



## **MZUMBE UNIVERSITY (CHUO KIKUU MZUMBE)**

### **DIRECTORATE OF RESEARCH, PUBLICATIONS AND POSTGRADUATE STUDIES (DRPS)**

#### **CALL FOR APPLICATION INTO POSTGRADUATE PROGRAMMES OF THE MZUMBE UNIVERSITY FOR THE ACADEMIC YEAR 2020/2021 FOR THE OCTOBER, 2020 INTAKE**

The Directorate of Research, Publications and Postgraduate Studies (DRPS), Mzumbe University invites applications for admission to the postgraduate programmes (Masters and Doctoral degree Programmes) for the **2020/2021** academic year from qualified candidates.

#### **A: MASTER'S DEGREE PROGRAMMES**

Masters degree programmes are offered at three campuses: the Main Campus (Mzumbe, Morogoro), Dar es Salaam Campus (at Upanga, Dar es Salaam City) and Mbeya Campus (at Forest, Mbeya City). All programmes offered at Mzumbe Main Campus are fulltime, day sessions mode and residential but due to limited accommodation, some successful applicants may be required to seek for alternative accommodation off campus. The **Dar es Salaam Campus** offers day, evening, and executive mode classes, while the executive mode is for MBA and MPA programmes only. Mbeya Campus offers evening mode classes only. Both Mzumbe Dar Es Salaam and Mbeya Campuses do not have accommodation arrangements for the students, they are non-residential. **THE DEADLINE FOR SUBMITTING APPLICATION FOR MASTER'S DEGREE PROGRAMMES IS 26<sup>TH</sup> OCTOBER, 2020.**

All Mzumbe University Postgraduate Programmes offered by different Schools, Faculties, Institutes, and Campuses are listed hereunder;

#### **1.0 MASTER'S DEGREE PROGRAMMES AT MZUMBE MAIN CAMPUS**

##### **1.1 SCHOOL OF PUBLIC ADMINISTRATION AND MANAGEMENT**

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

## **1.2 SCHOOL OF BUSINESS**

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

## **1.3 INSTITUTE OF DEVELOPMENT STUDIES (IDS)**

Master of Arts in Development Policy and Planning (MA. DPP)  
Master of Environmental Management (MEM))

## **1.4 FACULTY OF SOCIAL SCIENCES**

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

## **1.5 FACULTY OF LAW**

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

## **1.6 FACULTY OF SCIENCE AND TECHNOLOGY (FST)**

Master of Science in Information Technology (MSc. IT)  
Master of Science in Applied Statistics (MSc. AS)

## **2.0 MASTER’S DEGREE PROGRAMMES AT DAR ES SALAAM CAMPUS (DC)**

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

### **Please note:**

***Executive MBA and Executive MPA at DCC start in March 2020. Please visit this link <http://dcc.mzumbe.ac.tz/> for more details.***

## **3.0 MASTER’S DEGREE PROGRAMME AT MBEYA CAMPUS (MC)**

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

## 4.0 PROGRAMMES INFORMATION

The duration of most of our Master's programmes is 18 months: twelve months of coursework to be run in two semesters, and a minimum of six months for dissertation work. Only a few programmes have the duration of two years (24 months) i.e with three semesters of coursework and six months (one semester) for dissertation work and these includes, Master of Research and Public Policy (MRPP); Master of Science in Information Technology (MSc. IT) and Master of Science in Health Monitoring and Evaluation (MSc. HM&E). For Master of Business Administration in Corporate Management, the first two semesters are dedicated to coursework only and the third semester is a combination of coursework and project write-up. For more (specific) information about individual programmes, please visit the DRPS Website <http://drps.mzumbe.ac.tz/>. You may also surf on our main website at: [www.mzumbe.ac.tz](http://www.mzumbe.ac.tz) and/or respective schools/faculties/directorates' websites as hereunder given:

