

# PROSPECTUS

2018-2019



**PEMBA SCHOOL OF  
HEALTH SCIENCES**

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## **1.0 INTRODUCTION**

### **1.1 Historical background**

Pemba School of Health Sciences is the collage of health department. This collage was located at Limbani Wete - Pemba, Zanzibar, Tanzania. The collage has registered by NACTE through registration number REG/HAS/160. This is Private institution with partial registration. Its train nurses in order to produce adequate number of skilled and competent human resources to provide the much needed health services in Zanzibar. The training conducted in a manner that include competence in all aspects(theoretical and practical) to meet the requirements of the Nation Council for Technical Education (NACTE), Ministry of Health Zanzibar (MoHZ) and Midwives Council(ZNMC).

### **1.2 Location of the College**

College of Pemba School of Health Sciences is located in Wete District within North Region about 3 kilometres from Wete town.

### **1.3 Purpose**

To provide training, consultancy and conducting research in different health disciplines and related field for provision of quality health services.

### **1.4 MISSION**

The mission of the College of Health Sciences is to prepare graduates in an inter professional, to promote and improve the health and well-being of individuals and communities. The College of Health Sciences emphasizes healing the body, nurturing the mind and inspiring the spirit through rigorous academics, local and global service and innovative scholarship.

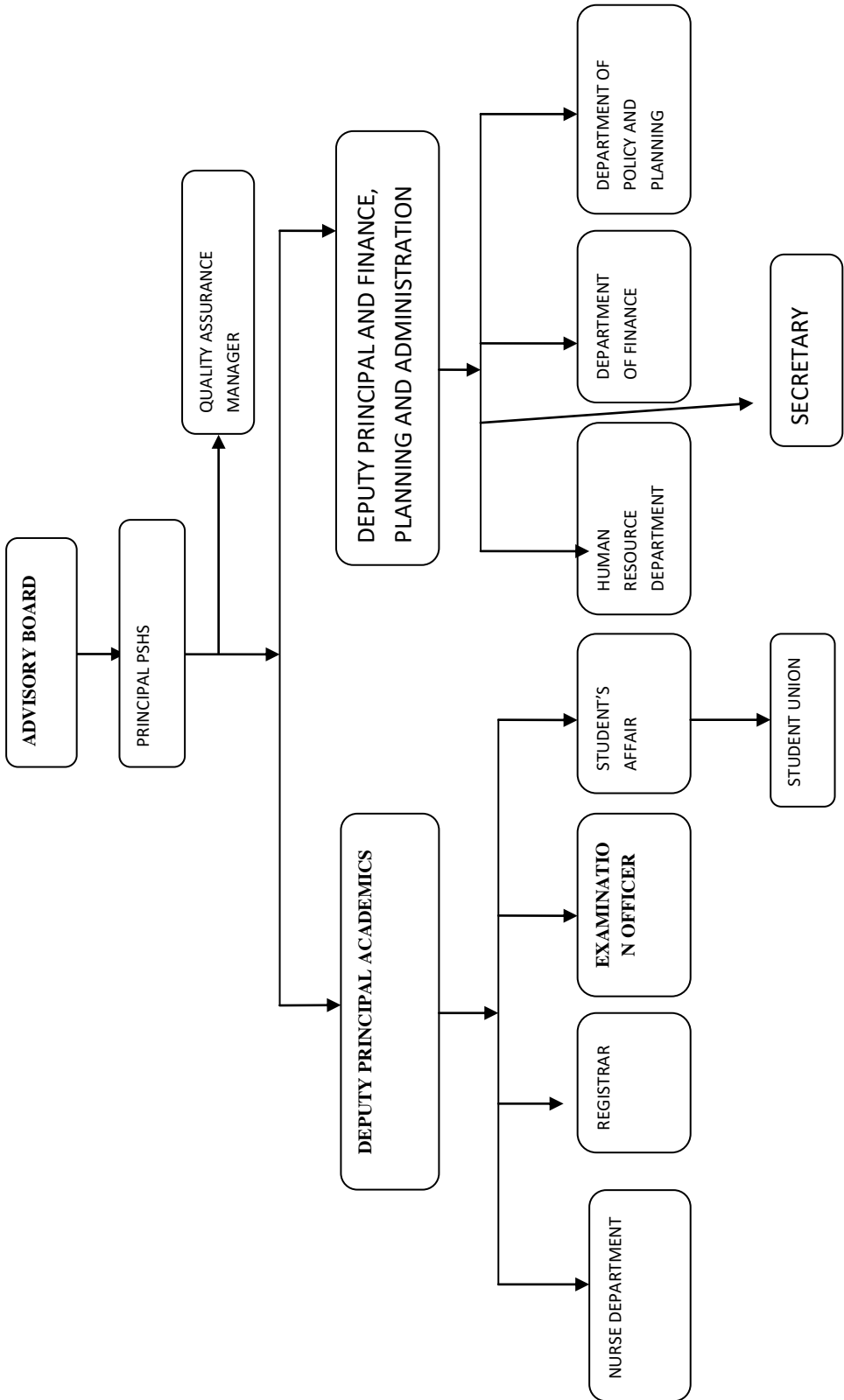
### **1.5 VISSION**

The College of Health Sciences is an educational leader that prepares graduates to live out a vocational call to serve individuals, populations and organizations. Our graduates are distinguished by their ability to integrate emerging technologies with practice wisdom, demonstrate leadership, work collaboratively and care for the whole person.

