



**BLUE PHARMA COLLEGE OF HEALTH  
(BPHACOH)**

**PROSPECTUS**

**ACADEMIC YEAR 2019/2020**

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## **THE PRINCIPAL'S MESSAGE**

This Prospectus comes when the college is in first year of its establishment. The college is expecting to start with a minimal number of 75 students, who will be pursuing Technician Certificate in Pharmaceutical Sciences (CPS) and Basic Certificate in Pharmaceutical Sciences (BCPS).

Moreover, the college is planning to extend its service by enrolling students pursuing Certificate in Community Health, Diploma in Community Health, Diploma in Pharmaceutical Sciences (DPS) by the academic year 2022/2023.

I wish to thank all members of BPHACOH community, friends, well-wishers, visitors who have worked hard to raise the profile and image of the college.

I welcome the young aspirants in health profession to come at BPHACOH where theory and practical are nurtured.

**PHARMACIST: NZUGUNA DEOGRATIUS CHACHA**

**Principal (BPHACOH)**

**BLUE PHARMA COLLEGE OF HEALTH (BPHACOH)**  
**GOVERNING BOARD**

<b>No</b>	<b>Names</b>	<b>Position</b>	<b>Title</b>
1	Deocres K. Kamara	Chair Person	Engineer
2	Magayane Sylvester	Member	Pharmacist
3	Masanyiwa E. James	Member	Pharmacist
4	Matrider Meckson	Member	State Attorney
5	Yagi M. Kiaratu	Member	Ward Councilor
6	Manase A.N. Nsunza	Member	Health Lab Technologist
7	Ramadhani S. Irunde	Member	Assistance Medical Officer
8	Yunus Ayub	Member	Health Lab Technologist

**COMPANY BOARD OF DIRECTORS BLUE PHARMA**  
**COLLEGE OF HEALTH (BPHACOH)**

<b>No</b>	<b>Names</b>	<b>Position</b>
1	Ponsian Wenseslaus Rweyemela	Director
2	Janeth Emanuel Mgelerwa	Director
3	Anitha Leonard Rwechungula	Director
4	Festus France Magezi	Director
5	Elias David Mwaluko	Director
6	Eradius Aloyce Katalama	Director
7	Frank Ponsian Rweyemela	Director
8	Jacqueline Ponsian Rweyemela	Director
9	Nickson Ponsian Rweyemela	Director

**ADMINISTRATIVE STAFF OF BLUE PHARMA  
COLLEGE OF HEALTH (BPHACOH)**

<b>No</b>	<b>Names</b>	<b>Position</b>
1	Jacqueline Ponsian	College Director/Admission
2	Nzuguna D. Chacha	Principal
3	Joyce S. Buyenze	Deputy principal Academic research and consultancy
4	Peter P.Nondo	Deputy Principal financial planning and administration
5	Nyakisirya M.Wakuru	Dean of Students
6	Eradius Aloyce	Bursar
7	Juma Hussain Juma	Examination Officer
8	Neema Juma	Secretary
9	Perpetua E. Kalinda	Librarian

**PRINCIPAL ADDRESSES**

BLUE PHARMA COLLEGE OF HEALTH (BPHACOH)

P. O. Box 1570, Singida, Tanzania

Tel: +255 (26)2502524

College Principal no: +255 742613543

+255 628964079

Email: [nzuguna@bphacoh.ac.tz](mailto:nzuguna@bphacoh.ac.tz)

College Director no: +255 714355029

+255 762228838

Email: [jacqueline@bphacoh.ac.tz](mailto:jacqueline@bphacoh.ac.tz)

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

## **MISSION AND VISION OF THE COLLEGE**

### **VISION OF THE COLLEGE:**

The vision of BPHACOH is to become a center of excellence in pharmaceutical training, research and consultancy in Tanzania to meet government policy for producing a good number of academicians in health sector.

### **MISSION OF THE COLLEGE:**

The Mission of the BPHACOH is to carryout high quality and innovative training, research and consultancy in pharmaceutical science and technology.

**BPHACOH MOTTO:** Self-control, Conscientiousness& Excellence

**CORE FUNCTIONS:** Training, Research and consultancy

### **CORE VALUES;**

In order to achieve its mission, functions and transform the college into a respectable Tanzanian institution, the college management is committed to ensure that the following values will be observed and upheld at all times.

- **High quality**

The BPHACOH management through its operation will ensure the highest professional standards and ethical practices to its staff and students.

- **Commitment**

The BPHACOH management will assure the quality of being dedicated to a cause or activity with faithful to the community at large.

- **Customer oriented**

The BPHACOH will assure its student to achieve or meet their goals.

- **Personnel satisfaction**

The college management will work hard to assure person's sense of fulfillment to its students.

- **Efficiency**

BPHACOH will ensure proper use of resources provided, that means input which producing a reasonable output. This will be done by avoiding wastage of material, energy, money, effort and time in doing something better and produce a desirable result which needed by the community.

- **Effectiveness**

BPHACOH will perform to ensure successful in producing a desired result, according to their mission statement, vision statement and objectives

- **Hospitality**

The BPHACOH will assure a good relationship to its customers in order to enhance a human dignity and create a good faith to its students.

## **ACADEMIC PROGRAMMES**

The college offers courses and programmes leading to the award of certificate, the College offers certificate in pharmaceutical science leading to the award of a pharmaceutical certificate of BPHACOH.

