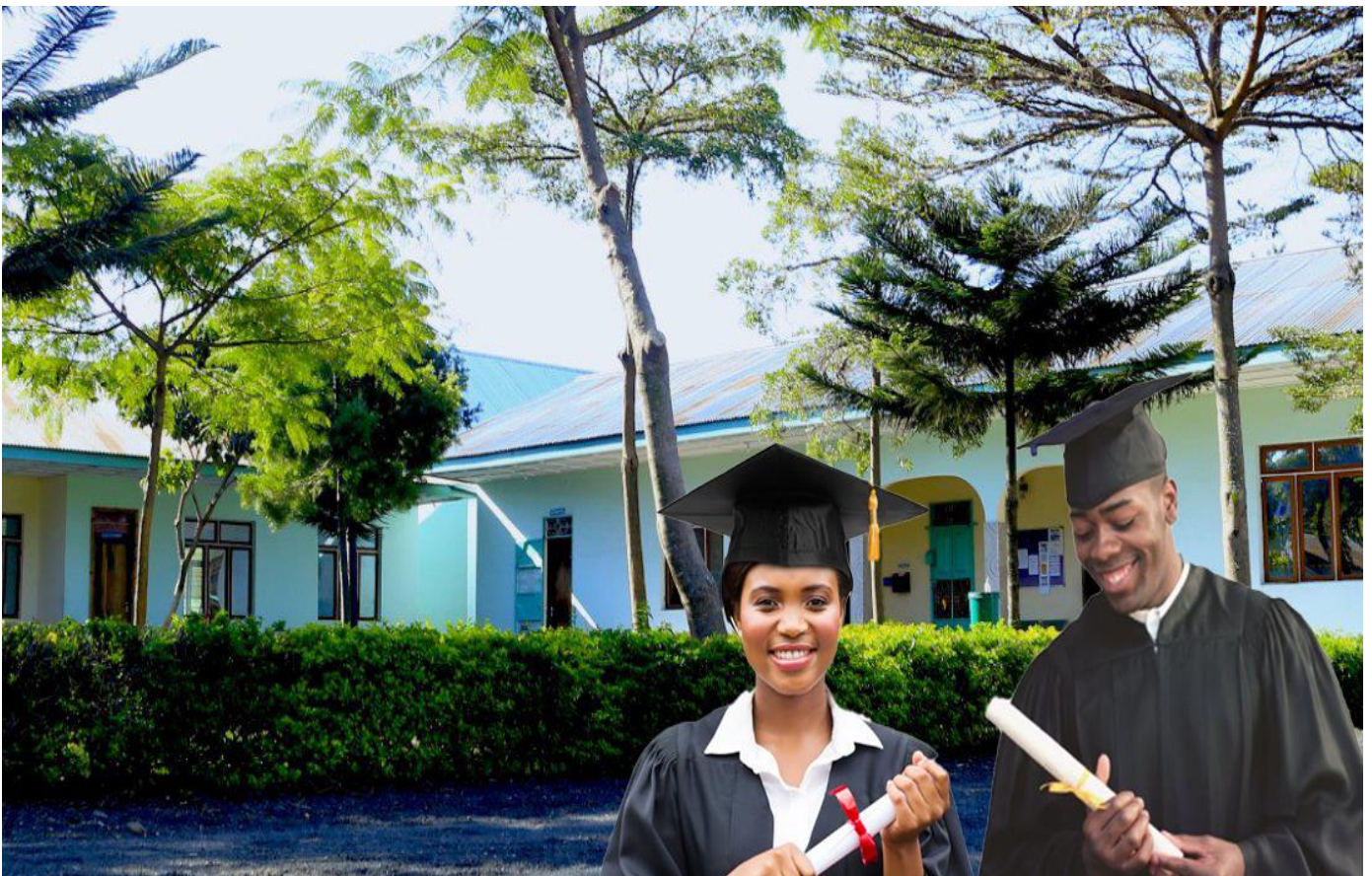


SOKO MEMORIAL INSTITUTE OF HEALTH AND ALLIED SCIENCE (SMIHAS)



Prospectus for Academic Year 2025 – 2026



ABOUT US

The Soko Memorial Institute of Health Allied Sciences (**SMIHAS**) was officially registered on April 25th, 2025, under the registration number REG/NACTVET/1176. It is a private organization owned by the Umbrella of the so called SOKO SANTA MARIA ACADEMY LTD which includes Santa Maria English Medium Pre & Primary school, Santa Lucia Secondary School and Soko Memorial Health Center.

The Institute is located in Urambo district 10km from the Centre along the tarmac road from Tabora to Kigoma. Tabora region.

Our vision is to become a Center of academic excellence in health training, research, health care, and consultancy within the country. The primary purpose of the Institute is to complement government efforts in healthcare provision by training health professionals who are competent to work in both rural and urban health facilities.



Welcome to the Soko Memorial Health Centre, Where Knowledge Meets Compassion – The heart of hands-on learning at the Soko Memorial Institute of Health and Allied Sciences

CONTACT ADDRESSES:

Soko Memorial Institute of Health and Allied Sciences

BOX 26 URAMBO - TABORA

Tanzania.

Email: info@sokomemorial.ac.tz

Website: www.sokomemorial.ac.tz

About this prospectus

This publication provides comprehensive information on academic programmes and student life at Soko Memorial Institute of Health and Allied Sciences (SMIHAS). It is intended to serve as a guide to prospective and current students in planning their studies and provides an exhaustive list of each program and career opportunities.

It is therefore advisable to consult the Principal, Heads of Departments, and Tutors hosting the respective programmes for any clarification whenever necessary. Other useful and new information about the Institute, can be found on SMIHAS's website, accessed at www.sokomemorial.ac.tz



Welcome to the Centre of Excellence in Learning, Step into the Soko Memorial Institute Classrooms.

Igniting Minds, Shaping Futures – where curiosity meets clarity, and passion meets purpose. Our modern, well-equipped learning spaces are designed to empower future healthcare professionals with knowledge, skills, and confidence.

Interactive, Innovative, and Impactful from theory to practicals, case discussion to simulations – This is where learning comes alive.

Statement from the Director



Dear students, staff, and esteemed guests

Greetings!

I am delighted and humbled to welcome you to Soko Memorial Institute of Health and Allied Sciences; an institution dedicated to the highest standards of healthcare education.

As the Director, I lead a passionate team committed to producing future healthcare professionals.

Thank you for choosing the Soko Memorial Institute of Health and Allied Science for your educational journey. Our institute upholds principles of empathy, compassion, and commitment to others' welfare. We provide a supportive environment that fosters individual growth, academic excellence, and professional development. Our dedicated staff ensures high-quality education, mentorship, and support, helping students reach their full potential. We take pride in our rich heritage and are committed to innovation and best practices in healthcare education. As we progress, I encourage everyone to be open-minded, curious, and eager to learn from each other. Together, let us cultivate a culture of excellence, respect, and inclusivity that reflects our values and mission.

To our students, welcome to our vibrant community. Embrace the opportunities, ask questions, seek guidance, and explore your passions. We are here to support you in achieving your healthcare dreams.

To our staff, thank you for your dedication and excellence. Your efforts make our institute a beacon of hope and excellence in healthcare education.

