



NDANDA COLLEGE OF HEALTH AND ALLIED SCIENCES





Ndanda College of Health and Allied Sciences

PROSPECTUS 2023/2024

@Ndanda College of Health and Allied Sciences, 2023

ABOUT THIS PROSPECTUS

This publication provides comprehensive information on academic programmes and student life at Ndanda College of Health and Allied Sciences (Ndanda COHAS). It is intended to serve as a guide to prospective and ongoing students in planning their studies. It provides an exhaustive list of all the programmes and career opportunities for each programme.

It is therefore advisable to consult Principal, Heads of Departments and Tutors hosting the respective programmes for any clarification whenever necessary. Other useful and any new information about the college, can be found on Ndanda COHAS's website accessed at: www.ndandacohas.ac.tz.

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1. INTRODUCTION

1.1. Statement from the Principal

Dear Friends,

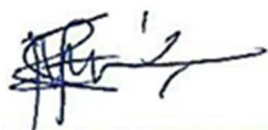
We are pleased that you have decided to study at Ndanda COHAS. This Prospectus describes the range of courses and different activities conducted at the College which will give you a flavour of life in our various campuses.

Since its establishment in 1930, has established a rich tradition of excellence in all academic disciplines which aims at providing students with high quality education and preparing them to become exceptionally well qualified healthcare workers. Our aim is to provide the best possible environment for teaching, learning, research and public service.

Being a Christ-Centered Institution, the College community aspires to nurture education in an environment of love, mercy compassion and faithfulness. Students are allowed to learn interactively without discrimination and enabled to create an environment conducive for successful completion of the awards they registered for.

We will continue to ensure that your years at this College are filled with excitement and experiences that you can treasure for a lifetime. We also recognise that the quality of student experiences derives from more than academic studies. Therefore, you are urged to be conversant with the health care delivery of curative, preventive, promotive and rehabilitative services to the communities which you will serve.

I wish you an enjoyable and successful stay at Ndanda COHAS.



Mr. Frank Shemhande

PRINCIPAL

NDANDA COHAS

1.2. Ndanda COHAS Board of Trustees

The Board of Trustees (BOT) is the supreme policy making organ of the College. The Board members are:

| No. | Name | Position |
|------------|---------------------------|-----------------|
| 1) | Fr. Amani Nyoni OSB | Chairman |
| 2) | Br. Laurent Mgaye OSB | Secretary |
| 3) | Fr. Titus Nkane OSB | Member |
| 4) | Fr. Samwel Njau OSB | Member |
| 5) | Fr. Deogratias Asenga OSB | Member |
| 6) | Fr. Alfons Holela OSB | Member |
| 7) | Br. Yohannes Mango | Member |

1.3. Ndanda COHAS Governing Board

Governing board holding executive leaders to account for the educational performance of the college and its students, and the effective and efficient performance management of staff. Board Members are;

| No. | Name | Position |
|------------|---|--------------------------------------|
| 1) | Mr. Patrick Ndunguru | Chairman |
| 2) | Mr. Frank Shemhande | Principal and Secretary of the Board |
| 3) | Dr. Br. Isaiah Sienz OSB <i>MoI Ndanda Hospital</i> | Member |
| 4) | Mrs. Gloriana Ngole <i>Principal Newala SON</i> | Member |
| 5) | Br. Sixtus Luoga OSB <i>Headmaster Abbey Secondary</i> | Member |
| 6) | Mr. Nestor Chilumba <i>Councilor Mwena Ward</i> | Member |
| 7) | Mr. Greyson Kyando <i>Patron Ndanda Hospital</i> | Member |
| 8) | Mr. Melkizedeck Siriwa <i>President Ndanda COHAS</i> | Member |
| 9) | Mr. Paskasius Oswald <i>Pharmacist Ndanda Hospital</i> | Member |

1.4. Principal Officers of Ndanda COHAS

They deal with day to day activities of the college. Members are;

Principal

Mr. Frank Shemhande

Deputy Principal Academics (DPAC)

Mr. Owen Mrekon

Agg. Deputy Principal Finance and Administration (DPFA)

Mr. Jordan Nankoko

Quality Assurance Officers

Mr. Joshua Mnyani

Mrs. Agnes Mwiya

Mr. Joseph Tandika

Head of Department – Nursing and Midwifery

Mrs. Grace Shayo

Head of Department Medical Laboratory

Mr. Tasilo Kamenya

Examination Officers

Mr. Samson Maokola

Mr. Silvester Mbinga

Mr. Sadick Pascal

Admission Officers

Mr. Nurdin Yasuph

Mr. James Lyehela

Head of ICT

Mr. Oliver Millanzi

Head of Library

Mr. Edwin Simplis

Human Resources Officer

Mr. Enock Abel

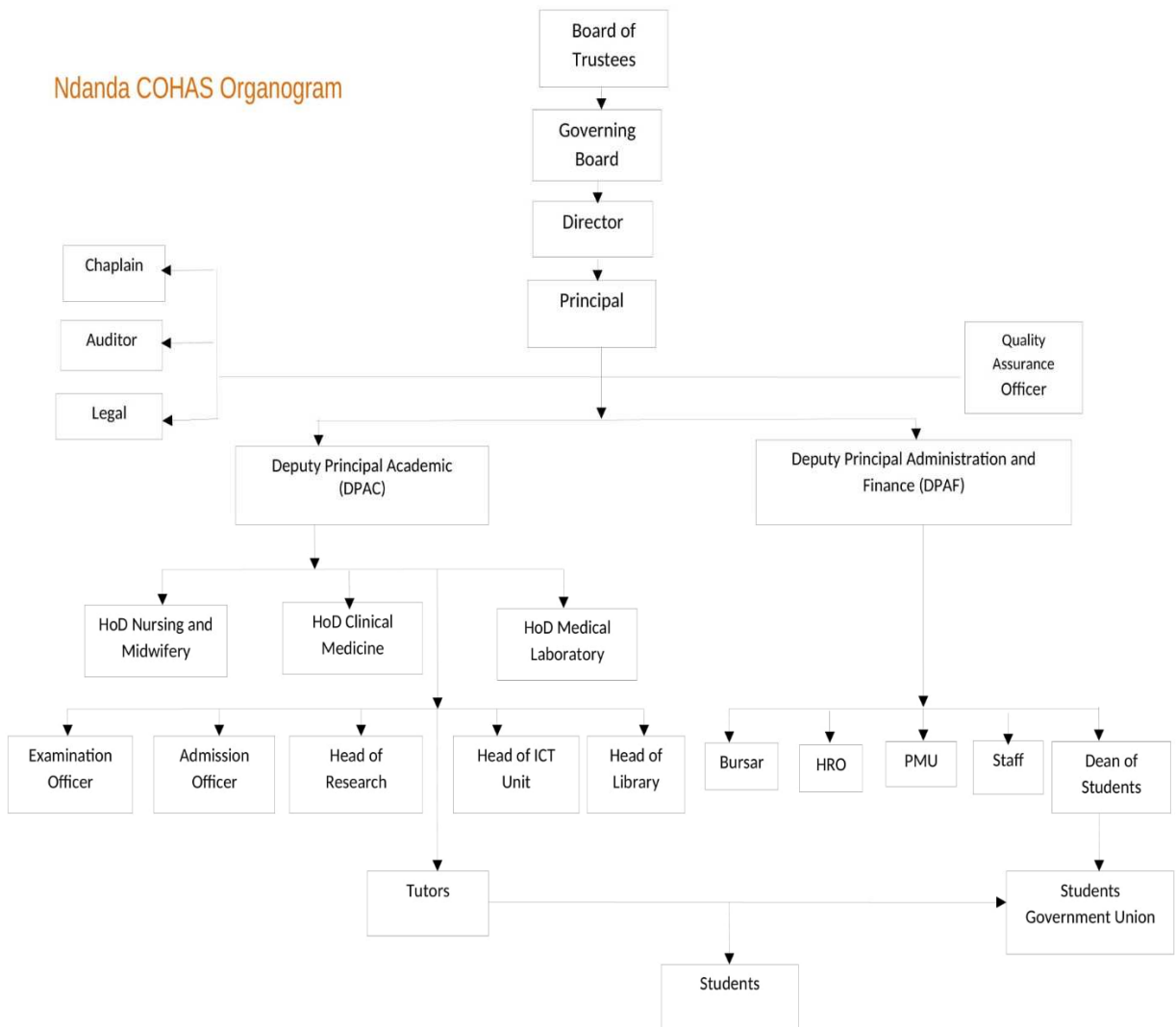
Procurement Officer

Mr. Fadhili Mwambe

Bursar

Mr. Jordan Nankoko

1.5. Ndanda COHAS Organogram



1.6. History, Vision, Mission and Core Values of the Ndanda COHAS

Ndanda COHAS is located at Masasi District in Mtwara Region, along the main road from Dar-es –Salaam to Songea, about 110.8 km from Lindi to ndanda and 40 km to Masasi.

It is located at an elevation of 348 meters above sea level. Its coordinates are 10.4995° S (Latitude) and 39.0190° E (Longitude).

1.6.1. History

Ndanda College of Health and Allied Sciences is Faith Based Organization owned by Board of Trustees of Benedictine Abbey Ndanda. It was established on 22nd September 1930 by Sr. Dr. Thekla Stinnesbeck OSB with four years course for dispenser. During the second World war in 1939 this school had to be closed.

In 1945, 18 months course for village midwives started and in 1950 the ministry of health gave permission to commence a 2 years training for midwives. In 1965, the nursing training center started to offer a three years course for nurse Grade B. Since its establishment, the school offered co-education training. In 1970, the two years training in midwives was discontinued, from there nurses grade B were trained as midwives. In September 1994, a diploma course in nursing started.

In September 2020 the Council granted full accreditation and the college added other programmes and started offering diploma in Medical Laboratory Sciences. The college has students from NTA Level 4 to NTA Level 6, including pre service and in service students for both Medical Laboratory and Nursing and Midwifery programmes.

1.6.2. Vision Statement

The vision of Ndanda COHAS is; “to be a center excelling in quality training of healthcare professionals, research, and consultancy services with conducive learning and working environment”

1.6.3. Mission Statement

The mission of the college is “to provide quality professional training, research and services in health and related fields through advancing health and quality life of individuals and communities”

1.6.4. Core Values

Ndanda COHAS has the following core values;

1. Respect, protect and promote life from conception to natural death.
2. Value, commitment, dedication, discipline, self-esteem, quality services, love and respect for patients.
3. Care all patients equally regardless of race, education, tribe, religion, and gender, socio- economic and physical status.

1.7. College Programmes

The college is offering the following programmes;

- Nursing and Midwifery (NMT)
- Medical Laboratory Sciences (MLT)

2. GENERAL ADMISSION REGULATIONS

2.1. Introduction

The College is committed to providing a fair admissions system that provides equal consideration for applicants who apply by the relevant closing date. The admission criteria treat all students fairly and do not discriminate unlawfully because of marital status, gender, race (including colour, nationality, national origin or ethnic origin), disability, pregnancy and/or parental status, age, belief, political or other opinion, social origin, property, birth or other status.

Applications are assessed on the basis of the information provided by the applicant on the application form and supporting documents. All admission decisions are made on the basis of merit and the ability of each applicant to meet the academic criteria for admission to the relevant programme of study. The burden of proof for the

authenticity of documents submitted during applications process lies on the applicant. The College reserves the right at any time before or during the progress of the programme to revoke the admission and/or registration status should it be found that the applicant used false documents or does not meet the College's criteria for admission.

2.2. Applications Period

The College normally opens applications for admission to various diploma programmes between May and September. A non-refundable application fee as indicated in application form is charged. The fee should be paid through Ndanda COHAS Bank account indicated on application form or NACTVET through Control Number provided when applied through Central Admission System (CAS).

All applications channeled through Ndanda COHAS are received by Email via admissions.ndandacohas@gmail.com or handling them physically.

The selection process for all applicants follows the guidelines issued by Regulators (NACTVET). NACTVET will select candidates who will meet not less than the minimum entry requirements. Successful applicants are declared and notified through their mobile numbers and Emails given.

2.3. Academic Year

The College's academic year starts between the last week of October or the first week of November, following Regulators' earliest start guideline. Selected candidates are required to report for studies not later than two weeks after the commencement of the respective academic year. Candidates who fail to register within the prescribed registration period will have their admissions withdrawn. The College is also enforcing the dress code policy within its premises. It is therefore imperative to adhere to the required standards of dressing which project an image of decency and credibility.

2.4. Mode of Application

Application forms can be downloaded from our website, www.ndandacohas.ac.tz or collect it direct from Admission Officers or applying through NACTVET Central Admission System.

2.5. Programme Duration

The programmes have a total of 1, 2 and 3 years of study. Each year of study is divided in two semesters. Each semester consists of theoretical and practical training, one (1) preparatory week for end of semester examination, and about two (2) weeks for end of semester Examinations.