A. The following are the academic programmes currently offered;

- I. Basic Certificate in pharmaceutical Science (Dispenser) 1 Year.
- II. Technician Certificate in Pharmaceutical Sciences (CPS).2 Years

B. Future planned programmes as from (2020/2021).

- i. Diploma in pharmaceutical science-Three Years
- ii. Diploma in Clinical Medicine- Three Years
- iii. Diploma in Medical Laboratory- Three years
- iv. Diploma in Nursing- Three years
- v. Certificate in Clinical Medicine- Two Years
- vi. Certificate in Medical Laboratory- Two Years
- vii. Certificate in Nursing- Two Years
- Viii. Community Health Workers- One year

**STUDENTS ADMISSION  
CRITERIA**



# **BLUE PHARMA COLLEGE OF HEALTH (BPHACOH) (As per NACTE Guidelines)**

## **Technician Certificate in Pharmaceutical Sciences**

### **Direct Entry Requirements**

- A holder of IV certificate or equivalent with Four passes in non-religious subjects at D grade in Biology, Chemistry, Physics/Engineering Sciences

### **Equivalent Entry Qualifications**

- Pharmaceutical Dispenser (holder of NTA L4 Certificate) with at least two years of working experience who has passed section examination recognized by NACTE.

## **Basic Certificate in Pharmaceutical Sciences**

- The minimum entry qualification of the candidate shall be Certificate of Secondary Education Examination (CSEE) with minimum of D passes in four (4) subject including Chemistry and Biology. Mathematics and English will be an added advantage.

# FINANCIAL INFORMATION

## **FINANCIAL INFORMATION**

Fees and other financial obligations are the sole responsibility of the student and/or the sponsor or guardian. The fees are payable in full at the beginning of each academic year or in two installments at the beginning of each semester.

All money payable to the College shall be paid directly into the College account. No student will be allowed to carry forward parts of the fee into the following academic year. Fees may be revised from time to time without prior notice. New fee structures will apply for new intake as well as for continuing students. Fees paid will not be refunded after the first four weeks of the academic year.

**FEES STRUCTURE FOR BASIC CERTIFICATE IN  
PHARMACETICAL SCIENCE (DISPENSER)  
Academic year 2018/2019**

**A. PAYABLE TO COLLEGE**

<b>S/N</b>	<b>Description</b>	<b>Year 1</b>
01	Application fees	10,000
02	Registration fees	10,000
03	Medical fees	60,000
04	Research/Field fees	150,000
05	Caution Fees	50,000
06	Student Union	10,000
07	Admission fees	50,000
08	National Examination	
09	Identity Card	10,000
10	Graduation Fees	50,000
11	Continuous Assessment Per year	50,000
12	Tuition fee	1,200,000
13	NACTE	15,000
14	Uniforms	100,000
	<b>TOTAL</b>	<b>1,965,000</b>

**B. Direct cost to a student**

<b>S/N</b>	<b>Description</b>	<b>Year 1</b>
1	Stationary	100,000
2	Books	300,000
3	Field work allowance	450,000
4	Meals and accommodation	1,900,000
	<b>Total cost</b>	<b>2,750,000</b>

**FEES STRUCTURE FOR TECHNIITIAN CERTIFICATE IN  
PHARMACETICAL SCIENCE  
Academic year 2018/2019**

**A. PAYABLE TO COLLEGE**

<b>S/N</b>	<b>Description</b>	<b>Year 1</b>	<b>Year 2</b>
01	Application fees	10,000	10,000
02	Registration fees	10,000	10,000
03	Medical fees	60,000	60,000
04	Research/Field fees	150,000	150,000
05	Caution Fees	50,000	-
06	Student Union	10,000	10,000
07	Admission fees	50,000	-
08	National Examination		
09	Identity Card	10,000	10,000
10	Graduation Fees	-	50,000
11	Continuous Assessment Per year	50,000	50,000
12	Tuition fee	1600,000	1,600,000
13	NACTE	15,000	15,000
14	Uniforms	100,000	100,000
	<b>TOTAL</b>	<b>2,315,000</b>	<b>2,265,000</b>

B. Direct cost to a student

S/N	Description	Year 1	Year 2
1	Stationary	100,000	100,000
2	Books	300,000	300,000
3	Field work allowance	450,000	450,000
4	Meals and accommodation	1,900,000	1,900,000
	Total cost	2,750,000	2,750,000

**Note:** National examination fee and NACTE fee it depends with instructions from NACTE

EXAMINATION REGULATIONS AND  
METHODS OF EVALUATIONS

# **GENERAL COLLEGE EXAMINATION'S REGULATIONS.**

## **1.1 Form of Examinations**

The form of examinations shall include written, practical and oral examinations. The weighting of each shall be as determined under School/Departmental Specific Examination Regulations approved by the Academic Committee and Senate/ upon recommendation of the Head of Department.

## **1.2 Time of Examinations**

College examinations shall be conducted at the end of every semester in accordance with the college regulations. Students must bring both valid examination number and registration identity cards with them to the examination room. Student missing any of the two or both will not be allowed to sit for college examinations(s).

## **1.3 Registration for Examinations**

Bonafide students shall be entitled to sit for the college examinations for the courses in which they are registered unless advised otherwise in writing by competent college authority. For any reason, if a candidate sits for examinations for courses for which s/he is not registered, his/her results in that examination shall be nullified.



#### **1.4 Eligibility for Examinations**

1.4.1 No candidate shall be allowed to sit for an examination(s) in any subject if s/he has not completed the requirements of the course by attendance or otherwise as stipulated by the department institute of BPHACOH. If such a candidate enters the examination room and sits for the paper, his/her results in that paper shall be nullified. A student must have been present for at least 75% of the classes allocated contact hours to be allowed to sit for final examination in a given subject.

1.4.2 A candidate whose course work or progress is considered unsatisfactory (D or E grade) may be required by Senate/Academic Committee on recommendation of the appropriate head of department to withdraw from studies or to repeat any part of the course before admission to an examination.

#### **1.5 Late Assignments and Examinations**

Factors to be considered as a good reason include natural disasters, serious illness, death of the immediate family member, and any justifiable reason. After the reason(s) confirmed genuine, relevant department authorities, will arrange for a special “slot” to the candidate. Reversely, in no justifiable reason(s), a case supported with all evidences will be brought forward at the Institute Academic Committee before recommendation(s) is/are made to BPHACOH Academic Committee

### **1.6 Absence from Examinations**

A candidate who deliberately fails to appear for a scheduled examination(s) without valid reason(s) shall be, by default, deregistered from studies. When valid reason(s) is/are admitted, a written permission will be issued to the affected student allowing him/her to sit at the time of the next supplementary examinations. Specifically, to any reason related with illnesses or any genuine reasons, a candidate will ONLY be allowed to sit “as special candidate” at the time of the next supplementary examination time-period upon submission of health fitness letter signed and stamped by a medical officer.