To our esteemed guests, welcome. We are proud to share our achievements with you.

Lastly, I am deeply grateful for the opportunity to serve as the Director of Soko Memorial Institute of Health and Allied Science. I look forward to working with all of you to achieve our goals and make a positive impact.

Thank you for joining us on this journey. Together, let us make a difference!

Sincerely

Mr. Emmanuel C. Soko

Director - Soko Memorial Institute of Health and Allied Science

Statement from the Principal

Dear Friends,

We are delighted that you have chosen to study at the Soko Memorial Institute of Health and Allied Sciences. This prospectus outlines the range of courses and activities available at our college, giving you a glimpse into life on our campuses.

Our goal is to provide the best possible environment for teaching, learning, research, and public service. We encourage interactive learning without discrimination and strive to create an atmosphere that supports the successful completion of your studies.

We are committed to making your time at our Institute filled with excitement and experiences that you will cherish for a lifetime. We also understand that the quality of your experience goes beyond academics. Therefore, we encourage you to familiarize yourself with the healthcare delivery system, including curative, preventive, promotive, and rehabilitative services, as you prepare to serve your communities.

I wish you an enjoyable and successful experience at the Soko Memorial Institute of Health and Allied Sciences.

Ms. Orga Richard Kasinde

PRINCIPAL, Soko Memorial Institute of Health and Allied Sciences

Mission, Vision, and Core Values

Mission

Committed to fostering a quality learning environment that supports excellence in healthcare education through a competence-based curriculum guided by expert tutors dedicated to developing skilled and ethical health care workers.

Vision

To become the core centre that produces quality and committed healthcare workers to have a healthy society with improved social prosperity.

Core Values

SMIHAS inspires to become the mode of excellence that will exemplify other Training institutions. To achieve its vision the institute is guided by the following values:

- i. Professionalism – commitment to provide proficiency and competency and instill this aptitude to our students.
- ii. Excellence – espouse objectivity, visionary and outstanding leadership in achieving the mandate and mission.
- iii. Moral ethics – we dedicate ourselves to work in accordance with set rules, regulations and professional conduct.
- iv. Professional integrity – we are devoted in delivering services using one's skills in the right manner displaying appropriate attitudes, that is, honesty, trustworthy, reliability and uprightness in executing duties.
- v. Confidentiality – anchored in maintaining human rights, privacy and anonymity.
- vi. Teamwork – We believe that working as a team is a key to our success.

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1.0 INTRODUCTION

1.1 Background

Soko Memorial Institute of Health and Allied Science (SMIHAS) is owned by the Soko Santa Maria Academy Company Limited (SSMACL). It is fully registered by the National Council of Technical Education. SMIHAS is located along Kigoma road, which is at Vumilia ward, Mbaoni street in Motomoto village, Urambo – Tabora Region. Currently, the institute offers Diploma awards in Clinical Medicine and Pharmaceutical Sciences.

SMIHAS aims to foster a quality learning environment that supports excellence in healthcare education through a competence-based curriculum guided by expert tutors dedicated to developing skilled and compassionate healthcare workers.

The presence of a Health facility owned by SSMACL, called Soko Memorial Health Centre, enables students at SMIHAS in their practical training session. Not only does the presence of Soko Memorial Health Centre but also nearby government facilities such as Urambo district hospital, Vumilia Health Centre, Kaliua District Hospital, and Usoke Health Centre make competent students.

The Institute operates under the policies, guidelines, and directives of the Ministry of Health's (MOH) Training department and adheres to the NACTVET curriculum and training regulations based on the National Technical Awards (NTA) qualification levels.

1.2 Governing Board

The governing board holds executive leaders to account for the educational performance of the college and its students' educational performance, and staff's effective and efficient performance management. Board Members are;

- | | |
|-----------------------------|-----------------------------|
| 1. Prof. Mganiwa | Chairman |
| 2. Dr. Felix Bundala | Member |
| 3. Mr. Emmanuel Soko | Director |
| 4. Ms. Orga Richard Kasinde | Principal |
| 5. Dr. Fradius Christian | Deputy Principal – Academic |
| 6. Ms. Imelda Soko | Human Resource personnel |
| 7. Ms. Lucy Rangimoto | Member |
| 8. CPA Prince Charles Soko | Chief Accountant |
| 9. Mr. Kalula | Member |

- | | |
|-----------------|--------|
| 10. Ms. Razia | Member |
| 11. Mr. Manyama | DMO |

1.3 Key Officers

They deal with the day-to-day activities of the college. Members are;

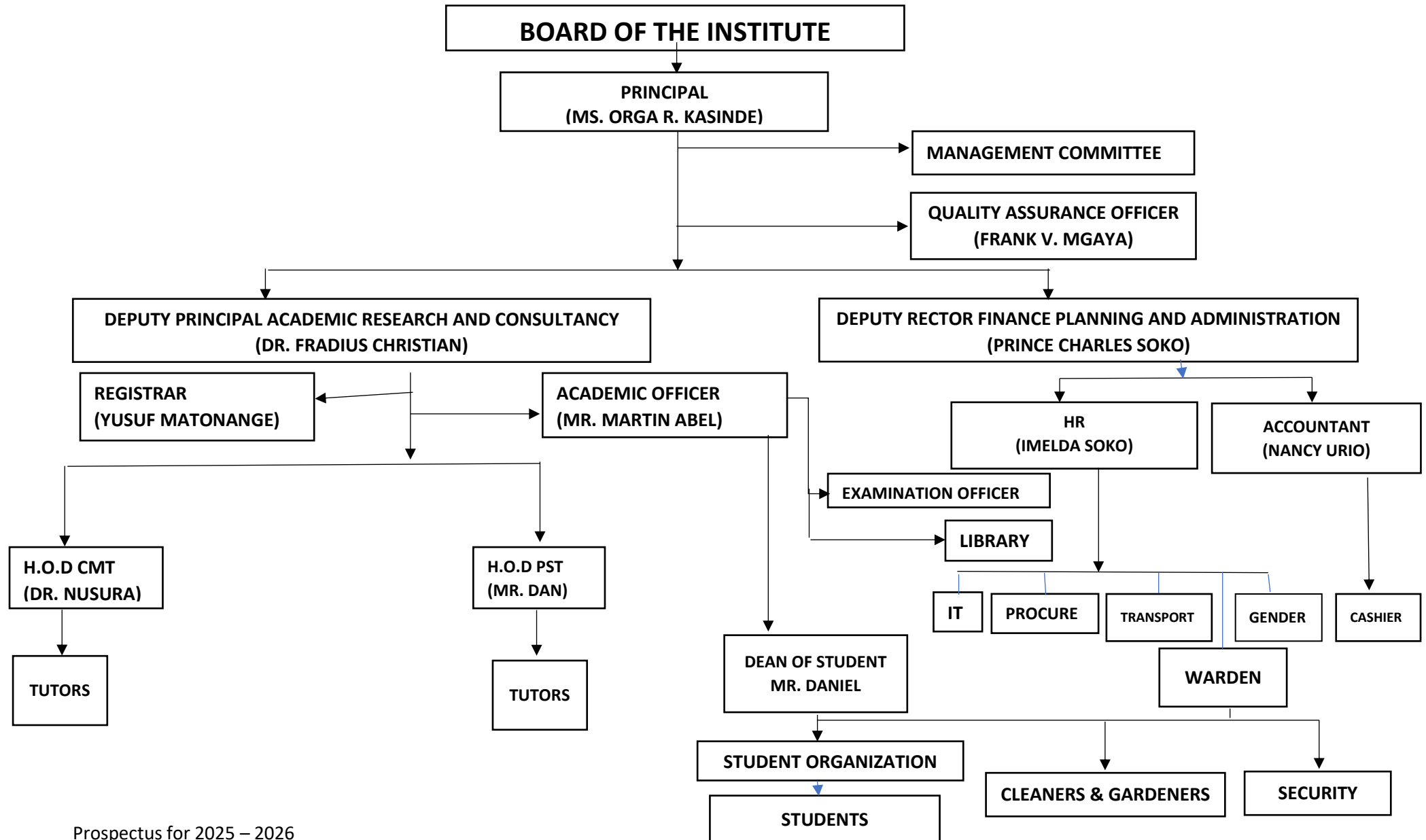
1. Principal - Ms. Orga Richard Kasinde
2. Deputy Principal Academics (DPAC) - Dr. Fradius Christian
3. Deputy Principal Finance and Administration (DPFA) - Mr. Prince Charles Soko
4. Quality Assurance Officers - Mr. Frank Mgaya
5. Head of Department, Clinical Medicine – Dr. Nusra Mohamed
6. Head of Department, Pharmaceutical Sciences – Mr Daniel Mfutakamba
7. Examination Officers - Mr. Chilambo David
8. Admission Officers - Mr. Yusuf Matonange
9. Head of ICT - Mr. Mathew Ndauka
10. Head of Library – Ms. Paulina Chaula
11. Human Resources Officer – Ms. Imelda Soko
12. Procurement Officer – Mrs. Lucy Rangimoto
13. Bursar - Ms. Nancy Urrio