## **1.6 GOALS**

Provide leadership in the development of collaborative, professional relationships with schools, organizations and other institutions focused on the improvement of education in schools, communities and workplace settings. Help to prepare educational professionals recognized for the quality and significance of their teaching, research, scholarship, service, outreach and leadership. Enhance the effective and efficient management of the College

# 2.0 Organization structure of College of Pemba School of Health Sciences



## 2.1 Advisory Board Member

S.#	NAMES	QUALIFICATION	CONTACTS	DESIGNATION
1	Ali Haidar Mohammed	Master of LAWYER	P.O. BOX 215 CHAKE CHAKE PEMBA Phone number 0777 851 252	Chair Person
2	Shabani Rashidi Mbonde	Degree in NURSING	P .O. Box 135 Wete-Pemba Phone number-0679 030 174/0782 698 374	Secretary
3	Nassra Ali Salim	MSc. In Finance And Investment	P.O. Box 175 ChakeChake Pemba Phone number 0773 938 284	Member
4	Aziza AlawyMussa	Master of Education And Administration Planning And Policy Studies	P.O.Box 21, ChakeChake, Pemba Phone number -0773 204 225	Member
5	Sabra SalimuSuleiman	MSc. In Midwifery	P.O. Box Wete –Pemba Phone number: 0777 434 349	Member
6	Iddi Mohammed Juma	AMO	P.O. Box Wete Pemba Phone 0777 850 667	Member
7	Abdalla Mohamed mbarouk	MA in Public Administration	P.O.Box 112 CHAKE Chake Pemba 0777 421 062	Member
8	Ahmed Abdalla Mbwana	Students Representative	P.O. Box PSHS Phone : 0774 096 836	Student's Representatives



## 2.2 Department Academic Staff

### DEPARTMENT OF NURSING

S.#	NAMES	QUALIFICATION	DESIGNATION
1	Mr. Sikitu M. Matayo	BScN (Degree Nursing) St. John University of Tanzania (2017)	Full time tutor
2	Mr. Mark Makwinya	BScN (Degree Nursing) St. Johns university of Tanzania (2017)	Full time tutor
3	Mr. Shabani R. Mbonde	BSc (Degree Nursing) Muhimbili University of Health and Allied Sciences (2017)	Full time tutor
4	Mr. Raymond	BSc Nursing (Degree Nursing) International Medical and Technological University ( 2017)	Full time tutor
5	Mr. Daniel Duuma	BSc Midwifery (Degree Midwifery ) University of Dodoma (2017)	Full time tutor
6	Mr. Mohammed Ali Salim	BScN (Degree Nursing) Aga Khan University (2011) Diploma (General Nursing) Collage of Health Science Zanzibar 2002.	Part time tutor
7	Mr. Mohammed N. Saleh	Advanced Diploma in Clinical Medicine	Part time tutor
8	Mr. Yussuf Hamad Rashid	Bachelor of Business Technology (BBIT) Zanzibar University	Part time tutor
9	Mr. Salim Khamis Ali	Master (Social Work) Institute of Social Work Dar es-Salaam (2016) Post Graduate Diploma in Social Work, Institute of Social Work Dar es-Salaam (2009) Advanced Diploma in Psychiatric Nursing including Mental health, Mirembe School of Nursing, Dodoma(2003), Certificate in General Nursing with Psychiatry, Collage of Health Science, (1999).	Part time tutor
10	Mr. Bakari Omar	MSc (Master Degree) Parasitology and vector control	Part time tutor
12	Mr. Abdullah Omar Hassan	BSc ( Nursing)	Part time tutor

## **3.0. CHS SECURITY, CLEANING, FACILITATION**

### **3.1 CHS Security Unit**

1. MOH'D ALI OMAR
2. MABULA K MAYALA

### **3.2 CHS Estate, Sanitation and Cleaning Unit**

SHUFAA SALEH SULEIMAN

### **3.3 Electrician unit**

Electrician Fundi Kombo

## 4.0 ACADEMIC PROGRAMMES

Pemba School of Health Sciences offers programmes as follows:-

### 4.1 Diploma in Nursing and Midwifery NTA Level 6,

### 4.2 Objectives of the College

- a) To produce quality human resource in the field of health sciences to strengthen national manpower in health sector.
- b) To train public and private sector employees at lower and middle health care so as to improve and promote standards and efficiency in the health sector.
- c) To train staff, and through competence based curricula as per National Council for Technical Education (NACTE) standards in order to compete with other health training institutions
- d) To identify the training needs of the personnel working in the health sectors and related issues at different levels so as to organize suitable training programs for them.
- e) To organize seminars, workshops and short courses on matters pertaining to relevant interest in public and private health sectors in general.
- f) To conduct professional courses on regular basis with a view to develop skills of health sciences and other allied fields.
- g) To conduct research and consultancy activities for the purpose of innovations and income generation for the sustainability of the College.
- h) To elevate the position of the PSHS as a recognized institution which plays important role in health and social services in the community it serves.
- i) To monitor and evaluate College activities for better efficiency and effective performance

## 5.0 ADMISSION PROCEDURES

### 5.1 General Information

Enquiries about admission to the Pemba school of Health Sciences for course under institution should be addressed to:-

Address: Pemba School of Health Sciences

P O BOX 135,

Wete Pemba

Email: [info@pshscollege.com](mailto:info@pshscollege.com)

Website: [www.pshs.ac.tz](http://www.pshs.ac.tz)

### 5.2 Admission Terms

A candidate is admitted to PSHS on understanding that in accepting the admission he/she commits himself/herself to adhere to PSHS statutes, act, regulations, rules and by-laws. PSHS is an institution which expects students' behavior, on and off campus, to be moral, ethical and legal. The Academy reserves the right to withdraw admission for conduct of which is contrary to the objectives of the College.

An applicant has to be paid 10000/= TZS for application form through **PEMBA SCHOOL OF HEALTH SCIENCES People's Bank of Zanzibar (PBZ) Limited NUMBER 0405674000** during application. No admission will be processed without evidence that the fee has been paid

### 5.3 ADMISSION REQUIREMENTS

#### 5.4 Entry Requirements for Diploma courses in:-

##### **Nursing and Midwifery**

Candidate who has completed form VI with at least **'C' Biology, 'C' Chemistry and 'D' Physics, and 'D' English (biology is compulsory)**

**For form six leavers** at list **E** in **Biology** and **Chemistry S** in **Physics**. English and Mathematics is added advantages.