When the examination is missed without a valid reason, the affected student is discontinued from studies and s/he has a chance to appeal. The final decision lies within the Academic committee

### **1.7 Falling sick immediately before or during examination**

If a candidate falls sick immediately before or during the time of the scheduled examination and is medically unable to proceed (i.e. as certified by the college medical officer), s/he will be advised by the School Dean to postpone the examination until an appropriate time to be arranged by respective Department through the School or Institute. Any student who is sick and nevertheless decides to take an examination it at his/her own risk must abide to the examination results.

## **1.8 Reporting late for examination**

1.8.1 A candidate who without a valid reason reports late defined as “within 30 minutes post examination start time” shall be allowed to proceed with the examination at the 30th minutes from examination start time “with no lost time compensation” at the end of the scheduled examination time. Worth noting that “a candidate should plead in writing to take the examination, subject to the discretion of the invigilator, will be allowed to do the examination at his/her own risk. If such a candidate fails in that examination, s/he may be allowed to do a supplementary examination. If permission is not granted by the invigilator to do the examination, such candidates will be allowed to do a special examination at an appropriate time to be arranged by the respective department through the School or Institute, and a late examination non-refundable fee amounting to Tsh 20,000/= shall be duly charged against him or her. The fee must be paid into the college account, and bank pay-in slip must be disclosed at the respective department through the School or Institute before appearing for an examination.

1.8.2 A candidate who without a valid reason reports late defined as “more than 30 minutes post examination start time” shall have been committed “self-de-registered” from studies. In this case, a candidate must write a letter to the invigilator. This letter must be signed by both; student him/herself and the invigilator, in this letter an appropriate student’s reporting time must be clearly agreed and indicated. To this effect an appropriate authority within Institute shall discuss the matter, and

recommend to the BPHACOH Management. In any outcome, a candidate has a right to appeal through BPHACOH framework machinery.

An appeal non-refundable fee amounting to TSH 20,000/= shall be duly charged against any appeal. The fee must be paid into the college account, and bank pay-in slip must be disclosed at the respective department through the School or Institute before appeal hearing. Decision by the BPHACOH Management will be FINAL.

1.8.3 All cases of late arrivals for examinations shall be reported in writing by the invigilator to the Head of Department.

### **1.9 Dates of examinations**

Examinations in Institutes of Blue Pham College shall be held at a time to be determined by the Senate, which shall normally be during the last week(s) of a semester, and/or last month of the academic year. Specifically, examinations' weeks block will be shown in the Almanac of each academic year. Timetable shall be availed at the public 10 business days before examination day.

### **1.10 Supplementary examinations**

Candidates who are permitted to take a supplementary examination will be reexamined in the designated subjects at a time to be determined by the Academic committee. A pass in supplementary shall be recorded as a maximum passing mark of 50% equivalent to grade 'C'. Also, examination regulations from specific programme shall apply.

### **1.11 Repeating the year**

No candidate will be allowed to repeat any one-year of study more than once.

### **1.12 Delays in Completing field /Elective field report**

A student who fails to complete the field thesis by the specified date shall not be given more than one additional year to complete it.

### **1.13 Conduct of Examinations**

College examinations shall be conducted under the control of the Deputy Principal for Academic Affairs, Deans of Faculties/Schools, and Heads of Departments, or such other Officer of the College as the Deputy Vice Chancellor for Academic Affairs shall appoint.

### **1.14 Appointments of Examiners**

The examiners for college examinations shall be appointed by the Senate upon recommendation of Governing Boards.

### **1.15 Board of Examiners**

Every college examination shall be conducted by a Board of Examiners, consisting of:

- A. One or more external examiners appointed from outside the college by the Senate together with teachers who participated in teaching the candidates in the subjects under examination.

B. Examiners may be appointed from within the college for the supplementary/special examinations under the supervision of a moderator who took no part in teaching the candidates the subjects(s) under examination.

#### **1.16 External Examiners' Honorarium**

External Examiners shall receive such honoraria as the Governing Board shall prescribe.

#### **1.17 Examination Irregularities or Academic Dishonesty**

(a) All cases of examination irregularities on the part of students or invigilators or any member of staff shall be referred to the Academic Committee. The Committee shall have power to summon students and members of staff, as it deems necessary. The chairman shall submit a report of its findings and recommendations to the Senate, which shall decide what further action to take.

(b) For avoidance of doubt, examination irregularities shall include, but are not limited to, the following: -

- i. A candidate found with unauthorized material/information in any part of the examination process;
- ii. A candidate copying from another candidate's work;
- iii. A candidate cheating by using or copying from unauthorized material;
- iv. A candidate communicating with another candidate by giving or obtaining unauthorized assistance or attempting to do so;
- v. A candidate refusing to obey a lawful order by an invigilator;

vi. A candidate behaving in such manner as would disrupt the examination process. vii. An invigilator violating examination regulations.

## **2.0 Specific Examination Regulations for Candidates**

These instructions should be read together with the above College General Examination Regulations.

2.1 Candidates should make sure that they have been issued Examination Numbers before examinations begin.

2.2 Candidate shall be responsible for consulting the Examination Time Tables for any changes

2.3 Candidates shall be seated 30 minutes before examination starting time, and no student shall be allowed into the examination room after 30 minutes have elapsed post examination starting time, except for a compelling reason, without prejudice to regulation to 2.16 below.

2.4 Candidates must not begin writing before they are told to do so by the invigilator.

2.5 Candidates are allowed to carry only pens, pencils or other materials explicitly prescribed by the Department.

2.6 Candidates are not allowed to enter the examination room, with books, mobile phone, handbags, clipboards, purses, papers, magazines and/or other such items, they may use their own calculators, ONLY if required by the internal examiner(s).

