

ZANZIBAR SCHOOL OF HEALTH



PROSPECTUS FOR 2020-2021

Table of Contents

List of Tables	ii
1.0 INTRODUCTION	1
1.1 Background Information	1
1.2 Location of the College	1
1.3 Mission, Vision, Functions and Organization Value	1
1.3.1 ZSH Vision Statement	1
1.3.2 ZSH Mission Statement	1
1.3.3 ZSH Scope and Functions.	1
1.3.4 ZSH Organization Values.	2
1.4 PROGRAMMES OFFERED	2
2.0 Organogram of the ZSH	3
3.0 MEMBERS OF ZSH GOVERNING ORGANS	4
3.1.1 Table 1: ZSH BOARD OF DIRECTORS	4
3.1.2 Table 2: MEMBERS OF THE ZSH ADVISORY BOARD	4
3.1.3 Table 3: MEMBERS OF THE ACEDEMIC BOARD	4
3.1.4 Table 4: ZSH MANAGEMENT COMMITTEE.	5
4.0 ZSH SENIOR OFFICERS	5
4.1 DEPARTMENT ACADEMIC STAFFS	7
4.1.1 Department of Nursing	7
4.1.2 Department of Social Science	8
4.1.3 Department of Clinical Medicine	9
5.0 ZSH UNITS AND SUPPORTIVE STAFFS	10
6.0 ADMISSION PROCEDURES	11
6.1.1 Admission Procedure	11
6.1.2 Admission terms	11
6.1.3 Admission requirements	12
6.1.4 Mode of Application	12
6.1.5 Selection of the Candidate	13
6.1.6 Admission Regulations	13
6.1.7 Postponement of studies after admission	14

6.1.8 Application for students Transfer 14

6.1.9	Timing of Transfer	15
6.1.10	Conditions for a receiving health training institution	15
6.1.11	Conditions to be fulfilled by a transferring student	15
6.1.12	Instructions to a transferring student	15
6.1.13	Equivalency of Course to be transferred	15
7.0	MONITORING AND ASSESSING PERFORMANCE	16
7.1.	Monitoring Performance	16
7.1.1	Assessment Methods	16
8.0	MARKING, GRADING AND CLASSIFICATION OF AWARDS	17
8.1	GRADING	17
8.1.1	Basic Certificate (NTA level 4 & 5)	17
8.1.2	Ordinary Diploma (NTA level 6)	18
8.1.3	Certificate and Diploma in Counseling Psychology	19
9.0	Instructional Methods	20
10.0	Facilities	20
10.1	Computer labs and Internet facilities	20
10.2	Library Services	20
10.2.1	LIBRARY OPENING HOURS	21
10.2.2	REGISTRATION AND ADMISSION TO USE THE LIBRARY	21
10.2.3	LIBRARY RULES	21
10.2.4	BORROWING LIBRARY ITEMS	22
10.2.5	OVERDUE	22
11.0	Counseling Clinic	23
12.0	Student Union (ZASHESO) 12.1 STUDENT'S ORGANIZATION STRUCTURE	23
13.0	COURSE STRUCTURE	25
13.1.1	Basic Technician Certificate in Nursing and Midwifery (NTA level 4)	25
13.1.2	Technician Certificate in Nursing and Midwifery (NTA level 5)	26
13.1.3	Ordinary Diploma in Nursing and Midwifery (NTA Level 6)	27
13.1.4	Basic Technician Certificate in Clinical Medicine (NTA Level 4)	27

13.1.5	Technician Certificate in Clinical Medicine (NTA Level 5)	28
13.1.6	Ordinary Diploma in Clinical Officer (NTA level 6)	29
13.1.7	Certificate in Counseling Psychology	30
13.1.8	DIPLOMA IN COUNSELING PSYCHOLOGY	31
14.0	GENERAL EXAMINATION REGULATIONS	33
14.1	Areas of Application	33
14.2	Examination	33
14.3	Re-Admission	34
14.4	Conduct of examination.	34
14.5	Examinations Irregularities	36
14.6	Absence from examinations	37
14.7	Passing of Final Examination	37
14.8	Failure of the examination	37
14.9	Supplementary examination	37
14.10	Special examination.	37
14.11	Condition for discontinuations.	38
14.12	Dates of Examination	38
14.13	Examinations Processing.	38
14.13.1	Role of Examinations officer	38
14.13.2	Internal/External Examiner	38
14.13.3	Guidelines to Invigilator during Examination	39
14.13.4	Use of aid /materials in the examination	38
14.14	PUBLICATION OF EXAMINATION RESULT	41
14.15	Appeals against Examination Result	41
14.16	Moderation of examination	42
15.0	Requirement for Graduation	42
16.0	ZSH FEE STRUCTURE FOR ACADEMIC YEAR 2015/2016 ...	43
17.0	TABLE 4 - REQUIREMENTS FOR THE STUDENTS	44
18.0	ZANZIBAR SCHOOL OF HEALTH ALMANAC FOR ACADEMIC YEAR 2018/2019	45

1.0 INTRODUCTION

1.1 Background Information

Zanzibar School of Health (ZSH) was established in 2011 as a Private Health Training Institution. ZSH is fully registered with the registration number REG/HAS/123. It is currently located at Mombasa (Kwa mchina Mwanzo) SHA building. The college was officially inaugurated by the Former Speaker of the House of Representatives of Zanzibar, Hon. Pandu Ameir Kificho in 30 June 2012.

The alarming scarcity of health and social workers in Zanzibar and Tanzania respectively has forced the Native Entrepreneurs to establish a School which will train as many health and social workers as possible. Therefore, ZSH was established to cater for that need in order to ensure the standard and quality of awards provided. ZSH uses competence based Curriculum approved by National Council of Technical Education (NACTE). Hence, the School is registered by NACTE and Ministry of Health in Zanzibar. However, there are some courses under affiliation of University of Iringa (UoI) like Certificate and Diploma in Counseling Psychology.

1.2 Location of the College Zanzibar School of Health is situated at Kwa Mchina Mwanzo Urban West Region within West B District, about 5 kilometers from Zanzibar Town. The college is about one minute from the main road towards Tomondo from Jang'ombe Street which is easily accessible by bus, daladala, bicycle, motorcycles, car, and by foot etc.

1.3 Mission, Vision, Functions and Organization Value.

1.3.1 ZSH Vision Statement

To produce competent health workers who provide quality services and cope with existing and emerging health issues.

1.3.2 ZSH Mission Statement

To establish conducive and sustainable training environment that will enable students and graduates to perform competently at their relevant levels and attain higher levels of knowledge, attitudes and skills in social and health sciences.

1.3.3 ZSH Scope and Functions.

- i. Identify training needs of the personnel working in the health and social works at different levels, and to organize suitable training programs for improving their skills and performances.

- ii. Conduct professional courses with the view to develop skills and knowledge of Counseling Psychology, Nursing and Midwifery, Clinical Medicine and other related services.
- iii. Organize short training programs, seminars and workshops on matters of health and social works skills with a view to inculcate right and efficient perspectives in public services.
- iv. Conduct any commercial activities for the purpose of generating income for the School sustainability.

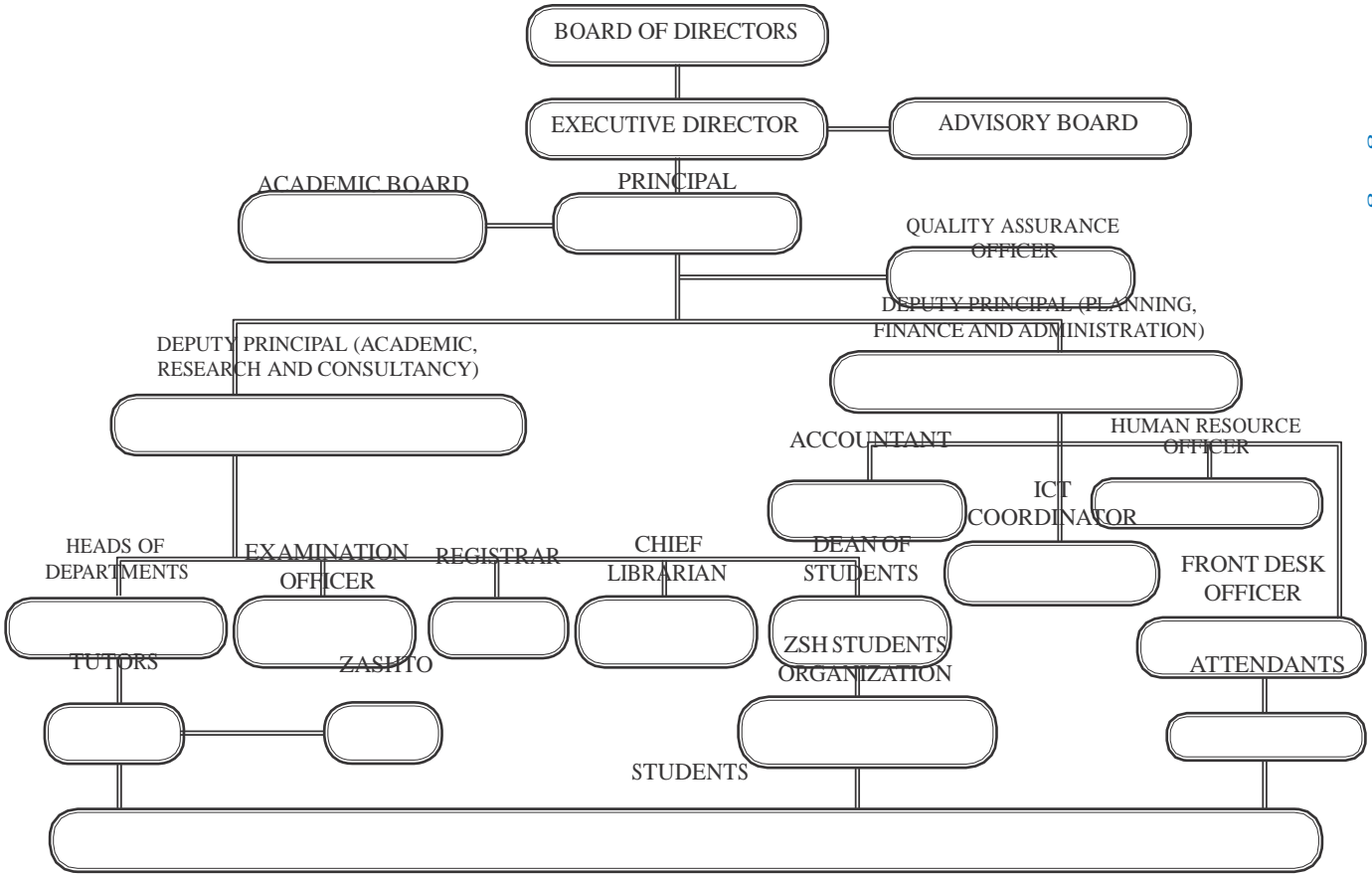
1.3.4 ZSH Organization Values.