#### 5.5 Other Conditions:

- a) Candidate, who is employed, must have a letter of recommendation from his/her current employer.
- b) Candidate must undergo Medical Examination and revealed medically fit.
- c) Candidate must qualify criteria set by the College of Pemba School of Health Sciences.

## 6. MODE OF APPLICATION

Individual who wish to join the College of Pemba School of Health Sciences should:

Fill the application form provided by the Pemba School of Health Sciences.

Submit filled application form, attached with copies of education/profession certificates or statement of results, birth certificate and Identity Card, to the Pemba School of Health Sciences Or you allow to apply on line through our website ,

### 6.1 Selection Candidate

The Selected candidates will be informed to join the College after the selection procedures through PSHS website (),

- i. Telephone and email address or through PSHS notice board.
- ii. The selected candidates will be informed to report with original education/profession certificates or statement of results, birth certificate and Identity Card.
- iii. Pemba School of Health Sciences has the right to thoroughly recheck the student's education/profession certificate and other documents for the purpose of registration. Prospective students are therefore required to bring with them, official original certificates and other relevant documents as declared on the application forms.
- iv. Before commencement of the Semester there shall be two weeks of registration and College orientation.
- v. The selected/registered candidate should report to PSHS within two weeks after commencement of the Semester.
- vi. Failure to report to Pemba School of Health Sciences two weeks after the commencement of the semester without **informed justified reasonable information**; candidate shall be considered having disqualified himself/herself.

## 6.2 Admission Regulations

- 6.2.1 The academic year begins in October of each year and ends in August of the following year.
- 6.2.2 There shall be an orientation week prior to the beginning of the semester
- 6.2.3 Legal action shall be taken against any applicant who presents forged documents.
- 6.2.4 Prospective Foreign Students are required to submit all necessary immigration related documents, police clearance and Bank Statement to the College of Health Sciences during application and after selection.No student shall be allowed to change the selected course.
- 6.6.6 Any student, who has cheated to gain admission, shall be discontinued from studies.
- 6.6.7 No student shall be allowed to change names during the course; students shall only be allowed to use names appearing on their certificates and other relevant documents.
- 6.6.8 No student shall be allowed to postpone studies except under special circumstance, such as severe sponsorship problems, poor health or social problems supported by satisfactory evidence on approval of college management

## **7.0 ASSESSMENTS AND EVALUATION OF STUDENTS' ACADEMIC PERFORMANCE**

Assessment shall be based on the ability of the student to meet the declared objectives as stated in the respective curricula course outline. The modes of assessment are:-

### **1. Continuous (Progressive) assessment**

### **2. End of semester examination.**

#### **7.1 Continuous Assessment**

- a) There will be continuous assessment in each module taught.
- a) The student obtaining less than 50% of continuous assessment score of each module shall be barred to sit for semester examination

#### **7.2 Semester Examination**

- a) The students obtaining less than 50% of the semester examination score in each module shall be considered to have failed the module in that semester.
- b) A student who fails any module will re-sit the failed module in a semester within 2 weeks after given result.
- c. A student who fails the repeated module(s) shall repeat the whole semester.
- d. A student who falls sick or having social problems during examination period should provide information with approved documents to the Head of the Department and will sit for respective examination during supplementary period (forthcoming days)
- e. Unauthorized materials are not allowed into the examination room (mobile phone, radio or cassette player, written or printed documents.)
- f. Student caught with unauthorized materials before or during examination shall be discontinued

#### **7.3 Supplementary Examination**

- a. A student fails module(s) in supplementary examination will repeat the



semester

- b. A student fails module(s) in the repeated semester will be discontinued from the course
- c. A student who misses studies in the class and the practical area for 140 hours or more in semester with justifiable reason including illness, family and official affairs will re-sit the semester.
- d. A student who misses studies in the class and the practical area for 140 hours or more in semester without justified reasons including illness, social, and family will be discontinued
- e. A student who is unable to sit or complete examination in a specified time with justified reason including social and family problems will be given a chance to sit the semester examination as a first attempt during supplementary examination

#### 7.4 Examination Regulations

#### 7.5 Areas of Application

These regulations apply to all candidates who have intended to sit for an examination at Pemba school of health sciences.

#### 7.5 Interpretation/Definitions of Terms:

**Board of Examiners means** members of the internal and external examiners' meeting.

**Candidates** mean both students who admitted in PSHS at the time and those who are intended to be admitted and are modeled to PSHS admission procedures.

**Cheating** means 'Using unfair means' includes, using unauthorized materials (cell phone),

copying from and/or communicating with other candidates.

**Certificate** means an official document, which is awarded to a student as evidence that, student has passed all examinations or attended a specified course

**Discontinued** means to be nullified as PSHS student in other words being stopped from continuing with course of study.

**Grade Point Average (GPA) is** a number that represents the average of a student's grades during their time at an institution. Usually it is weighted by number of credits given for the enrolled course.

**Examination** covers all forms of formal evaluation that have to be included or be part of the certificate of completion or grade report.

**Exit examination** is the End of sixth Semester Examination

**Continuous assessment** is evaluation which takes place during the semester, including assignments, tests, case presentation, field report etc.

**Special examination** is an examination for those students who were not able sit for semester examination with justifiable reasons.

**Supplementary examination** is an examination that is arranged for students who fail to reach the passing grade in the module.