- a) Dar es Campus College (DCC) Website: <http://dcc.mzumbe.ac.tz/>
- b) Mbeya Campus Website: <https://mcc.mzumbe.ac.tz/>
- c) School of Public Administration and Management (SOPAM)  
Website: <http://sopam.mzumbe.ac.tz/>
- d) School of Business (SOB) website: <http://sob.mzumbe.ac.tz>
- e) Faculty of Social Sciences (FSS) website: <https://fss.mzumbe.ac.tz/>
- f) Faculty of Law (FOL) website: <https://fol.mzumbe.ac.tz/index.php/en/>
- g) Faculty of Science and Technology (FST): <http://fst.mzumbe.ac.tz>
- h) Institute of Development Studies (IDS) website: <http://ids.mzumbe.ac.tz/>

## 5.0 ENTRY QUALIFICATIONS FOR PROGRAMMES

### General Qualifications

A candidate seeking admission into our Master degree programmes shall hold a relevant academic bachelor degree (UQF level 8) or equivalent with GPA of 2.7 or B grade from a recognized institution of higher learning or a upper second class Advanced Diploma. Applicants with professional qualifications such as the Association of Chartered Certified Accountants (ACCA), Certified Public Accountant, Tanzania (CPA (T)), Procurement and Supplies Professional and Technicians Board (PSPTB) or their equivalent from recognized professional bodies or institutions may be considered for admission but in addition they need to provide evidences of additional relevant training, evidence of research capability and relevant working experience. Applicants with a PASS degree (i.e those who obtained third class in the first degree) will also be considered upon producing evidence of having obtained a postgraduate diploma in **the relevant discipline/area of study** or equivalent with minimum GPA of 3.0 or B grade from a recognized institution.

A candidate who holds a foreign degree (degree obtained outside Tanzania) should have an average credit of "B" or above (evaluated according to Mzumbe University system) and have his/her academic qualifications validated by the Tanzania Commission for Universities (TCU). For further information regarding validation of foreign qualifications please visit this link <https://www.tcu.go.tz/?q=content/recognition-and-equation-foreign-qualifications>

### Specific Qualifications

- Applicants for MSc. (A&F) must possess solid accounting background and must have completed courses in Financial Accounting, Management Accounting, Financial

Management, Auditing and Assurance and Quantitative Methods at a Bachelor's degree level.

- Applicants for MSc. MM must have studied marketing-related subjects at a Bachelor's degree level.
- Applicants for MSc. PSCM must have studied supply management-related subjects at Bachelor's degree level.
- Applicants for Master of Environmental Management (EM) must have studied environment related social science degrees and those working in the field of environment will be at an added advantage
- Applicants for MSc. Economics must possess a solid background in Economics by having studied economics at Bachelor's degree level.
- Applicants for MSc. PPM and MSc. EPP must have studied Economics/and or development related subjects at Bachelor's degree level.
- Applicants for MSc. HM&E must have two years of working experience in health-related projects. For this programme, all shortlisted candidates shall attend an interview conducted at the Main Campus to determine the final selected applicants to be admitted.
- Applicants for the MSc. ITS must have already completed Bachelor degree or equivalent in appropriate area.

## **B: DOCTOR OF PHILISOPHY (PhD) DEGREE PROGRAMMES**

Applicants for PhD studies should be holders of Master's degree (UQF level 9) in the relevant field/discipline/area of study or equivalent (see above for the fields of studies offered at Mzumbe University) with a minimum of GPA of 3.0 or B obtained from any accredited university or higher learning institution. For foreign degree, applicants must have an average grade of not less than "B" as evaluated according to Mzumbe University system and having the degree qualifications validated by TCU (Refer para 5, above). An application for admission into a PhD programme is received at any time of the year using Mzumbe University application forms of that particular academic year but registration to the programme will be effective on biannual basis (March and October/November each year). PhD applicants should submit along with the application forms, firstly **a one page motivation statement** (*clearly explaining what motivates her/him to pursue this higher academic degree, what he/she would like to achieve as a result of his/her studies, and what impact the studies may/will have on his/her life, research area and society in general*) and secondly, a concept note of around two to three (A4 paper) pages indicating a topic intended to be addressed, the reasons for choosing the topic and how s/he intends to tackle it (*answers to these questions should be informed by most recent research based literature/evidences*).