2.7 In case a candidate is 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. On a serious suspicion of deep-hidden unauthorized material(s) in the examination room, a suspect must be deeply inspected by an equal sex academic staff in a private room. All matters, except privacy matters, will be documented including taking electronic images but not of the body part. Also, on a serious matter any academic staff member conducted deep inspection s/he is NOT allowed to share any seen private matters of the candidate.

2.8 Each answer in an examination shall begin on a fresh page of the provided examination booklet. All rough work must be done in the booklet and crossed out. A candidate is not allowed to sign his/her names anywhere in the examination booklets.

2.9 A candidate shall, all the times, observe silence in the examination room.

2.10 No food shall be allowed into the examination room. On request, and especially on medical ground, only drinking water shall be allowed into the examination room.



2.11 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 an unauthorized material brought into the examination room; and shall have power to expel and report from the examination room any candidate who creates disturbance and record the incident to the head of Department.

2.12 In case of alleged cheating, 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 Head of Department.

2.13 A candidate caught contravening the Examination Regulations shall not be allowed to continue with the examination for which s/he is scheduled.

2.14 A candidate is strongly warned that cheating or being caught with unauthorized material contravenes the college General Examination Regulations and leads to discontinuation from studies.

2.15 A candidate shall sign the Attendance Form at the beginning and end of every examination.

2.16 No candidate will be permitted to enter the examination room after lapse of thirty minutes from the commencement of the examination time, and no candidate will be allowed to leave his/her place during the last 30 minutes of the examination time, except as indicated below (2.17).

2.17 A candidate wishing to answer a call of nature may do so by permission of the invigilator and under escort leave the examination room for a reasonable period.

2.18 A candidate who walks out of an examination in protest shall be disqualified from that particular examination.

2.19 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.

2.20 Candidates are not allowed to take any examination material out of the examination room, unless specifically permitted by the invigilator.

2.21 Students who are required to do supplementary examinations or special examinations will be officially notified using their respective Examination Number on the college's notice board and website [www.bphacoh.ac.tz](http://www.bphacoh.ac.tz) or through any public means of communication. Students should also leave their latest contracts such as telephone numbers or e-mails to facilitate communication.

2.22 Students must understand that the ultimate responsibility for taking the supplementary examination precisely at the time when they are given rests with the student.

### **3.0 Guidance for Invigilators**

#### **3.1 Before the Examination**

3.1.1 Invigilators should personally collect from the Examination Office sealed envelopes containing question papers and any other material prescribed in the rubrics at least thirty minutes before the examination

3.1.2 Invigilators shall be present in the examination room at least twenty minutes before the commencement of the examination,

3.1.3 Invigilators should admit candidates to the examination room at least thirty minutes before the commencement of the examination and ensure that students take the right places.

3.1.4 During these thirty minutes the invigilator should: -

- a. Make an announcement to the effect that unauthorized materials are not allowed in the examination room.
- b. Make an announcement to the effect that candidates should satisfy themselves that they are in possession of the correct paper
- c. Tell the students to note any special rubric at the head of the paper.
- d. Students should go pray
- e. Tell students when they may begin writing. Candidates will normally be allowed five minutes to read the paper.

## **3.2 During the Examination**

3.2.1 Invigilators should not admit candidates to the examination room after thirty minutes have elapsed from the commencement of the examination and should not permit candidates to leave the examination room until one hour has expired.

3.2.2 By the end of thirty 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.

3.2.3 Invigilators should ensure that only one answer-book is provided for each candidate.

3.2.4 Candidate may be permitted to do rough work in the examination booklet on the understanding that rough work is crossed out.

3.2.5 Invigilators shall report immediately after the examination to the Head of Department any candidate who contravenes the Examination Regulations and instructions, especially by unfair practices, as spelt out in Regulation 1.18 above

3.2.6 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 Head of the Department the

Examination Incident Report, together with the candidate's examination booklet and all pertinent materials.

3.2.7 The Head of the Department through the School Dean will submit a full written report on the incident to the Examinations Committee.

3.2.8 The processing of an alleged case of cheating or other irregularity shall be carried out as expeditiously as possible.

### **3.3 At the End of Examination**

3.3.1 Invigilators shall tell the candidates to stop writing and assemble their examination scripts.

3.3.2 Invigilators shall not permit the candidates to leave their places before their scripts have been collected.

3.3.4 Candidates shall sign the Examination Attendance Sheet when they turn in their script.

3.3.4 Invigilators shall enter the number of candidates' scripts collected and/or received on the Attendance Sheet and sign it

## **4.0 Common Academic Regulations**

### **4.1 Introduction**

The common academic regulations cover Appeals, Grading System, Certificates and Transcripts, Carry over Courses, Graduation Requirements, and Common Courses.

## **4.2 Appeals against Academic Decisions**

4.2.1 Well-grounded appeals supported with substantive and documented evidence against any academic decision or recommendation shall first be lodged with the appellant's Dean, who shall forward it to Senate with the Governing Board's observations and recommendations. The appeal by the student should be submitted within seven (7) days from the day the results were posted or a decision was communicated to the affected student. The decision of Senate shall be final.

4.2.2 In case of examinations, the Board of Examiner's recommendation shall be final except where well authenticated claim for unfair marking or disregard for examination regulations is raised by the affected student. In such a case, findings and observations to the Examinations Committee for detailed discussion. It makes recommendation to the Senate, whose decision shall be final

4.2.3 A student who is dissatisfied with a grade obtained in a particular examination may apply for remarking of the examination paper to the Head of the Department in which the course was offered. The application should be made not less than one week after the release of the examination grades by Corporate Counsel or the individual instructor. A valid justification for the request must be given in writing. The Head of the Department will then review the case to see if remarking is warranted. An examiner other than the one who initially marked the script will remark the paper. The grade after remarking the paper will be final regardless of whether it is lower or the same as the first grade. The student may not request for a second

remarking of the same script. The grade will be communicated to the student by the Corporate Counsel or the head of the Department.