**Formal evaluation** is the mode, manner or means of assessing the status and ability of a candidate in the daily academic progress either theoretical or practical, includes test, assignment, quiz, exercise, examination, research, project etc, either be made oral or in writing

**Plagiarism** means an act of engaging in unauthorized copying or replication of the work of others.

**Semester is** the two divisions of the academic year

**Student** is a person who has been admitted to the college to study either Certificate or Diploma course.

## 7.6 Conduct of Examination

**7.6.1** All examinations shall take place at the time and venue published by the College.

- 7.6.2** The college academic calendar has to be provided at the beginning of each semester, this calendar will show all the college's academic activities including dates for examinations.
- 7.6.3** Invigilators shall ensure that examinations are conducted in accordance with examination regulations.
- 7.6.4** Student is eligible to sit for the semester examination after fulfilling the college requirements.
- 7.6.5** Every student must attend at least 90% of the entire period of each semester allocated for the course of study.
- 7.6.6** Any candidate who deliberately fails to attempt examination as provided in regulations without valid reason shall be discontinued from course.
- 7.6.7** Any late submission of research report, project or other work which is part of an examination, will not be considered by examination committee.
- 7.6.8** Candidates must act in accordance with any instruction issued by an invigilator.
- 7.6.9** Plagiarism, Cheating or attempt to cheat, is an offence. No unauthorized materials are allowed to be brought in the examination room. A legal action will be taken against any candidate who will be found guilty of the offence.
- 7.6.10** If the offence mentioned under regulation 8.6.9 will be committed, case will be heard by Disciplinary organ.
- 7.6.11** A candidate who will be proven guilty of the offence (under regulation 8.6.9 will be dismissed from the College). Re admission for

such candidate will not be entertained until after the lapse of one year from the semester of dismissal.

**7.6.12** Any candidate, who will be found guilty under regulation 7.6.9 And not satisfied with decision of disciplinary organ, will have the right to appeal to the Appellate Committee of the College.

**7.6.13** All appeal must be accompanied by an appeal fee of TZS 30,000/=. The fee shall be reimbursement only to successful appellants.

**7.6.14** The Disciplinary organ may at any of its sitting co-opt any other person who, in its discretion thinks that will assist the proceedings at such a sitting. The disciplinary organ shall have power to summon any candidate alleged to have been involved in an Examination offence.

**7.6.15** Communication between candidates, or between a candidate and anyone other than a n examiner or invigilator, is forbidden during an examination, (to be read with 8.6.9).

**7.6.16** Un authorized items such as briefcases, notes, magic diaries (electronic diaries), mobile telephones, glass cases, wallets, dictionaries and similar items shall be deposited outside the examination room.

**7.6.17** Candidates are required to place their identity cards on their examination desk and shall have to sign an examination attendance form.

**7.6.18** Candidates are not admitted to the examination room after the examination has been in progress for thirty minutes from the actual time the exam started.

**7.6.19** Candidates may not begin writing until authorized by the invigilators; they shall stop writing on the instructions of the invigilators.

- 7.6.20** Candidates are required to write their answers in the answer- booklets provided unless directed otherwise.
- 7.6.21** On completion of an examination, candidates shall submit all answer- booklets and other papers in the manner specified by the invigilators; unless otherwise indicated the question paper will be excluded from this requirement.
- 7.6.22** Candidates may leave examination room after the examination has been in progress for thirty minutes.
- 7.6.23** Should it be necessary for a candidate to leave the examination room temporarily, the invigilators shall require that the candidate normally be escorted throughout the absence by an authorized person
- 7.6.24** In the examination room candidates are required to remain in their places whilst in attendance except in the circumstances provided for in regulation 8.6.9.
- 7.6.25** Additional answer-booklets and other materials will be given to candidates by the invigilators when requested and should not be collected by candidates.
- 7.6.26** At the end of an examination candidate shall remain seated in their places until they receive permission to leave the examination room.
- 8.6.27A** candidate found using unfair means during an examination shall be expelled from examination room by an invigilator. Answer-booklet shall be directly submitted to the Examination Officer with attachment of cheating form that giving details of the circumstances. This regulation has to be read with 8.6.9

**7.6.28** Whilst in the examination room, all candidates are required to act with discipline. Any candidate whose conduct in the view of an invigilator is disturbing to other candidates and who persists in this conduct after receiving warning from an invigilator shall be expelled from the examination room and his/her answer-booklet shall be directly submitted to the Examination Officer with attachment of cheating form that giving details of the circumstances. This regulation has to be read with 8.6.9

## **7.7 Replacement of lost academic certificates**

The College may issue another certificate copy in case of loss of the original certificate on condition that:

- a. The applicant produces a sworn affidavit
- b. The applicant must produce evidence that the loss has been adequately publicly announced, including a written report from the police
- c. The certificate to be issued shall be marked "COPY" across it and a fee of TZS 30,000/= shall be charged, for the copy of that certificate.
- d. If a certificate issued has error in spelling, appearing of the incorrect name and if it needs legal change of name(s), applicant shall have to submit the original certificate and other evidence or relevant documents in order to be given another certificate.

## 8.0 GRADING SYSTEM

NTA LEVEL 4,5	NTA LEVEL 6
<b>A=4</b>	A=5
<b>B=3</b>	B+=4
<b>C=2</b>	B=3
<b>F=0</b>	C=2
	F=0

### 8.1 Computation of Cumulative GPA

The quality point for each candidate shall be multiplied by the weight of modules and averaged into cumulative average. Then candidates will be grouped into one of the following classes:

**For NTA level 4 and 5**

S#	Cumulative GPA	Classofaward
1	3.5 - 4	First class
2	3.0 - 3.4	Second class
3	2.0 – 2.6	Pass
4	0 – 1.9	Failure

**For NTA Level 6 are as follow:-**

S#	Cumulative GPA	Class of award
1	4.5 – 5	First class
2	3.5 – 4.4	Second upper class
3	2.7 – 3.4	Second lower class
4	2.0 – 2.6	Pass
5	0 – 1.9	Failure

## **9.0 GENERAL ASSESSMENT OF MARKS**

### **9.1 Assessment of Students**

- 9.1.1 In the beginning of the semester the module facilitator shall indicate clearly to candidates, what candidates are required to do and on what basis they will be assessed.
- 9.1.2 Assessment in all modules shall be by final semester examination and coursework. The Pass Mark shall be 50% provided in each module examination.
- 9.1.3 For the avoidance of doubt, it shall be proper for examiners to submit the standing marks (carrying marks) to students before they sit for the final exams.
- 9.1.4 Candidates shall not commit plagiarism; any candidate who goes against this regulation will be disciplined according to regulation 8.6.11 and 8.6.12.