2.6. College Contacts Address

Inquiries regarding applications, admission procedures or any other information about Ndanda COHAS should be addressed to:

Principal,

Ndanda College of Health and Allied Sciences,

P. O. Box 16, Benedictine Abbey Street,

Ndanda, Tanzania.

Tel: +255(0)742 410 676

Website: <http://www.ndandacohas.ac.tz>

Emails: ndandacollege@gmail.com

2.7. Admission Criteria

2.7.1. Nursing and Midwifery (NMT)

2.7.1.1 Ordinary Diploma in Nursing and Midwifery (Pre-service)

Holders of Certificate of Secondary Education Examination (CSEE) with four (4) Passes in non-religious Subjects including "D" Passes in Chemistry, Biology and Physics/Engineering Sciences, a Pass in Basic Mathematics and English Language is an added advantage.

2.7.1.2. Ordinary Diploma in Nursing and Midwifery (in-service)

Holder of Technician Certificate (NTA level 5) in Nursing with "D" pass in Biology, Chemistry or Physics (CSEE) for the graduates starting from 2010; OR Graduates before NTAs system should have certificate in Nursing and Midwifery/Public Health Nurse B and at least "D" Pass in any of science subject; AND Work experience of two (2) years and above, Necessary Attachments: Register and License to practice by TNMC, Technician Certificate and Transcript in the related field and Letter of permission from employer.

2.7.2. Medical Laboratory Sciences (MLT)

2.7.2.1 Ordinary Diploma in Medical Laboratory (Pre –service)

Holders of Certificate of Secondary Education Examination (CSEE) with four (4) Passes in non-religious Subjects including "D" Passes in Chemistry, Biology and Physics/Engineering Sciences a Pass in Basic Mathematics and English Language is an added advantage.

2.7.2.2. Ordinary Diploma in Medical Laboratory (In-service)

Technician certificate in Medical Laboratory Sciences or equivalent with working experience as Assistant Technologist for at least two years

A holder of Medical Laboratory Assistant Certificate trained through Knowledge based Curriculum and successful passed bridging programme (NTA Level 5 Semester I Modules).

2.8. Admission Process and Enrolment

2.8.1. Application for Admission

The application for admission process at Ndanda College of Health and Allied Sciences will be as follows:

- i. The advertisement of the programmes through various media.
- ii. Prospective applicants to start their applications.
- iii. Receive applications and authenticate the applicants' qualifications.
- iv. Conduct selection.
- v. Submit selected applicants to NACTVET verification.
- vi. Institution to publish the verified applicants.
- vii. The names of verified and selected students shall be enrolled upon reporting for studies.

2.8.2. Students Verifications and Enrollment

- i. NACTVET shall receive lists of selected applicants from the College and through the IT system for verification.
- ii. List of submitted names of students shall be checked for eligibility and verified;
- iii. All names shall be submitted back to the College with the respective status (eligible or not eligible);
- iv. ONLY verified and qualified students shall be enrolled for studies by Ndanda COHAS;
- v. Enrolled student can verify his/her information through NACTVET website in the link [www.nacte.go.tz/Students information verification](http://www.nacte.go.tz/Students%20information%20verification);
- vi. In case a student has enrolment challenges (not yet verified), the College shall resolve such case before commencement of first semester examination;
- vii. A student who is not registered within four Months shall not be recognized by NACTVET;
- viii. A discontinued student shall re-apply for admission after one year (1) from the date of publication of results; and
- ix. Change of Intake and academic year shall be within three weeks at the beginning of each semester, The Council (NACTVET) shall grant such change intake basing on admission capacity of our college

The Admissions Committee will be presented with short-listed candidates, by the admissions Office. The final approval for admission will be granted by Admission Committee and approved by The Governing Board.

Candidates who do not meet the conditions for admission will be notified after application. Approved students are required to present original certificates for the Admissions Office to authenticate them. After admission the following will be done

1. Orientation
2. Provided with Students by-laws
3. Provided with Student's Identity Card
4. Provision of uniforms (Pre-services)
5. Provided with Examinations Regulations

2.8.3. Procedure on Registrations

Students can only be registered after paying the required fees. The deadline for registration for all students will be Fourteen days (14) after the commencement of the study. A student who fails to register at the beginning of the semester in time will lose the right to register for that semester.

2.8.4. Documents required during Registration

During registration the following documents should be verified;

- 1) Evidence of payment of fees
- 2) Medical Examination Report
- 3) Original certificates (Form four)/viable results transcript.
- 4) Primary School Certificate.
- 5) Original admission letter
- 6) 2 colored passport size
- 7) Birth certificate.
- 8) Licensure to practice for in service

2.9. Programme Modules

2.9.1. Nursing and Midwifery

2.9.1.1. Basic Technician certificate in Nursing and Midwifery (Level 4)

ADMISSION REQUIREMENTS

Minimum Requirement:

The course is open to candidate who has a Certificate of Secondary Education Examination (CSEE) with minimum grade of "D" in Biology, Chemistry and Physics/Engineering Science. A pass in English language and Mathematics is an added advantage.

PROGRAMME STRUCTURE

Overall Structure

This programme comprises of nine (9) core and three (3) fundamental modules spread over a period of two semesters. Each semester shall have fifteen (15) instructional weeks and two (2) weeks for examinations.

Module Coding

The system of coding has adopted a combination of letters and numbers, which have specific meaning. For example Anatomy and Physiology module is coded as **NMT 04102** where:

NM Represents the name of the programme "Nursing and Midwifery"

T Represents the qualification at the respective level "Technician"

04 Represents the respective NTA Level "NTA level 4"

1 Indicates the semester in which the module is conducted "Semester 1"

02 Represents the serial number to which a particular module is assigned in the respective programme "Module 2"

The Distribution of Modules in the Semester

The distribution of Module in the semester is as indicated in Table No: 1 and 2.

Table 1: Module Details for Semester 1

| Module Code | Module Title | Classification | Module Credits |
|----------------------|----------------------------------|-----------------------|-----------------------|
| NMT 04101 | Infection Prevention and Control | Core | 15 |
| NMT 04102 | Professionalism in Nursing | Core | 7 |
| NMT 04103 | Human Anatomy and Physiology | Core | 14 |
| NMT 04104 | Basic Computer Applications | Fundamental | 6 |
| NMT 04105 | Communication Skills | Fundamental | 10 |
| NMT 04106 | Parasitology and Entomology | Core | 5 |
| Total Credits | | | 57 |

Table 2: Module Details for Semester 2

| Module Code | Module Title | Classification | Module Credits |
|----------------------|---|-----------------------|-----------------------|
| NMT 04207 | Application of Nursing Process and Theories in Nursing Care | Core | 13 |
| NMT 04208 | Basic Clinical Nursing | Core | 20 |
| NMT 04209 | Basic Pharmacology | Core | 10 |
| NMT 04210 | Basics of Health Information Management | Core | 4 |
| NMT 04211 | Disaster and Emergency preparedness | Core | 13 |
| NMT 04212 | Entrepreneurship | Fundamental | 3 |
| Total credits | | | 63 |

Table 3: Summary of the Module

| MODULE CODE | MODULE NAME | Semester I | Semester II |
|--------------------|---|-------------------|--------------------|
| NMT 04101 | Infection Prevention and Control | √ | |
| NMT 04102 | Professionalism in Nursing | √ | |
| NMT 04103 | Human Anatomy and Physiology | √ | |
| NMT 04104 | Basic Computer Applications | √ | |
| NMT 04105 | Communication Skills | √ | |
| NMT 04106 | Parasitology and Entomology | √ | |
| NMT 04207 | Application of Nursing Process and Theories in Nursing Care | | √ |
| NMT 04208 | Basic Clinical Nursing | | √ |
| NMT 04209 | Basic Pharmacology | | √ |
| NMT 04210 | Basics of Health Information Management | | √ |
| NMT 04211 | Disaster and Emergency preparedness | | √ |
| NMT 04212 | Entrepreneurship | | √ |

2.9.1.2 Technician Certificate in Nursing and Midwifery (NTA Level 5)

ADMISSION REQUIREMENT

Minimum Requirement:

The course is open to a candidate who has successfully completed Basic Technician certificate (NTA level 4) in nursing and midwifery.

PROGRAMME STRUCTURE

Overall Structure

This programme comprises of 12 core modules spread over a period of two semesters. Each semester shall have 15 weeks of instructional and two weeks for examination.

The Distribution of the Module in the Semester

The Distribution of the Modules in the Semester is as indicated in table 4 and 5.

Table 4: Module details for semester I

| Module Code | Module Title | Classification | Module Credits |
|----------------------|--|-----------------------|-----------------------|
| NMT 05101 | Reproductive Health Care | Core | 5 |
| NMT 05102 | Child Health SerDeputys | Core | 4 |
| NMT 05103 | Care of a Sick Child | Core | 17 |
| NMT 05104 | Basic Care of Patient with Medical Conditions | Core | 18 |
| NMT 05105 | Basic Care of Patient with Surgical Conditions | Core | 10 |
| NMT 05106 | Basics of Mental Health Nursing | Core | 6 |
| NMT 05107 | Care of a Woman During Antenatal Period | Core | 7 |
| Total credits | | | 67 |

Table 5: Module details for semester II

| Module Code | Module Title | Classification | Module Credits |
|----------------------|--|-----------------------|-----------------------|
| NMT 05208 | Care of a Woman in Normal Labour and Puerperium | Core | 13 |
| NMT 05209 | Pre Referral Management of a Woman with Abnormal Pregnancy Labour and Puerperium | Core | 4 |
| NMT 05210 | Care of a Normal New Born | Core | 6 |
| NMT 05211 | Management of Communicable Diseases | Core | 20 |
| NMT05212 | Community Health Nursing | Core | 20 |
| Total Credits | | | 63 |

Table 6: Summary of Modules of the Programme

| MODULE CODE | MODULE NAME | Semester I | Semester II |
|--------------------|--|-------------------|--------------------|
| NMT 05101 | Reproductive Health Care | √ | |
| NMT 05102 | Child Health SerDeputys | √ | |
| NMT 05103 | Care of a Sick Child | √ | |
| NMT 05104 | Basic Care of Patient with Medical Conditions | √ | |
| NMT 05105 | Basic Care of Patient with Surgical Conditions | √ | |
| NMT 05106 | Basics of Mental Health Nursing | √ | |
| NMT 05107 | Care of a Woman During Antenatal Period | √ | |
| NMT 05208 | Care of a Woman in Normal Labour and Puerperium | | √ |
| NMT 05209 | Pre Referral Management of a Woman with Abnormal Pregnancy Labour and Puerperium | | √ |
| NMT 05210 | Care of a Normal New Born | | √ |
| NMT 05211 | Management of Communicable Diseases | | √ |
| NMT05212 | Community Health Nursing | | √ |

2.9.1.3. Ordinary Diploma Course in Nursing and Midwifery (Level 6)

ADMISSION REQUIREMENTS

Minimum Requirement:

- a) **Pre service:** A candidate who enrolled in NTA Level 4 with a Certificate of Secondary Education Examination (CSEE) with minimum passes of "D" credits in Chemistry, Biology and Physics/ Engineering Science, who has successfully passed NTA Level 5.

- b) **In-service:**
 Technician certificate in Nursing and Midwifery or equivalent with working experience as Nurse for at least two years

A holder of Technician Certificate in Nursing and Midwifery trained through Knowledge based Curriculum and successful passed bridging programme (NTA Level 5 Semester I Modules).

The Distribution of Modules in the Semester

The Distribution of Modules in the Semester is as indicated in Table 7 and 8.

