



# MOSHI UNIVERSITY COLLEGE OF CO-OPERATIVE AND BUSINESS STUDIES (MUCCoBS)



Constituent College of Sokoine University of Agriculture  
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## APPLICATIONS FOR ADMISSION TO VARIOUS MUCCoBS PROGRAMMES FOR 2011/2012 ACADEMIC YEAR

The Moshi University College invites qualified individuals (Tanzanians and non-Tanzanians) to apply for admission to the degree and non-degree programmes offered by the University College for the academic year 2011/2012. Applicants who completed "A" level education (Direct Entry Scheme) should apply directly to the Tanzania Commission for Universities (TCU). More information on the mode of application is available on the TCU website. Applicants under equivalent entry scheme should apply directly to Moshi University College.

### 1.0 MASTERS DEGREE PROGRAMMES

#### 1.1 MASTER OF ARTS IN COOPERATIVE AND COMMUNITY DEVELOPMENT- (MA-CCD)

##### 1.2 Admission Requirements/Criteria

- i) At least a Second Class Bachelor's degree from recognized institution of higher learning in a relevant field of study; or
- ii) A Pass Class at undergraduate level with working experience of not less than three years in a relevant field; or
- iii) A Post Graduate Diploma in related field of study from a recognized institution of higher learning;
- iv) Relevant Professional qualifications plus a basic degree.

#### 2.0 MASTER OF ARTS IN PROCUREMENT AND SUPPLY MANAGEMENT (MA-PSM)

##### 2.1 Admission Requirements/Criteria

- (i) At least a Second Class Bachelors degree from a recognized institution of higher learning. Or
- (ii) A Pass Class Degree with postgraduate diploma.
- (iii) Postgraduate Diploma from a recognized institution of higher learning.

### 3.0 POSTGRADUATE DIPLOMA PROGRAMMES

#### 3.1 Full-time Postgraduate Diploma Programmes

These are one-year programmes (two semesters) designed for both pre-service and in-service personnel.

- i) Postgraduate Diploma in Cooperative Business Management (PGD-CBM)
- ii) Postgraduate Diploma in Accounting and Finance (PGD-AF)
- iii) Postgraduate Diploma in Community Development (PGD-CD)
- iv) Postgraduate Diploma in Savings and Credit Cooperative Societies Management (PGD-SACCOS)

#### 3.2 Admission Requirements for the Postgraduate Diploma Programmes

- i) Holders of an Advanced Diploma from the former Cooperative College Moshi, MUCCoBS or any other recognized institution of higher learning.
- ii) Holders of a Bachelors degree from MUCCoBS or any other recognized institution of higher learning.
- iii) Holders of relevant professional qualifications from recognized professional bodies.

### 4.0 UNDERGRADUATE DEGREE PROGRAMMES

#### 4.1 Undergraduate Degree Programmes Offered

These are three-year programmes (six semesters) designed for both pre-service and in-service personnel.

- (i) Bachelor of Arts in Community Economic Development (BA-CED)
- (ii) Bachelor of Arts in Accounting and Finance (BA-AF)
- (iii) Bachelor of Arts in Cooperative Management and Accounting (BA-CMA)
- (iv) Bachelor of Arts in Procurement and Supply Management (BA-PSM)
- (v) Bachelor of Arts in Microfinance and Enterprise Development (BA-MFED)
- (vi) Bachelor of Arts in Human Resource Management (BA-HRM)
- (vii) Bachelor of Arts in Marketing and Entrepreneurship (BA-ME)

#### 4.2 Admission Requirements for BA-CED

- (a) Direct admission requirements
  - (i) At least two Principal Passes at 'A' Level in, Economics, Mathematics, Physics Commerce, Geography and History. Applicants with similar passes in Chemistry and Biology may be considered provided the sum of the points should not be less than 4.5. Points are counted as: A=5; B=4; C=3; D=2; E=1; S=0.5 & F=0.)