- i. Honesty, Team work and ethical standard: provision of training base on the principal of honesty, working together as a team and respect ethical behavior in accordance to ZSH code of conduct.
- ii. High quality of learning: ZSH believes in a learner centered approach to quality acquisition of knowledge and skills.
- iii. Morality: respect hard working and cooperation among the staff and students.
- iv. Social Responsibility: A strong relationship with community institutions and organizations which recognizes the value and interest uniting us.
- v. Gender Equality: There is a strong and careful consideration on issues relating to gender equality. ZSH believes that every person is privileged however in some circumstances female students are given special priority base on national policy on women empowerment. This does not apply to any of irregularities among the School and Higher education regulations.
- vi. Equal Opportunity: All students are to be treated equally regardless of their origin or disability

1.4 PROGRAMMES OFFERED

Zanzibar School of Health offers the following courses:

1. Ordinary Diploma in Nursing and Midwifery
2. Ordinary Diploma in Clinical Medicine
3. Basic Certificate in Counseling Psychology (Affiliated with University of Iringa)
4. Ordinary Diploma in Counseling Psychology (Affiliated with University of Iringa)
5. **The school also offered short courses, training, research, report writing and consultancies in a various aspects such as Counseling, Advocacy, Child Rights Protections as well as institution and individual finance management.**



3.0 MEMBERS OF ZSH GOVERNING ORGANS

3.1.1 Table 1: ZSH BOARD OF DIRECTORS

S/N	NAME	DESIGNATION AND ORGANIZATION
1	Mr Ally Saleh	Director, Chairman
2	Ms Aziza O. Hamed	Director, Secretary
3	Dr Salum Abdalla Amur	Director
4	Dr Mariam Amur Abdalla	Director

3.1.2 Table 2: MEMBERS OF THE ZSH ADVISORY BOARD

S/N	NAME	DESIGNATION
1	Pro. Mohammed Sheikh	Chairman
2	Ms. Aziza O Hamed	Secretary
3	Dr. Omar Abdalla Adam	Member
4	Dr. Salha Abdalla Said	Member
5	Mr Hamza Zubeir Rijal	Member
6	Ms Khadija Abass	Member

3.1.3 Table 3: MEMBERS OF THE ACEDEMIC BOARD

S/N	NAME	DESIGNATION
1	Mrs. Talaa M. Said	Principal, Chair
2	Dr Juma Ameir Muchi	Deputy Principal (A.R.C.)
3	Mr. Iddi Ali Iddi	Quality Assurance Officer
4	Mr. Ali Simai Mcha	Head Department of Nursing
5	Dr. Mkoko H. Makungu	Head of Clinical Medicine
6	Mr. Omar H. Omar	Head Department of Social Science
7	Mr. Nyange Bakari Shah	Examination Officer
8	Mr. Imran Moh'd Said	Dean of Students
9	Mrs. Fatma Sultan Nassor	Deputy Principal (P.F.A.)
10	Mrs. Kidawa R. Mohamed	Disciplinary Officer
11	Representative from Nursing Council	Member

12	Representative from SUZA	Member
13	Representative from Ministry of Education	Member

14	Representative from Ministry of Health	Member
15	Representative from Alrahma Hospital	Private Hospital Member
16	Representative from Mnazi Mmoja Hospital	Member
17	Representative from Zanzibar Medical Council	Member
18	President of Student Union	Member

3.1.4 Table 4: ZSH MANAGEMENT COMMITTEE.

S/N	NAME	DESIGNATION
1	Mrs. Talaa M. Said	Principal, Chair
2.	Dr Juma Ameir Muchi	Deputy Principal (A.R.C.)
3	Mr. Masoud Mussa	IT Officer
4	Ms. Fatma Sultan Nassor	Deputy Principal (P.F.A.)
5.	Mr. Nyange Bakari Shah	Examination Officer
6.	Mr. Ali Simai Mcha	Head of Department Nursing
7.	Dr. Mkoko H Makungu	Head of Department of Clinical Medicine
8.	Mr. Omar H. Omar	Head of Department of Social Science
9.	Mr. Iddi Ali Iddi	Quality assurance Officer
10.	Mr. Imraan Moh'd Said	Dean of the Students
11.	Mrs. Ashura Sh Mussa	Librarian
12.	Mrs. Rahima Kombo Mshenga	Registrar
13.	Mrs. Kidawa R. Mohamed	Disciplinary Officer
14.	Students Representative	President of student's organization
15	Feisal H Nassor	Cashier
16	Ayubu Yussuf Ayubu	Front Desk Officer

4.0 ZSH SENIOR OFFICERS

CHAIRMAN OF THE GOVERNING COUNCIL

Mr. Ally Saleh Ali

CHIEF EXECUTIVE DIRECTOR

Mrs. Aziza O. Hamed

PRINCIPAL

Mrs Talaa Said. Diploma (Nursing Education), MPH, Boston University

DEPUTY PRINCIPAL (A.R.C.)

Dr. Juma Ameir Muchi MA Public Health 1988, Bachelor of Medicine.

QUALITY ASSURANCE OFFICER

Mr. Iddi Ali Iddi MA (Education) University of Dar salaam (2013) BA (Education) The State University of Zanzibar (2008) Certificate (Democracy and Good Governance) Zanzibar -REDET (2007)

ADMINISTRATIVE AND FINANCE OFFICER

Mrs Fatuma Sultan Nassor Bachelor Degree in Business Management (2012). (DTMSI)

HEAD OF DEPARTMENT SOCIAL SCIENCE

Mr. Omar H. Omar MA(On Training Counseling Psychology at Iringa University) BED (Guidance and Counseling) (2010) Certificate (conflict resolution) of Makere University of Uganda (2008) Diploma (Education) National Teacher Training College Nkurumah – Zanzibar (1999).

HEAD OF DEPARTMENT GENERAL NURSING

Mr. Ali Simai Mcha Diploma (Nursing Education) Dar es salaam Nurse Teacher's College. Certificate (General Nursing) College of Health Science (1974).

HEAD OF DEPARTMENT CLINICAL OFFICER

Dr. Mkoko H. Makungu Bachelor in Medicine, NANJING MEDICAL COLLEGE CHINA. Certificate in Epidemiology and Disease Control, Nairobi University.

DEAN OF THE STUDENTS

Mr. Imran M. Said Diploma in Health Personnel Education (2016), Diploma

(General Nursing) Zanzibar School of Health (2015) on training BSc Nursing.

ACCOUNTANT

Mr. Abuubakar Mohd Abuubakar Certified Public Accountant, Msc Finance Strathclyde University (UK), Advanced Diploma in Accountancy- institute of Finance Management.

CASHIER

Fesal H. Nassor Advance Diploma in Finance and Accountant 2016 (Zanzibar College of Business Management)

REGISTRAR

Rahima K. Mshenga Bachelor of Counseling Psychology SUMAIT University 2018, Diploma in Counseling Psychology Iringa University with affiliation Zanzibar School of Health 2013.

EXAMINATION OFFICER

Mr. Nyange Bakari Shah Diploma (General Nursing) College of Health Science Zanzibar 1973 – 1976. Advance Diploma (Nursing Education) Muhimbili School of Nurse Teachers

EXTERNAL AUDITOR

ZIBCO (Zanzibar Intellectual Business Consultant)
P. O. Box: 2710.
Zanzibar - Tanzania

4.1 DEPARTMENT ACADEMIC STAFFS

4.1.1 Department of Nursing

Full Time Tutors

Talaa Msallam Said Diploma (Nursing Education), M (Public Health).

Kidawa R. Muhamed. Certificate (Midwifery) College of Health Science-Zanzibar. (1970) Certificate (General Nursing) College of Health Science-Zanzibar (1982). Diploma (Health Personal Education) CEDHA, (1994)

Ali Simai Mcha Certificate (General Nursing) College of Health Sciences

(1974) Diploma (Nursing Education) Dar es salaam Nurse Teacher's College.

Mr. Nyange Bakari Shah Diploma (General Nursing) College of Health Science Zanzibar 1973 – 1976. Advance Diploma (Nursing Education) Muhimbili School of Nurse Teachers.