1.4 Administration

The administration of Soko Memorial Institute of Health Allied Sciences comprises six departments: Accounts, Social Welfare Services, Procurement and Supply, Security Services, Secretariat, Library, and Computer Services. Our academic programs include Clinical Medicine and Pharmacy.

1.5 Organogram

ORGANIZATION STRUCTURE OF SOKO MEMORIAL INSTITUTE OF HEALTH AND ALLIED SCIENCES (SMIHAS)



2.0 GENERAL ADMISSION REGULATIONS AND ACADEMIC PROGRAMS

2.1 Introduction

The Institute is committed to providing a fair admissions system that provides equal consideration for applicants who apply by the relevant closing date. The admission criteria treat all students fairly and do not discriminate unlawfully because of marital status, gender, race (including colour, nationality, national origin or ethnic origin), disability, pregnancy and/or parental status, age, belief, political or other opinion, social origin, property, birth or other status.

Applications are assessed on the basis of the information provided by the applicant on the application form and supporting documents. All admission decisions are made on the basis of merit and the ability of each applicant to meet the academic criteria for admission to the relevant programme of study. The burden of proof for the authenticity of documents submitted during the application process lies on the applicant. The Institute reserves the right at any time before or during the progress of the programme to revoke the admission and/or registration status should it be found that the applicant used false documents or does not meet the Institute's criteria for admission.

2.2 Applications Period

The Institute normally opens applications for admission to various diploma programmes between May and September. A non-refundable application fee as indicated in application form is charged. The fee should be paid through **SMIHAS Bank Account** indicated on application form or NACTVET through Control Number provided when applied through Central Admission System (CAS).

All applications channelled through SMIHAS are received by handling them physically email or via admission@sokomemorial.ac.tz

The selection process for all applicants follows the guidelines issued by Regulators (NACTVET). NACTVET will select candidates who will meet not less than the minimum entry requirements. Successful applicants are declared and notified through their mobile numbers and Emails given.

2.3 Academic Year

The Institute's academic year starts between the last week of October or the first week of November, following Regulators' earliest start guideline. Selected candidates are required to report for studies not later than two weeks after the commencement of the respective academic year. Candidates who fail to register within the prescribed registration period will have their admissions withdrawn. The Institute is also enforcing the dress code policy within its premises. It is therefore imperative to adhere to the required standards of dressing which project an image of decency and credibility.

2.4 Mode of Application

Application forms can be downloaded from our website, **www.sokomemorial.ac.tz** or collected directly from the Admission Officers or applied through the NACTVET Central Admission System.

2.5 Programme Duration

The programmes have 1, 2, and 3 years of study. Each year of study is divided into two semesters. Each semester consists of theoretical and practical training, one (1) preparatory week for end-of-semester examination, and about two (2) weeks for end-of-semester Examinations.

2.6 Admission Criteria

2.6.1 Ordinary Diploma in Pharmaceutical Sciences

This is a competency-based six-semester Diploma in Pharmaceutical Sciences (DPS) Program. It aims to supply the country with adequately trained technologists in pharmacy who will work in various health facilities to provide basic pharmaceutical services.

Holders of a certificate of secondary education examination (CSEE) with four passes in non-religious subjects, including D passes in biology and chemistry.

Table 1

Basic Technician Certificate in Pharmaceutical Sciences (NTA LEVEL 4) Modules of Semester I and II

Code	Module Title
Semester I	
PST04101	Dispensing
PST04102	Disease Control and Prevention
PST04103	Human Anatomy and Physiology
PST04104	Pharmaceutical Dosage Forms
PST04105	Pharmaceutical Calculations
PST04106	Communication Skills
PST04107	Basic Computer Applications

Semester II	
PST04208	Law and Ethics in Pharmacy Practice
PST04209	Compounding of Pharmaceutical Liquid Preparations
PST04210	Pharmaceutical Inorganic Chemistry
PST04211	Basic Pharmacology
PST04212	Medical Stores Management

Table 2

Technician certificate in pharmaceutical sciences (NTA LEVEL 5) Modules of Semester I and II

Code	Module Title
Semester I	
PST05101	Medicines and Medical Supplies Management
PST05102	Law and Policies in Pharmacy Practice
PST05103	Pharmaceutical Microbiology
PST05104	Pharmacology and Therapeutics
PST05105	Rational Use of Medicines
PST05106	Pharmaceutical Organic Chemistry
Semester II	
PST05207	Quality Assurance of Pharmaceutical Products
PST05208	Pharmaceutics Theory and Compounding
PST05209	Health Information Management
PST05210	Basic Pharmacognosy
PST05211	Pharmacy Practice

Table 3

Ordinary Diploma in Pharmaceutical Sciences (NTA LEVEL 6) Modules of Semester I and II

Code	Module Title
Semester I	
PST06101	Leadership and Management
PST06102	Counseling and Guidance Skills
PST06103	Pharmaceutical Production
PST06104	Health and Medicines Policy
PST06105	Health Financing
PST06106	Basic Pharmacotherapy
PST06107	Basic Veterinary Pharmacology
Semester II	
PST06208	Pharmaceutical Public Health
PST06209	Entrepreneurship
PST06210	Operational Research
PST06211	Monitoring and Evaluation of Medicines Use
PST06212	Pharmacy Practice

2.6.2 Ordinary Diploma in Clinical Medicine

This competency-based Clinical Medicine Technician (CMT) Program spans six semesters. The program aims to equip the country with adequately trained clinicians who will work in various health facilities to provide essential clinical medicine services.