Table 7: Module Details for Semester I

| Module Code | Module Title | Classification | Module Credits |
|----------------------|--|----------------|----------------|
| NMT 06101 | Care of a Woman with Abnormal Pregnancy, Labour and Puerperium | Core | 19 |
| NMT 06102 | Care of a Woman with Obstetric Emergency Conditions | Core | 6 |
| NMT 06103 | Care of Newborns with Abnormal Conditions | Core | 5 |
| NMT 06104 | Supervision in Nursing and Midwifery Practice | Core | 12 |
| NMT 06105 | Basics of Epidemiology and Biostatistics | Fundamental | 6 |
| NMT 06106 | Fundamentals of Research | Fundamental | 9 |
| Total Credits | | | 57 |

Table 8: Module Details for Semester II

| Module Code | Module Title | Classification | Module Credits |
|----------------------|--|----------------|----------------|
| NMT 06207 | Care of Patients with Medical Conditions | Core | 20 |
| NMT 06208 | Care of Patients with Tumors and Cancer | Core | 4 |
| NMT 06209 | Care of Patients with Surgical Conditions | Core | 14 |
| NMT 06210 | Care of Patients with Reproductive Surgical Conditions | Core | 5 |
| NMT 06211 | Mental Health Nursing | Core | 20 |
| Total Credits | | | 63 |

Tables 9: Summary of Modules of the Programme

| Module Code | Module Name | Semester I | Semester II |
|--------------------|--|-------------------|--------------------|
| NMT 06101 | Care of a Woman with Abnormal Pregnancy, Labour and Puerperium | √ | |
| NMT 06102 | Care of a Woman with Obstetric Emergency Conditions | √ | |
| NMT 06103 | Care of Newborns with Abnormal Conditions | √ | |
| NMT 06104 | Supervision in Nursing and Midwifery Practice | √ | |
| NMT 06105 | Basics of Epidemiology and Biostatistics | √ | |
| NMT 06106 | Fundamentals of Research | √ | |
| NMT 06207 | Care of Patients with Medical Conditions | | √ |
| NMT 06208 | Care of Patients with Tumours and Cancer | | √ |
| NMT 06209 | Care of Patients with Surgical Conditions | | √ |
| NMT 06210 | Care of Patients with Reproductive Surgical Conditions | | √ |
| NMT 06211 | Mental Health Nursing | | √ |

2.9.2. Medical Laboratory Sciences

2.9.2.1. Basic Technician certificate in Medical Laboratory Sciences (NTA Level 4)

ADMISSION REQUIREMENT

Minimum Requirement

The course is open to candidate who has a Certificate of Secondary Education Examination (CSEE) with minimum grade of "D" in Biology, Chemistry and Physics/Engineering Science. A pass in English language or Mathematics is an added advantage.

Minimum Credit Requirement

This Programme has twelve (12) modules, which are assigned 120 credits.

Module Coding

The system of coding has adopted a combination of letters and numbers, which have a specific meaning. For example, the following module offered in the first semester by the department of Medical laboratory science may be coded respectively as MLT 04101, this implies that;

- ML** Represents the first two letters of the department "Medical Laboratory".
- T** Represent the qualification at the respective level "Technician".
- 04** Represents the respective NTA Level.
- 1** Indicates the semester in which the module is conducted
- 01** Represent the serial number to which a particular module is assigned in the department (1st Module)

Table 10: Modules Allocation in Semester II and II

| Code | Module Title | SEMESTER 1 | SEMESTER 2 |
|-----------|--|------------|------------|
| MLT04101 | Laboratory Instrumentation | √ | |
| MLT04102 | General Human Anatomy and Physiology | √ | |
| MLT04103 | Laboratory Safety and Waste Management | √ | |
| MLT 04104 | Communication and Life Skills | √ | |
| MLT04105 | Laboratory Ethics and Code of Conduct | √ | |
| MLT04106 | Prevention and Control of Communicable and Non-Communicable Diseases | √ | |
| MLT04207 | Routine Laboratory Investigations | | √ |
| MLT04208 | Laboratory Specimen Management | | √ |
| MLT04209 | Computer Application | | √ |
| MLT04210 | Systematic Human Anatomy and Physiology | | √ |
| MLT04211 | Laboratory Reagents and Solutions | | √ |

2.9.2.2. Technician certificate in Medical Laboratory Sciences (Level 5)

ADMISSION REQUIREMENTS

Minimum Requirement:

Admission to the programme will be open to a candidate who has successfully completed NTA level 4 in Medical Laboratory Sciences.

Minimum Credit Requirement

This Programme has ten (10) modules, which are assigned 120 credits.

Programme Duration

The NTA Level 5 programme has a total of forty four (44) calendar weeks of study, each semester consists of twenty two (22) calendar weeks. In semester one, Twenty (20) weeks set aside for theoretical and practical training and two (2) weeks for end of semester Examinations. Semester two, sixteen (16) weeks set aside for theoretical and practical training, two (2) weeks for end of semester examinations and four (4) weeks for field attachment.

Assessment

Assessment is an integral part of the learning process and assessment must support and complete the learning strategies in order to achieve the required outcomes. Assessment in particular, must reflect the required progression and be sensitive to the range of key skills developed.

Module Coding

The system of coding has adopted a combination of letters and numbers, which have a specific meaning. For example, the following module offered in the first semester by the department of Medical Laboratory Sciences may be coded respectively as **MLT 05101** this implied that:

- ML** Represents the first two letters of the department "Medical Laboratory".
- T** Represents the qualification at the respective level "Technician"
- 05** Represents the respective NTA Level.
- 1** Indicates the semester in which the module is conducted
- 01** Represents the serial number to which a particular module is assigned in the Department (in this case 1st Module).

Table 11: Modules Allocation in Semester

| Module Code | Title | SEMESTER 1 | SEMESTER 2 |
|-------------|---|------------|------------|
| MLT05101 | Laboratory Logistics Management | √ | |
| MLT05102 | Maintenance & Calibration of Laboratory Instruments and Equipment | √ | |
| MLT05103 | Principles of Entrepreneurship | √ | |
| MLT05104 | Laboratory Quality Assurance | √ | |
| MLT05105 | Health Records Management | √ | |
| MLT05106 | General Pathology | √ | |
| MLT05207 | Haematology and Blood Transfusion | | √ |
| MLT05208 | Medical Microbiology and Immunology | | √ |
| MLT05209 | Clinical Chemistry | | √ |
| MLT05210 | Medical Paracytology | | √ |
| MLT05211 | Cytology and Histology | | √ |

2.9.2.3. Ordinary Diploma Course in Medical Laboratory Sciences (NTA Level 6)

- a) **Pre service:** A candidate who enrolled in NTA Level 4 with a Certificate of Secondary Education Examination (CSEE) with minimum passes of "D" credits in Chemistry, Biology and Physics/ Engineering Science, who has successfully passed NTA Level 5.

b) In-service:

- Technician certificate in Medical Laboratory Sciences or equivalent with working experience as Assistant Technologist for at least two years
- A holder of Medical Laboratory Assistant Certificate trained through Knowledge based Curriculum and successful passed bridging programme (NTA Level 5 Semester I Modules).

Minimum Credit Requirement

This Programme has 12 modules, which are assigned 120 credits.

Programme Duration

The NTA Level 6 programme has a total of 48 calendar weeks of study, which are divided in two semesters.

Semester one consists of a total of twenty (20) calendar weeks. Eighteen (18) calendar weeks set aside for theoretical and practical training and two (2) weeks for end of semester Examinations.

Semester Two consists of a total of twenty eight (28) calendar weeks. twenty (20) calendar weeks set aside for theoretical/ practical training, six (6) calendar weeks for field attachment and two (2) weeks for end of semester Examinations.

Assessment

Assessment is an integral part of the learning process and assessment must support and complete the learning strategies in order to achieve the required outcomes. Assessment in particular, must reflect the required progression and be sensitive to the range of key skills developed.

Module Coding

The system of coding has adopted a combination of letters and numbers, which have a specific meaning. For example the following module offered in the first semester by the department of Medical Laboratory Sciences may be coded respectively as **MLT 06101**. This implies that:-

- ML** Represents the first two letters of the department "Medical Laboratory".
- T** Represent the qualification at the respective level "Technician".
- 06** Represents the respective NTA Level.
- 1** Indicates the semester in which the module is conducted
- 01** Represent the serial number to which a particular module is assigned in the Department (in this case 1st Module).

Table 12: Modules Allocation in Semester

| MODULE CODE | MODULE TITLES | SEMESTER 1 | SEMESTER 2 |
|--------------------|--|-------------------|-------------------|
| MLT 06101 | Laboratory Quality Management | √ | |
| MLT 06102 | Operational Research | √ | |
| MLT 06103 | Principles of Epidemiology and Biostatistics | √ | |
| MLT 06104 | Leadership and Management | √ | |
| MLT 06105 | Introduction to Diagnostic Molecular Biology | √ | |
| MLT 06206 | Diagnostic Parasitology and Medical Entomology | | √ |
| MLT 06207 | Diagnostic Microbiology and Immunology | | √ |
| MLT 06208 | Diagnostic Clinical Chemistry | | √ |
| MLT 06209 | Diagnostic Histology and Cytology | | √ |
| MLT 06210 | Diagnostic Haematology and Blood Transfusion | | √ |

2.10. Transfer of students

2.10.1. Transferring Students

Transfer from one training institution to another is a right of any student wishing to do so. The transfer is allowed when both training institutions (institution sought to be transferred from and to be transferred to) are offering the same NACTVET approved programme.

Careful scrutiny will be done, confidential report must be brought from the Institution the candidate was previously admitted. Transfer due to discontinuation, disciplinary or poor academic performance will not be accepted.

Transfer of student between Schools should be approved by MoH. Transfer of student (s) in Central Admission System (CAS) will be approved by NACTVET.

2.10.2. Conditions for Transfer

- 1) Any student seeking to transfer must be registered into NACTVET Database and successfully passed the End of Semester II Examinations;
- 2) Students transfer shall be done online through NACTVET Website (www.nacte.go.tz);
- 3) Principal shall approve and forward the request upon satisfaction to the head of institution the student is seeking to transfer;
- 4) The transferring student should have all examinations passed and results uploaded in the NACTVET Examination System.

2.10.3. Transfer Procedures

- 1) A student shall initiate an online transfer through requesting the target/receiving institution for an opportunity to transfer;
- 2) Once the request is accepted by the receiving institution, the message will be sent back to the host institution to clear and allow the student to transfer;
- 3) The host institution shall forward approved request to NACTE; and
- 4) NACTE shall view the request which has been approved by the host institution and then grant the transfers.

2.10.4. Postponement of Studies

Postponement of studies shall mean stopping studies for a semester or whole academic year where the period will count into the student's registration period. A student requesting for postponement must be registered or enrolled in a given technical institution; studied and completed a minimum of one semester.

2.10.5. Criteria for Postponement of Studies

Postponement may be granted by the technical institution due to various grounds including health problems; discipline, family matters; pregnancy; and other compelling circumstances as may deem necessary by the relevant authority;

- a) A student wishing to postpone studies should submit written request supported by relevant documents to justify the request; and
- b) Extension of postponement shall not be permitted beyond FOUR (4) consecutive semesters unless under exceptional circumstances.

2.10.6. Student's Role on Postponement and Resumption of Studies

- a) Tender request for postponing studies to his/her technical institution;
- b) Provide relevant evidence(s) for such postponement; and
- c) On resuming to studies, a student must submit a letter of intention to resume studies at least ONE (1) month before the commencement of a semester.

2.10.7. Ndanda COHAS's Role on Postponement and Resumption of Studies

- a) Scrutinize and officially approve or reject request for postponement from students;
- b) Update accordingly the student's status in NACTEVET Database through Institutional Panel (admission officers account); and
- c) Ensure that a student is in a relevant academic year and level in the Institutional Panel.

3. BURSARIES AND FEES

3.1. Introduction

At the beginning of each Academic Year, all students are required to pay tuition fees and other fees or produce evidence of sponsorship awards from accredited sponsors before they can be permitted to use college facilities.

- (i) Payment of fees and other financial obligations are a contract between the College and the students. It is the sole responsibility of the student to solicit for the fees and deposits and pay in a time.
- (ii) With exception of finalists, excess fees paid by sponsor/guardian/parent shall be carried forward to the next academic year.
- (iii) Fees paid will not be refunded if a student withdraws or leaves the College.
- (iv) Double sponsorship is not allowed. In such an event the fees of one of the sponsors shall be returned to the sponsor.
- (v) Fee and other payments shall be made directly to the College Bank account and a pay-in-slip shall be presented and receipted.

The College accounts are as follows:

Name: **Ndanda COHAS**
A/c No: **70706600023**
Bank: **NMB**
Currency: **Tanzanian Shillings**

3.2. Fees Structure

- (i) The tables below present estimates of typical costs for different programmes.
- (ii) Actual costs will vary depending upon the specific year and needs of the student.
- (iii) Foreign students shall be required to pay for resident permit and must check

the prevailing amount as may be determined by the Government from time to time.

- (iv) The College reserves the right to change any fees, deposits, and other charges or any other provisions of this section at any time and without prior notification to the student or their sponsor and any such changes shall have immediate effect.

