



MZUMBE UNIVERSITY (CHUO KIKUU MZUMBE)

CALL FOR APPLICATIONS FOR POSTGRADUATE PROGRAMMES FOR 2014/2015 ACADEMIC YEAR

Mzumbe University invites applications for postgraduate studies in its programmes from suitably qualified candidates for the academic year 2014/2015.

A: MASTER'S DEGREE PROGRAMMES

The master's degree programmes are offered at three campuses: the Main Campus (Mzumbe, Morogoro), Dar es Salaam Campus College, and Mbeya Campus College. Some specified programmes are also offered at our training centres in Mwanza (Ekacliff Building near the Mwanza City Council Offices), Tanga (SEKOMU Centre, behind KKKT Kana Parish), and Morogoro town (Ujenzi Centre, alongside Tumbaku road).

Master of Business Administration in Corporate Management (MBA–CM) and Master of Science in Accounting and Finance (MSc. A&F) are offered at **the main Campus (Mzumbe)** and at **Morogoro Municipality (Ujenzi)**. At the Morogoro Municipality the programmes are offered under evening-classes mode and are non-residential. All other programmes are offered at Mzumbe main campus only. These are residential but due to limited accommodation, successful candidates at the main campus may be required to seek for alternative accommodation off campus.

The **Dar es Salaam Campus College** offers day, evening, and executive mode classes. The executive mode is for MBA and MPA programmes only. All programmes at the Dar es Salaam Campus College are non-residential.

The **Mbeya Campus College** offers MBA-CM through evening classes arrangement.

Training centres in **Mwanza** and **Tanga** offer three programmes each, namely; Master of Science in Accounting and Finance (MSc. A&F), Master of Business Administration in Corporate Management (MBA–CM) and Master of Science in Project Planning and Management (MSc. PPM). All these programmes are offered in evening classes arrangement and are non-residential.

1.0 MASTER'S DEGREE PROGRAMMES AT MZUMBE MAIN CAMPUS

1.1 SCHOOL OF PUBLIC ADMINISTRATION AND MANAGEMENT

Master of Public Administration (MPA)
Master of Health Systems Management (MHSM)
Master of Science in Health Monitoring and Evaluation (MSc. HM&E)
Master of Science in Local Government Management (MSc. LGM)
Master of Science in Human Resource Management (MSc. HRM)
Master of Leadership and Management (MLM)
Master of Research and Public Policy (MRPP)

1.2 SCHOOL OF BUSINESS

Master of Business Administration in Corporate Management (MBA– CM)
Master of Science in Accounting and Finance (MSc. A&F)
Master of Science in Procurement and Supply Chain Management (MSc. PSCM)
Master of Science in Entrepreneurship (MSc. Entrepreneurship)
Master of Science in Marketing Management (MSc. MM)

1.3 INSTITUTE OF DEVELOPMENT STUDIES (IDS)

Master of Science in Development Policy (MSc. DP)
Master of Science in Environmental Management (MSc. EM)

1.4 FACULTY OF SOCIAL SCIENCES

Master of Science in Economics (MSc. Econ)
Master of Science in Project Planning and Management (MSc. PPM)
Master of Science in Economic Policy and Planning (MSc. EPP)
Master of Arts in Education (MA Ed)

1.5 FACULTY OF LAW

LL.M in Constitutional and Administrative Law
LL.M in Commercial Law
LL.M International Law

2.0 MASTER'S DEGREE PROGRAMMES AT DAR ES SALAAM CAMPUS COLLEGE

Master of Public Administration (MPA)
Master of Science in Human Resource Management (MSc. HRM)
Master of Business Administration in Corporate Management (MBA-CM)
Master of Science in Accounting and Finance (MSc. A&F)
Master of Science in Marketing Management (MSc. MM)
Master of Science in Procurement Chain and Logistics Management (MSc. PSCM)
Master of Leadership and Management (MLM)
Executive MBA
Executive MPA

3.0 MASTER'S DEGREE PROGRAMMES AT MBEYA CAMPUS COLLEGE

Masters of Business Administration Corporate Management (MBA-CM) offered in evening classes arrangement.

4.0 MASTER'S PROGRAMMES AT MWANZA AND TANGA CENTRES

[Evening classes arrangement]

Master of Science in Accounting and Finance (MSc. A&F).

Master of Business Administration in Corporate Management (MBA–CM)

Master of Science in Project Planning and Management (MSc. PPM)

5.0 PROGRAMME INFORMATION

The duration of a Master's programme is 18 months: twelve months of coursework to be run in two semesters, and a minimum of six months for dissertation work. For specific information about individual programmes please visit the DRPS Website herewith given under (f). You may also surf on our main website at: www.mzumbe.ac.tz and/or respective schools/faculties/directorates' websites as hereunder given:

- a) School of Public Administration and Management (SOPAM) Website: <http://sopam.mzumbe.ac.tz/>
- b) Dar es Campus College (DCC) Website: <http://dcc.mzumbe.ac.tz/>
- c) Mbeya Campus College (MCC) Website: <http://mcc.mzumbe.ac.tz/>
- d) Faculty of Social Sciences (FSS) website: <http://41.59.4.15/fss/>
- e) Faculty of Law (FOL) website: <http://41.59.4.15/fol/>
- f) Directorate of Research, Publications and Postgraduate Studies (DRPS) website: <http://drps.mzumbe.ac.tz/>
- g) School of Business (SOB) website: <http://sob.mzumbe.ac.tz>

6.0 ENTRY QUALIFICATIONS

A candidate for admission into the master's degree shall hold at least a second class bachelor's degree from a recognized institution of higher learning or a second class advanced diploma or equivalent qualifications obtained in at least three (3) years of study or a professional qualification such as ACCA, CPA (T), MD, CSP, MCIPS, or their equivalent from recognized professional bodies or institutions.