4.2.4 No appeal whatsoever pertaining to the conduct of any college examinations and the marking of the scripts thereof shall be entertained unless such an appeal is lodged with the appropriate college authorities within seven days of the date of publication of the results by or under the authority of the Senate.

4.2.5 All appeals regarding semester examination should be accompanied by a fee of twenty thousand shillings (Tshs. 20,000/) for all students for each course. The fee is non-refundable.

### 4.3 Grading System

S/N	SCORE RANGE	GRADE	DEFINITION
1	80 – 100	A	Excellent
2	65 – 79	B	Good
3	50 – 64	C	Average
4	40 – 49	D	Poor
5	0 – 39	F	Failure
6	-	I	Incomplete
7	0	Q	Disqualification

#### **4.4 Publication of Examination Results**

The Deputy Principal for Academic Affairs may, after the academic committee meeting, publish the examination results provisionally subject to confirmation of the results by the Senate upon the recommendation of the Governing Board

#### **4.5 Withholding Results**

The Senate may, where a candidate has failed to fulfill a fundamental contractual or legal obligation with BPHACOH or a breach of the same e.g. not paying fees or outstanding dues or where is dishonesty or fraud, bar him or her from doing examination or withhold examination results until he/she discharges the obligation or is exonerated from the wrong.

#### **4.6 Graduation**

With the approval of the Senate, students who complete and fulfill the requirements of the programme will graduate in the Saturday of the third week of November. Graduation attire will be hired for three days at twenty thousand shillings (20,000/=) for both Basic and Technician certificate of pharmaceutical science.

4.7 Certificates and Academic Transcripts Person applying to the Deputy Principal for Academic Affairs for academic transcript shall be charged a fee of 10,000/=Tshs. A clearance form from the Bursar's office must be submitted along with a passport size photograph for preparation of transcripts.



#### 4.8 Loss of Certificates

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

- i. The applicant produces a sworn affidavit testifying to the loss or destruction
- ii. The applicant must produce evidence that the loss has been adequately publicly announced
- iii. The replacement certificate will not be issued until 12 months from the date of loss.
- iv. A fee of Tshs 20,000/= shall be charged for the copy of the certificate issued.

#### 4.9 Carry over courses

Carryover of a failed course into a subsequent year shall imply repeating the failed course in the subsequent year by fulfilling all the requirements of the course. Carryover of elective courses will be allowed only in exceptional circumstances, normally only when those units are needed to comply with regulations. All the carried over courses shall be cleared within the allowable maximum period of registration; otherwise the student is discontinued from studies. The maximum period of registration is as specified under the specific programmes

## **ADMISSION REQUIREMENTS IN PHARMACEUTICAL SCIENCES FOR NTA LEVEL 4**

The minimum entry qualification of the candidate shall be Certificate of Secondary Education Examination (CSEE) with minimum of D passes in four (4) subject including Chemistry and Biology. Mathematics and English will be an added advantage.

### **FOR NTA LEVEL 5**

A. Direct Entry Requirements The entry qualification for this programme shall be holders of Secondary Education Certificate (CSEE) with four passes (D) including three passes in sciences subjects (i.e. Physics/Engineering Sciences, Chemistry and Biology)

B. Equivalent entry qualifications Pharmaceutical dispenser (holder of NTA L4 certificate), with at least two years of working experience, who has passed selection examination recognized by NACTE.

### **Mode of Application Applicants**

Applicants should apply for admission direct to the college. Application forms are available at the college Campus "Singida" or can be downloaded from this website on the announcement.

### **Selection Procedure**

Selection will be done by BPHACOH and successfully applicants shall obtain joining instructions form respective training institutions.

## **PROGRAMME DURATION**

- The NTA Level 4 programme has a total of 40 weeks of study divided in two semesters. Twenty-three (23) weeks are set aside for theoretical training and seventeen (17) weeks are designated for pharmacy practice.
- For NTA Level 5 programme has a total of 40 weeks of study divided in two semesters. Twenty-two (22) weeks are set aside for theoretical training and eighteen (18) weeks are designated for pharmacy practice.

This level is meant to provide basic pharmaceutical sciences knowledge, skills and appropriate attitudes to students. All modules are fundamental and are intended to build students' knowledge and skills necessary for acquiring competences appropriate for modern practice of pharmacy; instill motivation for life-long learning and good foundation for progress studies in pharmacy profession.

## **ASSESSMENT**

Assessment is an integral part of the learning process and must support and complement 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.

## **Principles of Assessment**

- i. Assessment will reflect aims and objectives of the overall scheme and learning outcomes of the module.
- ii. Assessment will be designed to assist students' learning, particularly, their development as self-directed learners and the acquisition of key skills.
- iii. Assessment will be varied to facilitate motivation and recognition of the need to adopt approaches which enable students to demonstrate and fulfill learning objectives.
- iv. Assessment will reflect progression through studying year, with increasingly more complex methods being associated with higher order skills.

## **Assessment Methods**

The following assessment methods will be used:

## **Assignments**

The object of assignments is to reinforce the learning process by involving the students in finding solution to a given question or problem which require decision- making. They include tasks given to students apart from written tests and examinations or projects, so as to enhance self-development. Individual or group assignments will be in form of written work and/or practical exercises. For each module appropriate assessment methods and instruments will be indicated. Facilitators will administer not less than two assignments for a given module in a semester.

### **Competence Tests**

The intention of competence tests is to measure the practical capability of learners through actual doing of a particular task or skill. This will be conducted in actual or simulated environment.

### **Class Room Knowledge Tests**

The intention of classroom tests is to measure theoretical and practical performance of students through evaluation of written work and actual doing respectively. There will be a minimum of two written classroom tests in each semester under supervision of qualified tutor (s). Duration of each test will be not less than two (2) hours.

### **End of Module Examination**

This examination shall be conducted for duration of three (3) hours under supervision of qualified tutor (s).

### **Management of Assessment**

The mode of conduct and administration of assessment shall be that approved by NACTE.