FEE STRUCTURE FOR ACADEMIC YEAR 2023/2024

1. Ordinary Diploma in Nursing and Midwifery

| <u>TUITION</u> | 1st SEMESTER | 2nd SEMESTER | TOTAL |
|-----------------------------------|--------------------------------|--------------------------------|---------------------|
| Tuition Fees | 650,000.00 | 650,000.00 | 1,300,000.00 |
| Sub Total | 650,000.00 | 650,000.00 | 1,300,000.00 |
| <u>Administrative Fees</u> | | | |
| Accommodation | 150,000.00 | 150,000.00 | 300,000.00 |
| Meals | 250,000.00 | 250,000.00 | 500,000.00 |
| Local Examinations | 150,000.00 | 0.00 | 150,000.00 |
| Computer Fee | 15,000.00 | 0.00 | 15,000.00 |
| Stationery | 50,000.00 | 0.00 | 50,000.00 |
| NHIF | 51,000.00 | 0.00 | 51,000.00 |
| Uniform | 80,000.00 | 0.00 | 80,000.00 |
| Examination Fee (Ministry) | 0.00 | 150,000.00 | 150,000.00 |
| Identity Card | 10,000.00 | 0.00 | 10,000.00 |
| Students Organization | 10,000.00 | 0.00 | 10,000.00 |
| Quality Assurance Fee | 15,000.00 | 0.00 | 15,000.00 |
| Caution Money | 50,000.00 | 0.00 | 50,000.00 |
| Sub Total | 831,000.00 | 550,000.00 | 431,000.00 |
| Grand Total | 1,481,000.00 | 1,200,000.00 | 2,681,000.00 |

2. Ordinary Diploma in Medical Laboratory Sciences

| <u>TUITION</u> | 1st SEMESTER | 2nd SEMESTER | TOTAL |
|-----------------------------------|--------------------------------|--------------------------------|---------------------|
| Tuition Fees | 650,000.00 | 650,000.00 | 1,300,000.00 |
| Sub Total | 650,000.00 | 650,000.00 | 1,300,000.00 |
| | | | |
| <u>Administrative Fees</u> | | | |
| Accommodation | 150,000.00 | 150,000.00 | 300,000.00 |
| Meals | 250,000.00 | 250,000.00 | 500,000.00 |
| Local Examinations | 150,000.00 | 0.00 | 150,000.00 |
| Computer Fee | 15,000.00 | 0.00 | 15,000.00 |
| Stationery | 50,000.00 | 0.00 | 50,000.00 |
| NHIF | 51,000.00 | 0.00 | 51,000.00 |
| Uniform | 80,000.00 | 0.00 | 80,000.00 |
| Lab Coats | 60,000.00 | 0.00 | 60,000.00 |
| Examination Fee (Ministry) | 0.00 | 150,000.00 | 150,000.00 |
| Identity Card | 10,000.00 | 0.00 | 10,000.00 |
| Students Organization | 10,000.00 | 0.00 | 10,000.00 |
| Quality Assurance Fee | 15,000.00 | 0.00 | 15,000.00 |
| Caution Money | 50,000.00 | 0.00 | 50,000.00 |
| Sub Total | 891,000.00 | 550,000.00 | 491,000.00 |
| Grand Total | 1,541,000.00 | 1,200,000.00 | 2,741,000.00 |

3. Ordinary Diploma in Nursing and Midwifery – In Service 1 Year

| <u>TUITION</u> | 1 st SEMESTER | 2 nd SEMESTER | TOTAL |
|--|--------------------------|--------------------------|---------------------|
| Tuition Fees | 650,000.00 | 650,000.00 | 1,300,000.00 |
| Sub Total | 650,000.00 | 650,000.00 | 1,300,000.00 |
| | | | |
| <u>Administrative Fees</u> | | | |
| Local Examinations | 150,000.00 | 0.00 | 150,000.00 |
| Stationery | 50,000.00 | 0.00 | 50,000.00 |
| Examination Fee (Ministry) | 0.00 | 150,000.00 | 150,000.00 |
| Identity Card | 10,000.00 | 0.00 | 10,000.00 |
| Students Organization | 10,000.00 | 0.00 | 10,000.00 |
| Quality Assurance Fee | 15,000.00 | 0.00 | 15,000.00 |
| Caution Money | 50,000.00 | 0.00 | 50,000.00 |
| Graduation | 50,000.00 | 0.00 | 50,000.00 |
| Field Supervision Costs (Midwifery and Research) | 150,000.00 | 0.00 | 150,000.00 |
| Field Supervision Costs (Mental Health fieldwork) | 0.00 | 150,000.00 | 150,000.00 |
| Sub Total | 485,000.00 | 300,000.00 | 635,000.00 |
| Grand Total | 1,135,000.00 | 950,000.00 | 2,085,000.00 |

4. Ordinary Diploma in Medical Laboratory Sciences – In Service 1 Year

| <u>TUITION</u> | 1 st SEMESTER | 2 nd SEMESTER | TOTAL |
|---|--------------------------|--------------------------|---------------------|
| Tuition Fees | 650,000.00 | 650,000.00 | 1,300,000.00 |
| Sub Total | 650,000.00 | 650,000.00 | 1,300,000.00 |
| <u>Administrative Fees</u> | | | |
| Local Examinations | 150,000.00 | 0.00 | 150,000.00 |
| Stationery | 50,000.00 | 0.00 | 50,000.00 |
| Examination Fee (Ministry) | 0.00 | 150,000.00 | 150,000.00 |
| Identity Card | 10,000.00 | 0.00 | 10,000.00 |
| Students Organization | 10,000.00 | 0.00 | 10,000.00 |
| Quality Assurance Fee | 15,000.00 | 0.00 | 15,000.00 |
| Caution Money | 50,000.00 | 0.00 | 50,000.00 |
| Graduation | 50,000.00 | 0.00 | 50,000.00 |
| Field Supervision Costs (Operational Research) | 200,000.00 | 0.00 | 200,000.00 |
| Field Supervision Costs (Field Practical Training) | 0.00 | 200,000.00 | 200,000.00 |
| Sub Total | 535,000.00 | 350,000.00 | 885,000.00 |
| Grand Total | 1,185,000.00 | 1,000,000.00 | 2,185,000.00 |

4. EXAMINATIONS REGULATIONS

These guidelines regulate the Conduct of Examinations at Ndanda COHAS and other provisions may be added from time to time since its approval by the Governing Board (council) in 2022/2023 academic year.

4.1. Conduct of Examinations

- a) The College examinations shall be conducted under the Deputy Principal Academic Office or such other officer of the College as may be appointed.
- b) The Deputy Principal Academic shall have power to issue such instructions, notes or guidelines to candidates, invigilators and examiners of College examinations as he/she shall deem appropriate for the proper, efficient and effective conduct of such examinations.
- c) The instruction notes or guidelines issued by the Deputy Principal Academic, under regulation 2.1 shall form part of and be as binding as these Regulations.
- d) To be eligible to sit for an Examination, a student must have attempted the required number of Continuous Assessment Tests (CATs) on the course being examined.
- e) Invigilators must ensure that they have registration lists for candidates registered for each paper in the room in which the examination is being taken.

4.2. Modes of Examinations

Examinations will be conducted in a combination of any of the following modes, depending on the specific requirements of the course, year of study and in accordance with the Examination schedule

- a) Written Examination
- b) Viva Voce (Oral) Examination
- c) Practical Examination
- d) Clinical Examination
- e) Logbook
- f) Fieldwork attachment report

4.3. Setting of Examination

There shall be assessment in form of Continuous Assessment (CA) and Semester Examination (SE) for each module as per requirement of the respective curricula. The

CA will be achieved through theory tests, oral/practical/clinical tests, assignments, Project work/Operational research and field attachment and SE will comprise of theory, oral/practical/clinical and Project work/Operational research as per respective module.

Ndanda COHAS shall ensure the CA and SE has been achieved by observing the following:

- a. For CA, The number of theory tests, oral/practical/clinical tests, assignments, project reports and field work reports, shall be as stipulated in the assessment plan of respective curricula.
- b. For SE, the number of theory paper and oral/practical/clinical paper shall be as stipulated in the assessment plan of respective curricula.
- c. The CA and SE shall be administered based on the assessment plan for each module.
- d. All CA shall be completed two weeks before the start of SE.

Theory Test/Examination

- a. Tests/examination shall be set by tutor (s) competent to the specific module(s).
- b. The content of the test/examination shall adhere to the respective Assessment plan.
- c. Tests/examination questions shall cover competences from simple to complex.
- d. Each test/examination paper shall have a marking scheme (answer guide and marks distribution).
- e. The setting of question shall consider duration of test/examination conduction. The minimum duration for NTA level 4 to 5 is two hours and two and half hours for NTA level 6.
- f. The test/examination set shall be submitted to the examining authority at least one (1) week before the date of moderation.
- g. Number of theory tests/examination administered shall be as stipulated in the respective Assessment plan.

4.4. Oral test/examination

- a. There shall be not less than 50 questions.
- b. Choice of questions shall adhere with the curricula.
- c. The setting of questions shall consider duration of tests/examination conduction.
- d. The maximum duration for NTA level 4 to 6 is fifteen minutes.

4.5. Practical test/examination

a. Laboratory Practical Test/examination and Objective Structured Clinical Examination (OSCE)/Objective Structured Practical Examination (OSPE)

- i. Practical Tests/examination shall be set by tutor (s) competent to the specific module (s).
- ii. Setters shall consider the number of stations and minimum duration of the test/examination as specified in the assessment plan.
- iii. The setter shall prepare advance instruction to facilitate the conduct of the test/examination which shall include but not limited to chemicals, reagents, instruments and equipment.
- iv. Advance instructions shall consist of destructing items to blind both the supervisor and laboratory/clinical instructor before the conduct of examination.
- v. Specific advance instructions shall be given to respective programs as it shall be determined by the examination authority.

Clinical test/examination

Setting of clinical test/examination shall ensure, module content, competence level descriptor and the test/examination shall have a proper tools of assessment. Tutors responsible for a particular module shall prepare Clinical test/examination. The preparation shall include the following:

- i. Clinical settings (outpatient and inpatient departments)
- ii. Adequate structured rating scales/checklists
- iii. Adequate number of patients/clients relevant for candidates as per curricula.
- iv. Equipment and supplies as per number of students.

4.6. Assignments

- a. Setter shall prepare an assignment in a form of complex integrated learning outcome that will be given to a learner in a form of written work or practical exercises depending on nature and requirement of respective module.
- b. Assignment shall be set by tutor(s) teaching the specific module(s). When circumstances dictate otherwise, the Principal may appoint a competent tutor to set the assignment.
- c. The content of the assignment shall adhere to the respective Assessment plan.
- d. Assignment question(s) shall be set based on the competence level descriptor and cover competences from simple to complex.
- e. Each assignment shall have a marking scheme (answer guide and marks distribution).
- f. Assignments shall not contain objective type questions.

4.7. Project work/ Operational research

- a. Tutors responsible for particular module(s) shall prepare project work/research guide based on the competences to be covered by a student as stipulated in respective curricula.
- b. The preparation shall include the project work/research report guidelines.

4.8. Field work

Tutors responsible for particular module/curriculum shall prepare practicum site based on the competences to be covered by a student.

The preparation shall include the following:

- a. Practicum site.
- b. Field work guidelines.
- c. Preparation of assessment tools e.g log books

4.9. Modes of Assessment

The National Technical Award (NTA) Level 4 - 6

| | | |
|-----------------------------|---|-----|
| Continuous Assessment | - | 40% |
| End of Semester Examination | - | 60% |

Grading System

After completion of marking process during CA and Semester examination phases, the awarding of candidates performance shall be based on approved grading system specified in the curriculum information report. The grading system shall ensure credit system established by NACTE for NTA level 4 to 6 as shown in Table 1 is maintained.

Table 1: Credit system

| NTA level | Qualifications title | Minimum overall credits | Minimum credits from current NTA level | Maximum credit from the lowest NT A level | Lowest NTA level | Competence level descriptors (short /indicative version) |
|------------------|------------------------------|--------------------------------|---|--|-------------------------|---|
| 4 | Basic Technician Certificate | 120 <i>(from NTA 4)</i> | 120 | 0 | | Ability to apply skills and knowledge at routine |

| | | | | | | level |
|---|------------------------|-----------------------|-----|----|---|---|
| 5 | Technician Certificate | 120 (from NTA 5) | 120 | 0 | 4 | Ability to apply skills and knowledge in a range of activities some of which are non-routine and be able to assume operational responsibilities |
| 6 | Ordinary Diploma | 240 (from NTA 6&5) | 120 | 30 | 5 | Ability to apply skills and knowledge in a broad range of work activities, most of which are non-routine |

These guidelines specifies various components of grading system used to grant NTA as specified here.