Mr. Ali K. Shaaban Diploma in Health Personnel Education 2016, Diploma in General Nursing Zanzibar School of Health 2015.

Mr Imran M. Said Diploma in Health Personnel Education 2016, Diploma in General Nursing Zanzibar School of Health 2015.

Part Time Tutors

Ms. Bhai I. Khamis Adv. Dip. PHC (Iringa), Diploma in Health Personnel Education (CEDHA), Certificate in General Nursing and Midwifery (ZSH Zanzibar).

Mr. Salum A. Abdulla Diploma in Health Personnel Education (CEDHA) 2008, Dip. Environmental Health Sciences 2000 (CHS), Certificate in Environment Health Sciences (ZSH Zanzibar)

Ms. Asha A. Khamis Diploma in General Nursing (KCMC), Diploma in Health Personnel Education (CEDHA).

Mr. Suleiman Abdu Ali Advanced Diploma in mental Health and Psychiatric Nursing – Mirembe School of Nursing, Diploma in General Nursing – Bugando School of Nursing.

4.1.2 Department of Social Science

Full Time Tutors

Rahima K. Mshenga Bachelor of Counseling Psychology SUMAIT University 2018, Diploma in Counseling Psychology Iringa University with affiliation Zanzibar School of Health 2013.

Ms. Mwanaamina S Abdalla Bachelor of Counseling Psychology SUMAIT
University 2018, Diploma in Counseling Psychology Iringa University with
affiliation Zanzibar School of Health 2013

Part Time Tutors

Mr. Omar H. Omar MA (Training Counseling Psychology) date. BED. (Guidance and Counseling) (2010). Diploma (Education) National Teacher Training College Nkurumah – Zanzibar (1999) Certificate (conflict resolution) of Makere University of Uganda (2008).

Mr. Iddi Ali Iddi MA (Education) University of Dar salaam (2013), BA (Education) The State University of Zanzibar (2008).

Mr. Muhamed Omar Muhamed. Masters (Business Administration) Islamic University Uganda (2008). BA (Education) Islamic University Uganda (2004).

Mr. Khalid Muhamed Juma MA (Training Counseling Psychology) Date, BA (Education and Guidance and Counseling) University of Dodoma (2012).

Mr. Mussa Omar Khamis. PHD (Training Education) MA (Development Studies) Kampala International University (2013).

Ms. Laurie Ally Abdallah BA. Counseling University of Iringa (2013).

4.1.3 Department of Clinical Medicine

Full Time Tutors

Dr. Mkoko Hassan Makungu Diploma in Medicine Bachelor of Medicine, NANJING MEDICAL COLLEGE CHINA. Certificate in Epidemiology and Disease Control, Nairobi

Dr. Ibrahim Ali ibrahim Degree of medicine 2016.

Dr. Juma Ameir Muchi MA Public Health 1988, Bachelor of Medicine.

Dr. Sleiman Muhamed Selele AMO of Medicine 2006 and Diploma in Clinical Medicine.

Dr Seif Khamis Lali Degree of medicine 2016.

Part Time Tutors

Mr. Thabit I. Saadat Advance Diploma in Vector Control (Tanga), Dip. Environment Health Sciences, Diploma in Health Personnel Education (CEDHA), Certificate in Environment Health Sciences (HTC).

Ms. Mwanaisha J. Fakh MSc Community Health and Development - UDOM, BSs. Nursing (St. John University Dodoma), General Nursing and Midwifery (ZSHZanzibar)

Dr. Ali Juma Hassan Bachelor of Medicine & Bachelor of Surgery (MBBS) IMTU 2009- 2014, Diploma in Clinical Medicine College of Health Science-Zanzibar 2004-2007

Dr. Thuwein Nassor Said Degree of Medicine Zanzibar Medical School branch of Latin American School 2007 -2014.

Mr. Hilal Zakaria Makamba Master of Science in Accounting and Finance Mzumbe University Morogoro 2012.

Dr Bukuru Nestory Doctor of Medicine: Muhimbili University of Health and Allied Sciences 2014.

5.0 ZSH UNITS AND SUPPORTIVE STAFFS

ZSH Library

Mr. Abtwahiyu S Jaha Bachelor Degree in Librarian Tumaini University Dar-es-Salaam (TUDARCO) 2017

Mrs. Ashura Shaibu Mussa Diploma in Librarian SLANDS Morogoro 1996

Ms. Rahma Jafar Khamis Diploma in Librarian SUZA 2018

ZSH Front Desk Officer

Mr Ayubu Yussuf Ayubu Diploma in Counseling Psychology University of Iringa 2015.

ZSH ICT Coordinator

Mr. Masoud Mussa Ali Bachelor Degree in Information Communication Technology and Accounting 2016 ZIFA

ZSH Legal Advisor**Mr. Ali Juma Omar****ZSH Cleaning Unit****Mr. Ramadhan Abdullah****Ms. Halima Omar****Mr. Ali M. Ali****6.0 ADMISSION PROCEDURES****6.1.1 Admission Procedure**

All enquiries about admission should be addressed to Registrar

Zanzibar School of Health

Tel : +255 776 464 403, +255 772 929 416

P. O. Box: 1280

ZANZIBAR

Email: info@zsh.ac.tz

6.1.2 Admission terms

A candidate is admitted to ZSH on understanding that in accepting the admission he/she commits himself/herself to adhere to ZSH Statutes, Regulations, Rules and By-laws. ZSH is an institution which expects students' behavior on and off campus to be moral ethical and legal. The Academy reserves the right to withdraw admission for a conduct of which is contrary to the objectives of the ZSH.

A non-refundable/non-transferable application fee of **Tshs. 30,000/=** by Tanzanian applicants and **US \$ 30** for foreign applicants has to be paid to the Zanzibar School of Health A/C No 051104000101 PBZ (People Bank of Zanzibar) during application.

No admission will be processed without evidence that the application fee has been paid.

6.1.3 Admission requirements

Direct entrance:

S/N	course	criteria
1.	Ordinary Diploma in Nursing and Midwifery	Holders of Certificate of Secondary Education Examination (CSEE) with four (4) Passes in non-religious Subjects including two (2) credit "C" Passes in any of Chemistry, Biology and Physics/Engineering Sciences provided one is not less than Pass "D", a Pass in English Language and Basic Mathematics is an added advantage.
2.	Ordinary Diploma in Clinical Medicine	Holders of Certificate of Secondary Education Examination (CSEE) with four (4) Passes in non-religious Subjects including "D" Passes in Chemistry, Biology and Physics/Engineering Sciences a Pass in Basic Mathematics and English Language is an added advantage.
3.	Diploma in Counseling Psychology	Holders of Certificate of Secondary Education Examination (CSEE) with At Least four (4) Passes in non-religious Subjects and Basic Technician Certificate in Community Development, Nursing, Counseling with 2.0 GPA, certificate from Tanzania Police School - Moshi, Tanzania Police Staff College - Kidatu, Zanzibar Police College - Zanzibar or Holder of Advanced Certificate of Secondary Education Examination with one Principle Pass and two Subsidiary in Relevant Subjects
4.	Certificate in Counseling Psychology	Holders of Certificate of Secondary Education Examination (CSEE) with At Least four (4) Passes in non-religious Subjects

6.1.4 Mode of Application

Individual who wish to join ZSH should:

1. Fill the application form provided by the ZSH

2. Submit filled application form, attached with copies of education/ profession certificates or statement of results, birth certificate and Zanzibar Identity Card or National Identity Card or Passport.

6.1.5 Selection of the Candidate

The selected candidates will be informed to join the School after the selection procedures through ZSH website (www.zsh.ac.tz), telephone, radio, and through ZSH notice board.

The selected candidates will be informed to report with original education/profession certificates or statement of results, birth certificate and Zanzibar Identity Card or National Identity Card or Passport.

Zanzibar School of Health has the right to thoroughly recheck the student's education/profession certificate and other documents for the purpose of registration. Failure to report to Zanzibar School of Health two weeks after the commencement of the semester without informed, justified reasonable information a candidate shall be considered having disqualified himself/ herself. Final admission criteria for each academic year will be set by the selection committee of ZSH.

6.1.6 Admission Regulations

The academic year begins in September/October of each year and ends in July/August of the following year.

There shall be **an orientation week** prior to the beginning of the semester. **Registration** there will be an orientation week. All enrolled students have to be registered officially by the School during the orientation week

Prospective foreign students are required to submit all necessary immigration related documents, police clearance and pay slip to the Zanzibar School of Health during application and after selection.

Student is allowed to change the selected course as long as entry requirements is similar to the one wished to change and is in two weeks prior to the beginning.

Any student, who has cheated to gain admission, shall be discontinued from studies.

No student shall be allowed to change names during the course; students shall only be allowed to use names appearing on their certificates and other relevant documents.

Upon admission all students will be provided with the following documents which they have to read and understand thoroughly:

- ZSH Prospectus
- ZSH Library Regulations
- ZSH Computer Room Regulations
- ZSH students by law and any other school Regulations.

6.1.7 Postponement of studies after admission

Student is allowed to postpone the course under the following reasons:

1. Poor health
2. Severe sponsorship problems
3. Severe social problems

The permission of postponement from the course shall be sent to the Principal through the Registrar. Satisfactory evidence should be attached together with the postponement letter. The student is advised to speak to our counsellor before postponing studies.

