

**MZUMBE UNIVERSITY**  
**SCHOOL OF PUBLIC ADMINISTRATION AND**  
**MANAGEMENT (SOPAM)**



**POSTGRADUATE AND UNDERGRADUATE**  
**STUDENT QUICK HANDBOOK**  
**2023/2024**





## INTRODUCTION

The School of Public Administration and Management (SOPAM) is led by the Dean and comprises three departments: the Department of Public Service and Human Resources Management, the Department of Local Governance and Management Studies and the Department of Health Systems Management. The school has two centres which are the Centre for Policy and Leadership and the Centre of Excellence in Health Monitoring and Evaluation. The school has three journals: Uongozi Journal of Management and Development Dynamics <https://ujmdd.mzumbe.ac.tz/index.php/ujmdd>, Journal of Policy and Leadership <https://jpl.mzumbe.ac.tz/index.php>, and the East African Journal of Applied Health Monitoring and Evaluation <https://eajahme.mzumbe.ac.tz/index.php/eajahme>.

This is the School of Public Administration Student Handbook. It gives you formal notification and explanation of the SOPAM's codes, academic information, regulations, policies and procedures, and signposts relevant contact details and web links where you can find more information. It is essential for you to read it.

This handbook goes alongside the University Prospectus with specific and relevant matters regarding SOPAM, with which you should also familiarise yourself. This handbook applies to the 2023/2024 academic year and will be revised annually. If you have any concerns or suggestions for improvement, they can be channelled through the SOPAM officers.

We hope that your time as a student at the School of Public Administration at Mzumbe University is successful and enjoyable.

## STUDENT SERVICES

Students of SOPAM are all members of the Mzumbe University Students Organisation/ Association (MUSO). MUSO is a non-profit registered students association which deals with and represents students' members in matters of their academic and social interest

including hosting of the academic forum and representation in academic committees and the University council.

Through the Dean of Students Office, students also will be facilitated to access decent and affordable housing facilities both within university-owned facilities and off-campus- housing facilities as much as it is practicable.

Alongside university health facilities, students of SOPAM are also ensured to have access to quality and cost-effective, curative and preventive health services.

## FINANCES

The financial aspects of attending SOPAM including the information about tuition fees, payment options, financial aid (Grants, Scholarships and Loans) and other financial resources available to students, could be accessed via <https://applyscholars.com/mzumbe-university-fees-structure/>

## ACADEMIC INFORMATION

The School of Public Administration and Management has Seven (7) Undergraduate Programmes, nine (9) Postgraduate Programmes and Four (4) Undergraduate non-degree Programmes as clarified below:

### ***Postgraduate Programmes***

1. Master of Health Systems Management (MHSM)
2. Master of Leadership Management (MLM)
3. Master of Public Administration (MPA)
4. Master of Public Administration-Local Government Management (MPA-LGM)
5. Master of Science in Health Monitoring and Evaluation (MSc. HME)
6. Master of Science in Human Resource Management (MSc. HRM)

7. Master of Research and Public Policy (MRPP)
8. Master of Public Administration in Ethics and Governance (MPA-EG)
9. PhD in Public Administration

### ***Undergraduate Programmes***

1. Bachelor of Health Systems Management
2. Bachelor of Human Resource Management
3. Bachelor of Public Administration
4. Bachelor of Public Administration – Local Government Management
5. Bachelor of Public Administration – Record and Archive Management
6. Bachelor of Health System in Monitoring and Evaluation
7. Bachelor of Public Administration in Youth Development and Leadership

### ***Undergraduate Non-degree Programmes***

1. Diploma in Human Resources Management
2. Diploma in Local Government Management,
3. Certificate in Human resources Management
4. Certificate in Local Government Management,

## **MODE OF APPLICATION**

All applications to the SOPAM Programmes are made through the University Online Application and Admission Portal (MUAAAP) available at [admission.mzumbe.ac.tz](http://admission.mzumbe.ac.tz). Please follow carefully the steps in the online application system. For more (specific) information about admission requirements for postgraduate programmes, please visit the DRPS Website <http://drps.mzumbe.ac.tz>. You may also surf on our main website at: [www.sopam.mzumbe.ac.tz](http://www.sopam.mzumbe.ac.tz)

In case of any further inquiry please call the following numbers +255 767 086 469 / +255 710 805 711 / +255 786 570859 / +255 623 579 621 (Main Campus – Morogoro), +255 755 036 281 / +255 677 561 453 / +255 738 701 452 (Mbeya Campus College) or email the admission office through [admission@mzumbe.ac.tz](mailto:admission@mzumbe.ac.tz)