Grading System for NTA Levels 4, 5 and 6

Grade of each module shall be assigned with reference to the grade definitions and range of scores as provided in the Table 4 and the classification of award in terms of Grade Point Average (GPA) is as provided in the Table 3

Table 2 **Grade definitions and range of scores**

| NTA LEVEL 4 to 5 | | | NTA LEVEL 6 | | | |
|------------------|-------|-------------|-------------|-------|-------------|------------------|
| SCORE RANGE | GRADE | GRADE POINT | SCORE RANGE | GRADE | GRADE POINT | DEFINITION |
| 80 – 100 | A | 4 | 75 – 100 | A | 5 | Excellent |
| | | | 70 – 74 | B+ | 4 | Very Good |
| 65 – 79 | B | 3 | 65 – 69 | B | 3 | Good |
| 50 – 64 | C | 2 | 50 – 64 | C | 2 | Satisfactory |
| 40 - 49 | D | 1 | 40 – 49 | D | 1 | Poor |
| 0.0 – 39 | F | 0 | 0.0 – 39 | F | 0 | Failure |
| - | I | - | - | I | - | Incomplete |
| 0 | Q | 0 | 0 | Q | 0 | Disqualification |

Table 3 classification of award

| NTA LEVEL 4 and 5 | | NTA LEVEL 6 | |
|-------------------|-----------------|--------------------|-----------------|
| CLASS OF AWARD | CUMMULATIVE GPA | CLASS OF AWARD | CUMMULATIVE GPA |
| First class | 3.5 - 4.0 | First class | 4.4 - 5.0 |
| Second class | 3.0 – 3.4 | Upper Second class | 3.5 - 4.3 |
| Pass | 2.0 – 2.9 | Lower Second class | 2.7 - 3.4 |
| | | Pass | 2.0 - 2.6 |

Note: A student with a semester GPA less than 2.0 shall be declared failed without being given a chance to supplement the failed module.

4.10. Examinations and Registration for Courses

Examinations: It includes continuous assessment (tests, quiz, assignments, seminar presentations, practical etc) and end of Semester/ Special/ Supplementary examinations. There shall be a written and, where the course demands, a practical examination during each semester for each course taught.

Tests and Examinations: A student shall be required to do all tests and examinations prescribed to qualify him/her for the Diploma award. Any reason that may prevent a student from sitting any examination shall be reported in writing by the student to the Academic Officer, notified to the Examination Officer, and permission granted in writing by Principal prior to the time of the examination.

Student Cards: A student who forges or holds a fake student's Identity Card, Examination Card or any College document contravenes (disobey) Students By-Laws or Examination Regulations and if proved the student shall be expelled from studies and be reported to the relevant government authority(ies) for legal action. A candidate shall be issued with a Student Identity Card after completing Registration and Examination card from Examination Office at least 5 days before the commencement of the examinations.

Registration for the Course: First year candidates shall register in the course during the orientation week while continuing students shall register for courses for the subsequent (following) semesters during the registration for the new semester (within two weeks after the start of the semester).

A student shall be examined in all and only course registered for.

No student will be allowed to attend classes if she/he is not registered. A student shall be allowed to register after paying the required fees as per Fee structure instruction.

4.11. Eligibility and Postponement of Studies

- a) No candidate shall be eligible for any examination in any programme/subject unless the Academic Officer in consultation with the instructor that the candidate has undertaken the course by attendance of not less than 75% and passed the continuous assessment by 50% (20/40).
- b) During classes no student shall be allowed to expose/hold on hands or place on the bench or use cellular/mobile phone. Otherwise, the student subjected for disciplinary action including suspension from studies.

- c) Permission to be absent from class will be granted by the Academic Officer after consultation with Course Instructor and notification to Dean of Students (Warden) to Students with genuine reasons to absent themselves from class.
- d) Such a candidate shall be required to complete the course before being allowed to sit for examination. Bona fide (valid) students shall be entitled to sit for the College Examinations for the courses in which they are registered or fulfilled the course requirements unless otherwise advised in writing by a College Authority.
- e) Permission for postponement of End of Semester Examination will be granted in writing by the Principal, in consultation with the Deputy Principal Academic, Academic Officer, Examination Officer and Dean of Students (Warden) after receiving an application letter by the candidate.
 - a. Postponement of continuous assessment will be granted by the instructor in consultation with the Academic Officer upon application by the student.
- f) Postponement of studies shall be for the duration of one academic year. Under special circumstances, the postponement of studies can be extended for only one additional academic unit only after submitting supportive relevant documents. A student staying out of the College beyond two years or without permission after the first postponement of studies shall cease to be a bona fide (valid) Ndanda COHAS student.
- g) A student who postponed studies shall be allowed to resume studies after submitting his/her application which, where applicable, is supported by evidence of capability to resume and undertake studies. Permission for resumption of studies shall be granted by the Principal in consultation with the Deputy Principal (Academic), Academic Officer, Examination Officer and Dean of Students (Warden).

4.12. Dates of Examinations and Time Table

- a) Dates and times of conducting continuous assessments shall be indicated by the respective instructor(s) in the course schedules.

- b) Dates for the end of semester examinations shall be published in the College Almanac/College notice board or Ndanda COHAS website.
- c) Candidates shall be responsible for consulting the Examination Time Tables as published on the notice board and/or Ndanda COHAS website. Examinations shall take place any day of the week (Monday to Friday) as scheduled in the timetable even if it falls on a Public Holiday.

4.13. Absence from Examinations/Special Examinations

- a) A student who absents himself/herself from end of semester examination including Special or Supplementary Examination(s) without compelling (convincing) reasons shall be deemed to have absconded from examinations and shall be discontinued from studies/College.
- b) If the Academic Committee accepts a compelling reason following an appeal by the student, a written permission will be issued to the affected student allowing him/her to sit for special examinations at the time for the next scheduled Examinations.
- c) A student upon writing a request letter to be absent from the End of Semester Examination (with compelling reasons) and following approval by the Academic Committee, a written permission will be granted to the student to sit for Special Examination(s) at the time for the next scheduled Examinations.
- d) A student who fails a Special Examination shall carry over that course when next offered, provided the course is not the requirement for a subsequent specific course and that the student fulfill the requirement to continue with the studies.
- e) A student who absents oneself from any continuous assessment test, quiz, tutorial(s) or fails to submit practical or assignment(s) given as part of the Continuous Assessment without compelling reasons shall be considered to have attempted such examinations or practical or assignment(s) and shall be awarded a zero mark.
- f) A student who fails to sit for a continuous assessment test(s) or submit (an) assignment(s) because of compelling reasons shall be required to complete the

same before attempting the end of semester examination(s) of the respective course. Such a candidate shall be responsible for initiating a request for the continuous assessment test or assignment.

4.14. Falling sick immediately before or during an Examination

- a) If a candidate falls sick immediately before or during the examination period and is medically unable to attend any examination (as certified by the Medical Officer), she/he will be advised by the Academic Officer to postpone the examination until an appropriate time to be arranged.
- b) Any student who is sick and decides to take an examination, does so at her/his own risk, and must abide by the result of the examination.
- c) Any student who is sick and decides not to take an examination without certified report of the Medical Officer and reporting to the Deputy Principal Academic during the day of examination and instead she/he reports the incidence a day(s) after, such students shall be deemed to have absconded from examination and shall be discontinued from studies.

4.15. Examination Committee

2.10.1. There shall be Examination Committee.

2.10.2. College examinations (end of semester exams) shall be conducted by Examiners which shall consist of one or more examiners appointed by the Ministry from outside the College, in conjunction with one or more of the instructors of the candidate in the subjects under examination; except that, in the case of the re-examination of candidates who have failed in the ordinary End of Semester Examination, all the examiners may be appointed from within the College, provided that at least one of them had no part in teaching the candidates' course/subject under examination.

2.10.3. **Appointment of Examiners**: The examiners for College examinations shall be appointed by the Academic Committee.

- (a) One or more external examiners appointed from outside the College by the Ministry, together with academic staff who participated in teaching the candidates in the subject(s) under examination.
- (b) For this purpose, where the practice requires that graded papers should be sent to external examiners for moderation and thereafter returned, the departmental meeting for evaluating the grades constitutes an Examiners meeting, even in the absence of the external examiner(s).
- (c) Examiners may be appointed from within the College for supplementary/special examinations under the supervision of a moderator who took no part in teaching the candidates the subject(s) under examination.

4.16. Publication of Examination Results

- a) The Deputy Principal (Academic) may, after the Governing Board and/or Academic Committee meeting, publish provisional examination results subject to confirmation of the same by the Governing Board upon the recommendation of the Academic Committee.
- b) Except for final semester examination, tests and course work assessment results shall be under the mandate of the respective tutors within reasonable time. The student is responsible to consult the course instructor or Academic Officer for complain if any on continuous assessments results before the deadline for displaying on notice board.
- c) End of Semester Examination results must be released and published on the College notice board and/or website within three weeks from date of completion of exams. Students are not allowed to seek Semester Examination results from any academic or non-academic staff member by telephone, letter or any other way before the prescribed date shown on the almanac or that notified to students.
- d) End of Semester Examination shall be conducted under the control and supervision of Ministry of Health (MoH) and National Council for Technical and Vocational Education Training (NACTVET).

4.17. Withholding Examination Results

The Ndanda COHAS Governing Board may, where a student has failed to fulfill a fundamental contractual or legal obligation with Ndanda COHAS or a breach of the same e.g. not paying fees or outstanding dues, or where there is dishonesty or fraud, bar him or her from examinations or withhold examination results until he or she discharges the obligation or is exonerated (clear) from the wrong.

Setting and Moderation of Examination

- a) An Internal Examiner is normally an academic member of staff who has taught the course being examined.
- b) Supplementary and Special Examination papers shall be set simultaneously with the Regular College Examination papers.
- c) Examination papers shall be internally moderated by the Faculty/ Departmental Moderation Committee and External Examiners shall be involved after the examination.
- d) The moderated and sealed examination paper shall be sent to the Principal for safe keeping before the start of the examinations.
- e) Strict precautions shall be taken to ensure that there are no examination leakages.

4.18. Special Examinations

- a) A special examination is one which is taken at a time other than the regular examination period as the result of extenuating (justifying) circumstances.
- b) A student may, in extenuating circumstance, be allowed to postpone sitting for an examination, provided he or she reports the matter in writing, before the examination to the Deputy Principal Academic and the Examination Officer.
- c) Such a report shall be accompanied by authentic (genuine) supporting documents.

- d) With the exception of emergency cases such requests must be submitted to the office of the Deputy Principal Academic at least 48 hours before a given exam is due to start.
- e) A student shall be deemed to be eligible for special examinations after receiving a letter of authorization to take special examinations from the Deputy Principal Academic.
- f) Special examinations shall be conducted at such time, coincident with supplementary examinations and internal examinations at agreed time.
- g) When a student is allowed to sit for a special examination, he/ she shall be considered to be attempting the examination for the first time, and shall be accorded all of the rights provided for in the examination regulations.
- h) Special examinations shall not be availed (benefit) to students who have absented themselves from regular examinations without written permission. Such students shall receive "0" marks and a grade "E"

4.19. Supplementary Examinations

- a) Supplementary examination is one which is taken by a student after he/she fails a paper in a regular or in a special examination.
- b) A student shall be allowed to sit for a supplementary examination only if he/she has failed in less than 50% of the prescribed examination papers.
- c) The supplementary examination must be taken only in the failed paper(s) at a time to be determined by the Governing Body/Academic Committee or NACTVET.
- d) A student who fails a supplementary examination shall be allowed to carry over that course once, provided the course is not the requirement for a subsequent specific course. Specific regulations for specific programmes shall also be applied.

4.20. Carry Over Courses

- a) Carryover of a failed course into a subsequent year shall imply repeating module in the subsequent year (when next offered) by fulfilling all the requirements of the course.
- b) Students are normally required to pass all courses of examinations at the end of the academic year before proceeding to the following year of study. In special circumstances the Academic Committee may allow a candidate to carry forward to the following year of study failed course(s) provided the annual overall GPA ≥ 2 , otherwise the student is **discontinued from studies**.
- c) A student shall be allowed to carrying the courses and shall clear within one academic year whereas a student carrying over one course shall clear within the allowable maximum period of registration; otherwise the student is **discontinued from studies**.

4.21. Appeals Against Academic Decisions

- a) Well-grounded appeals supported with substantive and documented evidence against any academic decision or recommendation shall be lodged with the appellant's Examination Officer using special appeal forms, who shall forward it to the Academic Committee with the Governing Body's Observations (scrutinize on the authenticity of the appeals) and Recommendations. The appeal by the student must be submitted within 7 days from the day the results were posted or the decision communicated to the affected student. Only academic reasons will be considered and the decision of the Academic Committee shall be final.
- b) In the case of examinations, the Board of examiners' recommendation shall be final except where well-authenticated claims for unfair marking or disregard for examination regulations is raised by the affected student. In such a case, the Governing Board shall investigate the matter and forward its recommendation to the Academic Committee, whose decision shall be final and conclusive and no further appeal shall be entertained regarding the same issue.
- c) No appeal with respect to the conduct of College Examinations and the marking of the scripts thereof shall be entertained unless such appeal is lodged with the

appropriate College authority within 7 days of the date of publication of the results under the authority of the Academic Committee.