Holders of a certificate of secondary education examination (CSEE) with four passes in non-religious subjects, including D passes in physics, biology, and chemistry.

Table 4

Basic Technician Certificate in Clinical Medicine (NTA LEVEL 4) Modules of Semester I and II

Code	Module Title
Semester I	
CMT 04101	Communication Skills and Customer Care
CMT 04102	Human Anatomy
CMT 04103	Human Physiology
CMT 04104	Epidemiology and Biostatistics
CMT04105	Computer Applications
CMT 04106	Medical Ethics and Professionalism
CMT 04107	Microbiology, Parasitology and Entomology
Semester II	
CMT 04208	Clinical Nutrition
CMT 04209	Clinical Skills
CMT 04210	Pathology
CMT 04211	Clinical Laboratory
CMT 04212	Patient Care

Table 5

Technician Certificate in Clinical Medicine (NTA LEVEL 5) Modules of Semester I and II

Code	Module Title
Semester I	
CMT 05101	Clinical Pharmacology
CMT 05102	Internal Medicine I
CMT 05103	Paediatrics and Child Health I
CMT 05104	Obstetrics and Gynaecology I
CMT 05105	Health Promotion
CMT 05106	Counselling
Semester II	
CMT 05207	Reproductive and Child Health
CMT 05208	Obstetrics and Gynaecology II
CMT 05209	Surgery
CMT 05210	Internal Medicine II
CMT 05211	Paediatrics and Child Health II

Table 6

Ordinary Diploma in Clinical Medicine (NTA LEVEL 6) Modules of Semester I and II

Code	Module Title
Semester I	
CMT 06101	Entrepreneurship and Life skills
CMT 06102	Leadership and Management
CMT 06103	Operational Research
CMT 06104	Basics of Forensic Medicine
CMT 06105	Surgical Specialties
Semester II	
CMT 06206	Apprenticeship in Obstetrics and Gynaecology
CMT 05207	Apprenticeship in Surgery
CMT 05208	Apprenticeship in Internal Medicine
CMT 05209	Apprenticeship in Paediatrics and Child Health

2.7 Transfer of students

2.7.1 Transferring Students

Transfer from one training institution to another is the right of any student wishing to do so. The transfer is allowed when both training institutions (the institution sought to be transferred from and to be transferred to) are offering the same NACTVET-approved programme.

Scrutiny will be done, confidential report must be brought from the Institution where the candidate was previously admitted. Transfers due to discontinuation, disciplinary, or poor academic performance will not be accepted.

Transfer of students between Schools should be approved by the MoH. Transfer of a student (s) In Central Admission System (CAS) will be approved by NACTVET.

2.7.2 Conditions for Transfer

1. Any student seeking to transfer must be registered in the NACTVET Database and have successfully passed the End of Semester II Examinations.
2. Students' transfer shall be done online through the NACTVET Website (www.nacte.go.tz);
3. The principal shall approve and forward the request upon satisfaction to the head of the institution the student is seeking to transfer.
4. The transferring student should have all examinations passed and results uploaded in the NACTVET Examination System.

2.7.3 Transfer Procedures

1. A student shall initiate an online transfer by requesting the target/receiving institution for an opportunity to transfer.
2. Once the request is accepted by the receiving institution, the message will be sent back to the host institution to clear and allow the student to transfer.
3. The host institution shall forward the approved request to NACTE; and
4. NACTE shall view the request that has been approved by the host institution and then grant the transfers.

2.7.4 Postponement of Studies

Postponement of studies shall mean stopping studies for a semester or whole academic year, where the period will count into the student's registration period. A student requesting for

postponement must be registered or enrolled in a given technical institution, have studied and completed a minimum of one semester.

2.7.5 Criteria for Postponement of Studies

Postponement may be granted by the technical institution due to various grounds, including health problems, discipline, family matters, pregnancy, and other compelling circumstances as may be deemed necessary by the relevant authority.

- (a) A student wishing to postpone studies should submit a written request supported by relevant documents to justify the request; and
- (b) Extension of postponement shall not be permitted beyond FOUR (4) consecutive semesters unless under exceptional circumstances.

2.7.6 Student's Role on Postponement and Resumption of Studies

- (a) Tender request for postponing studies to his/her technical institution;
- (b) Provide relevant evidence(s) for such postponement; and
- (c) On resuming studies, a student must submit a letter of intention to resume studies at least ONE (1) month before the commencement of a semester.

2.7.7 SMIHAS's Role in Postponement and Resumption of Studies

- (a) Thoroughly review and decisively approve or deny requests for postponement from students.
- (b) Manage updates to the student's status in the NACTEVET Database through the Institutional Panel (admission officers' account) with precision.
- (c) Ensure that every student is accurately placed in the appropriate academic year and level within the Institutional Panel.

3.0 BURSARIES AND FEES

3.1 Introduction

At the beginning of each Academic Year, all students are required to pay tuition fees and other fees or produce evidence of sponsorship awards from accredited sponsors before they can be permitted to use college facilities.

- (i) Payment of fees and other financial obligations is a contract between the College and the students. It is the sole responsibility of the student to solicit the fees and deposits and pay in time.
- (ii) Except for finalists, excess fees paid by the sponsor/guardian/parent shall be carried forward to the next academic year.
- (iii) Fees paid will not be refunded if a student withdraws or leaves the College.
- (iv) Double sponsorship is not allowed. In such an event, the fees of one of the sponsors shall be returned to the sponsor.
- (v) Fee and other payments shall be made directly to the College Bank account and a pay-in-slip shall be presented and receipted.

3.2 Fee Structure

The following tables present comprehensive estimates of the typical costs associated with the various academic programs offered by the institution. It is essential to understand that actual expenses may vary based on the specific academic year, individual student needs, and any exceptional circumstances that may arise.

Moreover, the College reserves the right to modify any fees, deposits, and other financial charges outlined in this section at any time, without prior notification to students or their sponsors. Any changes made to these fees will be implemented immediately, thereby highlighting the importance of remaining informed about potential adjustments.

Table 7

Fee structure for academic year 2025/2026 (Clinical Medicine and Pharmaceutical Sciences)

A. TUITION FEE

S/N	ITEM	AMOUNT (TSH)	COURSE	
1.	Tuition fee	2,000,000	Clinical medicine and pharmaceutical sciences	

B. OTHER CHARGES

S/N	ITEM	DAY	HOSTEL	TIME
1.	NACTE quality Assurance and verification fee	35,000	35,000	Every year at the beginning of the first semester
2.	Local exam	200,000	200,000	Every year at the beginning of the first semester
3.	Medical (NHIF)	50,400	50,400	Every year at the beginning of the first semester
4.	Hostel fee		200,000	At the beginning of each semester

C. PAYMENT MODE IN INSTALLMENTS

FIRST SEMESTER	COURSE	AMOUNT		PERIOD
		DAY	HOSTEL	
1 st Instalment	Clinical & pharmacy	785,000	985,000	At the begin of the 1 st semester
2 nd Instalment	Clinical & pharmacy	500,000	500,000	Two months after begin of 1 st semester
Sub total		1,285,000	1485,000	