## 1.0 SOPAM POSTGRADUATE PROGRAMMES

### 1.1 Overview of SOPAM PhD and Master Programmes

The SOPAM Master Programmes provides executives and practitioners knowledge, skills and competence in the disciplines of Public Administration, leadership and Management, Human Resource Management, Health Systems Management, Local Government Management and Monitoring and Evaluation. Any organization in the world emphasize on proper management of human capital. The SOPAM master programmes prepare human resources for this purpose. All master programmes have been reviewed and approved by TCU in 2018 and the programmes are reviewed in this, 2023/2024 academic year. The aim of reviewing SOPAM master programmes is to ensure that the programs continue to address the changing needs of our stakeholders as well as the dynamics of the labour market.

SoPAM master programmes produce specialists who establish and advance organizational policies and guidelines, and consequently utilize the tools and techniques for developing transformational work environments in both the public and private sector. The programmes provide opportunities for middle and top-level executives in Tanzania and beyond to acquire appropriate knowledge, skills and competencies required for effective job performance, leadership and management of public and private organizations in responding to public demands. One of the SOPAM program, Master of Research and Public Policy (MRPP) produce social science researchers and public policy specialists who will enhance the development of competencies in research, that are expected to contribute to public policy development in Sub-Saharan Africa and beyond.

**Table 1.1: General Minimum Entry Requirements for Postgraduate Programmes**

Sn.	Programme	Entry qualification	Duration (Years)	Location of delivery
1.	Master of Health Systems Management	<p>Applicants for admission into the Mzumbe University Master of Health Systems Management programme must meet the following requirements:</p> <ul style="list-style-type: none"> <li>i. A candidate for admission into the master's degree must be a holder of at least a GPA of 2.7 bachelor's degrees from a recognized institution of higher learning or a second-class advanced diploma or equivalent qualifications obtained in at least three (3) years of study.</li> <li>ii. A candidate with PASS degree will also be considered upon producing evidence of having obtained an examined postgraduate or professional qualification.</li> <li>iii. A candidate who holds unclassified degrees should have an average credit of B or above. A candidate holding a degree whose classification is not easily distinguishable by the university shall be required to have his or her qualifications clarified by the Tanzania Commission for Universities (TCU) before being considered for admission.</li> </ul>	2	Main campus

Sn.	Programme	Entry qualification	Duration (Years)	Location of delivery
2.	Master of Leadership Management (MLM)	<p>iv. Applicants for MHSM must have at least 2 years of working experience in health or health-related fields.</p> <p>A candidate for admission into the MLM degree must be a holder of at least a bachelor's degree of a GPA of at least 2.7 in any field of study from a recognized institution of higher learning institution or a 2<sup>nd</sup> class advanced diploma or equivalent qualifications obtained in at least three (3) years of study.</p> <p>A candidate with <b>PASS</b> degree can also be considered for admission into the MLM programme upon producing evidence of having obtained an examined postgraduate or professional qualification. Candidates holding unclassified degrees should have an average credit of <b>B</b> or above. A candidate holding a degree whose classification is not easily distinguishable by the University shall be required to have his or her qualifications clarified by the Tanzania Commission for Universities (TCU) before being considered for an admission.</p>	2	Dar campus



Sn.	Programme	Entry qualification	Duration (Years)	Location of delivery
3.	Master of Public Administration (MPA)	<p>The following are the <b>MINIMUM</b> entrance requirements for candidates desiring to pursue MPA at Mzumbe University:</p> <ul style="list-style-type: none"> <li>i. A candidate for admission into the master's degree shall hold at least a GPA of 2.7 bachelor's degree from a recognized institution of higher learning or, a GPA of 2.7 advanced diploma or equivalent qualifications obtained in at least three (3) years of study or,</li> <li>ii. A candidate with PASS degree will also be considered upon producing evidence of having obtained an examined postgraduate or professional qualification,</li> <li>iii. A candidate who holds unclassified degrees should have an average credit of <b>B</b> or above,</li> <li>iv. A candidate holding a degree whose classification is not easily distinguishable by the University shall be required to have his or her qualifications clarified by the Tanzania Commission for Universities (TCU) before being considered for an admission.</li> </ul>	2	Main campus/ Dar campus