A candidate with PASS degree will also be considered upon producing evidence of having obtained an examined postgraduate or professional qualification.

A candidate who holds unclassified degrees should have an average credit of B or above and certified by the Tanzania Commission for Universities (TCU).

Additional qualifications for specific programmes

- Applicants for MSc. (A&F) must possess solid accounting background and must have completed courses in Financial Accounting, Management Accounting, Financial Management, Auditing and Assurance and Quantitative Methods at a Bachelor's degree level.
- Applicants for MSc. MM must have studied marketing-related subjects at a bachelor's degree level.
- Applicants for MSc. PSCM must have studied supply management-related subjects at bachelor's degree level
- Applicants for MSc (EM) with environment related social science degrees and those working in the field of environment will be at an added advantage
- Applicants for MSc. Economics must have studied economics at bachelor's degree level

- Applicants for MSc. PPM and MSc. EPP must have studied economics-related subjects at bachelor's degree level

B. DOCTOR OF PHILISOPHY (PhD) DEGREE PROGRAMMES

A candidate for Ph.D. should hold a master's degree in the relevant field of study articulated above from any accredited university or institution, whose average grade is not less than B as evaluated according to Mzumbe University system. An application for admission into a PhD programme is received at anytime using Mzumbe University application forms but registration to the programme will be effective on biannual basis (March and October each year). A candidate seeking for a PhD admission should submit along with the application forms, a concept note of around 2,500 to 3,000 words indicating a topic intended to be addressed and his/her motivation to tackle it.

There are two options in our PhD design, namely part-time or full-time options. A full-time candidate shall be one who registers into a programme by dedicating 100% of his/her time in studies and is thus expected to accomplish PhD studies in three (3) years. An allowance of four (4) extensions of six month each will be allowed during the entire PhD programme amounting to total duration of five (5) years. A part-time candidate shall be one who combines work and studies and is expected to accomplish PhD studies in four (4) years. An allowance of six (6) extensions of six month each will be allowed during the entire PhD programme amounting to total duration of seven (7) years. Successful candidates shall go for one of these options upon registration.

All PhD applications forms should be submitted to the Directorate of Research, Publications and Postgraduate Studies (DRPS) using the contact address given under Section 7.0 of this call.

7.0 MODE OF APPLICATION FOR ALL POSTGRADUATE PROGRAMMES (MASTER'S AND PhD DEGREE PROGRAMMES)

- a) Applicants are required to fill their application forms along with two reference forms/letters. Referees should be a person who is academically familiar with the applicant, either as a teacher, research supervisor, or professional associate. Reference forms filled by non-academic staff on the academic suitability of the candidate will not be accepted. The application forms can be collected from any of the three campuses, training centres or from our Website: www.mzumbe.ac.tz and Directorate of Research, Publications and Postgraduate Studies (DRPS) website: <http://drps.mzumbe.ac.tz/>
- b) Application to all the above postgraduate programmes must be accompanied by a non-refundable application fee of TZS. 30,000/= (for local applications) or USD 30 (for international applicants).
- c) Applicants are required to indicate in their application forms the campus and training centre of preference, i.e. whether Main Campus, Dar es Salaam Campus College, Mbeya Campus College or training centres of Mwanza and Tanga
- d) The application fee should be payable to *Mzumbe University, CRDB Account No. 01J1012013400* for those applying at the Main Campus and training centres;

Mzumbe University, CRDB Account No. 01J1043012201 for those applying at the *Dar es Salaam Campus College*; and *Mzumbe University, CRDB Account No. 01J1065743701* for those applying at the *Mbeya Campus College*.

- e) All applications must be accompanied by certified copies of relevant academic certificates.
- f) If in doubt regarding your suitability for admission into a particular programme, inquiries should be addressed to the respective Principal of Campus College/Director of Directorate/Dean of Faculty or Institute.

Duly filled master's degree application forms should be sent to the respective campuses as hereunder given:

For the Main Campus (Mzumbe):

DIRECTOR
Directorate of Research, Publications and Postgraduate Studies
P. O. Box 63, MZUMBE, TANZANIA
Tel. +255 23 2604380/1/3/4
Fax: +255 23 2604382

For Dar es Salaam Campus College:

PRINCIPAL
Dar es Salaam Campus College
P. O. Box 20266, DAR ES SALAAM, TANZANIA
Tel. +255 22 2152586/2152584
Fax: +255 22 2152584

For Mbeya Campus College:

PRINCIPAL
Mbeya Campus College
P. O. Box 6559
MBEYA, TANZANIA
TEL. +255 25 2502863
FAX. +255 25 2502862

For Mwanza Training Centre:

DIRECTOR
Directorate of Research, Publications and Postgraduate Studies
P. O. Box 63, MZUMBE, TANZANIA
Tel. +255 23 2604380/1/3/4
Fax: +255 23 2604382

OR

DEAN
School of Business

P.O.Box 6
MZUMBE
For Tanga Centre

DIRECTOR
Directorate of Research, Publications and Postgraduate Studies
P. O. Box 63, MZUMBE, TANZANIA
Tel. +255 23 2604380/1/3/4
Fax: +255 23 2604382

OR

DEAN
School of Business
P.O.Box 6
MZUMBE