SECOND SEMESTER	COURSE	AMOUNT		PERIOD
		DAY	HOSTEL	
3 rd Instalment	Clinical & pharmacy	500,000	700,000	At the beginning of the 2 nd semester
4 th Instalment	Clinical & pharmacy	500,000	500,000	Two months after the beginning of 2 nd semester
Sub total		1,000,000	1,200,000	
TOTAL	Clinical & pharmacy	2,285,000	2,685,000	

NB: selected students only for Clinical Medicine must come with the following equipment's:

- 1. Stethoscope**
- 2. BP machine**
- 3. Thermometer**

D. Other Direct Contributions

S/N	ITEM	1 ST YEAR
1.	Institute uniforms (Two pairs and one clinical coat)	150,000
2.	Student learning kit Clinical Medicine	150,000
3.	Pharmaceutical Hand Book (One copy)	50,000
4.	Caution money	30,000
5.	Institute T-shirt (1 t-shirt)	15,000
6.	Identity card (ID)	10,000
7.	Students' union	10,000
8.	Logbook/procedure book	25,000
9.	Ministry of Health Exam fees	150,000
	TOTAL	

❖ **All payments should be deposited directly into the bank account, namely:**
CRDB - Soko Santa Maria Academy Ltd Account no. 0150431053300

3.3 Additional Institute Requirements.

3.3.1 Original Certificates

You should bring the original form IV certificates or result slip from National Examination Council of Tanzania or any other certificate relevant for this course from recognized institution.

3.3.2 Uniforms.

- Institute uniforms are included in students' direct costs. They will be provided after registration.
- Female students should come with black shoes and white socks
- Male students should come with 2 pairs of Black or dark-tan shoes, white socks and two white short-sleeved shirts.
- Sandals and other types of shoes are not allowed to be worn in any of the Institute buildings, except in the students' hostel

3.3.3 Medical Examination

You should do a medical examination and bring a certified copy from a registered medical practitioner practicing in a registered hospital showing that you are medically fit to pursue a 3-year course.

Do not cheat; if the Institute proves that you have cheated in filling the medical examination forms, you will be discontinued even after registration.

3.3.4 Others

- Exercise books, pen, pencil, scientific calculator, ruler, etc
- Umbrella
- Blanket, 4 bed sheets, towel, pillow with its cover, and mosquito net

3.3.5 Regulations

You will be required to abide by the regulations and bylaws of the college without exception during your whole period of study.

3.3.6 Registration

You will not be registered by the Institute if you fail to fulfill any of the above – mentioned requirements.

4.0 EXAMINATIONS REGULATIONS

These guidelines regulate the Conduct of Examinations at SMIHAS, and other provisions may be added from time to time since its approval by the Governing Board (council) in the 2025/2026 academic year.

4.1 Conduct of Examinations

- a) The College examinations shall be conducted under the Deputy Principal Academic Office or such other officer of the College as may be appointed.
- b) The Deputy Principal Academic shall have the power to issue such instructions, notes or guidelines to candidates, invigilators and examiners of College examinations as he/she shall deem appropriate for the proper, efficient and effective conduct of such examinations.
- c) The instruction notes or guidelines issued by the Deputy Principal Academic, under regulation 2.1, shall form part of and be as binding as these Regulations.
- d) To be eligible to sit for an Examination, a student must have attempted the required number of Continuous Assessment Tests (CATs) on the course being examined.
- e) Invigilators must ensure that they have registration lists for candidates registered for each paper in the room in which the examination is being taken.

4.2 Modes of Examinations

Examinations will be conducted in a combination of any of the following modes, depending on the specific requirements of the course, year of study and in accordance with the Examination schedule

- a) Written Examination
- b) Viva Voce (Oral) Examination
- c) Practical Examination
- d) Clinical Examination
- e) Logbook
- f) Fieldwork attachment report

4.3 Setting of Examination

Each module will include assessments in the form of Continuous Assessment (CA) and Semester Examination (SE), in line with the relevant curriculum requirements. The CA will consist of theory

tests, oral/practical/clinical tests, assignments, project work or operational research, and field attachments. The SE will include theory, oral/practical/clinical evaluations, and project work or operational research pertinent to each module. SMIHAS will ensure that both CA and SE are conducted according to the following criteria:

- a. For CA, the number of theory tests, oral/practical/clinical tests, assignments, project reports, and fieldwork reports will be as outlined in the assessment plans of the respective curricula.
- b. For SE, the number of theory papers and oral/practical/clinical papers will also be as specified in the assessment plans of the respective curricula.
- c. CA and SE will be administered in accordance with the assessment plan for each module.
- d. All CA must be completed at least two weeks before the start of the SE.

4.4 Theory Test/Examination

- a. Tests and examinations shall be created by tutors who are competent in the specific modules.
- b. The content of the tests and examinations shall align with the respective assessment plan.
- c. Questions in the tests and examinations shall cover competencies ranging from simple to complex.
- d. Each test and examination paper shall include a marking scheme, which consists of an answer guide and a distribution of marks.
- e. When setting questions, the duration of the test or examination must be considered. The minimum duration for NTA Level 4 to 5 is two hours, and for NTA Level 6, it is two and a half hours.
- f. The test or examination shall be submitted to the examining authority at least one week before the date of moderation.
- g. The number of theory tests and examinations administered shall be as specified in the respective assessment plan.

4.5 Oral test/examination

- a. There shall be not less than 50 questions.
- b. Choice of questions shall adhere with the curricula.
- c. The setting of questions shall consider duration of tests/examination conduction.
- d. The maximum duration for NTA level 4 to 6 is fifteen minutes.

4.6 Practical test/examination

a. Practical Test/examination and Objective Structured Clinical Examination (OSCE)/Objective Structured Practical Examination (OSPE)

- i. Practical Tests/examination shall be set by tutor (s) competent to the specific module (s).
- ii. Setters shall consider the number of stations and minimum duration of the test/examination as specified in the assessment plan.
- iii. The setter shall prepare advance instruction to facilitate the conduct of the test/examination which shall include but not limited to chemicals, reagents, instruments and equipment.
- iv. Advance instructions shall consist of destructing items to blind both the supervisor and laboratory/clinical instructor before the conduct of examination.
- v. Specific advance instructions shall be given to respective programs as it shall be determined by the examination authority.



4.7 Clinical test/examination

The setting of clinical test/examination shall ensure that, module content, competence level descriptor, and the test/examination shall have a proper tool of assessment. Tutors responsible for a particular module shall prepare a Clinical test/examination. The preparation shall include the following:

- i. Clinical settings (outpatient and inpatient departments)
- ii. Adequately structured rating scales/checklists
- iii. Adequate number of patients/clients relevant for candidates as per the curricula.
- iv. Equipment and supplies as per the number of students.

4.8 Assignments

- a. The setter shall prepare an assignment in the form of a complex integrated learning outcome that will be given to a learner in a form of written work or practical exercises, depending on the nature and requirements of the respective module.
- b. Assignment shall be set by the tutor(s) teaching the specific module(s). When circumstances dictate otherwise, the principal may appoint a competent tutor to set the assignment.
- c. The content of the assignment shall adhere to the respective Assessment plan.
- d. Assignment question(s) shall be set based on the competence level descriptor and cover competences from simple to complex.
- e. Each assignment shall have a marking scheme (answer guide and marks distribution).
- f. Assignments shall not contain objective-type questions.