### **MINIMUM CREDIT REQUIREMENT**

□ NTA LEVEL: 4 This Programme has 13 modules, which are assigned 120 credits. □ NTA LEVEL: 5 This Programme has 11 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 modules offered in the first semester by the department of Pharmaceutical Sciences may be coded respectively as PST 04101 where:

### **PST 04101: refers to Dispensing module.**

PS Represents the first two letters of the department “Pharmaceutical Sciences”.

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 Represents the serial number to which a particular module is assigned in the department (in this case 1st Module).

GRADING SYSTEM Marks will be awarded out of 100 percent. The marks so obtained from different assessment Components will be graded as follows:

S/N	SCORE RANGE	GRADE	DEFINITION
1	80 – 100	A	Excellent
2	65 – 79	B	Good
3	50 – 64	C	Average
4	40 – 49	D	Poor
5	0 – 39	F	Failure
6	-	I	Incomplete
7	0	Q	Disqualification

## **CLASSIFICATION OF AWARD**

Grades for the different score ranges are assigned points as follows:

A – 4 B – 3 C – 2 D – 1 F – 0

The Grade Point Average (GPA) shall be computed from credits and grade weights and classified as shown below:

## **CLASS OF AWARD CUMMULATIVE GPA**

S/N	CLASS OF AWARD	CUMMULATIVE GPA
1	First class	3.5-4.0
2	Second class	3.0-3.4
3	Pass	2.0-2.9

An award shall be given to a student who satisfies the following conditions:

She/he must have successfully completed all modules for which the award is to be made; and she/he has achieved the minimum cumulative Grade Point Average (GPA) equivalent to pass.

## **Computation of Cumulative GPA**

- i. A cumulative grade point average (Cum GPA) for each candidate shall be computed by dividing the total number of grade points earned for all modules by the total number for the award examined.



$$\text{I.e. Cumulative GPA} = \frac{\text{SUM OF } (P \times N)}{\text{SUM OF } N}$$

Where **P** represents a grade, point assigned to a letter grade scored by the students in a module and **N** represents the number of Credits associated with the module.

- ii. The Grade Point Average (GPA) shall be computed and truncated so that it won't provide a range of decimal point.

### **EXAMINATIONS REGULATIONS**

The General Ministry of Health and Social Welfare (MoHCDGEC) Examination Regulations for Training Institutions on registration for examinations, board of examiners, preservation of scripts, procedures for appeals, examination offences and penalties, examination fees and Certification and awards shall remain as stipulated in the MoHCDGEC Examination Regulations.

### **Eligibility for Examinations**

- i. A student must have been present for at least 90% of the classes to be allowed to sit for end of semester examinations.
- ii. A student who fails to meet a minimum of 90% attendance in a particular semester with compelling reasons as determined by the participatory organs shall be allowed to repeat the semester otherwise, he/she shall be discontinued from studies.
- iii. No student shall be allowed to sit for the end of semester examinations unless his/her average continuous assessment in each module is 50% or higher.
- iv. A student who fails to complete assignment(s) or research work in the scheduled time shall not be allowed to sit for the end of semester examinations.
- v. Where a student who fails to fulfill the eligibility requirements stipulated, sits for the end of semester examinations, his/her examination results shall be null and void.

### **Conduct of Examinations**

End of semester examinations shall be conducted under the control and supervision of MoHCDGEC or any other body as the MoHCDGEC shall appoint.

## **Guidance for Invigilators**

Before the examination:

- i. Invigilators shall personally collect from the head of the department sealed envelopes containing examination papers and any other materials prescribed in the rubrics at least thirty minutes before the examination.
- ii. Invigilators shall be present in the examination room at least twenty minutes before commencement of the examination.
- iii. Invigilators shall admit candidates into the examination room at least twenty minutes before commencement of the examination and ensure that candidates are seated in their right places.

## **During the examination:**

- i. No candidate shall be allowed out of the examination room during the first thirty minutes of the examination
- ii. No candidate shall be allowed to leave the examination room during the last thirty minutes.
- iii. Invigilator shall allow five minutes for the candidates to read the examination paper and ensure they have the right paper with correct number of pages.

**At the end of examination:**

- i. Invigilator shall tell the candidates to stop attempting the examination and assemble their work/scripts
- ii. Candidates shall hand in their scripts to the invigilator and sign an examination attendance form
- iii. No candidate shall be allowed to leave the examination room before their scripts are collected
- iv. No candidate shall be allowed to leave with any examination materials found in the examination room.
- v. Invigilators shall enter the total of scripts collected and sign in the examination attendance form (Appendix 1) and submit the scripts and the examination attendance form to the head of the department.

**Absence from Examinations**

- i. A student who fails to appear for a scheduled examination with valid reason (s) shall be allowed to sit for that particular examination when next scheduled. The student shall not be allowed to proceed to the next semester if the missed examination(s) is for a prerequisite module.
- ii. When a candidate misses an examination without valid reason(s), as determined by participatory organs (i.e. academic committees/boards) the candidate shall be discontinued from the studies

### **Falling Sick Immediately Before or During Examination**

A candidate who falls sick immediately before or during the time of a scheduled examination and is medically unable to proceed (i.e. as certified by a medical officer) shall be allowed to postpone the examination until next scheduled. Any student, who is sick and nevertheless decides to take or proceed with an examination, does so at his/her own risk and must abide by the results of the examination.

### **Reporting Late for Examinations**

- i. A candidate, who without valid reason(s), reports late for an examination (more than thirty minutes after commencement of examination) shall not be allowed into the examination room but will be allowed to sit for that particular examination when next scheduled. The candidate shall not be allowed to proceed to the next semester if the missed examination(s) is/are for pre-requisite module(s).
- ii. A candidate, who for valid reason, reports late for an examination (more than thirty minutes after commencement of examination) and pleads in writing to take the examination may, subject to the discretion of the invigilator, be allowed to do the examination within the remaining time at his/her own risk. All cases of late arrivals for examinations shall be reported in writing by the invigilator to head of department.