- d) Except where unfair marking, wrong computation of marks or grades or others like irregularity committed in the conduct of any College examination is alleged, no appeal shall lie in respect of any such examination on any ground.
- e) No appeal will be considered where:
 - i. The candidate appeals for re-marking of examination script but fails to establish reasonable grounds for prejudice, incompetence, or lack of integrity on the part of the internal examiner.
 - ii. It raises for the first time issues concerning the teaching or Continuous Assessment or supervision. Such matters will only be considered if they had been raised by the student promptly and in writing, at the time when they first arose.
 - iii. A student alleges illness or other factors but where s/he had an opportunity to postpone studies or examination(s) but voluntarily opted not to take that opportunity.

4.22. Specific Examination Regulations

- (a) Each course will be assessed after its completion. Not all courses will have an end of course examination (e.g. Field Practical Training, and Research Project). A student who fails to complete field practical training or a research project and submit the report by the specified date may, with the approval of the Academic Committee be given not more than one additional year to complete it.
- (b) A student shall be required to attend all sessions of Field Practical Training and a student who misses any session without the permission of the Academic Officer or his appointee (i.e. supervisor) shall be discontinued from studies. In case permission of being absent from the station is granted, the student shall be required to complete/repeat the training session using own resources.
- (c) The pass mark for Continuous Assessment at Ndanda COHAS is 40%. A candidate shall be required to pass by 40% separately the Continuous Assessment (20/40) and the end of Semester Examination pass by 60%

- (30/60) otherwise the candidate shall carry and sit for supplementary, respectively.
- (d) No student shall be allowed to take the final examination for a course until all Continuous Assessment (CA) is completed and passed by 20/40. A student who fails Continuous Assessment shall be assigned a "CARRY" remark and shall be required to retake the course by taking Markup Test.
 - (e) A candidate who invites him/herself to the End of Semester Examinations without passing the Continuous Assessment (20/40) shall be considered to have not attempted (sat for) such examinations. A student failing the CA shall carryover the failed course when next offered after fulfilling all the requirements to continue in the next academic year.
 - (f) A student who fail end of Semester Examination (score below 30/60) even if one has scored above 20 in the Continuous Assessment shall be assigned a "SUPP" remark and shall be required to sit for supplementary examination.
 - (i) All assessments in a course shall be subject to moderation by external examiners appointed by the Academic Committee.
 - (k) A student shall be deemed to have passed the end of semester examination if has achieved a minimum of 50% of the set marks for both theory and practical examination for each module.
 - (k) Students are required to pass all courses taken in order to proceed to the next year of the program. At the discretion of the Academic Committee, permission to carry over not more than two failed courses to the following year may be given.
 - (l) Student whose year's overall grade point average (GPA) is less than 2.0 will be discontinued from studies.
 - (m) A student who fails one or more course(s) after sitting a supplementary examination/special and with a cumulative GPA < 2.0 (below) shall be discontinued from studies.
 - (n) Student failing more than two courses after sitting for supplementary and the GPA ≥ 2 may at the discretion of the Academic Committee be given permission to repeat a year. In these circumstances full fees for that additional year will be payable.

- (o) A student discontinued from studies on the basis of examination irregularities or disciplinary ground at Ndanda COHAS or in any other institution shall not be eligible to apply for re-admission at Ndanda COHAS until the expiration of a minimum of one year.
- (p) A student who ceases to be a bona fide (real) student of Ndanda COHAS shall be required to fill in the clearance form and return all College properties including Identity and Examination Cards to relevant authorities. A student who fails to return College property shall be liable for legal action and shall not be eligible for admission at Ndanda COHAS.
- (q) A student who is discontinued on the basis of having failed to meet the minimum requirements for continuing with studies may be admitted, as a fresh student.

4.23. Preservation of Examination Scripts/answer book

The College shall preserve students' examination answer book for the purpose of reference, for a period of at least one academic year after the end of the respective examinations.

4.24. Specific Examination Regulations for Candidates

- a) Candidates who for some compelling reason(s) fail to fulfill conditions for sitting end of Semester Examinations including failing to pay fees and/or any outstanding dues shall write a letter to request for postponement of studies or Semester Examinations five (5) working days before the start date of scheduled end of Semester Examination.
- b) Candidates shall be responsible for consulting the Examination Time Tables for any changes. Failure to sit examination(s) for a reason of changes in timetable will not be entertained.
- c) Candidates shall be seated 10 minutes before the starting time, and no student shall be allowed into the examination room 30 minutes after the starting time, except for a compelling reason.

- d) Candidates must not begin writing before they are told to do so by the Invigilator.
- e) Candidates are allowed to carry with them only pens, pencils or other materials explicitly prescribed by the particular examination instructions.
- f) Candidates are not allowed to enter the examination room with unauthorised materials such as books, mobile phones, handbags, clipboards, purses, papers, magazines and/or other such items.
- g) In case candidates are allowed to come with specified items into the examination room, no borrowing from one another shall be allowed during the examinations. Items allowed into the examination room shall be liable to inspection by the invigilator at the main entrance.
- h) Each answer in an examination shall begin on a fresh page of the examination booklet. All rough work must be done in the booklet and crossed out. Candidates are not allowed to write their names and registration numbers anywhere in the examination booklet.
- i) All candidates shall observe silence in the examination room.
- j) Candidates are not allowed to write anything in their examination question papers.
- k) No food or drink shall be allowed into the examination room.
- l) Invigilators shall have power to specify or change the sitting arrangement in the examination room; or to require inspection of a candidate; or to confiscate (take away) any unauthorised material brought into the examination room; and shall have power to expel and report from the examination room any candidate who creates a disturbance and record the incident to the Academic Officer.
- m) In case of alleged cheating or any other examination irregularity, the candidate and one or more Invigilators shall be required to sign an Examination Incident Form which, together with other signed exhibits, as the case may be, and the candidate's examination booklet, shall be submitted to the Academic Officer.
- n) A candidate caught contravening (disobey) the Examination Regulations shall not be allowed to continue with the examination for which he/she is sitting, but will not be barred from other examinations for which he/she is scheduled.

- o) Candidates are strongly warned that cheating or being caught with unauthorized materials contravenes the College General Examination Regulations and leads to discontinuation from studies.
- p) All candidates shall sign the Examination Attendance Form at the beginning and end of every examination.
- q) No candidate shall be permitted to enter the examination room after a lapse of thirty minutes from the commencement of the examination and no candidate will be allowed to leave his/her place during the examination, except as indicated below.
- r) No candidate shall be allowed to leave the examination room until one hour after examination commencement and no candidate will be allowed to leave the examination room during the last one-half hour before the end of the examination.
- s) A candidate wishing to answer a call of nature must do so by obtaining permission of the invigilator and under escort to leave the examination room for a reasonable period.
- t) A candidate who walks out of an examination in protest (complain) shall be disqualified from that particular examination.
- u) At the end of the examination period, and on instruction from the invigilator, candidates must stop writing and assemble their scripts, which they should personally hand to the invigilator. They shall remain seated until all are allowed by the invigilator to leave.
- v) Candidates are not allowed to take any examination material out of the examination room, unless specifically permitted by the invigilator.
- w) Candidates who are required to sit for supplementary examinations or special examinations will be officially notified on the College notice board and/or website at www.ndandahospital.org or through any public means of communication. Students should visit frequently the College website for effective communication.

- x) Students must understand that the ultimate responsibility for taking the supplementary/special examinations precisely at the time when they are given rests with the students.

4.25. Guidance for Invigilators

Academic and Examination Officers shall be responsible for ensuring that examinations are prepared and conducted in a strictly confidential manner.

4.25.1. Before the Examination

- (a) Invigilators should personally collect from the Principal/Examination Office sealed envelopes containing question papers and any other material prescribed in the rubrics thirty (30) minutes before the examination.
- (b) Invigilators shall be present in the examination room at least twenty minutes before the commencement of the examination.
- (c) Invigilators should admit candidates to the examination room at least ten minutes before the commencement of the examination and ensure that students take their right places.
- (d) During these ten minutes the invigilator should:
 - i. Make an announcement to the effect that unauthorised materials are not allowed in the examination room.
 - ii. Make an announcement to the effect that candidates should satisfy themselves that they are in possession of the correct paper(s).
 - iii. Instruct students to note any special rubric at the head of the paper(s).
 - iv. Instruct students when they may begin writing. Candidates will normally be allowed five minutes to read the paper.
 - v. Ensure that there is reasonable space between one candidate and another;
 - vi. The invigilator(s) shall announce the **starting** and **ending time**.
 - vii. The invigilator(s) shall, at the end of the first 10 minutes in the examination room, tell the candidates to begin writing.

4.25.2. During the Examination

- (a) Invigilators should not admit candidates to the examination room after 30 minutes have elapsed from the commencement of the examination and should not permit candidates to leave the examination room until one hour has expired.
- (b) By the end of 30 minutes from the commencement of the examination, the Invigilators should have a written list on the Examination Attendance Sheet of the names of all the candidates present.
- (c) Invigilators should ensure that only one answer-book is provided for each candidate. However, a candidate may request additional sheet if the provided answer-book is full.
- (d) Candidates may be permitted to do rough work in the end of the examination booklet on the understanding that rough work is crossed out.
- (e) Invigilators shall report immediately after the examination to the Examination Officer any candidate who contravenes the Examination Regulations and Instructions.
- (f) In case of alleged examination irregularity, the Invigilator shall require the candidate to sign an Examination Incident Report and any other materials pertinent to the incident to confirm that they are his/hers. The Invigilator also shall sign and submit to the Examination Officer the Examination Incident Report, together with the candidate's examination booklet and all pertinent materials.
- (g) A candidate caught contravening the Examination Regulations shall not be allowed to continue with the examination for which he/she is sitting, but will not be barred from other examinations for which he/she is scheduled.
- (h) The Examination Officer through the Academic Office will submit a full written report on the incident to the Principal.
- (i) The processing of an alleged case of cheating or other irregularity shall be carried out as expeditiously as possible.

4.25.3 At the End of Examination

- (a) Invigilators shall instruct the candidates to stop writing and assemble their examination scripts.
- (b) Invigilators shall not permit the candidates to leave their places before their scripts have been collected.
- (c) Candidates shall sign the Examination Attendance Sheet when they turn in their script.
- (d) Invigilators shall enter the number of candidates' scripts collected and/or received on the attendance sheet and sign it. The Invigilators shall fill the Examination Form and submit together with all other examination documents.
- (e) To forestall (prevent) illegal use of examination answer books before and after examinations, invigilators should ensure candidates enter both the examination number and the serial number of the answer book in the candidate signed examination attendance.
- (f) Invigilators shall have full responsibility for safe custody and care to forestall loss or handling of Examination scripts by unauthorized persons and any case of loss or mishandling of examination scripts shall be dealt with in accordance with Ndanda COHAS staff regulations or any other guidelines.

4.26. Examination irregularities or Academic Dishonesty (*This also applies to CAT*)

All cases of alleged examination irregularities, including alleged unauthorized absence from examination, possession of unauthorized material in the examination room, causing disturbances in or near any examination room and any form of or kind of dishonesty, destruction or falsification of any evidence of irregularity or cheating in examination, shall be reported to the Deputy Principal (Academic) and sent to the Academic Committee which shall have power to summon the student(s) and member(s) of staff of the College, as it deems necessary and make decisions, subject to confirmation by Governing Body.

4.26.1. Absence from Examination

A candidate who absents oneself from an examination without compelling (convincing) reasons shall be deemed to have absconded (escape) the examination and shall be discontinued from studies.

- i. No unauthorized material, absence and cheating shall be allowed into the examination room. In this regulation:
 - a) "Unauthorized material" includes any written or printed material that is generally or specifically prohibited from being brought into the examination room, cellular or mobile phones, radios, radio cassette or other types of cassette players, computers, soft and alcoholic drinks and any other material as may be specified from time to time by the Deputy Principal Academic;
 - b) "Unauthorized absence from examination" includes not reporting for a scheduled examination at the time, day and place specified without prior permission, going out of the examination room, temporarily or otherwise, or staying out of the examination room for an unduly long period, without authorization or permission of the invigilator or one of the invigilators for the examination in question;
 - c) "Cheating in examination" includes any form or kind of dishonesty or destruction or falsification of any evidence of irregularity.
- ii. Subject to confirmation by Governing Body, any candidate found guilty of bringing unauthorized material, absence and cheating into the examination room in any part of the examination process shall be deemed to have committed an examination irregularity and shall be discontinued forthwith from studies in the College.
- iii. Any candidate found guilty of cheating in relation to any part of the examination process shall be deemed to have committed an examination irregularity and to have failed in the whole of that examination for that year and shall be discontinued from studies in the College, subject to confirmation by Governing Body.