4.9 Project work/ Operational research

- a. Tutors responsible for particular module(s) shall prepare project work/research guide based on the competences to be covered by a student as stipulated in respective curricula.
- b. The preparation shall include the project work/research report guidelines.

4.10 Field work

Tutors responsible for particular module/curriculum shall prepare practicum site based on the competences to be covered by a student. The preparation shall include the following:

- a. Practicum site.
- b. Field work guidelines.
- c. Preparation of assessment tools e.g log books

4.11 Modes of Assessment

The National Technical Award (NTA) Level 4 - 6

Continuous Assessment - 40%

End of Semester Examination - 60%

4.12 Grading System

After completion of marking process during CA and Semester examination phases, the awarding of candidate's performance shall be based on approved grading system specified in the curriculum information report.

The grading system shall ensure credit system established by NACTE for NTA level 4 to 6 is maintained.

4.13 Grading System for NTA Levels 4, 5, and 6

Grade of each module shall be assigned according to the grade definitions and range of scores as provided in Table 8 and the classification of the award in terms of Grade Point Average (GPA) is as provided in Table 9.

Table 8

Grade definitions and range of scores

NTA LEVEL 4 to 5			NTA LEVEL 6			
SCORE RANGE	GRADE	GRADE POINT	SCORE RANGE	GRADE	GRADE POINT	DEFINITION
80 – 100	A	4	75 – 100	A	5	Excellent
			70 – 74	B+	4	Very Good
65 – 79	B	3	65 – 69	B	3	Good
50 – 64	C	2	50 – 64	C	2	Satisfactory
40 - 49	D	1	40 – 49	D	1	Poor
0.0 – 39	F	0	0.0 – 39	F	0	Failure
-	I	-	-	I	-	Incomplete
0	Q	0	0	Q	0	Disqualification

Table 9

Classification of the award

NTA LEVEL 4 and 5		NTA LEVEL 6	
CLASS OF AWARD	CUMMULATIVE GPA	CLASS OF AWARD	CUMMULATIVE GPA
First class	3.5 - 4.0	First class	4.4 - 5.0
Second class	3.0 – 3.4	Upper Second class	3.5 - 4.3
Pass	2.0 – 2.9	Lower Second class	2.7 - 3.4
		Pass	2.0 - 2.6

Note: A student with a semester GPA less than 2.0 shall be declared failed without being given a chance to supplement the failed module.

4.14 Examinations and Registration for Courses

Examinations: It includes continuous assessment (tests, quiz, assignments, seminar presentations, practical etc) and end of Semester/ Special/ Supplementary examinations. There shall be a written and, where the course demands, a practical examination during each semester for each course taught.

Tests and Examinations: A student shall be required to do all tests and examinations prescribed to qualify him/her for the Diploma award. Any reason that may prevent a student from sitting any examination shall be reported in writing by the student to the Academic Officer, notified to the Examination Officer, and permission granted in writing by Principal prior to the time of the examination.

Student Cards: A student who forges or holds a fake student's Identity Card, Examination Card or any College document contravenes (disobey) Students By-Laws or Examination Regulations and if proved the student shall be expelled from studies and be reported to the relevant government authority(ies) for legal action. A candidate shall be issued with a Student Identity Card after completing Registration and Examination card from Examination Office at least 5 days before the commencement of the examinations.

NB: No student will be allowed to attend classes if she/he is not registered. A student shall be allowed to register after paying the required fees as per Fee structure instruction.

4.15 Eligibility and Postponement of Studies

(i) No candidate shall be eligible for any examination in any programme/subject unless the Academic Officer in consultation with the instructor that the candidate has undertaken the course by attendance of not less than 75% and passed the continuous assessment by 50% (20/40).

(ii) During classes no student shall be allowed to expose/hold on hands or place on the bench or use cellular/mobile phone. Otherwise, the student subjected for disciplinary action including suspension from studies.

(iii) Permission to be absent from class will be granted by the Academic Officer after consultation with the Course Instructor and notification to the Dean of Students (Warden) to Students with genuine reasons to absent themselves from class.

(iv) Such a candidate shall be required to complete the course before being allowed to sit for the examination. Bona fide (valid) students shall be entitled to sit for the College Examinations for the courses in which they are registered or have fulfilled the course requirements, unless otherwise advised in writing by a College Authority.

(v) To request a postponement of the End of Semester Examination, candidates must submit a written application letter. The principal will grant permission in writing after consulting with the Deputy Principal Academics, the Academic Officer, the Examination Officer, and the Dean of Students (Warden). Postponement of continuous assessment will be granted by the instructor in consultation with the Academic Officer upon application by the student.

(vi) Postponement of studies shall be for one academic year. Under special circumstances, the postponement of studies can be extended for only one additional academic unit only after submitting supportive relevant documents. A student staying out of the College beyond two years or without permission after the first postponement of studies shall cease to be a bona fide (valid) SMIHAS student.

(vii) A student who postponed studies shall be allowed to resume studies after submitting his/her application which, where applicable, is supported by evidence of capability to resume and undertake studies. Permission for resumption of studies shall be granted by the Principal in consultation with the Deputy Principal (Academic), Academic Officer, Examination Officer and Dean of Students (Warden).

4.16 Dates of Examinations and Time Table

(i) Dates and times of conducting continuous assessments shall be indicated by the respective instructor(s) in the course schedules.

(ii) Dates for the end of semester examinations shall be published in the College Almanac/College notice board or SMIHAS website.

(iii) Candidates shall be responsible for consulting the Examination Time Tables as published on the notice board and/or SMIHAS website. Examinations shall take place any day of the week (Monday to Friday) as scheduled in the timetable even if it falls on a Public Holiday.

4.17 Absence from Examinations/Special Examinations

- (i) A student who absents himself/herself from end of semester examination including Special or Supplementary Examination(s) without compelling (convincing) reasons shall be deemed to have absconded from examinations and shall be discontinued from studies/College.
- (ii) If the Academic Committee accepts a compelling reason following an appeal by the student, a written permission will be issued to the affected student allowing him/her to sit for special examinations at the time for the next scheduled Examinations.
- (iii) A student upon writing a request letter to be absent from the End of Semester Examination (with compelling reasons) and following approval by the Academic Committee, a written permission will be granted to the student to sit for Special Examination(s) at the time for the next scheduled Examinations.
- (iv) A student who fails a Special Examination shall carry over that course when next offered, provided the course is not the requirement for a subsequent specific course and that the student fulfill the requirement to continue with the studies.
- (v) A student who absents oneself from any continuous assessment test, quiz, tutorial(s) or fails to submit practical or assignment(s) given as part of the Continuous Assessment without compelling reasons shall be considered to have attempted such examinations or practical or assignment(s) and shall be awarded a zero mark.
- (vi) A student who fails to sit for a continuous assessment test(s) or submit (an) assignment(s) because of compelling reasons shall be required to complete the same before attempting the end of semester examination(s) of the respective course. Such a candidate shall be responsible for initiating a request for the continuous assessment test or assignment.