6.1.8 Application for students Transfer

A student who wishes to be transfer from one health training institution to ZSH must fulfill the following criteria:

- a. A student must have successfully passed the end of semester examination.
- b. Reasons for transfer must be genuine and supported by valid evidences.
- c. He/she must be registered at the health training institution basing on the admission requirement as stipulated in the curriculum approved by NACTE
- d. A student who wishes to transfer on fee grounds must provide proof of evidence indicating fee structures of the two health training institution.
- e. Before issuing a letter confirming availability of the requested vacancy, the principal of the receiving health training institution must enquire about the academic progress and attitude of the student.
- f. A student must channel his/her letter of the request to the Board through the Principal of transferring health training institution who should approve/disapprove the request. No staff other than the Principal/Acting Principal is authorized to approve such request.

- g. The transfer request letter must clearly indicate the type and NTA level of the programme of study of the requesting student who wishes to transfer.

6.1.9 Timing of Transfer

- a. Transfer of a student shall be allowed at the end of the semester when a student has successfully passed end of semester examination.
- b. A transferred student shall report to the receiving training institution within the first two weeks of the new semester.
- c. All students awaiting a letter of transfer shall stay at the respective health training institution until when he/she an official letter from relevant institution.

6.1.10 Conditions for a receiving health training institution

- a. The health training institution must be recognized and registered by NACTE
- b. The institution should have the same programmer of study.
- c. The Principal of the respective receiving institution must confirm in writing, availability of vacancy.

6.1.11 Conditions to be fulfilled by a transferring student

- a. A student shall inform the Principal in writing, his/her intention to transfer to another health training institution indicating the reasons for transfer as well as attaching the evidence.
- b. The Principal shall approve a letter of transfer of the student upon verification of evidence.
- c. All communications concerning transfer of a student shall be done by Principals of the two health training institutions and not otherwise.

6.1.12 Instructions to a transferring student

- a. Students who are waiting supplementary examination(s) shall not be allowed to transfer to other health training institutions.
- b. Students who have been discontinued from one institution for whatever reasons are strictly not allowed to transfer to other health training institution.

6.1.13 Equivalency of Course to be transferred

The following criteria shall be used to set credit equivalent to the Zanzibar School of Health.

- a) The previous Training Institution must be offering courses similar to the

Zanzibar School of Health.

- b) The course offered by the previous Training Institution must include coursework test and final examination.

- c) The course content of subjects under credit transfer must be 75% similar to the Zanzibar School of Health course contents.
- d) The teaching credit hours used by previous Training Institution must be at least 75% of those used at the ZSH.
- e) The course accepted for a transfer will be made equivalent in the number of units as the course at the Zanzibar School of Health without basing the units of the previous Training Institution.
- f) The grade conversion will be carried out by anchoring the pass mark of the previous Training Institution to that of the Zanzibar School of Health grades. If the mark were not given for the grades, then the Zanzibar School of Health will use lower equivalent grades.

7.0 MONITORING AND ASSESSING PERFORMANCE

7.1. Monitoring Performance

In order to make a genuine assessment of a student's performance, the following conditions have to be met:

- i. A student must have attended all or at least 75% of the class lessons
- ii. All students have to sit for all assignment and end of semester examinations and must take part in any practical or field work.

7.1.1 Assessment Methods

There shall be two types of assessments, which are continuous assessments and End of Semester examinations.

a. Continuous Assessment

There will be continuous assessment in each taught module. This category will include assignments, written test, oral and practical test depending on the nature of module. The students obtaining less than 50% shall be barred to sit for semester examination.

b. End of Semester Examination

The students obtaining less than 50% of the semester examination shall be considered to have failed the module.

A student who fails any module will re-sit the failed module.

A student who failed the repeated module shall repeat the whole semester.

A student who have genuine reasons for not sitting for semester examination shall provide evidence to the Head of the Department and should sit for special examination during supplementary period once approved by management.

- c. Assessment of marks for practical project work.**
- i) The grading system of the project work shall be the same as in other courses.
 - ii) A candidate who fails in the project work will be allowed to take a supplementary project.

A candidate failing in supplementary project shall repeat the project in subsequent year by fulfilling the entire necessary requirement for the project work. A candidate failing the project after repeating shall be discontinued.

8.0 MARKING, GRADING AND CLASSIFICATION OF AWARDS

8.1 GRADING

8.1.1 Basic Certificate (NTA level 4 & 5)

The following system shall apply in making examination for NTA level 4 & 5

Score Range	Definition	Grade
80% - 100%	Excellent	A
65% -79%	Good	B
50%-64%	Average	C
40%-49%	Marginal Fail	D
0%-39%	Absolute Fail	F

For purpose of classifying the School award, letter grade will be converted into quality points as follow.

Letter Grade	Quality Point
A	4
B	3
C	2
D	1
F	0

The Quality points for each candidate shall be multiplied by the weight of subject and averaged into cumulative average. A Candidate will then be grouped into one of the following classes:

Cumulative Average	Class
3.5 - 4.0	First
3.0 - 3.4	Second
2.0 - 2.9	Pass
0.0 - 1.9	Fail

8.1.2 Ordinary Diploma (NTA level 6)

The following system shall apply in making examination for NTA level 6

Score Range	Definition	Grade
75%-100%	Excellent	A
70%-74%	Very Good	B+
60%-69%	Good	B
50%-59%	Average	C
40%-49%	Marginal Fail	D
0%-39%	Absolute Fail	F

For purpose of classifying the School award, letter grade will be converted into Grade points as follows

Letter Grade	Grade Point
A	5
B+	4
B	3
C	2
D	1
F	0

The Grade points for each candidate shall be multiplied by the weight of subject and averaged into cumulative average. A Candidate will then be grouped into one of the following classes:

Cumulative Average	Class
4.4 - 5.0	First
3.5 - 4.3	Upper Second
2.7 - 3.4	Lower Second
2.0 - 2.6	Pass
0.0 - 1.9	Fail

8.1.3 Certificate and Diploma in Counseling Psychology

The following system shall apply in making examination for Certificate and Diploma in Counseling Psychology affiliated with Zanzibar School of Health.

Score Range	Definition	Grade
80%-100%	Excellent	A
70%-79%	Very Good	B+
60%-69%	Good	B
50%-59%	Average	C
40%-49%	Marginal Fail	D
0%-39%	Absolute Fail	F

For purpose of classifying the School award, letter grade will be converted into quality points as follow

Letter Grade	Quality Point
A	5
B+	4
B	3
C	2
D	1
F	0

The Quality points for each candidate shall be multiplied by the weight of subject and averaged into cumulative average. Candidate will then be grouped into one of the following classes:

Cumulative Average	Class
4.4-5.0	First
3.5-4.3	Upper Second
2.7-3.4	Lower Second
2.0-2.6	Pass
0.0-1.9	Fail

9.0 Instructional Methods

Medium of Instruction

English is the medium of instruction for all programs at Zanzibar School of Health.

Teaching Method

ZSH programs utilize a broad range of the study methods and approaches. These include, class room lecturers, tutorials, group and individual assignment, presentation, group discussion, research project, field work, case studies, study trips, volunteer community serving, and self-study.

10.0 Facilities

The ZSH does not provide accommodation for any students thus it is the duty of student him/herself to find where he should reside. However he /she advised to find room/house near the college so as to avoid late coming in class. There is Mazizini Government Hostel nearby which is easily accessible.

10.1 Computer labs and Internet facilities

There is one computer labs having 30 standalone personal computers that are connected to local area network with one computer server for more than 250 students. Students are expected to observe the rules and regulations of the Computer lab.

10.2 Library Services

The School Library provides conducive environment for learning. Users are required to follow all library rules and regulations and abide to them.

10.2.1 LIBRARY OPENING HOURS

The library will be opened and closed as follow

Monday to Friday **8:30 am - 6: 30 pm**

Saturday **8:00 am - 13:00 pm**

Sunday and public holidays: **Closed**

10.2.2 REGISTRATION AND ADMISSION TO USE THE LIBRARY

To register with the library, one is required to provide the REGISTRATION IDENTITY CARD of the Zanzibar School of Health and one picture (passport size), then the library registration card will be created. The Library registration card will be the key to accessing library services. User must carry his/her Library registration card at all time and be prepared to show it on request, services may not be provided without it. Admission to use the library is allowed to all registered students and staff members

10.2.3 LIBRARY RULES:

- It is required for all students to come to the library **in a full uniform during class** and during other time student should wear decent clothes.
- **User must carry his/her registration card** at all time and be prepared to show it on request.
- It is strictly prohibited for one to carry a card that doesn't belong to him/her, and shall be considered as a serious offence, this **will be reported to Disciplinary officer**
- Each member in entering the library shall sign the register book at the counter once in each day.
- Leave your personal belongings such as handbags, briefcases, etc, on the table at the library entrance on your own responsibility.
- Submit any book or object for inspection, when requested by the library staff.
- Complete silence should be observed except for brief and subdued talk with the library staff. No discussion is allowed in the library
- Drinks and eatables or any dangerous items like knives, weapons etc. are not allowed in the library.

- Keep your mobile phone off or silence mode within the library premises, when it rings user will pay a fine of 200 sh. on the spot.
- The library staff on duty has the right to request a user to leave the library premises if he/she is found to violate any of the library rules.

10.2.4 BORROWING LIBRARY ITEMS

Each user has to show his personal documents or books to library staff while entering the library.