Sn.	Programme	Entry qualification	Duration (Years)	Location of delivery
4.	Master of Public Administration- Local Government Management (MPA-LGM)	<p>Additional requirements for entry to a particular Faculty/ Institute/ school or Programme are presented in the Faculty/ Institute/ school specific requirements.</p> <p>Applicants for admission into Master of Public Administration in Local Government Management (MPA-LGM) must be a holder of bachelor's degree of at least a GPA of 2.7 in any field of studies from any accredited University or institute of higher learning or a second-class advanced diploma or equivalent qualifications obtained in at least three (3) years of study.</p> <p>A candidate with <b>PASS</b> degree can also be considered for admission into the MPA-LGM programme upon producing evidence of having obtained an examined postgraduate or professional qualification. Candidates holding unclassified degrees should have an average credit of <b>B</b> or above. A candidate who holds unclassified or foreign degree (degree obtained outside Tanzania) should have it certified/validated by the Tanzania Commission for Universities (TCU) before being considered for admission.</p>	2	Main campus

Sn.	Programme	Entry qualification	Duration (Years)	Location of delivery
5.	Master of Science in Health Monitoring and Evaluation (Msc. HME)	<p>Applicants for admission into Master of Science in Health M&amp;E programme must meet the following requirements:</p> <ul style="list-style-type: none"> <li>i. Applicants must be holders of a minimum of Three years Advanced Diploma of a related field (after form six) or Degree with a GPA of 2.7 from any accredited university or training institution.</li> <li>ii. Applicants who have at least 2 years of experience in health or a health-related field or have worked as M&amp;E Manager/Officer will have an added advantage.</li> <li>iii. Holders of unclassified degrees must have a minimum of B grade.</li> </ul>	2	Main campus
6.	Master of Science in Human Resource Management (MSc. HRM)	<p>The following are the <b>MINIMUM</b> entrance requirements for postgraduate degree in Master of Sciences in Human Resource Management:</p> <p>A candidate for admission into the master's degree shall hold.</p>	2	Main campus/ Dar Campus

Sn.	Programme	Entry qualification	Duration (Years)	Location of delivery
		<p>(i) At least a GPA of 2.7 bachelor's degree from a recognized institution of higher learning in the following fields, Human Resources Management; Public Administration; Industrial Relations; Political Science; Sociology; Economics; Local Government Management; Political Science; Sociology; Economics; Local Government Management; or any other undergraduate degree in the field of Social Sciences provided that the candidate has completed not less than 360 Credit Points in HRM subjects.</p> <p>ii) A second-class advanced diploma or equivalent qualifications obtained in at least three (3) years of study or, a candidate with PASS degree will also be considered upon producing evidence of having obtained an examined postgraduate or professional qualification.</p> <p>iii) A candidate who holds unclassified degrees should have an average credit of <b>B</b> or above. A candidate holding a degree whose classification is not easily distinguishable by the University shall be required to have his or</p>	2	

Sn.	Programme	Entry qualification	Duration (Years)	Location of delivery
7.	Master of Research and Public Policy (MRPP)	<p>her qualifications clarified by the Tanzania Commission for Universities (TCU) before being considered for an admission.</p> <p>The following are the <b>MINIMUM</b> entrance requirements for candidates desiring to pursue MRPP at Mzumbe University:</p> <ul style="list-style-type: none"> <li>i. A candidate for admission into the master's degree shall hold at least a GPA of 2.7 bachelor's degree from a recognized institution of higher learning or, a GPA of 2.7 advanced diploma or equivalent qualifications obtained in at least three (3) years of study or</li> <li>i. A candidate with PASS degree will also be considered upon producing evidence of having obtained an examined postgraduate or professional qualification.</li> <li>ii. A candidate who holds unclassified degrees should have an average credit of <b>B</b> or above.</li> </ul>	2	Main campus

Sn.	Programme	Entry qualification	Duration (Years)	Location of delivery
		<p>iii. A candidate holding a degree whose classification is not easily distinguishable by the University shall be required to have his or her qualifications clarified by the Tanzania Commission for Universities (TCU) before being considered for an admission.</p> <p>Additional requirements for entry to a particular Faculty/ Institute/ school or Programme are presented in the Faculty/ Institute/ school specific requirements.</p>		
8.	Master of Public Administration in Ethics and Good Governance (MPA-EG)	<p>The following are the <b>MINIMUM</b> entrance requirements for candidates desiring to pursue MPA at Mzumbe University:</p> <p>i. A candidate for admission into the master's degree shall hold at least a GPA of 2.7 bachelor's degree from a recognized institution of higher learning or, a GPA of 2.7 advanced diploma or equivalent qualifications obtained in at least three (3) years of study or,</p>	2	Main campus