4.18 Falling sick immediately before or during an Examination

- (i) If a candidate falls sick immediately before or during the examination period and is medically unable to attend any examination (as certified by the Medical Officer), she/he will be advised by the Academic Officer to postpone the examination until an appropriate time to be arranged.
- (ii) Any student who is sick and decides to take an examination, does so at her/his own risk, and must abide by the result of the examination.
- (iii) Any student who is sick and decides not to take an examination without certified report of the Medical Officer and reporting to the Deputy Principal Academic during the day of examination and instead she/he reports the incidence a day(s) after, such students shall be deemed to have absconded from examination and shall be discontinued from studies.

4.19 Publication of Examination Results

- (i) The Deputy Principal (Academic) may, after the Governing Board and/or Academic Committee meeting, publish provisional examination results subject to confirmation of the same by the Governing Board upon the recommendation of the Academic Committee.
- (ii) Except for final semester examination, tests and course work assessment results shall be under the mandate of the respective tutors within reasonable time. The student is responsible to consult the course instructor or Academic Officer for complain if any on continuous assessments results before the deadline for displaying on notice board.
- (iii) End of Semester Examination results must be released and published on the College notice board and/or website within three weeks from date of completion of exams. Students are not allowed to seek Semester Examination results from any academic or non-academic staff member by telephone, letter or any other way before the prescribed date shown on the almanac or that notified to students.
- (iv) End of Semester Examination shall be conducted under the control and supervision of Ministry of Health (MoH) and National Council for Technical and Vocational Education Training (NACTVET).

4.20 Withholding Examination Results

The SMIHAS Governing Board may, where a student has failed to fulfill a fundamental contractual or legal obligation or a breach of the same e.g. not paying fees or outstanding dues, or where there is dishonesty or fraud, bar him or her from examinations or withhold examination results until he or she discharges the obligation or is exonerated (clear) from the wrong.

4.21 Special Examinations

- (i) A special examination is one which is taken at a time other than the regular examination period as the result of extenuating (justifying) circumstances.
- (ii) A student may, in extenuating circumstance, be allowed to postpone sitting for an examination, provided he or she reports the matter in writing, before the examination to the Deputy Principal Academic and the Examination Officer.
- (iii) Such a report shall be accompanied by authentic (genuine) supporting documents.
- (iv) With the exception of emergency cases such requests must be submitted to the office of the Deputy Principal Academic at least 48 hours before a given exam is due to start.

- (v) A student shall be deemed to be eligible for special examinations after receiving a letter of authorization to take special examinations from the Deputy Principal Academic.
- (vi) Special examinations shall be conducted at such time, coincident with supplementary examinations and internal examinations at agreed time.
- (vii) When a student is allowed to sit for a special examination, he/ she shall be considered to be attempting the examination for the first time, and shall be accorded all of the rights provided for in the examination regulations.
- (viii) Special examinations shall not be availed (benefit) to students who have absented themselves from regular examinations without written permission. Such students shall receive "0" marks and a grade "E"

4.22 Supplementary Examinations

- (i) Supplementary examination is one which is taken by a student after he/she fails a paper in a regular or in a special examination.
- (ii) A student shall be allowed to sit for a supplementary examination only if he/she has failed in less than 50% of the prescribed examination papers.
- (iii) The supplementary examination must be taken only in the failed paper(s) at a time to be determined by the Governing Body/Academic Committee or NACTVET.
- (iv) A student who fails a supplementary examination shall be allowed to carry over that course once, provided the course is not the requirement for a subsequent specific course. Specific regulations for specific programmes shall also be applied.

4.23 Carry Over Courses

- (i) Carryover of a failed course into a subsequent year shall imply repeating module in the subsequent year (when next offered) by fulfilling all the requirements of the course.
- (ii) Students are normally required to pass all courses of examinations at the end of the academic year before proceeding to the following year of study. In special circumstances the Academic Committee may allow a candidate to carry forward to the following year of study failed course(s) provided the annual overall GPA ≥ 2 , otherwise the student is **discontinued from studies**.
- (iii) A student shall be allowed to carrying the courses and shall clear within one academic year whereas a student carrying over one course shall clear within the allowable maximum period of registration; otherwise, the student is **discontinued from studies**.

4.24 Appeals Against Academic Decisions

- (i) Well-grounded appeals supported with substantive and documented evidence against any academic decision or recommendation shall be lodged with the appellant's Examination Officer using special appeal forms, who shall forward it to the Academic Committee with the Governing Body's Observations (scrutinize on the authenticity of the appeals) and Recommendations. The appeal by the student must be submitted within 7 days from the day the results were posted or the decision communicated to the affected student. Only academic reasons will be considered and the decision of the Academic Committee shall be final.
- (ii) In the case of examinations, the Board of examiners' recommendation shall be final except where well-authenticated claims for unfair marking or disregard for examination regulations is raised by the affected student. In such a case, the Governing Board shall investigate the matter and forward its recommendation to the Academic Committee, whose decision shall be final and conclusive and no further appeal shall be entertained regarding the same issue.
- (iii) No appeal with respect to the conduct of College Examinations and the marking of the scripts thereof shall be entertained unless such appeal is lodged with the appropriate College authority within 7 days of the date of publication of the results under the authority of the Academic Committee.
- (iv) Except where unfair marking, wrong computation of marks or grades or others like irregularity committed in the conduct of any College examination is alleged, no appeal shall lie in respect of any such examination on any ground.

4.25 Management of Examination Offences

There are various types of examination offences which need management. The examining authority shall prescribe penalties to be imposed on both candidates/students and examiners for mistakes committed. The major known examination offences and the recommended penalties are as shown in a table below;

Table 10

S. No	OFFENCE	PENALTY
1.	Possession or access of unauthorized papers, books, or notes that could be of assistance to a Candidate.	Nullification of a candidate's examination results
2.	Talking to another candidate or any person inside or outside the examination room, during the examination session, without the permission of a member of supervisory staff.	Cancellation of examination results
3.	Receiving or attempting to receive or give help to another candidate.	Disqualification of a candidate from appearing in the examination

		in which he is found guilty up to three years.
4.	Copying or indulging in copying from any paper or notes or allowing any other candidate to copy any matter from his answer booklet or to render in any manner any assistance to another candidate in solving a question or a part of question set in the question paper.	Nullification of Candidates examinations results
5.	Swallowing or attempting to swallow a note or paper or running away with it or cause disappearance or destroy any such material.	
6.	Consulting books, note books or papers or any other matter found with him while outside the examination room but during the examination hours before he has handed over his answer booklet to the invigilator or any other member of the supervisory staff.	Disqualification from appearing in the examination for a period of up to three years.
7.	Writing on any other piece of paper, a question set in the paper or anything connected with or relating to a question set in the paper or solution thereof.	
8.	Passing on or attempting to pass on during the examination, a copy of a question set in the paper or the question paper itself or a part thereof or a solution of a question set in the question paper, to anyone.	
9.	Possession of solution to a question set in the paper in connivance with any member of a supervisory or any other staff or some outside agency.	Nullification of Candidates examinations results Disqualification from appearing in examination for a period of up to three years and liable to such other punishment as the examining authority may decide.
10	Making previous arrangements to obtain help in connection with the question paper.	Disqualification from appearing in examination for a period of up to three years. Disqualification of the person with whom the candidate has made previous arrangement from appearing in examination for a period up to two years. A Candidate shall also be liable to such other punishment as the examining authority may decide.
11	Smuggling in an answer booklet or a continuation sheet or taking out or arranging to send out an answer booklet or continuation sheet, during or after the examination with or without the help or connivance of any person connected with the examination centre or of any agency within or outside examination centre.	Nullification of Candidates examinations results
12	Writing outside the examination hall, an answer booklet or a continuation sheet for a candidate, which the latter	Disqualification from appearing in Examination for a period of up to