- Registered users may borrow an item through normal loan items for the limit of 3 days from the circulation collection and short time item from reference and special reserve collection.
- User has to provide an **IDENTITY CARD** when borrowing library materials.
- No library material may be taken out of the library unless it has officially been issued to the user by the library staff. Theft and damage of library materials is a criminal offence.
- Anyone caught attempting to steal or to have stolen library materials will be reported to **the Disciplinary Officer** for action.
- The number of item for normal loan at one time shall normally not exceed two depending on the number of books available.
- Students may borrow an item through normal loan items, from the circulation collection and short time item from reference and special reserve collection. After reading, return the book to the issue desk. **Please do not re shelf the books**, this task will be done by library staff.
- Library materials borrowed must be returned on or before the due date, if users have any concerns about being able to return them on time please speak to staff before the due date.
- Registered students allowed to **borrow a book for three (3)** days while Tutors for two weeks.
- Reference books, periodicals and journals **may not be borrowed or taken away** from the library.
- Do not write, underline or mark any book, library books are carefully examined on return and borrower will be held responsible for the damage.
- While returning library books or other materials at the circulation desk, please ensure that the circulation staff has returned the book(s).
- The librarian reserves the right to recall any book before the due date on which it is due.

10.2.5 OVERDUE

There is a **charge/fine of 400 T.sh for each day** that an item is overdue within a week. Charge will **change to 600 T.sh for more consequents days** up to

two weeks. After that, **charge will change to 1000 T.sh for each day for the following two weeks** that is overdue then the maximum fine will be **twice as the price of the book**. Thereafter the fine will become a disciplinary matter and

results may be withheld as a consequence.

NB: Charges are in place in order to ensure items are returned for other users to borrow. Any student with overdue library materials or fine will not be able to borrow any other library materials.

11.0 Counseling Clinic

ZSH offers counseling services for all ZSH students. The service is provided in a private room available in second floor. The services are available every day under the following timetable.

Monday to Friday

8:00am -7: 00 pm

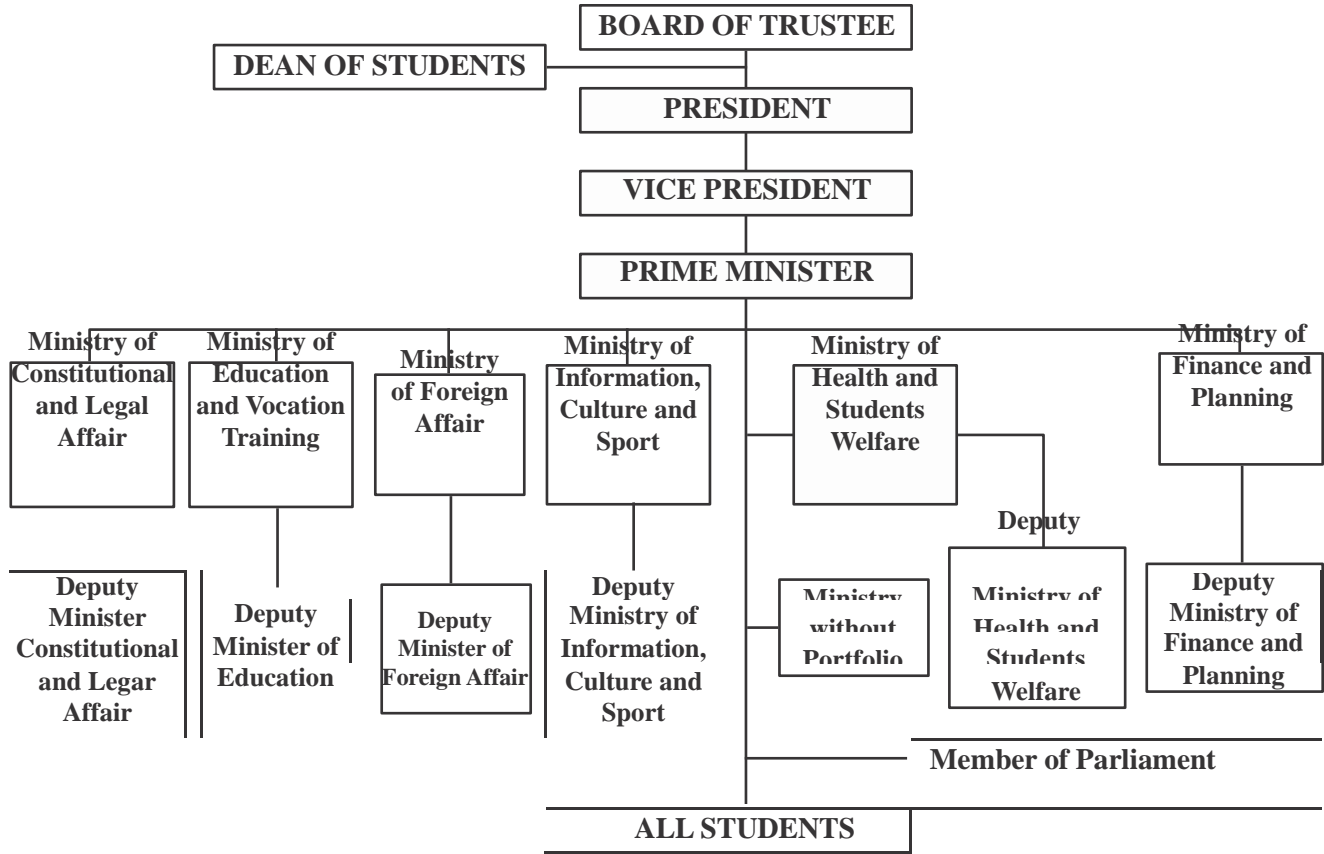
Saturday and Sunday

8:30am – 1:00 pm

The services are operated under counseling professional code and conduct with competent committed counselors.

12.0 Student Union (ZASHESO)

Zanzibar School of Health Student Organization (ZASHESO) is the main linking organ between the students and ZSH Management. All students are required to be member of the organization. The membership fee is 10.000/= that is required to be paid directly to the students organization upon registration. The student organization is headed by President who is elected by students themselves through free and fair election which will done on the first semester of every academic year. The President is assisted by the Vice President. The organization is also having general secretary who is responsible for day to day activities. ZASHESO has also cabinet, which constitutes ministers for different sectors.



13.0 COURSE STRUCTURE

13.1.1 Basic Technician Certificate in Nursing and Midwifery (NTA level 4)

Semester I

Module Code	Module Title	Classification	Module Credits
NMT 04101	Infection Prevention and Control	Core	15
NMT 04102	Professionalism in Nursing	Core	7
NMT 04103	Human Anatomy and Physiology	Core	14
NMT 04104	Basic Computer Applications	Fundamental	6
NMT 04105	Communication Skills	Fundamental	10
NMT 04106	Parasitology and Entomology	Core	5
Total Credits			57

Total hours/weeks = 38

Semester II

Module Code	Module Title	Classification	Module Credits
NMT 04207	Application of Nursing Process and Theories in Nursing Care	Core	13
NMT 04208	Basic Clinical Nursing	Core	20
NMT 04209	Basic Pharmacology	Core	10
NMT 04210	Basics of Health Information Management	Core	4
NMT 04211	Disaster and Emergency preparedness	Core	13
NMT 04212	Entrepreneurship	Fundamental	3
Total Credits			63

Total hours/weeks = 42

13.1.2 Technician Certificate in Nursing and Midwifery (NTA level 5)**Semester I**

Module Code	Module Title	Classification	Module Credits
NMT 05101	Reproductive Health Care	Core	5
NMT 05102	Child Health Services	Core	4
NMT 05103	Care of a Sick Child	Core	17
NMT 05104	Basic Care of Patient with Medical Conditions	Core	18
NMT 05105	Basic Care of Patient with Surgical Conditions	Core	10
NMT 05106	Basic of Mental Health Nursing	Core	6
NMT 05107	Care of a Woman During Antenatal Period	Core	7
Total Credits			67

Total hours/weeks = 45

Semester II

Module Code	Module Title	Classification	Module Credits
NMT 05208	Care of a Woman in Normal Labor and Puerperium	Core	13
NMT 05209	Pre Referral Management of a Woman with Abnormal Pregnancy Labor and Puerperium	Core	4
NMT 05210	Care of a Normal New Born	Core	6
NMT 05211	Management of Communicable Diseases	Core	20
NMT 05212	Community Health Nursing	Core	20
Total Credits			63

Total hours/weeks = 42

13.1.3 Ordinary Diploma in Nursing and Midwifery (NTA Level 6)

Semester I

Module Code	Module Title	Classification	Module Credits
DNM 06123	Mental Health I	Core	14
DNM 06124	Midwifery II	Core	15
DNM 06125	Epidemiology and Biostatistics	Core	14
DNM 06126	Research I	Core	12
Total Credits			55

Total hours/week = 35

Semester II

Module Code	Module Title	Classification	Module Credits
DNM 06227	Midwifery III	Core	18
DNM 06228	Research II	Core	6
DNM 06229	Leadership and Management	Core	21
DNM 06230	Mental Health II	Core	20
Total Credits			65

Total hours/weeks = 35

COURSE STRUCTURE

13.1.4 Basic Technician Certificate in Clinical Medicine (NTA Level 4)

Semester I

Module Code	Module Title	Classification	Module Credits
CMT 04101	Communication and Life Skills	Core	7
CMT04102	Anatomy	Core	14
CMT 04103	Resource Management and Entrepreneurship	Core	6
CMT04104	Biostatistics, Epidemiology and Emergency preparedness	Core	12
CMT04105	Clinical Nutrition	Core	5

CMT04106	Environmental Health	Core	5
----------	----------------------	------	---

CMT04107	Microbiology, Parasitology and Medical Entomology	Core	9
CMT04108	Medical Ethics and Professionalism	Core	5
Total Credits			63

Total hours/weeks = 30

Semester II

Module Code	Module Title	Classification	Module Credits
CMT04207	Physiology	Core	12
CMT04208	Pathology	Core	10
CMT04209	Clinical Laboratory	Core	8
CMT04210	Computer Application	Core	7
CMT04211	Patient Care	Core	8
CMT04213	Clinical Skills	Core	12
Total Credits			57