- (b) Equivalent qualifications
  - (i) Holders of a two years Diploma from the former Cooperative College Moshi, MUCCoBS or its equivalent, provided that they have FOUR passes in relevant subjects in their "O" Level certificate of Secondary Education or equivalent and a one year certificate from a recognized institution of higher learning, OR
  - (ii) Holders of two years Diploma with at least a pass grade or equivalent qualifications from recognized institutions provided they have at least one principal pass at "A" level.

#### 4.3 Admission Requirements for BA-HRM

- (a) Direct admission requirements
  - (i) At least two Principal Passes at 'A' Level in Economics, Mathematics, Commerce, Geography and History, Physics, Chemistry, Biology, and English Language provided the sum of the points should not be less than 4.5. Points are counted as: A=5; B=4; C=3; D =2; E=1; S=0.5 & F=0.)
- (b) Equivalent qualifications
  - (i) Holders of a two years Diploma from the former Cooperative College Moshi, MUCCoBS or its equivalent, provided that they have FOUR passes in relevant subjects in their "O" Level certificate of Secondary Education or equivalent and a one year certificate from a recognized institution of higher learning, OR
  - (ii) Holders of two years Diploma with at least a pass grade or equivalent qualifications from recognized institutions provided they have at least one principal pass at "A" level.

#### 4.4 Admission Requirements for BA-AF, BA-CMA, BA-MFED, BA-ME and BA-PSM

- (a) Direct admission requirements
  - (i) Form VI with at least TWO Principal Passes at 'A' Level in, Economics, Accountancy, Mathematics, Commerce, Physics and Geography. Applicants with similar passes in Biology/ Chemistry may also be considered provided the sum of the points should not be less than 4.5.  
(Where A=5; B=4; C=3; D =2; E=1; S=0.5 & F=0.)
- (b) Equivalent qualifications
  - (i) Holders of a two years Diploma from the former Cooperative College Moshi, MUCCoBS or its equivalent, provided that they have FOUR passes in relevant subjects in their "O" Level certificate of Secondary Education or equivalent and a one year certificate from a recognized institution of higher learning, OR

- (ii) Holders of two years Diploma with at least a pass grade or equivalent qualifications from recognized institutions provided they have at least one principal pass at "A" level.

## 5.0 DIPLOMA PROGRAMMES

### 5.1 DIPLOMA IN COOPERATIVE MANAGEMENT AND ACCOUNTING (DCMA) and DIPLOMA IN ENTERPRISES DEVELOPMENT (DEMA)

These are two years programmes (four semesters) designed for both pre-service and in-service personnel.

#### Admission Requirements

##### (a) Direct Admission

Form VI leavers with at least one principal pass and one subsidiary in any of the following subjects: Economics, Accountancy, Mathematics, Commerce, Physics, Geography and History / Biology / Chemistry / Kiswahili / English/ Agriculture / Nutrition. The sum of points should not be less than 2.

##### (b) Equivalent Qualifications

Holders of relevant one year or more certificate qualifications from the former Cooperative College Moshi or MUCCoBS or any other recognized academic institutions or Examination Boards, provided they have four passes at "O" level Secondary Education.

### 5.2 DIPLOMA IN BUSINESS INFORMATION AND COMMUNICATION TECHNOLOGY (DBICT)

This is a two year (four semesters) programme designed for both pre-service and in-service personnel.

#### Admission Requirements

##### (a) Direct Admission

Form VI leavers with at least one principal pass and one subsidiary pass in any of the following subjects: Economics, Accountancy, Mathematics, Commerce, Physics, Geography, Chemistry and History/Biology/Nutrition/Agriculture. The sum of points should not be less than 2.

##### (b) Equivalent Qualifications

(i) Holder of a one-year or more Certificate in Information Technology (CIT) of the former Cooperative College Moshi or Moshi University College of Cooperative and Business Studies (MUCCoBS), OR

(ii) Holders of one-year or more relevant certificate qualifications from recognized academic institutions/examining boards

provided they have FOUR passes at "O" level Secondary Education.