	smuggle into the examination hall or to replace the answer booklet of the candidate after the examination.	five years. A Candidate shall also be liable to such other punishment as may be decided by examining authority. Disqualification from appearing in the examinations.
13	Misconduct or misbehaving towards the invigilator or any member of the supervisory staff.	
14	Using abusive or obscene language in the answer booklet.	
15	Impersonating a candidate	
16	Forging another person's signature on a Candidates examination registration form or using a forged document knowing it to be forged and with a view to seeking admission.	
17	Obtaining admission to the examination on a false representation made by a Candidate in his examination registration.	Nullification of Candidates examinations results Declare a Candidate ineligible to appear in the examination.

5.0 DRESS CODE

Over the past decade, the higher education institutions dress code has become an increasingly common policy nationwide. When students grow and develop their identities, they often use clothes as a way to express who they are and what they believe. For this, college clothing during and after class sessions and personal appearance should be neat, becoming, and appropriate.

The decent dress code is applicable to all students to provide and maintain high professional ethical standards of integrity and discipline on the campus. All students shall maintain person hygiene, dress in decency, modesty and respectable attire in Accordance with acceptable norms.

The SMIHAS understands and fully supports students' right to self-expression. Also has an obligation to create a living, teaching and learning environment where all members of the community are comfortable and not offended by inappropriate dress. The SMIHAS Management, classroom, instructors/tutors and other staff have the responsibility to oversee and address guidelines violators and/or deny services to students dressed in any of the prohibited attire (dress).

5.1 Student Dressing Guidelines and Requirements for Students

Students will dress by the dressing guidelines and are required to be observed by all students at SMIHAS;

- a) All students must wear identification cards at all times while on campus for identification purposes.
- b) Dressing appropriately is required based on the situation, such as for classes, clinical settings, church, business, formal events, relaxation, or sports activities.
- c) Students should learn to dress in socially acceptable ways for specific occasions and activities.
- d) Inappropriate attire includes garments deemed offensive or unacceptable, such as:
 - Clothing without proper undergarments that may be see-through
 - Form-fitting clothing lacking appropriate support undergarments
 - Micro-mini dresses or skirts that do not adequately cover the thighs while standing or sitting
 - Halter tops and midriff-baring blouses
 - T-shirts with disrespectful language or indecent messages

- Cut-out or torn jeans that reveal undergarments or private parts
- e) It is prohibited for both males and females to display any visible underwear.
- f) Neither males nor females may wear baseball caps, stocking caps, skullcaps, sun-visors, or bandanas in public buildings, except in the privacy of student hostels or during religious or cultural activities.
- g) Students must pay appropriate attention to personal cleanliness and grooming, including hair, to ensure a clean, neat, and orderly appearance that reflects the values and mission of the SMIHAS community.
- h) Dress must be suitable for the occasion or setting. For special events (such as convocations, career fairs, and employment opportunities), business or formal attire is required, which includes a shirt and tie, business suit, blazer with a dress skirt or slacks, or a formal dress or tuxedo.
- i) Pajamas of any kind, hair rollers, and bedroom slippers are only permitted in residence halls and should not be worn in public areas.

5.2 Dress Code Violations

A student who violates the dress code will have an opportunity to correct the mistake. A student who violates the dress code frequently will be eligible for disciplinary measures as stipulated in the Student By-Laws. A student who has a question about the appropriateness of dressing should discuss the specific issue with the appropriate staff member before wearing the item.

6.0 CAMPUS LIFE



Your home of Comfort and Growth Welcome to Soko Memorial Institute of Health and Allied Sciences. A safe, serene and supportive environment awaits you. At Soko Memorial Institute, you are not just accommodated – you are at home.

6.1 Accommodation

The Hostel rooms are furnished and designed to accommodate four students each, with shared wash-facilities and communal areas. The SMIHAS has hostel with the capacity of accommodating all students.

The main objective of this is to provide conducive living environment for our students to facilitate smooth academic journey that will enable them realize their dreams.

6.2 Spiritual Life

SMIHAS respects the religious freedom of individuals within our community. Students and staff have freedom of worship.

Counselling: The institute cares deeply about the wellbeing of each individual, hence ensuring that there is access to counselling services on campus.

Those in need of counselling on any matter including study, home, family, work related issues will find that the services are offered in professional manner and in a friendly environment.

Close follow-up is made, for those who need it and it is available for as long as necessary.

6.3 Medical Services

The institute has full time staff, who attends the students for medical issues. For easier access to medical services, students are enrolled into a medical insurance programme (with NHIF) at the beginning of the academic year. This is facilitated by the office of the Warden. Students who have private health insurance coverage can come with their cards and ensure that they show proof of such cover to the Warden.

NHIF offers health insurance card to students for the period of studentship. A student who is a member of NHIF will access medical services with his/her NHIF card at any accredited facility throughout Tanzania. This health insurance covers for students only and does not involve student's dependents.

The NHIF cards that will be issued once and used throughout your studentship will be collected from the Accounts office. At the beginning of every academic year, you will be required to activate your membership by paying the requisite fees, short of which you will not be able to access medical services under NHIF scheme.

The college will be responsible for the collection of students' annual contributions at the beginning of every academic year. Your membership will cease once you leave the college.

6.4 Students' organisation

Soko Memorial Institute Students Organization (SMISO) is a student organization established to uphold students' interests. It was also intended to teach students about social and political matters, economic and academic affairs, and practical matters by providing advisory services or guidance from the Management through the warden's office. Therefore, the Students' Organization is run by students with high degrees of autonomy.

SMISO leaders are elected annually in the General Students' Elections, which normally take place in March or April. All students have the right to vote and to be voted for. Posts to be contested for are President, Vice President, Class representatives, and hostel blocks.

The SMISO General Elections is coordinated and managed by an independent Electoral Committee (NEC). Members of the Electoral Committee are selected representatives from each class. The Chairperson of the Electoral Committee announces the results after the counting of votes is complete.

6.5 Sports and Games

Several sports and games are offered at SMIHAS. Our institute strives to offer a friendly atmosphere to students and improve the learning environment. The available sports and games include athletics, football, basketball, volleyball, and netball.

At Soko Memorial Institute, we are dedicated to nurturing the whole student, equipping them not only for successful careers in health professions but also for a fulfilling life beyond academics. Our expansive sports ground, a vibrant hub of activity, provides the perfect backdrop for students to unleash their energy, cultivate their unique talents, and develop a spirit of teamwork and resilience. As they work hard in their training, they cheer each other on and aim for greatness together in a warm and encouraging atmosphere.



The Soko Memorial Sports Ground is where students build strength, enhance wellness, and bond as a team through activities such as football matches and fitness drills. A healthy body and mind foster a winning spirit.