- iv. Any candidate found guilty of causing disturbance in any examination room shall be deemed to have committed an examination irregularity and to have failed in the whole of that examination for that year and shall be discontinued from studies in the College, subject to confirmation by Governing Body.
- v. Any candidate found guilty of an examination irregularity by Commission and is aggrieved by the decision may appeal to the Governing Board in accordance with the provisions of Appeal Regulations.
- vi. Subject to confirmation by Governing Body, any Leakage of Examination shall be deemed to have committed an examination irregularity and such examinations should be changed.
- vii. Destroying or attempting to destroy evidence relating to any suspected irregularity.
- viii. Communicating with other students, either verbally or through other means, during the examination without permission from the invigilator.
- ix. Starting to attempt the examination before being authorised to do so or continuing the examination after being ordered to stop.
- x. A candidate with written or drawn examination related materials on his or her body, shoes and clothes.
- xi. A candidate requesting or buying or stealing examination questions from examiners or from examination office or fellow students, or attempting to do so. In clinical examinations, this includes getting to know cases or patients set for examination.

4.26.2. Leakage of Examinations

Any act which results in a candidate or candidates having access to, or knowledge of examination questions or of any unauthorized materials related to the examinations, before the scheduled date and time of the examination shall amount to leakage of examinations.

Procedure for dealing with leakage of Examinations

- a) Any person suspecting leakage of a test or examination shall immediately report to the Principal or Deputy Principal Academic.
- b) Where there are strong indications that an examination leakage has taken place, the Deputy Principal Academic, in consultation with the Principal shall cancel/ withdraw the examination and order a fresh examination to be set and administered.
- c) The Deputy Principal Academic shall set up by a committee to investigate the circumstances surrounding the suspected leakage.
- d) Then investigating committee shall submit its findings to the Principal and Deputy Principal Academic, who shall in turn table them before the Academic Committee and if necessary the Governing Body.
- e) The Academic Committee shall then take appropriate action, and if need be make appropriate recommendation to the Governing Body.
- f) Where it is established that an examination leakage has taken place appropriate and strong disciplinary action shall be taken against those found responsible (students or staff) for the leakage

4.26.3. Procedure for dealing with Examination irregularities

Proceedings

Prior to the beginning of each examination, invigilators shall draw to the attention of candidates the seriousness of irregularities in examinations. If an invigilator suspects a student of examination irregularities the following steps shall be taken:

- a) The student shall be approached immediately.
- b) Any unauthorized material in the possession of the student, as well as his/her answer book and examination question paper shall be confiscated (removed).
- c) Ensure that the incidence is witnessed by another person to verify the matter.
- d) The student shall not be allowed to continue with that particular examination.

- e) The invigilator shall report in writing to the Deputy Principal Academic within 24 hours;
- f) The Deputy Principal Academic shall require the student to submit a written statement concerning the incidence within 24 hours or receiving the invigilator's report.
- g) The Deputy Principal Academic shall set up an investigation committee which should complete the investigation within two weeks.
- h) The investigation committee shall submit the report to the Principal and Deputy Principal Academic, who shall in turn table the matter before the Academic Committee.
- i) The Academic Committee shall take appropriate action, and if need be make appropriate recommendations to Governing Body.
- j) While the matter is under investigation, the candidate may attempt other papers
- k) An internal examiner, who in the course of marking examination scripts or research or assignment papers suspects that an academic irregularity has taken place, shall report in writing the matter to the Deputy Principal Academic.
- l) The Deputy Principal Academic will follow the procedures vii) to ix) above.
- m) If it is established that the student committed an examination irregularity, he or she shall be expelled from the College forthwith.

4.26.4. Plagiarism

- i. A candidate who appropriates the writings or results of other persons, whatever the medium (text, written or electronic, computer programs, data sets, visual images whether still or moving) and then dishonestly presents them as his/her own shall be guilty of plagiarism (copying).
- ii. A candidate shall be deemed to have committed an act of Plagiarism if a supervisor, examiner, Academic Officer, Quality Officer members of the various committees responsible for checking and certifying compliance to approved publication standards or any other person observes the following:

- (a) The candidate has submitted or presented the work of another person as his or her own.
 - (b) The candidate has submitted the same, or substantially the same work more than once at the same or another institution.
 - (c) The candidate has fabricated (made-up) or falsified results/data. The candidate has submitted false records, information or documents.
 - (d) The candidate has omitted due acknowledgement of the work of another person.
 - (e) There is collusion i.e. when two or more candidates collaborate to produce the same work submitted by each, without prior formal permission for such collaboration.
 - (f) The candidate has used, by payment or otherwise, a third party to produce Research Project report or any assignment writeup in whole or in part.
- iii. All cases of alleged plagiarism shall be reported to the Deputy Principal (Academic) who shall refer them to the Academic Committee for investigation.
- iv. Depending on the extent or seriousness of the confirmed plagiarism, the following sanctions shall be applied:
- (a) Rejection of the Research Project proposal, report or part thereof and therefore the candidate being required to rewrite or re-take the research work.
 - (b) Deprivation (withdrawal) of a diploma award or any other academic credentials (qualifications) already awarded by the College.
 - (c) Discontinuation from studies.

4.26.5. Management of Examination Offences

There are various types of examination offences which need management. The examining authority shall prescribe penalties to be imposed on both candidates/students and examiners for mistakes committed. The major known examination offences and the recommended penalties are as shown in Table below.

Table: Examination Offences and Penalties

| S/No. | OFFENCE | PENALTY |
|--------------|--|---|
| (i) | Possession or access of unauthorized papers, books, or notes that could be of assistance to a Candidate. | Nullification of a candidate's examination results |
| (ii) | Talking to another candidate or any person inside or outside the examination room, during the examination session, without the permission of a member of supervisory staff. | Cancellation of examination results. |
| (iii) | Receiving or attempting to receive or give help to another candidate. | Disqualification of a candidate from appearing in the examination in which he is found guilty up to three years. |
| (iv) | Copying or indulging in copying from any paper or notes or allowing any other candidate to copy any matter from his answer booklet or to render in any manner any assistance to another candidate in solving a question or a part of question set in the question paper. | <ul style="list-style-type: none"> Nullification of Candidates examinations results |
| (v) | Swallowing or attempting to swallow a note or paper or running away with it or cause disappearance or destroy any such material. | |
| (vi) | Consulting books, note books or papers or any other matter found with him while outside the examination room but during the examination hours before he has handed over his | <ul style="list-style-type: none"> Disqualification from appearing in the examination for a period of up to three years. |

| | | |
|--------|--|---|
| | answer booklet to the invigilator or any other member of the supervisory staff. | |
| (vii) | Writing on any other piece of paper, a question set in the paper or anything connected with or relating to a question set in the paper or solution thereof. | |
| (viii) | Passing on or attempting to pass on during the examination, a copy of a question set in the paper or the question paper itself or a part thereof or a solution of a question set in the question paper, to anyone. | |
| (ix) | Possession of solution to a question set in the paper in connivance with any member of a supervisory or any other staff or some outside agency. | <ul style="list-style-type: none"> • Nullification of Candidates examinations results • Disqualification from appearing in examination for a period of up to three years and liable to such other punishment as the examining authority may decide. |
| (x) | Making previous arrangements to obtain help in connection with the question paper. | <ul style="list-style-type: none"> • Disqualification from appearing in examination for a period of up to three years. • Disqualification of the person with whom the candidate has made previous arrangement from appearing in examination for a period up to two years. • A Candidate shall also be liable to such other punishment as the |

| | | |
|--------|--|--|
| | | <p>examining authority may decide.</p> |
| (xi) | Smuggling in an answer booklet or a continuation sheet or taking out or arranging to send out an answer booklet or continuation sheet, during or after the examination with or without the help or connivance of any person connected with the examination centre or of any agency within or outside examination centre. | <ul style="list-style-type: none"> • Nullification of Candidates examinations results • Disqualification from appearing in Examination for a period of up to five years. A Candidate shall also be liable to such other punishment as may be decided by examining authority. |
| (xii) | Writing outside the examination hall, an answer booklet or a continuation sheet for a candidate, which the latter smuggle into the examination hall or to replace the answer booklet of the candidate after the examination. | |
| (xiii) | Misconduct or misbehaving towards the invigilator or any member of the supervisory staff. | |
| (xiv) | Using abusive or obscene language in the answer booklet. | |
| (xv) | Impersonating a candidate | <ul style="list-style-type: none"> • Nullification of Candidates examinations results • Disqualification from appearing in any Examination for a period of up |

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| | | <p>to three years if that person is a student enrolled in a registered health and allied sciences institutions</p> <ul style="list-style-type: none"> • If that person is not on the rolls of a registered health and allied sciences institutions, he may be declared as not a fit and proper person to be admitted to any future examination. • That Person may be reported to the Police. • The candidate for whom impersonation was attempted may also be disqualified from appearing in any examination for a period of up to three years. |
| (xvi) | Obtaining admission to the examination on a false representation made by a Candidate in his examination registration. | <ul style="list-style-type: none"> • Nullification of Candidates examinations results • Declare a Candidate ineligible to appear in the examination. |
| (xvii) | Making a mis-statement in a Candidate's admission form before the commencement of the examination, regarding the name of the institution in which that candidate is studying or on the date on which he had left that institution. | <ul style="list-style-type: none"> • Disqualification from appearing in examination for a period, which may extend to three years, if the false representation relates to a previous examination, not actually passed by the Candidate. • Disqualification from appearing in examination for a period of up to three years, if the false representation pertains to his eligibility to appear in the |

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| | | examination as a private candidate. |
| (xvii i) | Forging another person's signature on a Candidates examination registration form or using a forged document knowing it to be forged and with a view to seeking admission. | Disqualification from appearing in the examinations. |
| (xix) | Leaving the examination room without delivering the answer booklet to the invigilator concerned and taking away the same with him or intentionally tearing off or otherwise disposing off his answer | <ul style="list-style-type: none"> Nullification of Candidates examinations results |

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| | booklet or any part thereof or the continuation sheet or part thereof inside or outside the examination room. | <ul style="list-style-type: none"> Disqualification from appearing in examination for a period of up to three years. |
| (xx) | Deliberately disclose his identity or making distinctive marks in his answer booklet for that purpose. | Cancellation of examination results. |
| (xxi) | Communicating or attempting to communicate directly or through a relative, guardian or friend with an examiner or with the examining authority with the objective of influencing him in the award or marks. | Cancellation of examination results. |
| (xxii) | Approaching or influencing directly or indirectly a Member of the examining authority official regarding his cheating | Disqualification for one more year in addition to the punishment imposed to him under these guidelines for his |

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| | case. | offence of using unfair means. |
| (xxiii) | Dereliction of duty or misuse of position to the detriment of the smooth and fair conduct of examinations. | Relieve of duties by the competent authority. |
| (xxiv) | Failure to discharge confidential work by the person assigned to the satisfaction of the examining authority or misusing of position to the detriment of smooth and fair conduct of examinations. | <ul style="list-style-type: none"> • Forfeiture of the whole or part of remuneration payable to him; and/or • Disqualification permanently or for a specific period from any duty and/or • Initiating disciplinary action against him; and/or • Initiating legal action against him. |
| (xxv) | For cases of unfair means not covered by these guidelines, the examining authority may impose punishment according to the nature of the offence. | |

The following procedures shall be followed if an invigilator has witnessed a candidate(s) involved in examination malpractices

- a. The invigilator shall stop the cheating process, collect the evidence(s) and fill the examination malpractice form immediately.
- b. A candidate found cheating shall sign the filled malpractice form and two candidates sitting adjacent should witness by signing the same form appropriately.
- c. The candidate who was found cheating shall also write in brief declaring the committed offence, sign and put thumb print.
- d. It shall be an additional offence if the candidate responsible declines to sign the malpractice form.
- e. After collection of all evidence the invigilator shall allow the candidate to continue with the examination.
- f. The original copies of evidences of the malpractice shall be packaged and stored

in the strong room and later submitted to the examining authority for final decision.

4.26.6. Ndanda COHAS Academic Activities

9.1 Ndanda COHAS academic activities shall be carried out from Monday through Friday without prejudice to regulation 9.4 below.

9.2 Deputy Principal Academics shall have power to suspend academic activities at any day of the week as the case may be and prescribe a day which the activities shall resume. The Deputy Principal Academic shall make public the announcement to that effect to students and staff.

9.3 Public Holidays which fall on Ndanda COHAS working days shall be observed subject to prior arrangements or agreements between the lecturer/tutor and students where there shall be any academic activity to be conducted.

9.4 Where any academic activity has been planned on a Public Holiday, it shall be communicated to students and Academic Officer in writing within a minimum of two days prior to the said activity. However, if no such communication is made by Academic Officer or other College Authority, students shall note that examinations shall take place any day of the week (Monday to Friday) as scheduled in the Time Table of that particular examination even if it falls on a Public Holiday.

4.26.7. Graduations

10.1 With the approval of the Governing Body, students who complete and fulfill the requirements of the programme will graduate. Graduation attire will be hired.