## 6.0 CERTIFICATE PROGRAMMES

These are one academic year (two semesters) programmes designed for both pre-service and in-service candidates.

- i) Certificate in Management and Accounting (CMA)\*
- ii) Certificate in Micro-Finance Management (CMF)\*
- iii) Certificate in Accounting and Finance (CAF)
- iv) Certificate in Information Technology (CIT)
- v) Certificate in Librarianship and Information Sciences (CLIS)
- vi) Certificate in Enterprises Development (CED)\*
- These programmes are run at both Kizumbi Campus in Shinyanga Region and Moshi Campus in Moshi-Kilimanjaro Region.

Admission Requirements for the above Certificate Programmes:

- (a) Direct Admission Requirements  
Form IV certificate holders with four passes in any of the following subjects Mathematics, Bookkeeping, Commerce, Physics, Geography, Chemistry, History, English Language, Kiswahili, Biology, Textile Technology, Agricultural Science and Nutrition.
- (b) Equivalent Admission Qualifications
  - Form IV Certificate holders with ATEC I
  - Form IV Certificate holders with NABE stage I
  - Form IV Certificate holders with Pre-foundation Certificate of the Procurement and Supplies Professionals and Technicians Board (PSPTB former National Board for Materials Management (NBMM) OR
  - Any other equivalent qualifications from an accredited Institution.

Mode of Application:

Application to all programmes must be accompanied by:-

- (i) A non-refundable fee of twenty thousand Tanzanian shillings (Tshs. 20,000/=) for Tanzanian nationals or thirty US dollars (30 US Dollars) for Foreigners payable to Moshi University College of Cooperative and Business Studies through Account No. 01J/2036991800 CRDB BANK MOSHI BRANCH. (ACCOUNT NAME: MUCCoBS STUDENTS' FEE ACCOUNT).
- (ii) Certified photocopies of relevant academic certificates and transcripts.

NB: Result slips will be accepted ONLY for those who completed studies in 2010 for form IV and 2011 for form VI.

## 7.0 Application Forms

- 7.1 Application forms can be obtained from MUCCoBS, Main Campus in Moshi Admissions Office (within the office of the AREC) OR
- 7.2 The following MUCCoBS Regional Centres: Dodoma - Mpwapwa Road, Uhindini Area, Plot No. 4 Block G; Iringa - Titi/Sekoutoure Road; Kigoma - Majengo Area, Rumumba Road; Kilimanjaro - Sokoine Road; Mbeya - Forest Area; Mtwara - Rahaleo Area, Municipal Offices; Mwanza - Balemwa Road, Plot 17 Block C; Pwani - Regional Commissioner's Block; Ruvuma - Songea;-opposite the CRDB Bank Shinyanga – Kizumbi-, Tabora Road; Singida - Mwanza Road; Tabora - Itetemia Road, Block 1 and Tanga - Ngamiani Area. Candidates from regions which do not appear on this list, should contact the nearest Regional Centre, OR
- 7.3 Accessed from MUCCoBS website: <http://www.muccobs.ac.tz> OR <http://www.suanet.ac.tz>
- 7.4 Submission of application forms:  
Only dully filled application forms will be considered and should be addressed to:-

THE DEPUTY PRINCIPAL - ACADEMIC,  
MOSHI UNIVERSITY COLLEGE OF COOPERATIVE  
AND BUSINESS STUDIES (MUCCoBS)  
P.O. BOX 474,  
MOSHI, **TANZANIA**

Deadline for receiving dully filled application forms is 20<sup>th</sup> May 2011.  
(For those who are supposed to apply directly to the University College.  
Those applying through TCU should observe the TCU calendar.)

## **CAUTION**

All applicants should note that it is an offence to submit false information for admission consideration. Any applicant who will be discovered to have submitted a forged Certificate or any other irrelevant information will not be considered and appropriate legal action will be taken against him/her. Also note that any applicant who will give false or incomplete information, whenever discovered, at either registration or thereafter, shall have his/her admission cancelled. In addition, any fee paid will not be refunded.