



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



Constituent College of Sokoine University of Agriculture
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APPLICATION FOR ADMISSION TO VARIOUS PROGRAMMES FOR 2009/2010 ACADEMIC YEAR

The Moshi University College is hereby inviting qualified individuals to apply for the following programmes that will be offered during the 2009/2010 academic year:-

1.0 POSTGRADUATE DIPLOMA PROGRAMMES

1.1 Fulltime Postgraduate 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)

1.2 Evening Postgraduate Programmes (To start in April, 2009)

These are one and a half years programmes 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 MGT)

1.3 Distance Learning Postgraduate Programme

This is a one and a half year programme offered through distance learning.

- i) Postgraduate Diploma in Savings and Credit Cooperative Societies Management (PGD-SACCOS MGT)

1.4 Admission Requirements for the Postgraduate Diploma Programmes

- i) Holders of an Advanced Diploma from the former Cooperative College Moshi or 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 equivalent to first degree or above status.

2.0 DEGREE PROGRAMMES

2.1 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)

2.2 Admission Requirements for BA-CED

(a) *Direct admission requirements*

- (i) At least three credit passes of relevant subjects at "O" Level.
- (ii) At least two Principal Passes at 'A' Level in English Language, Economics, Mathematics, Commerce, Geography and History. Consideration may also be taken for principal passes in Kiswahili, Physics, Chemistry and Biology, 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 two years Diploma with at least a pass grade in Cooperative Management and Accounting, Rural Development Planning, Community Development, Urban and Regional Development Planning or equivalent qualifications from recognized institutions provided they have four passes in relevant courses in their "O" Level certificate of Secondary education and a one year or more certificate from a recognized institution of higher learning, OR
- (ii) Holders of two years Diploma with at least a pass grade in Cooperative Management and Accounting, Rural Development Planning, Community Development or equivalent qualifications from recognized institutions provided they have at least one principal pass at "A" level.

2.3 Admission Requirements for BA-AF, BA-CMA and BA-PSM

(a) *Direct admission requirements*

- (i) At least three credit passes of relevant subjects at "O" Level.
- (ii) Form VI with at least TWO Principal Passes at 'A' Level in, Economics, Accountancy, Mathematics, Commerce, Physics and History/Biology/ Chemistry/ Geography 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 Diploma in Cooperative Management and Accounting from the former Moshi Cooperative College or from MUCCoBS or its equivalent will be eligible, provided they have FOUR passes in relevant courses in their "O" Level certificate of Secondary Education or equivalent and a one year or more certificate from a recognized institution of higher learning, OR
- (ii) Holders of two years Diploma with at least a pass grade in Cooperative Management and Accounting, Rural Development Planning,

Community Development or equivalent qualifications from recognized institutions provided they have at least one principal pass at "A" level.

2.4 Admission Requirements for BA-MFED

(a) Direct admission requirements:

- (i) At least three credit passes of relevant subjects at "O" level.
- (ii) Form VI with at least TWO Principal Passes at "A" level in Accountancy, Economics, Mathematics, Commerce, Physics and Chemistry/Biology/Geography. Consideration may also be taken for principal passes and History, Kiswahili and English Language provided that **the sum of the points in the TWO principal passes is not less than 4.5** (where A = 5; B = 4; C = 3; D = 2; E = 1; S = 0.5 and F = 0).

(b) Equivalent qualifications:

- (i) Holders of two years Diploma in Cooperative Management and Accounting, Diploma in Microfinance and Enterprise Development, Professional Certificate in SACCOS Management from the former Moshi Cooperative College or from MUCCoBS or its equivalent from other recognized institutions of higher learning or professional boards provided they have FOUR passes in relevant courses in their "O" level Certificate of Secondary Education or equivalent and a one year or more **Certificate** from a recognized institution of higher learning, OR
- (ii) Holder of two year Diploma with a credit pass/distinction in Cooperative Management and Accounting, Community Development or equivalent qualifications from recognized institutions provided they have at least one principal pass at "A" level.

3.0 DIPLOMA PROGRAMMES

3.1 DIPLOMA IN COOPERATIVE MANAGEMENT AND ACCOUNTING (DCMA)

This is a two year programme (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, and History/Biology/ Chemistry/ Geography. **The sum of points should not be less than 2.**

(b) Equivalent Qualifications

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

3.2 DIPLOMA IN BUSINESS INFORMATION AND COMMUNICATION TECHNOLOGY (DBICT)

This is a two year (four semester) 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 and History/Biology/Chemistry/Geography. **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 (IT) of the former Moshi Cooperative College 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.

4.0 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)

* These programmes are run at both Kizumbi Campus in Shinyanga and Moshi Campus in Moshi.

Admission Requirements for the above Certificate Programmes:

(a) Direct Admission Requirements

Form IV certificate holders with four passes in Mathematics, Bookkeeping, Commerce, Physics, Geography, Chemistry, History and Biology.

(b) Equivalent Admission Qualifications (Form IV with less than four passes)

- Form IV Certificate holders with ATEC I
- Form IV Certificate holders with NABE stage I to II
- Form IV Certificate holders with Pre-foundation Certificate of the National Board for Materials Management (NBMM) OR
- Any other equivalent qualifications from a recognized 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/transcripts/ result slips.
- (iii) A candidate who had previously been discontinued from any University in the last three years on academic grounds should not apply.

5.0 Application Forms

5.1 Application forms can be obtained from MUCCoBS, Main Campus in Moshi Admissions Office (within the office of the Academic Registrar) OR

- 5.2 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; **Morogoro**, Mkoa Building (Former Kilimo); **Mtwara**, Rahaleo Area, Municipal Offices; **Mwanza**, Balemwa Road, Plot 17 Block C; **Pwani**, Regional Commissioner's Block; **Rukwa**, Central Area, Block G Plot 43; **Ruvuma**, Songea; **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
- 5.3 Accessed from MUCCoBS website: <http://www.muccobs.ac.tz> OR <http://www.suanet.ac.tz>
- 5.4 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 **Friday 12th June, 2009.**

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 afterwards, shall have his/her admission cancelled any fee paid will not be refunded and shall be referred to the police for prosecution.