### **9.2 Assessment of marks for practical project work (community field/research work/case study)**

- 9.2.1 A candidate who fails in the project work will be allowed to take a supplementary project.
- 9.2.2 A candidate failing in supplementary project shall repeat the project in the subsequent year by fulfilling all the necessary requirements for the project work. A candidate failing the project after repeating shall be discontinued.

### **9.3 Examinations Irregularities**

- 9.3.1 Where there is lacuna, the Principal may with the advice of the Academic Officer, do amendments and prescribe the rules governing the conduct of examinations in order to suit the better carrying of examination.
- 9.3.2 The Disciplinary organ shall consider and decide on any reported Examination Irregularities and recommend or impose action against any candidate found to be guilty of such offence
- 9.3.3 The Board of Academy may at any of its sitting, co-opt any other person who in the committee's discretion, will assist the proceedings at such a sitting. The Board of Academy shall have power to summon any candidate alleged to have been involved in an Examination Irregularity.



9.3.4 The Chief Academic Officer of the College shall report all cases of Examination Irregularities to the Board of Academy.

#### **9.4 Passing of Exit Examination:**

9.4.1 A student will be considered to pass the module if she/he scores grade C and above in all modules including coursework and Exit Examination.

9.4.2 To graduate, a student needs an average GPA of 2.0 or more

#### **9.5 Failing of Examination:**

9.5.1 A student can be considered as failure in a module(s), if fails to score minimum passing grade of C in both coursework and semester examination.

9.5.2 A student who fails to meet the minimum Grade PointAverage (GPA) of 2.0 will be considered as a failure.

#### **9.6 Special Examination**

9.6.1 Where a candidate pursuing any programme of study fails to attend the whole or part of an examination under circumstances which are beyond the control shall have to provide evidence for approval by the Board of Examiners to be allowed to sit for special Examination for the course.

9.6.2 A candidate who appears for Special Examination shall be treated as had sat for the examinations for the first time. This special examination shall be conducted at the same time with Supplementary Examinations.

#### **9.7 Conditions for Discontinuations**

9.7.1 Any candidate who absents from a Semester, Special First Sitting or Supplementary Examination without written permission by Principal of the College shall be discontinued from the course.

9.7.2 Any candidate who commits an offence under College Student Regulations shall be dismissed from the College.

9.7.3 Any candidate proved to have violated examination regulations or committed any act of dishonesty or gross indiscipline even if unrelated to academic matters shall be discontinued from the College.

9.7.4 Any candidate discontinued from any course on academic performance shall not be re-admitted until after the lapse of one year.

## **9.8 Publication of Examination Results**

9.8.1 The Registrar/Chief Examination Officer or any other Academic staff authorized on this work, soon after the Board of Academy Meeting shall publish the provisional results of candidates in every examination but these results shall not be officially regarded as final until confirmation by the College Governing Council.

## **9.9 Appeals against Examination Results**

9.9.1 Candidates may be allowed to appeal against examination results under the following conditions:-

- i. That any appeal shall be lodged to the Examination Officer through head of department by using appropriate forms, within 7 days from the date on which the results are released. The Examination Officer shall then put into the register of the College, so as to certify that an appeal has been lodged.
- ii. That all appeals should be accompanied by appeal fees 30,000/= this is nonrefundable.

## **9.10 Postponement of studies**

9.10.1 A student may be allowed to postpone studies due to health problems supported by a recognized doctor's prescription, or for any other reasonable cause, which on the eyes of the Academic Committee seem to be strong enough to prevent one from pursuing studies effectively.

9.10.2 The postponement shall be for a Semester or an academic year as the case may be. The maximum period for a student postponement shall be two academic years, however on the expiry of the first academic year a student must seek for a second postponement afresh.

## **9.11 Examination Instructions to Candidates**

The Examination Instructions shall be read together with other College regulations are governing the conduct of examinations.

9.11.1 Candidates shall make sure that they have been issued with examination numbers within two weeks before examination begins.

- 9.11.1.1 Candidates shall read the examination timetable and if they discover any problem or if they need any assistance on the timetable, candidate shall have to see the Head of Department.
- 9.11.2 Candidates are required to acquaint themselves with the seating arrangement for each examination in advance.
- 9.11.3 Candidates are required to be at the examination centre at least thirty minutes before the commencement of the examination.
- 9.11.4 No candidate shall enter into the examination room unless he/she is told to do so after being inspected by the invigilator.
- 9.11.5 The invigilator shall allow candidates to enter into the examination room fifteen minutes before the examination begin.
- 9.11.6 Candidates are required to leave their belongings outside the examination room.
- 9.11.7 After being admitted in the examination room, candidates are required to sit quietly at their respective seats.
- 9.11.8 Rough work shall be crossed and attached with examination answer booklet.
- 10.11.9 If a candidate needs additional answer booklet, shall have to ask the invigilator.
- 9.11.10 No books, papers, bags, mobile phone, radios, cassette players, computers and all other electronic devices, and kind of unauthorized material shall be taken into the examination room.
- 9.11.11 Candidate may request the invigilator to provide any other material required for that particular examination.
- 9.11.12 Once a candidate is found with unauthorized material in the examination room, shall be made to sign on the material to confirm that they are his/hers.
- 9.11.13 Failure of the candidate to adhere to the above clause number 13 shall constitute another offence.