Sn.	Programme	Entry qualification	Duration (Years)	Location of delivery
9.	PhD in Public Administration (By Coursework and Dissertation)	<p>ii. A candidate with PASS degree will also be considered upon producing evidence of having obtained an examined postgraduate or professional qualification,</p> <p>iii. A candidate who holds unclassified degrees should have an average credit of <b>B</b> or above,</p> <p>iv. A candidate holding a degree whose classification is not easily distinguishable by the University shall be required to have his or her qualifications clarified by the Tanzania Commission for Universities (TCU) before being considered for an admission.</p> <p>Additional requirements for entry to a particular Faculty/ Institute/ school or Programme are presented in the Faculty/ Institute/ school specific requirements.</p> <p>Applicants for PhD in Public Administration should be holders of the master's degree with at least a final GPA of 3.0 in the relevant field of study obtained from any accredited university or higher learning institution.</p>	3	Main campus

## 2.0 SOPAM UNDERGRADUATE PROGRAMMES

### 2.1 Overview of Bachelor Programmes

In the current globalized epoch, successful organizations emphasize on proper Human Resource Management. The SOPAM programmes prepare students for this purpose. The programmes have been reviewed in 2018 and approved by TCU. The aim of reviewing these programmes is in line with the standard of practice at Mzumbe University and, it is an attempt by the School of Public Administration and Management (SOPAM) to continuously improve its programmes.

The programmes produce specialists who establish and advance organizational policies and guidelines, and consequently utilize the tools and techniques for developing transformational work environments in both the public and private sectors. The SOPAM programmes prepare graduates to become influential corporate leaders equipped with the ability to identify, analyze, and address complex human resource and management issues.

The ongoing austerity economic measures and reforms globally and the fifth phase of Tanzania's Government require result-based human resources. The programmes are therefore designed on the premise that competent people are produced to work as middle and senior-level managers both in the private and public sectors to realize the industrialization policy. The programmes are thus designed to enable skill and knowledge acquisition to work in the public sector and the rapidly expanding private and CSO sectors.

### 2.2. General Minimum Entry Requirements

The admission to Bachelor programmes follows the Tanzania Commission for Universities (TCU) guidelines and the regulations for Undergraduate Degree Programmes of Mzumbe University.



**Table 2.1: Degree Programmes Entry Qualification**

Sn	Programme	Direct entry qualification	Equivalent entry qualification
1.	Bachelor of Health Systems Management	At least two (2) principal passes and one subsidiary at the A 'level. Where the principal passes do not include English, an applicant <b>must</b> have obtained at least a credit in English Language at 'O' level. <b>Minimum admission points: 4.5</b>	At least an average of 'B' or 3.0 GPA Diploma in Human Resource Management or a Diploma in Public Administration or Diploma in Nursing, Clinic Medicine, Diploma in Law, Diploma in Economics or Health-related studies from a recognised and accredited institution.
2.	Bachelor of Human Resource Management	At least two (2) principal passes and one subsidiary at the A 'level. Where the principal passes do not include English, an applicant must have obtained at least a credit in English Language at 'O' level. <b>Minimum admission points: 4.5.</b>	At least an average of 'B' or 3.0 GPA Diploma in Human Resources Management, Public Administration, Social Work, Business Administration or Local Government Management, Diploma in Records and Archives, Diploma in Community Development, Diploma in Management and Secretarial Services, Diploma in Law, and Diploma in Economics from a recognized and accredited institution.
3.	Bachelor of Public Administration	At least two (2) principal passes and one subsidiary at the A 'level. Where the principal passes do not include English, an applicant must have obtained at least a credit in English Language at 'O' level. <b>Minimum admission points: 4.5</b>	Applicant should hold either a diploma in Human Resource Management, Public Administration, Social Work, Business Administration, Local Governance Management, Records Management, or Community Development

Sn	Programme	Direct entry qualification	Equivalent entry qualification
4.	Bachelor of Public Administration – Local Government Management	The Applicant should have at least two (2) principal level passes and one subsidiary in any subject at the Advanced Certificate of Secondary Education Examination (ACSEE). Where the principal passes do not include English; the applicant must have obtained at least a D pass in English at the O-Level. The minimum admission point is 4.5. The applications for this category should be done through the TCU's Central Admission System (CAS).	<p>(NTA Level 6) from a recognized institution of not less than Second Class level for classified awards; or an average score of not less than B grade for unclassified awards or GPA of 3.0. In addition, the applicant must have at least five (5) passes including English at the Certificate of Secondary Education Examination (CSEE); of which two (2) should be at Credit level (C and above).</p> <p>At least an average of 'B' or 3.0 GPA Diploma in Human Resources Management, Public Administration, Social work, Business Administration or Local Governance Management, diploma in Records and Archives, Diploma in Community Development, Diploma in Management and Secretarial Services, Diploma in law and Diploma in economics from a recognised and accredited institution. In addition, the applicant must have at least five (5) passes including English at the Certificate of Secondary Education Examination (CSEE); of which two (2) passes should be at Credit level of C and above.</p>