Total hours/weeks = 30

13.1.5 Technician Certificate in Clinical Medicine (NTA Level 5)

Semester I

Module Code	Module Title	Classification	Module Credits
CMT05101	Epidemiology and Biostatistics	Core	8
CMT05102	Internal medicine I	Core	10
CMT05103	Pediatrics and Child Health I	Core	9
CMT05104	Obstetrics and Gynaecology I	Core	9
CMT05105	Health Promotion	Core	6
CMT05106	Nutrition	Core	6
CMT05107	Applied Clinical Laboratory		4

CMT05108	Essentials of Pharmacy Practice	Core	10
Total Credits			62

Total Hours/weeks = 30

Semester II

Module Code	Module Title	Classification	Module Credits
CMT 05209	Surgery	Core	12
CMT 05210	Internal Medicine II	Core	10
CMT 05211	Pediatrics and Child Health II	Core	10
CMT 05212	Obstetrics and Gynecology II	Core	10
CMT05213	Counselling	Core	8
CMT 05214	Reproductive and Child Health	Core	8
Total Credits			58

Total hours/weeks = 30

13.1.6 Ordinary Diploma in Clinical Officer (NTA level 6)**COURSE STRUCTURE:****Semester I**

Module Code	Module Title	Classification	Module Credits
CMT06101	Advanced Computer Applications	Core	8
CMT06102	Management	Core	8
CMT06103	Operational Research	Core	14
CMT106104	Management of HIV&AIDS and TB	Core	10
CMT106105	Surgical Specialties	Core	15
CMT106106	Ethics and professionalism	Core	5
CMT06107	Entrepreneurship in Health	Core	4
Total Credits			64

Total hours/weeks = 35

Semester II

Module Code	Module Title	Classification	Module Credits
CMT06208	Clinical Apprentice in Internal medicine	Core	14
CMT06209	Clinical Apprentice in Pediatrics and child health	Core	14
CMT06210	Clinical Apprentice in Obstetrics and Gynecology	Core	14
CMT06211	Clinical Apprentice in Surgery	Core	14
Total credit:			56

Total hours/weeks = 28

Note: The assignment hours indicated above are for theory while hours for practical assignment will be deducted from the practical hours.

13.1.7 Certificate in Counseling Psychology**Semesters I**

Module Code	Module Title	Classification	Module Credits
SOCS 0013	Foundation of Faith and Ethics	Core	5
PSYC 0012	Introduction to Psychology	Core	10
PSYC 0013	Developmental Psychology	Core	10
PSYC 0015	Interpersonal Skills	Core	10
ICT 0012	Information Communication Technology 1	Core	5
PSYC 0014	Counseling Skills I	Core	10
LANG 0014	Communication Skills I	Core	5
Total credit:			55

Total hours/weeks = 45

Semester II

Module Code	Module Title	Classification	Module Credits
PSYC 0016	Conflict Management	Core	10
PSYC 0017	Cross- cultural Counselling	Core	10
PSYC 0018	HIV/AIDS, Crisis and Loss Counseling	Core	10
PSYC 0019	Legal and Ethical Issues in Counseling Psychology	Core	5
PSYC 0020	Abnormal Psychology	Core	10
PSYC 0021	Psychological Approaches in Counseling	Core	10
PSYC 0022	Family and Relationship Counseling	Core	10
PSYC 0023	Project in Counseling Psychology	Core	10
Total credit:			75

Total hours/weeks = 45

13.1.8 DIPLOMA IN COUNSELING PSYCHOLOGY

This is a two years course offered by Zanzibar School of Health hosted at Zanzibar School of Health. It is four semesters course including three class room teaching and one semester of practicum.

COURSE STRUCTURE:**Semester I**

Module Code	Module Title	Classification	Module Credits
SOCS 013	Foundation of Faith and Ethics	Core	10
PSYC 012	Introduction to Psychology	Core	10
PSYC 013	Developmental Psychology	Core	10
PSYC 015	Interpersonal Skills	Core	10
ICT 012	Information Communication Technology 1	Core	10
PSYC 014	Counseling Skills I	Core	10

LANG 014	Communication Skills I	Core	10
Total credit:	70		

Total hours/weeks = 45

Semester II

Module Code	Module Title	Classification	Module Credits
PSYC 016	Conflict Management	Core	10
DS 011	Development Studies	Core	10
SOCS 015	Contemporary Issue in Society	Core	10
SOCS 014	Group work Theory & Practice	Core	10
PSYC 018	Counselling in Situation and Crisis	Core	10
PSYC 028	Family Relationship Counseling	Core	10
Total credit:			60

Total hours/weeks = 45

Semester III

Module Code	Module Title	Classification	Module Credits
PSYC 023	Abnormal Psychology	Core	10
PSYC 042	Psychological Approaches in Counseling	Core	10
PSYC 043	Legal and Ethical Issue in Counseling Psychology	Core	10
PSYC 044	Counseling people living with HIV/AIDS and Other Chronic Illnesses	Core	10
PSYC 045	Psych trauma in Counselling Approaches	Core	10
PSYC 046	Cross Cultural Counseling	Core	10
ELECTIVES (One Elective)			
PSYC 051	Gender and sexuality	Core	10
PSYC 052	Working with people with Special Needs	Core	10

PSYC 053	Guidance and Counseling in school	Core	10
----------	--------------------------------------	------	----

PSYC 054	Working with children and adolescents	Core	10
Total credit:			70

Total hours/weeks = 45

Semester IV

Module Code	Module Title	Classification	Module Credits
PRAC 022	Practicum in Counseling Psychology	Core	30
PSYC 031	Project in Counseling Psychology	Core	10
Total credit:			40

Total hours/weeks = 45

14.0 GENERAL EXAMINATION REGULATIONS

14.1 Areas of Application

These regulations apply to all candidates who intend to sit for an examination at ZSH.

14.2 Examination

- i) Examination covers all forms of formal evaluation that have to be included or be part of the certificate of completion or transcripts
- ii) Special exam is an examination for those student who were, sick or had other valid documents for being absence and they did not receive a final grade in that semester
- iii) Cheating means prior Knowledge or possession or accessibility of using, giving, receiving, seeing or copying unauthorized material before, during and or after an assignment, test, report, examination alone or in collaboration with one or more candidate. It also means other form of dishonest, destruction or attempt, falsification or attempt or any sort to cause examinations irregularities.
- iv) Supplementary exam is an examination that is arranged for students who have failed in any semester module.
- v) Plagiarism means an act of engaging in unauthorized copying or republication of the work of others.

14.3 Re-Admission

- a) A student who is facing disciplinary measures will be recommended to the disciplinary committee to be discontinued from studies. The disciplinary committee will recommend to the Board of Directors, and if the Board of Directors discontinues a student he or she may re-apply after one academic year has elapsed.
- b) If a student fails or refuses to comply with any of these directives he/she will be deemed to be disqualified for performance during the period in question.

14.4 Conduct of examination.

- i) All examinations shall take place at the school. By no circumstances should examination be authorized to be held outside the campus.
- ii) All examinations shall take place at the time and venue published by the academic committee.
- iii) The School academic calendar has to be provided at the beginning of each semester, this calendar will show all the school' academic activities and responsible person.
- iv) Invigilators shall ensure that examinations are conducted in the accordance with the regulations.
- v) Candidates who deliberately fail to present themselves for examination without valid reason shall be discontinued from studies / course
- vi) Candidates must act in accordance with any instruction issues by an invigilator
- vii) Cheating or attempt to cheat, copy or attempt to copy is an offence. No unauthorized materials are allowed to be brought in the examination room. Candidates are allowed to bring with them pen(s), pencil, ruler and rubber only. A legal action will be taken against any candidate who will be found guilty of the offence.
- viii) If the offence mention committed, case will be head by disciplinary committee
- ix) Candidate who will be proven guilty of the offence will be dismissed from the Schools. Re- admission for such candidates will not entertain until after the left of the one year from the semester of dismissal.

- x) Any candidate who will be found guilty under these regulation and not satisfy with decision of disciplinary organ, will have the right to appeal to the appellate committee of the school
- xi) The disciplinary organ may at any of its sitting co-opt any other person who, in its discretion thinks that will assist the proceedings at such a sitting

and the disciplinary organ shall have power to summon any candidates alleged to have been involved in an examination offences.

- xii) Communication between candidates, or between a candidate and anyone other than examiner or invigilator, is forbidden during an examination,
- xiii) Students are strictly forbidden to use correction fluid (liquid paper, corrector and weep out.) in the final examination.
- xiv) Coats, briefcases, notes, magic diaries (electronic diaries), mobile telephone, glass cases, compass boxes, wallet, dictionary and similar items shall be deposited outside the examination room.
- xv) Candidates are required to place their student identity cards on their examination desks in such a manner that invigilator may verify each candidate's identity, at the same time all candidates must sign the attendance sheet provided by invigilator.
- xvi) Any candidate failing to present their student cards may be required by any invigilator to complete and sign an examination attendance form and be identified by the heads of departments of the course offered.
- xvii) Candidates are not admitted to the examination room after the examination has been in progress for thirty minutes from the actual time the exam started.
- xviii) Candidates may not begin writing until authorized by the invigilators; they and they shall stop writing on the instruction of the invigilators.
- xix) Candidates are required to write their answers in the answer books provided unless directed otherwise. On completion of an examination candidates must put on the table all answer-books and other papers in their manner specified by invigilator; unless otherwise indicated the question paper will be excluded from this requirement
- xx) Candidates may leave an examination after it has been in progress for thirty minutes from the time of examination have stated, but are not normally permitted to leave during the thirty minutes of the examination period.
- xxi) Should it be necessary for the candidates to leave the examination room temporarily, the invigilator has to direct the said candidates to fill a special form and shall require that the candidate normally be escorted throughout the absence by an authorized person. The said candidate must return in to the examination room within the specific set period.