- 9.11.14 Invigilator shall have the power to confiscate any book, manuscript, paper, electronic devices or any other unauthorized material brought into the examination room by a candidate.
- 9.11.15 The invigilator shall have the power to expel any candidate who creates disturbance in the examination room.
- 9.11.16 No candidate shall be allowed to enter into examination room after lapse of thirty minutes from the commencement of the examination.
- 9.11.17 No candidate shall be allowed to leave the examination room without permission from the invigilator.
- 9.11.18 At the end of the examination and on instruction from the invigilator, candidates shall stop writing and remain seated until all examination scripts are collected and counted by the invigilator.
- 9.11.19 Candidates shall not leave the examination room without invigilator permission.
- 9.11.20 Candidates are not allowed to take anything from the examination room unless they are instructed otherwise.
- 9.11.21 If a candidate feels sick during the examination, shall have to report to the invigilator.

## **9.12 Instructions to Invigilators**

- 9.12.1 The invigilator shall be present in the examination room at least thirty minutes before the commencement of the examination.
- 9.12.2 If the invigilator finds any student in the examination room, shall have to order them to vacate the room.
- 9.12.3 Invigilator shall make sure the Examination Officer provide them with following items:-
- a. Question papers.
    - i. Sealed envelopes containing question papers must be personally collected by each invigilator from the Examination Officer at least thirty minutes before the examination.
    - ii. If the envelope containing examination papers is not sealed, the invigilator shall not accept that envelope and report the incidence to the Chief Academic Officer.
  - b. List of candidates required to sit for examination
  - c. Attendance sheet which is to be signed by candidates

- d. Examination answers booklets
- e. Cheating forms
- f. Any other materials needed for the examination (eg. stapler).

9.12.4 Invigilator shall announce that items mentioned on item 8.2.e are not allowed in the examination room. For security of some items, the invigilator may allow candidate to deposit them before permitted to enter the examination room.

9.12.5 Invigilator shall admit candidates to examination room fifteen to twenty minutes before the commencement of examination.

9.12.6 After all candidates have seated, the invigilator shall inspect the room throughout examination period to make sure that there is no unauthorized material.

## 10.0 PROGRAMS OFFERED BY THE COLLEGE

### 10.1 Diploma In Nursing

Diploma in Nursing is a six semester programme aiming at training Nurses who will be able to provide quality care, utilizing nursing process and problem solving approaches in meeting the patient's/client's needs.

#### 10.1.1 Entry requirement

As mentioned in section 5.4 and 7.3.3 respectively.

#### 10.1.2 Program Module (NTA4)

##### Semester I

Code	Module	Credits/semester
NMT 04101	Infection Prevention and Control	15
NMT 04102	Professionalism in Nursing	7
NMT 04103	Human Anatomy and Physiology	14
NMT 04104	Basic Computer Application	6
NMT 04105	Communication Skill	10
NMT 04106	Parasitology and Entomonology	5

##### Semester II

Code	Module	Credit /semester
NMT 04207	Application of nursing process and theories in Nursing Care	13
NMT 04208	Basic Clinical Nursing	20
NMT 04209	Pharmacology in Nursing	10
NMT 04210	Basic of Health Information Management	4
NMT 04211	Disaster and Emergency	13
NMT 04212	Entrepreneurship	3

#### 10.1.3 Program Modules(NTA 5)

##### Semester I

Code	Module	Credits/semester
NMT 05101	Reproductive Health Care	5
NMT 05102	Child Health Service	4
NMT 05103	Care of a sick Child	17
NMT 05104	Basic Care of Patient with Medical Condition	18
NMT 05105	Basic Care of Patient with Surgical condition	10
NMT 05106	Basic of Mental Health Nursing	6
NMT 05107	Care of Women During Antenatal Period	7

## Semester II

Code	Module	Credits/semester
NMT 05208	Care of Women in Labour and Puerperism	11
NMT 05209	Pre Referral Management Abnormal Pregnancy labour and Puerperium	4
NMT 05210	Care of a Normal newborn	5
NMT 05211	Management of Communicable Disease	20
NMT 05212	Community Health Nursing	20

### 10.1.4 Program Modules (NTA 6)

#### Semester I

Code	Module	Credits/semester
NMT 06101	Care of Women with Abnormal Pregnancy labour and Puerperium	19
NMT 06102	Care of Women with Obstetrics Emergency Condition	6
NMT 06103	Care of newborn with Abnormal Condition	5
NMT 06104	Supervision in Nursing Practice	12
NMT 06105	Basic of Epidemiology and Biostatistics	6
NMT 06106	Fundamental of Research	9

#### Semester II

Code	Module	Credits/semester
NMT 06207	Care of Patient with Medical Condition	20
NMT 06208	Care of Patient with Tumor and Care	4
NMT 06209	Care of Patient with surgical Condition	17
NMT 06210	Care of Patient with Reproductive Surgical Condition	5
NMT 06211	Mental Health Nursing	20

## 11. FEE STRUCTURE

### 11.1 Mode of Payments

- 11.1.1 All selected candidates shall be required to pay College fee before registration in each semester.
- 11.1.2 Fee has to be paid annually, either once or by two installments at the beginning of each semester.
- 11.1.3 Failure to pay any College fee will result in termination of studies.
- 11.1.4 Any change in annual fee will be announced by the College Management.
- 11.1.5 Fee once paid by the candidate shall not be refunded.
- 11.1.6 All payments should be made through Peoples' Bank of Zanzibar (PBZ) account **number 0405674000** Pemba School of Health Sciences.
- 11.1.7 Student should make sure that he/she submits the original bank pay-in slip and obtain receipts from College Accountant.
- 11.1.8 Candidate who owes the College shall not be issued with academic transcript, statement of results or any other academic document.
- 11.1.9 In addition, all students are required to have sufficient funds to cater for special College requirements such as books, stationery and other expenses.