Sn	Programme	Direct entry qualification	Equivalent entry qualification
5.	Bachelor of Public Administration – Record and Archives Management	At least two principal passes and one subsidiary pass. Where the principal passes do not include English, an applicant must have obtained a credit pass in English Language at 'O' level. Minimum admission points: 4.5	At least an average of 'B' or 3.0 GPA Diploma in Records and Archives Management, Public Administration, Human Resource Management, Information and Communication Technology or Library and Information Studies, Office Management Secretarial, Medical records from a recognised and accredited institution.
6.	Bachelor of Health Systems in Monitoring and Evaluation	At least two principal passes and one subsidiary pass. Where the principal passes do not include English, an applicant must have obtained a credit pass in English Language at 'O' level. Minimum admission points: 4.5	At least an average of 'B' or 3.0 GPA Diploma in Human Resource Management or Diploma in Public Administration or Diploma in Nursing, Clinic Medicine, Diploma in Law, Diploma in Economics or Health related studies from a recognised and accredited institution.
7.	Bachelor of Public Administration in Youth Development and Leadership	The Applicant should have at least two (2) principal level passes and one subsidiary in any subject at the Advanced Certificate of Secondary Education Examination (ACSEE). Where the principal passes do not include English; the applicant must have obtained at least a D pass in English at the O-Level. The minimum admission point is 4.5. The applications for this category should be done through the TCU's Central Admission System (CAS).	At least an average of 'B' or 3.0 GPA Diploma in Youth Development and Leadership, Public Administration, Human Resource Management, Information and Communication Technology or Library and Information Studies from a recognised and accredited institution.

## **2.3 Location of delivery**

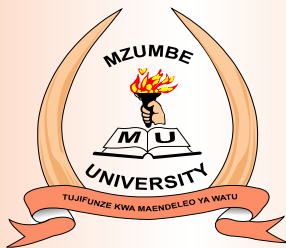
All Seven bachelor programmes are offered at the Mzumbe main campus Morogoro except BHRM and BPA which are also offered at Mbeya Campus College and Dar es Salaam Campus College respectively.

**Table 2.2: Minimum Entry Requirements for Undergraduate Non -Degree Programmes**

Sn.	Programme	Entry qualification	Duration (Years)	Location of delivery
1.	Diploma in Human Resources Management	At least a second-class level or B average in Human Resources Management Certificate or Certificate in Local Government Administration or Certificate in Social Work or Certificate in Law or Certificate in Business Management or Certificate in Community Development or Certificate in Records and Archives Management. In addition, applicants must have at least four passes in any subjects from the Certificate of Secondary Education Examination (CSEE) OR  At least one principal level pass and a subsidiary in the ACSEE. The principal pass must include English. Where the principal pass does not include English in ACSEE, the applicant must have passed with a credit in English Language at the Certificate of Secondary Education Examination (CSEE).	2	Mbeya campus
2.	Diploma in Local Government Management	The candidate must have at least one principal level pass and subsidiary in the ACSEE. The principal pass must include English. Where the principal pass does not include English in ACSEE, the applicant must have a pass in English language at the Certificate of Secondary Education Examination (CSEE).  <b>OR</b>	2	Main campus

Sn.	Programme	Entry qualification	Duration (Years)	Location of delivery
		The candidate must have at least a second-class level or B average in Human Resource Management Certificate or Certificate in Local Government Administration or Certificate in Social Work or Certificate in Law or Certificate in Business Management or Certificate in Community development or Certificate in Records and Archives Management, or any other relevant certificate of at least a second class level from an accredited institution. In addition, applicant must have at least four passes in any subjects from Certificate of Secondary Education Examination (CSEE).		
3.	Certificate in Human Resources Management	A at least four (4) passes in Certificate of Secondary Education Examination (C.S.E.E) provided that the passes include English Language.	1	Mbeya campus
4.	Certificate in Local Government Management	A at least four (4) passes in Certificate of Secondary Education Examination (C.S.E.E) provided that the passes include English Language.	1	Mbeya campus





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