## **Students Progression and Disposal**

- i. The semester shall be the basic academic audit unit. All modules offered during the semester shall be assessed within that semester, at the end of each module external examiners or moderators shall be invited at the end of the semester. A student shall be allowed to proceed to the next semester if he/she passes end of module examinations in all modules prescribed in a semester.
- ii. For every module there shall be at least two continuous assessment (CA) tests and regular assessment of competencies which shall constitute 60% of summative assessment. The end of module examination shall constitute another 40% of the summative assessment.

## **Supplementary Examination**

- i. A candidate who fails one or more modules shall be allowed to sit for supplementary examination if his/her GPA in that semester is not less than
- ii. A candidate who fails one or more modules must sit for supplementary examinations when scheduled before proceeding to the next semester. The student who passes a supplementary examination will be awarded a maximum of “C” grade regardless of his/her score (equivalent to 50% score). The passing of supplementary examination shall take into account the continuous assessment scores.

## **Repeating the Semester**

- i. A candidate who fails to obtain an average of 50% in his/her continuous assessment shall repeat the semester.
- ii. A candidate who fails supplementary examination(s) shall repeat the semester. A candidate who fails a repeated semester shall be discontinued from studies.
- iii. A candidate who fails to meet a minimum of 90% attendance in a particular semester with acceptable grounds as determined by the participatory organs shall repeat the semester.

## **Discontinuation**

- i. A candidate who fails to meet a minimum of 90% attendance in a particular semester without acceptable grounds shall be discontinued from studies.
- ii. When a candidate misses examination(s) without valid reason(s) shall be discontinued from the studies.
- iii. A candidate who obtains a semester GPA of less than 1.8 shall be discontinued from studies.
- iv. A candidate who does not appear for supplementary examination(s) without compelling reason(s) approved by participatory organs shall be discontinued from studies.
- v. A candidate found guilty of an examination irregularity shall be discontinued from studies.
- vi. A candidate who has been disqualified from an examination following his/her walking out of the examination room in protest shall be discontinued from studies.

**Examination Irregularities or Academic Dishonesty Examination irregularities shall include but not limited to:**

- i. A candidate found with unauthorized materials/information at any time during the examination process. Such unauthorized materials will include written pieces of papers, mobile/cellular phones or any other unauthorized materials.
- ii. A candidate attempting to copy from another candidate's work or permitting another candidate to do so.
- iii. A candidate communicating with another candidate by giving or obtaining unauthorized assistance or attempting to do so.
- iv. A candidate removing question papers, scripts or any other examination materials found in the examination room.
  
- v. A candidate starting to attempt examination before being authorized to do so.
- vi. A candidate continuing to attempt the examination after being ordered to stop.
- vii. A candidate refusing to obey a lawful order given by an invigilator.
- viii. A candidate destroying or attempting to destroy evidence of suspected irregularities.
- ix. A candidate found to have committed plagiarism.



- x. A candidate behaving in such a manner as to disrupt the examination process
- xi. An invigilator violating examinations regulations.

### **Procedure for Dealing with Examination Irregularities**

#### **In case of alleged examinations irregularity:**

- i. The candidate shall be stopped by the invigilator from continuing with the examination and be required to sign an examination irregularity report (Appendix 2) and the materials pertinent to the incidence to confirm that they are his/hers. However, the candidate shall be allowed to sit for the remaining examinations.
- ii. The invigilator shall counter sign and submit to the head of department the examination irregularity report together with the candidate's examination script and all pertinent materials immediately after the end of examination for further transmission through appropriate participatory organs for action as stipulated in the examination offences and penalties of the MoHCDGEC Examination Regulations.

## **Instruction to Students**

- i. Candidates shall be admitted into examination room twenty minutes before the examination starts.
- ii. No candidate shall be permitted to enter the examination room 30 minutes after commencement of the examination.
- iii. Candidates without examination numbers and identity cards shall not be allowed into the examination room.
- iv. Candidates are responsible for consulting examinations time table for any changes.
- v. Candidates are not allowed to enter examination room with books, bags, purses, notes, rough papers, mobile phones, or other such items.
- vi. When candidates are allowed to bring specified items in the examination room, no borrowing from one another will be allowed during examination time, and the items allowed will be liable to inspection by the invigilator.
- vii. Candidates shall follow the examination instructions.
- viii. Candidates shall write only their examination numbers on every page used. Candidates shall not write their names anywhere in the script.
- ix. No candidate shall be allowed to leave the examination room during the last thirty minutes.
- x. At all times during the examination the candidate's examination number/identity card shall be conspicuously placed on the desk in front of the student by the student.
- xi. Smoking, beverages and food shall not be allowed into the examination room. Any special needs for eating, drinking or

medication shall be reported to the invigilator before start of the examination.

- xii. At the end of examination, and on the instruction of the invigilator, candidates shall be required to stop writing, and organize their work. The candidate shall personally hand in his/her scripts to the invigilator and sign to that effect.
- xiii. Candidates are allowed to bring pens, pencils and other materials explicitly prescribed by the department into the examination room.
- xiv. For a candidate wishing to answer a call of nature may, with permission of invigilator and under escort, leave the examination room for a period of time not exceeding five (5) minutes. Only one candidate at a time will be allowed to leave the examination room and will be monitored at all times.
- xv. A candidate who walks out of the examination in protest shall be disqualified from that particular examination.
- xvi. Candidates must understand that the ultimate responsibility for taking supplementary examination(s) at the correct time rests on him/her.
- xvii. Invigilator(s) shall have the power to:
  - Specify and change the sitting arrangement in the examination room

- Inspect candidates to make sure they are not in possession of unauthorized materials. Inspection of candidates shall observe gender issues.
- Confiscate any unauthorized material and to remove from the examination room any candidate found with such material.
- Remove from the examination room any candidate who disrupts the examination process

### **Release and publication of Examination Results**

The head of department may publish the examinations results provisionally subject to approval by the Tanganyika Medical and Training Board (TMTB) as recommended by the participatory organs.