- xxii) In the examination room candidate are required to remain in their places whilst in the attendance except in the circumstance provided for in regulation answer books and other materials will be given to candidates by the invigilators when requested and should not be collected by the candidates.

- xxiii) At the end of an examination candidates shall remain seated in their places until they receive instruction from the invigilators. When they received permission to leave the examination room candidates shall do so quietly and as expeditiously as possible.
- xxiv) A candidate found using unfair means during an examination might be required by an invigilator to withdraw from the examination. In that event the invigilator shall send the candidates answer book directly to the Chief Academic Officer or director under separate cover giving details of the circumstance.
- xxv) Whilst in the examination room all candidates are required to act with discipline. A candidate whose conduct is in the view of an invigilator disturbing to other candidates and who persists in this conduct after receiving a warning from an invigilator shall be required to withdraw from the examination room. In that event the invigilator shall send the candidates answer-book directly to the Chief Academic Officer or director under separate cover diving full detail of the circumstance.

14.5 Examinations Irregularities

- a) Where there is the leakage of examination before its commencement, the Principal with the advice of the DPARC, shall prescribe the rules governing the conduct of the examination in order to suit the better carrying of the examination.
- b) The Disciplinary organ shall consider and decide on any examination irregularities reported and recriminated or impose action against a candidate found responsible for such offence.
- c) The composition of the Disciplinary Organ/Committee shall be :
 - i Examination Officer - Chair person.
 - ii. Disciplinary Officer – Secretary
 - iii. The Head of respective departments.
 - iv. The Students representative
 - v Dean of the Students
- d) The Committee may at all of its sitting co-opt any other person who, in the committees discretion will assist the proceeding at such a sitting and the committee shall have power to summon any candidate allegedly to have been involved in an Examination Irregularity.
- e) The DPARC of the school shall report to the Academic Board meeting all

serious cases of examination Irregularities.

14.6 Absence from examinations

- a) A student who is unable to appear for examination for a valid reason will report in writing with supporting documents to the DPARC through the Head of Department.
- b) A students who did not sit for End of semester examination for any module due to acceptable reasons, shall have to do the examination for that module before progressing towards next semester.
- c) Any candidates who does not appear in the examinations deliberately or without compelling reasons will be deemed to have absconded from examination and will be discontinued from the studies
- e) The DPARC will report any such cases to the Principal.

14.7 Passing of Final Examination

- i) A student will be considered to pass the module if he/she student scores grade C and above in all include continuous Assessment and End Semester examination.
- ii) A student will be eligible to proceed with the next semester or academic years after successfully passes all the subject of the examination.

14.8 Failure of the examination

- i) A student can be considered as failure in a subject, if he/she fails to score a minimum passes grade of C or below in both of continuous Assessment and End Semester examination.

14.9 Supplementary examination

- i) Candidate(s) who attains GPA of 2.0 or above should be allowed to supplement the failed module (written or Practical examination) not less than four weeks after release of results.
- ii) A pass in supplementary examination shall be recorded as pass mark i.e. C.
- iii) Failure to pass the supplementary examination(s) a student(s) will require to repeat the whole semester on which that course is taught, provided that the candidate has an overall average except NTA level 4.
- iv) No student shall be allowed to repeat the semester for more than once .

14.10 Special examination.

- i) An candidate who fails to attend the whole or part of an examination under valid and acceptable reasons should be allowed to sit special examination.

- ii) A candidate who appeared for special Examination shall be treated as if he/she had sat for the examinations for the first time.
- iii) Special examination shall be conducted at the same time with supplementary examination.

14.11 Condition for discontinuations.

- i. Any candidate who absents himself/herself from a final/end of semester /Special/supplementary examination without the permission by the Director and DPARC shall be discontinued from the course.
- ii. Any candidate who has committed offence under school regulations shall be dismissed from the School.
- iii. A candidate proved to have violated examination regulation or to have committed any act of dishonesty or gross indiscipline ever if unrelated to academic matters shall be terminated from the School.
- iv. A candidate discontinuity from any course on academic performance shall not be re-admitted for the same course until after the lapse of one year.

14.12 Dates of Examination

The date of examination will appear in the ALMANAC

14.13 Examinations Processing.

14.13.1 Role of Examinations officer

- a) The examinations officer will issue examination paper, official examination booklets and other relevant documents to the chief invigilator who will take them to the examination room.
- b) After the student have completed the examinations, the chief invigilator will return the scripts, aids and any materials including examination paper to the examination officer as per instruction and regulations
- c) The Examinations Officer will count the scripts submitted and maintain an accurate record in a signed prescribed form.

14.13.2 Internal/External Examiner

- a) The Examiner will collect the scripts from the Examinations Officer for marking after signing the relevant documents and verifying the accuracy of script and the number of candidates who sat for the examination. The

marking of the scripts by the Examiner will be according to the scheduled time and dates set by the School.

- b) After completing marking, the Examiner will submit to the DPARC, a list of candidates in chronological order, marks scored and the script plus a brief report of conduct of the examination

14.13.3 Guidelines to Invigilator during Examination

- a) Any invigilator will be required to conduct himself/herself professionally and in an exemplary manner throughout the examination period
- b) When the examination has started, the invigilator will ensure that they are attempting the correct examination
- c) After half an hour since the examinations started, the invigilator will record the number of candidates writing the examination. Unused examination script, question examination paper and other aid materials will be collected by the invigilator for safe custody.
- d) The invigilator will start administering the signing of the examination attendance sheet and make sure that photos of identity card match with candidates face and the registration number on the identity card match with the registration number in the examination script
- e) The invigilator will not allow candidates to exchange items in the examination room like; rubber, ruler, calculator, pens.

14.13.4 Use of aid /materials in the examination:

- a) Examination that required students to use calculator, such calculators must be hand held, self-powered and noiseless.
- b) Calculator with audible alarm or involves use of wireless transmission/reception facilities shall not be permitted in the Examination room
- c) Invigilator will ensure that all candidates have only specified calculator for use in the examination to insure fairness in the examination settings.
- d) The invigilator shall issue any additional writing paper to candidates if needs arise.
- e) When the examination is in process no candidates shall be allowed to move around in the examination room except if leaving the examination room.
- f) The invigilator may allow a student to go outside the examination room under escort for a short call. However if caught using any unauthorized materials in the toilets or outside the examination room, he/she will be

treated as If such unauthorized material were in the examination room. The candidate will not be allowed to enter the examination room.

- g) If a candidates leaves an examination room without supervision will be deemed as absconded/absent from the examination

- h) It is expected that candidates will have gone for a short call before entering the examination room. Invigilator will find exceptionally to allow candidates to go out during examination room. No candidates can go for short call more than once in any one examination
- i) All candidates are required to observe and demonstrate good behavior and ethical standards during examination. Any unfair practices by any candidates will be reported to the examinations officer.
- j) A candidate caught using unauthorized materials shall be asked by invigilator to write his/her name and sign on the materials as evidence that the candidates admit ownership. If the student refused to sign on the unauthorized materials, the invigilator will seek assistance from another invigilator to countersign on his/her behalf. The candidates will be stopped from continuing with the examination.
- k) Any unauthorized materials will be confiscated by the invigilator and stop candidates from continuing with the examination
- l) Any candidates who fall sick during examination process will be reported to the examination officer for immediate help.
- m) Only after all examination script has been collected, then candidates will be allowed to leave the examination room orderly. A candidate will ensure that at the end of examination:
 - i. Has handed in his/her examination script
 - ii. Surrender all unused examinations scripts
 - iii. Signs the attendance sheet for the second time
- n) Any candidates who finishes the examination forty minutes before scheduled time will submit his/her examination script plus any aid materials to the invigilator and leave the examination room orderly without disturbance
- o) No candidates will be allowed to leave the examination room in the last thirty minutes before the end of the examination until all examination script and aid materials have been collected by the invigilator
- p) The invigilator will be announced to candidates to stop writing but remain in their seats until all script are collected. Once an announcement to stop writing has been issued a candidate is caught writing his or her examination will be nullified

- q) Each candidates will sign the attendance sheet after submitting the examination script to the invigilator orderly and return to his/her seat until all candidates have handed in the script
- r) The invigilator will count the scripts and tally with the candidates who sign the attendance sheet. The invigilator shall be held accountable for

- any misplaced, lost, missing script and a candidates who does not sign the attendance sheet at the beginning and end of the examination period.
- s) The invigilator will submit the script to the examination officer who will verify if the scripts are correct as per attendance sheet. Any missing script not detected at the time of submission of script to the examination officer both the invigilator and the examination officer will be held accountable
 - t) The examination officer shall maintain in accurate and up-to-dates examination questions and script movement sheet in his/her office
 - u) If the internal examiner collect the scripts from the examinations officer without due care and verification any noticed discrepancy, loss, misplaced or missing script will be attributed to the internal examiner and will be held accountable
 - v) No candidates will be allowed to enter into an examination room with any objects that may injure or endanger the lives of others. Such objects may include BUT NOT LIMITED TO, pin knife, nail cutters, pocket knives, spring knife, knife sharpeners, walking stick and any other sharp objects

14.14 PUBLICATION OF EXAMINATION RESULT

- i) Soon after the Department Meeting approves the provisional results, the registrar/Head of Department authorized by the DPARC , shall publish the provisional results of the students in every examination at the school website and the school notes board.
- ii) Examination result shall become final when they are confirmed and approved by ZSH Academic Board.
- iii) The examination result approved shall be forwarded to NACTE.