4.26.8. Awards to Best candidates

These Awards are given to finalists and can change time to time. They are;

- i. **1st Council Prize.** Awarded annually to a candidate with the highest cumulative GPA in the examinations (Overall Best Academic Performance).
- ii. The **2nd Council Prize.** Awarded annually to a student with good discipline.

- iii. The **3rd Council Prize**. Awarded annually to the student mostly participated in Sports.
- iv. The **4th Council Prize**. Awarded annually to a student with Best Leadership practice.
- v. The **5th Council Prize**. Awarded annually to a student with Best Cleanness Practice.

5. DRESS CODE

5.1. Introduction

- a) The decent dress code is applicable to all students to provide and maintain high professional ethical standards of integrity and discipline on the campus. All students shall maintain person hygiene, dress in decency, modesty and respectable attire in Accordance with acceptable norms.
- b) Over the past decade, the higher education institutions dress code has become an increasingly common policy nationwide. When students grow and develop their identities, they often use clothes as a way to express who they are and what they believe. For this, college clothing during and after class sessions and personal appearance should be neat, becoming, and appropriate.
- c) The Ndanda College of Health and Allied Sciences understands and fully supports students' right to self-expression. The college also has an obligation to create a living, teaching and learning environment where all members of the community are comfortable and not offended by inappropriate dress.
- d) The College Management, classroom instructors/tutors and other staff have the responsibility to oversee and address guidelines violators and/or deny services to students dressed in any of the prohibited attire (dress).

5.2. Rationale for Developing Students' Dress Code Guidelines

- a) Students have been found wearing of clothing that do not conform (match) to the values of the Ndanda College of Health and Allied Sciences community. Also students lack clear interpretation of what constitutes acceptable dresses.
- b) Observance of Dress Codes is important because it helps to preserve moral standards, ensure discipline and a sense of responsibility among students, prepare students for their careers in real world as many professions need smart personnel and contribute to a safe and supportive teaching and learning environment.
- c) Studying at a college is not only passing examinations but also to maintain the good image of oneself and the respective College through descent dresses.
- d) The Dress Code is designed to provide appropriate guidelines to all students to dress in a manner that is respectful of themselves and in the Ndanda College of Health and Allied Sciences community.

5.3. Objectives of the Dress Code Guidelines

5.3.1. Main Objective

The main objective of the Dress Code Guidelines is to provide guidance to students on appropriate dressing.

5.3.2. Specific objectives

- a) Ensure smartness and appropriateness of dressing.
- b) Provide cultural and academic development arena.
- c) Provides productive and positive atmosphere for teaching and learning environment.

5.3.3. Requirements to students

The following is required to be observed by all students at Ndanda College of Health and Allied Sciences:

- a) Wearing of Identity Cards all the time in the College for identification.

- b) Distinction of appropriate dress subject to situations such as for classes, clinical, church, business and formal affairs, relaxation and play/sports activities.
- c) Learn to use socially acceptable dress to specific occasions and activities.
- d) Inappropriate attire will be considered absolute or offensive garments without proper undergarments to unclear their transparency; form-fitting clothing without proper support undergarments; micro-mini dresses/skirts that do not cover enough of the thighs while standing/sitting; halter tops; midriff blouses; t-shirts bearing disrespectful language/indecent messages, and cut-out or torn jeans that reveals undergarments and/or private parts;
- e) Neither males nor females shall show any visual display of underwear.
- f) Neither males nor females shall wear baseball caps, stocking caps, skullcaps, sun-visors, and bandannas in public buildings except in the privacy of the student's hostels or for religious or cultural activities;
- g) Appropriate attention must be given to personal cleanliness and good grooming including hair; to present a clean, neat, and orderly appearance representative of the Ndanda College of Health and Allied Sciences community and the College's values and mission;
- h) Dress must be appropriate for the occasion or setting. During special occasions (convocations, career/graduate and professional College fairs, employment opportunities, etc.) business or formal wear (shirt and tie, business suit, blazer and dress skirt/slacks, or dress/tuxedo) should be worn; and
- i) Pajamas of all kinds, hair rollers, and/or bedroom slippers shall be worn only in the residence halls/blocks and not be worn in public areas.

5.4. Student Dressing Guidelines

Students will dress in accordance with the following guidelines:

- a) Clothing and general appearance shall not cause a disturbance or interference with the instructional programme. Clothing and general appearance must not constitute a health or safety hazard;
- b) All clothing (uniforms e.t.c) must be of appropriate length and fit. To be acceptable, gowns for female students must be hemmed (pindwa) and must extend under the knees. Excessively loose or excessively tight fitting clothing is

- not permitted. Form-fitting clothing must be covered with garments of appropriate length;
- c) Strapless tops, tank tops, tops with spaghetti straps, tops with excessively low necklines, and halters are not allowed. Midriffs shall not be exposed. Male students shall not wear sleeveless/singlet garments in public areas.
 - d) Female students shall not wear sleeveless garments which do not completely cover undergarments. Shoes and sandals are to be worn properly;
 - e) Hats, caps, sweatbands, and other types of head coverings shall not be worn in the public areas unless approved for medical reasons;
 - f) Hair should be neat and clean and should not obstruct vision. Rollers, comb, and picks shall not be worn in the hair;
 - g) Males are not allowed to plate their hair and wear earrings;
 - h) Tattoos/tattooing makeup are not allowed;
 - i) Sandals (kandambili, yeboyabo's, etc) are forbidden in classrooms and clinical areas;
 - j) No cut-off shirts or unbuttoned shirts will be allowed;
 - k) A student shall not wear clothing with obscene, crude, suggestive or vulgar phrases, or clothing that is suggestive or indecent;
 - l) Clothing advertising or supporting the use of alcohol, tobacco products, illicit drugs, promiscuity, or violence is not allowed;
 - m) Sagging (mlegezo) pants worn below the waist are not allowed. Pajama pants are not allowed. Pants with writing across the seat are not allowed. Pants that drag the floor are not allowed;
 - n) Clothing that exposes underclothing/underpants shall not be worn. Clothing considered and designed as underclothing such as skin tight shall not be worn as outside garments;
 - o) Gang (makundi ya kihuni) related clothing is not allowed. Gang symbols (such as pacifiers, bandannas, or any other item or hairstyle identified with a gang) or symbols identified with a College fraternity or sorority are not allowed;

- p) Jewels that are health or safety hazard or that depict weapons of violence, drugs, or alcohol should not be worn. Jewels in pierced body parts are not allowed except in ears. Jewels with spikes are not allowed;
- q) All clothes shall be in a state of good repair. Torn, ripped, or clothing with holes is not allowed. Pants, running shorts and gym shorts shall be worn only in appropriate physical education classes and are not appropriate in the classroom setting;
- r) Students shall not dress in any manner reasonably deemed to be inappropriate and disruptive to the teaching and learning process as determined by the College management;

5.5. Dress Code Violations

A student who violates the dress code will have an opportunity of correcting the mistake. A student who violates the dress code frequently will be eligible for disciplinary measures as stipulated in the Student By-Laws. A student who has a question about the appropriateness of dressing should discuss the specific issue with the appropriate staff member before wearing the item.

6. CAMPUS LIFE

6.1. Accommodation

The Hostel rooms are furnished and designed to accommodate four students each, with shared wash-facilities and communal areas on the upper and ground floor.

The College has students' hostel with the capacity of accommodating 168 students. Prospective students should be aware that priority is usually given to pre service students to assist them in acclimatizing to college life. Students (in service) who miss out on rooms at our hostels can seek alternative accommodation off-campus at "Zakeo ya zamani".

The main objective of this is to provide conducive living environment for our students to facilitate smooth academic journey that will enable them realize their dreams.

6.2. Spiritual Life

Ndanda COHAS is committed to proclaim Christ through healing, teaching and research. It strives to combine professional excellence with a spirit of compassion and servanthood in the course of fulfilling the call of teaching, healing and research. Ndanda COHAS as a Catholic Institution promotes Catholic values in principal and espouses to instill moral and ethical values to the students training here.

Although Ndanda COHAS is a Christian institution, the college respects the religious freedom of individuals within the Ndanda COHAS community. Students and staff have complete freedom of worship for Christians and non-Christians.

Chaplaincy: The college and hospital run a joint Chaplaincy which oversees the spiritual services for students, staff, and patients. This office is open to people from all religious backgrounds. The office is located besides the Chapel.

Counselling: The college cares deeply about the holistic wellbeing of each individual, hence ensuring that there is access to counselling services on campus. Counselling services are available through the Chaplaincy. Those in need of counselling on any matter including study, home, family, work related issues will find that the services are offered in professional manner and in a friendly environment. Close follow-up is made, for those who need it and it is available for as long as necessary.

6.3. Medical Services

Ndanda COHAS is part of St. Benedict's Ndanda Referral Hospital which is a referral Hospital at regional level and provides clinical and health services. The college has full time staff, who attends the students for medical issues.

For easier access to medical services, students at Ndanda COHAS are now enrolled into a medical insurance programme (with NHIF) at the beginning of the academic year. This is facilitated by the office of the Warden. Students who have private health

insurance coverage can come with their cards and ensure that they show proof of such cover to the Warden.

Staff and student medical services including hospitalization, are provided upon receipt of medical cards which guarantees the medical treatment at the St. Benedict's Ndanda Referral Hospital and other facilities.

NHIF offers health insurance card to students for the period of studentship. A student who is a member of NHIF will access medical services with his/her NHIF card at any accredited facility throughout Tanzania. This health insurance covers for students only and does not involve student's dependents.

The NHIF cards that will be issued once and used throughout your studentship will be collected from the Accounts office. At the beginning of every academic year, you will be required to activate your membership by paying the requisite fees, short of which you will not be able to access medical services under NHIF scheme.

The college will be responsible for collection of student's annual contributions at the beginning of every academic year. Your membership will cease once you leave the college.

6.4. Postal and Banking Services

There is a Post office about 0.7km from the college which provides all the normal postal services. The Post office serves all residents of Ndanda COHAS, and the surrounding villages of Njenga, Majengo, Mpowora, Majengo, Tuungane, Ndolo, Mwena, Liputu, and Nangoo.

With regard to banking services: Banking services are available outside the college but if you want to withdraw money from CRDB or NMB, there are ATM machines (for CRDB) at the Ndanda Hospital main gate in 24 hours for such services. NMB has a branch at the Madeko (about 0.6km) which provides all normal banking services. Students who have no bank accounts are advised to open bank accounts for keeping

their money and for doing financial transactions. For security reasons, do not show your confidential bank information to anybody. Not only that but also, there are NMB and CRDB Wakala who serves as bank agents nearby the college.

6.5. Students organisation

Ndanda COHAS Students Organization (NDaSO) is a Students' Organisation that is established with the main purpose of upholding students' interests. This was also intended to teach students on social and political matters as well as economic and academic affairs practically by just being given advisory services or guidance from the Management through the warden office. Therefore, the Students' Organizations of the Ndanda COHAS are run by students themselves with high degrees of autonomy.

NDaSO leaders are elected annually in the General Students' Elections. NDaSO elections normally take place in March or April. All students have the right to vote and to be voted for. Posts to be contested for are President, Vice President, Class representatives, and hostel blocks.

The NDaSO General Elections is coordinated and managed by an independent Ndanda COHAS Electoral Committee (NEC). Members of the Electoral Committee are one (1) selected representatives from each class. The Chairperson of the Electoral Committee announces the results after the counting of votes is complete.

6.6. Sports and Games

Several sports and games are offered at Ndanda College of Health and Allied Sciences. Ndanda COHAS strives to offer a friendly atmosphere to students and in an effort to improve the learning environment at Ndanda COHAS. The available sports and games include athletics, football, basketball, volleyball and netball.

7. ACADEMIC STAFF LIST

| Department of Nursing and Midwifery | | | | |
|--|--|-------------|----------------------|--------------------------------|
| 7.1 | Head of Department: Ms. Grace Shayo | | | |
| SN | NAME | POST | QUALIFICATION | CONTACT (Email Address) |
| 1. | Mr. Joshua Mnyani | Tutor | BSc N, MSc N | jmnyani@yahoo.com |
| 2. | Mr. Sadick Pascal | Tutor | BSc N | |
| 3. | Mr. James Lyehela | Tutor | BSc M | |
| 4. | Ms. Christina Ngambeki | Tutor | ADV-NM | ngmbk@yahoo.com |
| 5. | Ms. Agnes Mwiya | Tutor | ANO | mwiya28jun@gmail.com |
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| Department of Medical Laboratory Sciences | | | | |
|--|---|-------------|----------------------|--------------------------------|
| 7.2 | Head of Department: Mr. Tasilo Kamenya | | | |
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| 3. | Mr. Nurdin Yasuph | Tutor | BSc ML | yasuphnurdin@gmail.com |
| 4. | Mr. Joseph Tandika | Tutor | BSc ML | |