### **Examination Components Contribution**

Due to the nature of pharmacy training, this programme is constituted by theory modules and practical modules. For each module there shall be at least two continuous assessment (CA) tests and regular assessment of competencies which shall constitute 60% of summative assessment. The end of module examination shall constitute another 40% of the summative assessment.

## Summary of contribution of components of assessment to final mark

<b>Module</b>	<b>Continuous Assessment Test (%)</b>	<b>End of Semester Examination (%)</b>	<b>Grand Total (%)</b>
Theory Modules	<b>40</b>	<b>60</b>	<b>100</b>
Practical Modules	<b>40</b>	<b>60</b>	<b>100</b>

### **Examination Appeals**

The appeals of candidates, who have not satisfied the examiners, should follow the process described in the training regulation of the Ministry of Health and Social Welfare.

### **TEACHING PERSONNEL**

- NTA LEVEL 4: Tutors for modules in this programme should have at least an Ordinary Diploma in relevant field and/or evidence of competency in respective module.
- NTA LEVEL 5: Tutors for modules in this programme should have at least an Ordinary Diploma in relevant field and/or evidence of competency in respective module.

## **TRAINING REGULATIONS**

### **Reporting to the Training Institution**

Students selected for admission should report to the training institution not more than 15 days after commencement of the academic year.

### **Programme Completion Requirements**

For a candidate to qualify for award of the qualification of this NTA Level must have attended classes by not less than 90% of the total programme sessions, submitted required assignments and reports and passed all modules and acquired a cumulative GPA of not less than 2.0 (i.e. equivalent to a “C” grade).

### **Period of Absence**

A student who fails to meet a minimum of 90% attendance in a particular semester with compelling reasons as determined by the participatory organs shall be allowed to repeat the semester otherwise, he/she shall be discontinued from studies.

### **Conduct and Behaviors**

Students admitted into pharmacy training should portray acceptable character and behavior at all times.

# PROGRAMME MODULES

## NTA LEVEL 4

### Semester I Modules

Code	Module Tittle	Scheme of Study (Hours per week)				Credits/ Semester
		Theory	Tutorials	Practical	Assignment	
PST 04101	Dispensing	2	-	1	1	8
PST 04102	Disease Control and Prevention	4	-	-	1	10
PST 04103	Human Anatomy and Physiology	2	-	-	1	12
PST 04104	Pharmaceutical Dosage Forms	4	-	-	1	4
PST 04105	Pharmaceutical Calculations	4	1	-	1	11
PST 04106	Communication Skills	1	-	-	1	4
PST 04107	Basic Computer Skills	1	-	2	1	6
	SUB TOTAL	18	2	3	7	55

## Semester II Modules

Code	Module Title	Scheme of Study (Hours per week)				Credits / Semester
		Theory	Tutorials	Practical	Assignment	
PST 04208	Law and Ethics in Pharmacy Practice	2	-	-	1	4
PST 04209	Compounding of Pharmaceutical Liquid Preparations	2	-	6	1	20
PST 042010	Pharmaceutical in Organic Chemistry	2	1	-	1	12
PST 04211	Basic Pharmacology	4	1	-	1	12
PST 04212	Medical Stores Keeping	4	1	2	1	12
<b>TOTAL</b>		<b>14</b>	<b>3</b>	<b>8</b>	<b>5</b>	<b>60</b>



<b>Code</b>	<b>Module Title</b>	<b>Scheme of practice (Hrs. per week over six week)</b>				<b>Credits</b>
		<b>Dispensing</b>	<b>Drugs Store</b>	<b>Industrial Sterile</b>	<b>Sterile Preparation</b>	
PST 04213	<b>Pharmacy Practice</b>	<b>120</b>	<b>120</b>	<b>0</b>	<b>0</b>	<b>5</b>

**NTA LEVEL 5****Semester I Modules**

Code	Module Title	Scheme of Study (Hours per week)				Credits/ Semester
		Theory	Tutorials	Practical	Assignment	
PST 05101	<b>Medicines and Medical Supplies Management</b>	<b>4</b>	<b>-</b>	<b>1</b>	<b>1</b>	<b>12</b>
PST 05102	<b>Law and Policies in Pharmacy Practice</b>	<b>2</b>	<b>-</b>	<b>-</b>	<b>1</b>	<b>7</b>
PST 05103	<b>Pharmaceutical Microbiology</b>	<b>4</b>	<b>1</b>	<b>-</b>	<b>1</b>	<b>12</b>
PST 05104	<b>Pharmacology and Therapeutics</b>	<b>4</b>	<b>1</b>	<b>-</b>	<b>1</b>	<b>12</b>
PST 05105	<b>Ratio Use of Medicine</b>	<b>2</b>	<b>-</b>	<b>-</b>	<b>1</b>	<b>4</b>
PST 05106	<b>Pharmaceutical Organic Chemistry</b>	<b>4</b>	<b>1</b>	<b>-</b>	<b>1</b>	<b>12</b>
	<b>SUB-TOTAL</b>	<b>20</b>	<b>3</b>	<b>1</b>	<b>6</b>	<b>59</b>

## Semester II Module

Code	Module Title	Scheme of Study (Hours per week)				Credits/ Semester
		Theory	Tutorials	Practical	Assignment	
PST 05207	Quality Assurance of Pharmaceutical Products	2	1	2	1	12
PST 05208	Pharmaceutics Theory and Compounding	2	1	6	1	20
PST 05209	Health Information Management	4	1	2	1	12
PST 05210	Basic Pharmacognosy	4	1	-	1	12
	<b>TOTAL</b>	12	4	10	4	56

Code	Module Title	Scheme of practice (Hrs. per week over six week)				Credits
		Dispensing	Drugs Store	Industrial	Non-Sterile Preparation	
PST 05211	<b>Pharmacy Practice</b>	<b>120</b>	<b>120</b>	<b>0</b>	<b>0</b>	<b>5</b>