There are two options in our PhD design, namely part-time or full-time options. A **full-time candidate** shall be one who registers into a programme by dedicating 100% of his/her time to studies and is thus expected to accomplish PhD studies in three (3) years and they should present a written commitment to abide to the full-time registered students schedule of study. An allowance of four (4) extensions of six month each will be granted during the entire PhD programme amounting to total duration of five (5) years. A **part-time candidate** shall be one who combines work and studies and is expected to accomplish PhD studies in four (4) years. An allowance of six (6) extensions of six month each will be granted during the entire PhD programme amounting to total duration of seven (7) years. PhD applicants may choose any of these options during application. All our PhD programmes are offered by thesis (i.e it is only by research and thesis, thus no formal coursework are delivered during the programme).

## C: MODE OF APPLICATION FOR ALL POSTGRADUATE PROGRAMMES

- a) Applicants are required to complete all stages as shown on the guideline for Online Application through the link: <https://admission.mzumbe.ac.tz/> .On this admission portal, applicants are required to fill application forms together with two reference forms. All referees should be persons who are academically familiar with the applicant, either as his/her undergraduate/master's tutor/lecturer, research supervisor or (for master's degree applicants) one of them could be professional associate (immediate manager or employer) for those employed, **but NOT relatives, friends and/or primary/secondary school teachers**. For PhD applicants all referees must be academic and their reference must refer to their relationship with the applicants at master's level. Reference forms filled by other than those categories of referees mentioned above commenting on the academic suitability of the applicant will not be accepted. The application and reference forms can be downloaded from the Mzumbe University website: [www.mzumbe.ac.tz](http://www.mzumbe.ac.tz) and/or Directorate of Research, Publications and Postgraduate Studies (DRPS) website: <http://drps.mzumbe.ac.tz/>
- b) Application to all of the above postgraduate programmes must be accompanied by a non-refundable application fee of TZS. 30,000/= (for local applicants) or USD 30 (for international /foreign applicants).
- c) During filling the online application form, applicants are required to indicate their campus of preference, i.e. whether Main Campus, Dar es Salaam Campus or Mbeya Campus.
- d) The application fee should be paid to **Mzumbe University up on requesting the control number from the University**.
- e) All applications must be accompanied by certified copies of relevant academic certificates (O-level, A-level, Bachelor's degree level certificates) and transcripts.
- f) If in doubt regarding your suitability for admission into a particular programme, inquiries should be addressed to the respective Principal of Campus College/Director of Research, Publications and Postgraduate Studies through contacts given below.
- g) **ONLY** on exceptional cases, applications through the use of hard copy forms will be allowed and shall be requested from the addressed given below. These duly filled application forms should be sent to the respective campuses using the addresses as hereunder given except for PhD applicants who should submit their applications to Main Campus only.

## FOR INQUIRIES

Please do not hesitate to contact the Director of Research, Publications and Postgraduate Studies, Mzumbe University, P.O.Box 63, MOROGORO. Tel. +255 23 293120/1/2; Fax: +255 (0) 23 2604382 or through the following email addresses Email: [admission.dpgs@mzumbe.ac.tz](mailto:admission.dpgs@mzumbe.ac.tz) OR [drps@mzumbe.ac.tz](mailto:drps@mzumbe.ac.tz) .

You may also ask for additional/specific information by contacting respective Campus Principals as provided hereunder:

FOR DAR ES SALAAM CAMPUS

PRINCIPAL,  
Mzumbe University  
Dar es Salaam Campus College,  
P. O. Box 20266, DAR ES SALAAM,  
TANZANIA  
Tel. +255 222152586/2152584; Fax: +255 222152584  
Mobile: +255689455588 OR +255756730733 OR +255626649510  
Email: [principal-dcc@mzumbe.ac.tz](mailto:principal-dcc@mzumbe.ac.tz) or [dcc-principal@mzumbe.ac.tz](mailto:dcc-principal@mzumbe.ac.tz)

FOR MBEYA CAMPUS

PRINCIPAL,  
Mzumbe University  
Mbeya Campus ,  
Forest Area – Mbeya City  
P. O. Box 6559, MBEYA, TANZANIA  
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Email: [mcc@mzumbe.ac.tz](mailto:mcc@mzumbe.ac.tz) / Website: <https://mcc.mzumbe.ac.tz/>