### 11.2 Fee Structure Payable To The College

FIRST YEAR			
S#	ITEMS	LOCAL STUDENTS	INTERNATIONAL STUDENTS
		TZS	USD
<b>ACADEMIC FEES</b>			
1	Registration fee	30,000	14
2	Tuition fee	1,000,000	455
3	Examination fees	50,000	23
4	Identity card	5,000	2
5	NACTE Registration	15,000	7
6	IT and Library	15,000	7
	<b>Sub total</b>	<b>1,115,000</b>	<b>507</b>
<b>OTHER FEES</b>			
1	Caution money	20,000	9
2	Transport	100,000	45
3	Student Union	5,000	2
	<b>Sub total</b>	<b>125,000</b>	<b>57</b>
	<b>GRAND TOTAL</b>	<b>1,240,000</b>	<b>564</b>



SECOND YEAR			
S#	ITEMS	LOCAL STUDENTS	INTERNATIONAL STUDENTS
		TZS	USD
<b>ACADEMIC FEES</b>			
1	Tuition fee	1,000,000	455
2	Examination fee	50,000	23
3	IT and library	15,000	7
4	Research supervision	20,000	9
5	NACTE Registration	15,000	7
	<b>Sub total</b>	<b>1,100,000</b>	<b>500</b>
<b>OTHER FEES</b>			
1	Transport	100,000	45
2	Student Union	5,000	2
	<b>Sub total</b>	<b>105,000</b>	<b>48</b>
	<b>GRAND TOTAL</b>	<b>1,205,000</b>	<b>548</b>

THIRD YEAR			
S#	ITEMS	LOCAL STUDENTS	INTERNATIONAL STUDENTS
		TZS	USD
<b>ACADEMIC FEES</b>			
1	Tuition fee	1,000,000	455
2	Examination fee	50,000	23
3	IT and library	15,000	7
4	Community Field Work	150,000	68
	<b>GRAND TOTAL</b>	<b>1,215,000</b>	<b>552</b>

**NOTE:**

- Payment may be made once or in installments as indicated above.
- Fee once paid is non-refundable or transferable.
- No students will be admitted into the College before paying at least one third of the total amount of the fees for the year.
- The payment should be made through the College's Bank Account No. **0405674000** Named Pemba School Of Health Sciences Except Accommodation.

Bank's pay – in – slip should be submitted to the College thereafter

### **11.3 STUDENTS' SPECIAL REQUIREMENTS**

Uniform,

Watch,

Scissor,

Scientific calculator,

Thermometer,

Stethoscope,

B/P Machine,

Measuring tape,

Closed Black/white

## **12. LIBRARY SERVICES**

Pemba School of Health Sciences Library was established with the aim of assisting the college in achieving its mission in the area of teaching, research and consultancy services.

There are two categories of books including lending books and special reserved book. A student has the right to lend not more than two books at a time for one week, for special reserved book a student or any other user has to use book with in the library and he/she shall not allowed to take book out of library.

### **12.1 Admission to the library services**

All the PSHS students are provided with the collage Identity Cards with allow them to get access to the library books. Students are entitled to borrow up two copies in one week period. Borrowing facilities are also available for academic and for administrative staff who have however a separate borrowing arrangement.

### **12.2 Registration and membership**

To be member of PSHS library, client (student, tutors and other user) must be registered and given two borrowing cards to allow him/her borrow two books at a time, tutor and nonacademic staff are given three borrowing cards.

### **12.3 Opening hours**

Service days - Monday to Friday are OPEN;

During all public holiday remain CLOSED.

Timings: Monday to Friday

08:00am – 7:00pm

### **12.4 Library discipline**

- a. Silence must be observed in the library
- b. Mobile phone must be switched off in the library
- c. Smoking in forbidden in the library
- d. Food/drinks are not allowed in the library
- e. Placing of feet on furniture or sitting on tables are not allowed.

## **13.0 DRESS CODE**

### **13.1 Introduction**

The Pemba School of Health Sciences (PSHS) like many other institutions of higher learning is committed to nurture and empower students to emerge as educated, responsible, service-oriented and respected members of the society.

The dress and manners of any student reflect the general image of an institution. With such realization, students are expected at all times to dress properly befitting the status of the College.

In an effort to curb socially undesirable and indecent dressing, this dress code must be read and observed by all students.

### **13.2 Student's Dress Code**

Students are expected to appear neat, uphold high standards of conduct and behavior both on and off campus. They should portray moral and ethical behavior, conducting themselves with pride and respect.

Alongside the public Service Circular NO. 3 ON Dress Code, 2007, students are strictly not allowed to wear the following: -

- a. Jeans with holes
- b. Trousers hanging under the buttocks (Mlegezo)
- c. Very tight trousers, skirts, blouses
- d. Dress/skirts with excessive slit (mpasuo)
- e. Any dress that leaves the stomach, waist, chest, and or back open g)  
Shorts or skirts that do not cover the knees when seated
- f. Earrings for men
- g. Unbuttoned shirts
- h. Any type of dress that cover the entire face
- i. Pajamas, flip flops or slippers outside the residence halls
- j. Any kind of dressing that leaves underwear visible
- k. Any kind of dressing that leaves the breasts open/visible.
- l. Hats or caps worn back ward
- m. Clothes with inappropriate or unsuitable graphics/slogans or
- n. obscene/abusive language
- o. Inappropriate hair style for men e.g. plating
- p. Any kind of dressing that College Official may deem inappropriate.

