of which must be in mathematics and English in the Certificate of Secondary Education (O-level)

OR

(c) An appropriate equivalent Diploma in Statistics of at least second class level. In addition candidates must have obtained at least three credits at O-level, two of which must be English Language and mathematics.

(8) Bachelor of Science in Production and Operations Management [(B.Sc. (POM))]

Entry Qualifications

- (a) At least two principal level passes in the Advanced Certificate of Secondary Education (ACSE) or its equivalent. One of these principal passes should be Mathematics. In addition, a candidate should have at least one subsidiary pass in the ACSE.
- (b) Credit passes in at least three subjects; two of which must be in Mathematics and English in the Certificate of Secondary Education (O-level)

OR

- (c) Equivalent Diploma in Production or Operations Management of at least second class level. In addition candidates must have obtained at least three credits at O-level, two of which must be English Language and Mathematics.

(9) Bachelor of Education [BEd]
- With Options in:

Language and Management – [BEdLM]
Commerce and Accountancy [BEdCA]
Economics and Mathematics [BEdEM]

Entry Qualifications

- (a) At least two principal level passes in the Advanced Certificate of Secondary Education (ACSE) or its equivalent. One of these principal passes should be Mathematics. In addition, a candidate should have at least a subsidiary pass in ECA subjects of ACSE.
- (b) Credit passes in five subjects in the Certificate of Secondary Education (O-level)
two of which must be in mathematics and English.

OR

- (c) Equivalent Diploma in Education of at least second Upper from a recognized higher learning / teachers training College. In addition, a candidate should have at least a subsidiary pass in ECA subjects of ACSEE.

**(10) MATURE AGE ENTRY SCHEME INTO
DEGREE PROGRAMMES**

The University offers alternative method of entry by the Mature Age Scheme for persons who satisfy the following conditions:

1. Candidates must be 25 years of age or older.
2. Must have either obtained at least three credits in approved subjects at "O" Level or attended Form VI at least five (5) years before the year for which admission is sought.
3. Applicants will be required to sit and pass the MU Aptitude Test.
4. The candidate should be able to show:
 - (i) That he/she attended extra-mural classes or residential courses in which case a recommendation from the extra-mural class tutor(s) will be necessary.
 - (ii) That he/she has attended residential course at an Adult Education College in which case a recommendation from the Principal of the college will be necessary.

Degree courses in which students can be admitted under the Mature Age Entry Scheme in this University are:

- (a) Bachelor of Public Administration (BPA).
- (b) Bachelor of Science in Economics [B.Sc. (Econ.)].
- (c) Bachelor of Laws (LLB).
- (d) Bachelor of Accounting and Finance
- (e) Bachelor of Business Administration (BBA).
- (f) Bachelor of Science in Information and Communication Technology Management [B. Sc. (ICTM)].
- (g) Bachelor of Science in Applied Statistics [B.Sc. (Applied Stat.)]
- (h) Bachelor of Science in Production and Operations Management [(B.Sc. (POM))].

N.B. So far Mature Age Entrants can only apply under private candidates not eligible for HESLB Loan scheme.

ADMISSION TO DIPLOMA AND CERTIFICATE PROGRAMMES

(11) DIPLOMA IN LAW

Entry Qualifications:

- (a) Certificate in Law, passed at least with second class level.

OR

- (b) Advanced Certificate of Secondary Education or equivalent with at least one principal level pass.

3. CERTIFICATE PROGRAMMES

- (a) Certificate in Human Resources Management (HRMC)
- (b) Business Management Certificate (BMC)
- (c) Certificate in Local Government Administration (LGA)
- (d) Certificate in Law (CL)
- (e) Certificate in Local Government Finance (LGF)
- (f) Certificate in Accountancy (CA)
- (g) Certificate in Logistics Management (CLM)
- (h) Certificate in Information Technology (CIT)
- (i) Certificate in Applied Statistics (CAS)

Entry Qualifications

Three credit passes at “O” level or Equivalent.

AND

(b) Candidate must pass an Aptitude Test to be conducted by the University. ‘A’ level candidates shall be exempted from sitting for an aptitude test, provided that they have one principal pass in one of the appropriate subjects.

C. FOR APPLICANTS WHO ARE CITIZENS OF KENYA AND UGANDA

In compliance with the protocol of the Inter-University Council for East Africa (IUCEA), Mzumbe University is charging the same level of training fee to students who are citizens of any of the three East African countries. The current training costs are **Tshs. 1,000,000** per annum for all undergraduate programmes. Students direct costs which cover meals, accommodation and books, depend on the market and where one obtains the services. These costs have been estimated by the University currently to be around **Tshs. 750,000** per year for all undergraduates. Field attachment/ research which is conducted once, during the first semester of the final year, is estimated currently at **Tshs. 720,000** for all undergraduate programmes.

D. APPLICATION FORMS COLLECTION CENTRES

In addition to Mzumbe University main campus, applications forms can

also be collected from the following centres:

i) Arusha Institute of Accountancy (AIA), Arusha.

ii) Institute of Bankers, Mwanza.

iii) Mzumbe University – Dar-es-Salaam campus – Olympio Street.

iv) Mzumbe University – Mbeya campus – Forest Area.

Applicants are also encouraged to apply online through our website:

www.mzumbe.ac.tz. Those who apply online should pay their application fee directly to the University Bank Account. **CRDB – Mzumbe**

Branch: Account No. 01J1012013400 and submit the payment slip to

the University. Forms must be accompanied by evidence of payment of

application fee. Applications that will not be accompanied by such evidence will not be considered.

E. MODE OF APPLICATION

(a) Applications to all programmes must be accompanied by non-refundable application fee of twenty thousand

(T.Shs.20, 000/=) for East African or **US \$ 30** for non-East Africans, payable to Mzumbe University.

(b) All applications must be accompanied by genuine photostat copies of the relevant certificates. Applications without photostat copies of certificates will not be considered.

(c) Individuals, parastatals and private organizations are encouraged to sponsor deserving students as Government Sponsorship is limited.

(d) Qualified female candidates are very much encouraged to apply. The University aims at attaining a 50:50 (1:1) male/female ratio by 2007/2008.

(e) Candidates should return to the undersigned, the Application Forms duly filled not later than **31st May, 2008.**

(f) Entrance Examinations (where applicable) will be held in **April 2008.**

THE DEPUTY VICE CHANCELLOR
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