14.15 Appeals against Examination Result

Candidate may be allowed to appeal against examination result under the following from conditions

- a) Any appeal shall be accompanied by an appeal fee of 150,000/-
- b) Any appeal shall be lodged to Principal within 7 days from the date on which the results are released. Principal shall notify the DPARC Registrar and Appeal Committee.
- c) Appeal committee will take appropriate action and report back to the Principal for decision.

- d.) The composition of the Appeal Committee shall be:
- i. DPARC - Chair person.
 - ii. Registrar - Secretary
 - iii. The Head of respective departments.

- iv. The Students representative
- v. Member from outside the School nominated by the Principal

14.16 Moderation of examination

- i) ZSH moderation committee shall moderate all examination questions on the date specified on the Almanac.
- ii) Department moderation shall be headed by Head of Department and his/her Tutors
- iii) ZSH moderation committee shall ensure that all examination papers conform to NACTE standards:
 - a. The standard and rigor of the question paper is of the level excepted by NACTE
 - b. The quality and status of the question paper is the level excepted by NACTE
 - c. The examination has adequately covered the curriculum
 - d. The examination paper is fair in terms of length and difficult level.
 - e. The distribution of mark in the question paper is fair
- iv. Role of ZSH moderators
 - Review question paper and marking scheme
 - Take representative 20% of marked paper and re-assess
 - Report on NACTE form examination form II
- v. The composition of the ZSH overall Moderation Committee shall be:
 - i. DPRAC - Chair person.
 - ii. Examination Officer – Secretary
 - iii. The Head of departments.
 - iv. Examination setter

15.0 Requirement for Graduation

The Academic Board will ensure that each candidate has met the requirement for graduation as mentioned below:

- a) A student has no incomplete result in any of the semesters
- b) Has fulfilled all the course requirements like practicum, field/research report and has submitted a report and has passed
- c) A candidates has passed all End of the Semester Examinations in each academic year and obtained a minimum GPA of 2.0.

16.0 ZSH FEE STRUCTURE FOR ACADEMIC YEAR 2015/2016

All payments should be made to the *Account Name* - Zanzibar School of Health, through the following Bank Accounts:

- *Peoples' Bank of Zanzibar (PBZ) - 051104000037*
- *PBZ - 051104000101*
- *Kenya Commercial Bank (KCB) - 3301009964*
- *National Microfinance Bank (NMB)- 22910015647*

Students should make sure that they submit original Bank pay-in-slip and obtain receipts from the School Cashier.

Fee structures according to Courses offered

Tuition Fee	Annual cost (LOCAL)	Annual cost (FOREIGN)
Ordinary Diploma in Nursing & Midwifery	1,000,000/=	\$ 500
Ordinary Diploma in Clinical Medicine	1,200,000/=	\$ 600
Certificate in Counseling Psychology	900,000/=	\$ 400
Diploma in Counseling Psychology	1,000,000/=	\$ 500
Other Fees	Amount	
Registration Fee ¹	50,000/=	\$ 50
Application Form ¹	30,000/=	\$ 30
Students Union ²	10,000/=	\$ 10
Semester Examination Fee ³	120,000/=	\$ 100
Clinical Practice ²	120,000/=	\$ 80
Project/Research ⁴	60,000	\$ 50
Community Field/Practicum ⁴	100,000	\$60
Caution money ²	20,000/-	\$15
Prospectus ²	10,000	\$10
ICT & Library Services ²	20,000/-	\$ 10
NACTE ²	15,000	\$10

Key

1 = Once at the beginning of the first semester

- 2 = Once each academic year
- 3 = Once each semester
- 4 = Once in relevant semester

NOTE

Tuition fees for private sponsored students are supposed to be paid at the beginning of the academic year. However, the payment can be made within the first semester either at a go or installments per the agreement between the ZSH and the sponsor. The agreement will cover only tuition fees.

Mode of Payment

- All selected candidates are required to pay all fees at the beginning of each semester.
- Failure to pay will result in termination of studies, non-issue of an academic transcript, statement of results and shall not be allowed to graduate.
- Any change in fees will be announced by the ZSH Management.
- Fees once paid by the candidate will not be refunded.

All students are advised to have sufficient funds for their studies as well as for other expenses such as books, stationaries, etc.

17.0 TABLE 4 - REQUIREMENTS FOR THE STUDENTS

Every student should come with the following:

COUNSELLING PSYCHOLOGY	CLINICAL MEDICINE	NURSES
Uniform, Wrist Watch, Closed Black/white Shoes, English dictionary, Counter books,.	Uniform, Closed Black/white Shoes, B/P machine, Stethoscope, Thermometer, Wrist Watch (non-digital), Tape measures, Examination. Torch, Patellar hammer, Counter books, Scientific Calculator, Medical dictionary	Uniform, Watch, Scissor, Scientific calculator, Thermometer, Stethoscope, B/P Machine, Measuring tape, Closed Black/white Shoes, English dictionary, , Counter books, Nurses Dictionary

18.0 ZANZIBAR SCHOOL OF HEALTH ALMANAC FOR ACADEMIC YEAR 2018/2019

DATE	EVENT
29th September 2018	Management Committee Meeting
5th -9th October 2018	Departments Meetings
10th October 2018	Recognizes World Mental Health Day
14th October 2018	Nyerere Day
15th October 2018	First Semester Beginning
25th October 2018	Management Committee Meeting
2nd October 2018	ZASHESO election
12th Nov 2018 – 18th Jan 2019	Clinical Practice Start
20th November 2018	Maulidi Day
29th November 2018	Management Committee Meeting
9th December 2018	Tanganyika Independence Day
21st December 2018	Submission of the Examination Papers
22nd December 2018	Advisory Board Meeting
25th December 2018	Christmas Day
26th December 2018	Boxing Day
27th December 2018	Management Committee Meeting
27th December 2018	Submission of Course work
31st – 4th December 2018	Departments meeting
1st January 2018	New Year
2nd – 10th January 2019	Moderation of written examinations
12th January 2019	Mapinduzi Day
19th January 2019	Graduation
21st - 23rd January 2019	Students Baraza with Executive Director
21st – 25th January 2019	Revision Week
28st Jan – 8nd Feb 2019	Written and practical examination weeks
9th – 12th February 2019	Marking examination papers and preparation of examination report
9th Feb – 4th Mar 2019	Breather
14th February 2019	Management Committe Meeting

20th February 2019	Provisional Results for Semester 1
25th Feb - 1st Mar 2019	Departments Meeting

26th February 2019	Academic Board meeting for approval of results
4th March 2019	Second Semester resume
11th – 15th March 2019	Supplementary Examination Week
28th March 2019	Management Committee Meeting
1st April – 7th June 2019	Beginning Clinical Practice Rotation
7th April 2019	Karume Day
19th April 2019	Good Friday
22nd April 2019	Easter Monday
26th April 2019	Union Day
27th April 2019	Management Committee Meeting
1st May 2019	Workers Day
29th April -3rd May 2019	Silent Presidential Election Campaigns
6th May – 31st May 2019	Community Health Nursing Field Practice
20th – 24th May 2019	Department Meeting
24th May 2019	Submission of the Examination Papers
24th - 26th May 2019	Student Baraza with Executive Director
27th May 2019	Submission for Course Work
30th May 2019	Management Committee Meeting
27th May – 5th June 2019	Moderation of written examinations
10th – 15th June 2019	Revision Week
17th – 29th June 2019	Written and practical examinations
30th June 2019	Breather
1st – 5th July 2019	Marking of examination papers and preparation of examination report
8th July 2019	Management Committee Meeting
12th July 2019	Provisional results for Second Semester
25th July 2019	Academic Board meeting for approval of results
5th – 9th Aug 2019	Supplementary Examination Week
2th August 2019	Eid al Haji

Key;

- DGN - Diploma in General Nursing
- NMT - Nursing and Midwifery Training
- DCO - Diploma in Clinical Officer
- CCP - Certificate in Counseling Psychology
- DCP - Diploma in Counseling Psychology

Message from Director

Zanzibar School of Health (ZSH) is committed to create a learning environment that is responsive to changes and challenges of the health care and the world community. Our programs are designed to respond to individual learning needs with a focus on building and expanding our cadre's practices as professional healthcare workers.



Zanzibar School of Health runs three Diploma Courses namely Diploma in Nursing and Midwifery, Diploma in Counseling Psychology and Diploma in Clinical Medicine. The college also offers certificate in Counseling Psychology and certificate in Community Development. Certificate and Diploma in Disaster Management are underway.

Diploma in Nursing and Midwifery and Diploma in Clinical Medicine has attained registration from The National Council for Technical Education (NACTE). And all other courses are in collaboration with Iringa University. The school has obtained full NACTE registration which shows that we are very serious in our affairs.

Educating the mind without educating the heart is no education at all (Aristotle), that's why ZHS is committed to install good values and principle to its students. Work hard and be wherever you want to be because "The roots of education are bitter but the fruits are sweet" (Aristotle).

On behalf of ZSH staffs I would be pleased to welcome you to ZSH at any time. We would be delighted to be involved in your journey and we are here to make it interesting one.

Once again, welcome all of you to ZSH and thank you for considering us as the best school to start your amazing journey.



Yours truthfully

Aziza Hamed