### **13.3 Disciplinary Measures For Improper Dressing**

To maintain the good image of the College, all students are required to be properly attired in a manner that is socially desirable. Students who choose to violate the Dress Code are liable for disciplinary actions by contravening By-Law 9(1) (ii) of the Pemba School of Health Sciences By-Laws. The following disciplinary measures will be taken against any culprit:

#### **a. First offence:**

Once a Student commits an offence shall be denied access to services from college staff, not allowed to enter lecture theatres, library, offices, laboratories, and attend college meetings. He/she will be given verbal and written warning.

#### **b. Second offence:**

The alleged student will have to appear before Students 'Disciplinary Committee for further action.

### **13.4 Powers of the Students' Disciplinary Committee**

By-Law of the Pemba School of Health Sciences By-Laws, the Students' Disciplinary Committee will impose any disciplinary actions and penalties thereof it deems proper.

## **APPENDIX I**

### **ALMANAC FOR THE ACADEMIC YEAR 2018/2019**

6/10/2018

Saturday, 6	Opening of the institution for 1 <sup>st</sup> Semester 2018/2019
Monday - Friday,8-10	Orientation and Registration
Sunday, 14	Nyerere day(public holiday)
Monday,15	Registration of continuing students
Tuesday, 16	Beginning of the lectures for all students

#### **NOVEMBER 2018**

<b>Thursday, 1</b>	Management committee meeting
Thursday, 15	Academic committee meeting
Thursday, 20	Student union meeting
Saturday, 25	Maulid day(public holiday)

#### **DECEMBER 2018**

Friday, 7	Student union election day
Sunday, 9	Independency day(public holiday)
Thursday, 20	Management meeting
Monday, 24	Student union general meeting
Tuesday, 25	Christmas day (public holiday)
Wednesday, 26	Boxing day (public holiday)

## **JANUARY 2019**

Tuesday, 1	New year(public holiday)
THURSDAY, 10	Management meeting
Saturday, 12	Revolution days (public holiday)
Thursday, 17	Examination committee meeting

## **FEBRUARY 2019**

Friday, 8	End of lectures for all students
Monday, 11	Revision weeks
Monday, 18	End of semester examination for semester one, three and five begin

## **MARCH -2019**

Monday, 4-15	Midterm break for all students
Monday, 18	2nd semesters begins for all students
Thursday, 21	Examination committee meeting
<b>Sunday, 24</b>	Advisory Board meeting
Monday, 25	Release of examination results for Semester one, three and five
Thursday, 28	management meeting

## **APRIL -2019**

Sunday, 7	Karume day(public holiday)
Wednesday, 10	Student union meeting
Friday, 19	Good Friday (Public holiday)
Sunday, 21	Easter Sunday (Public holiday)

Friday, 26 Union days (Public holiday)

**MAY -2019**

Wednesday, 1 Labour day(Public holiday)

Tuesday, 14 Academic staff meeting

Monday, 13 Start of clinical rotation for all students

**June -2019**

Wednesday, 5 Eid al – Fitr\* (Public holiday)

Thursday, 6 End of clinical rotation for all students

Friday, 7 Management and student meeting

Monday, 10 Revision weeks

**Tuesday, 11** Examination committee meeting

Monday, 17 End of semester exams starts

Friday, 28 End of semester exams ends

**JULY -2019**

Friday, 5 Examination committee meeting

Saturday, 6 Advisory board meeting

Sunday, 7 Saba saba (Public holiday)

Tuesday, 9 Release of examination results for  
Semester two, semester four and  
Semester six



AUGUST -2019

Thursday, 8 Nane nane day (Public holiday)

Monday, 12 Eid al – Haj\* (Public holiday)

**SEPTEMBER -2019**

Monday,2 Management meeting

Monday,9 Academic committee meeting

Monday, 16 Supplementary examination and special Examination begin

Friday, 20 Supplementary examination and special examination ends

MONDAY,30 Begin of first semester for academic. year 2019 – 2020

## APPENDIX 02

### LIST OF ABBREVIATIONS

ADR	Adverse Drugs Reaction
ARV	Antiretroviral
BScN	Bachelor of Science in Nursing
CAS	Central Admission System
CBHC	Community Based Health Care
CCF	Congenital Cardiac Failure
CORPs	Community Owned Resource Persons
CSEE	Certificate of Secondary Education
CVA	Cardio vascular Accident
DHMT	District Health Management Team
DSM	Diagnostic and Statistical Manual
EmOC	Emergency Obstetric Care
EPI	Expanded Programme of Immunization
FANC	Focused Antenatal Care
GDR	German Democratic Republic
GPA	Grade Point Average
HIMS	Health Information Management System
HIV	Human Immunodeficiency Virus
AIDS	Acquire Immune Deficiency Syndrome
ICD	International Classification of Diseases
ICN	International Council of Nurses
ICM	International Confederation of Midwives
ICT	Information Communication Technology

IMCI	Integrated Management of Childhood Illnesses
LSS	Life Saving Skill
MOH	Ministry of Health
MOHSW	Ministry of Health and Social Welfare
NCD	Non Communicable Disease
NACTE	National Council for Technical Education
NM	Nurse Midwives
NTA	National Technical Award
PEP	Post Exposure Prophylaxis
PHC	Primary Health Care
PSHS	Pemba School of Health Sciences
PMTCT	Prevention of Mother to Child Transmission
RN	Registered Nurse
RM	Registered Midwife
RCH	Reproductive and Child Health
SUZA	State University of Zanzibar
TNMC	Tanzania Nursing and Midwifery Council
UNICEF	United National International Children's Emergency Fund
UTI	Urinary Tract Infection
VCT	Voluntary Counseling Test
WHO	World Health Organization
ZAC	Zanzibar AIDS Commission
ZNMC	Zanzibar Nursing and Midwifery Council



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