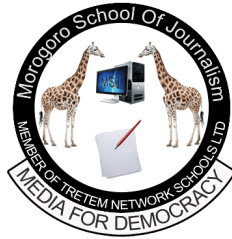


MOROGORO SCHOOL OF JOURNALISM



PROSPECTUS ACADEMIC YEAR 2019/2020

*P.O.BOX 1287
MOROGORO, TANZANIA
Tel: +255 715 257605/ 0784 257605
Landline:+255 232 600 718
Email: info@msjcollege.ac.tz*

Website: www.msjcollege.ac.tz

WELCOME STATEMENT FROM PRINCIPAL

It is my pleasure to welcome both new and continuing students to Morogoro School of Journalism for the academic year 2019/2020. The college has full registration by the National Council for Technical Education (NACTE) with registration number RE/PWF/005. It offers nine (1) course in diploma and certificate level.

I urge all students to utilize their time effectively for learning in order to build an understanding, skills and knowledge so as to become competent graduate to fit in the employment market as our motto says “Media for democracy”

It is our hope that prospective, new and continuing students will use this publication in determining courses offered, admission requirements, class modules, hours and assessments, examination rules and regulation as well as graduation requirement.

Welcome to Morogoro School of Journalism

Principal
Kanga M Marco

THE EXECUTIVE OF SCHOOL

Board Chairperson	Mr. Christopher Mgalla Postgraduate in Law, Law school of Tanzania, (2016)
Principal	Kanga Marco M, B.A (Political Science and Public Administration, UDOM, (2011)
Deputy Principal-ARC	Boniphace John, B.A (Mass Communication, (2017)
Deputy Principal- PFA	Zuberi Hashimu M, B.A (Mass Communication, (2017)

SENIOR STAFFS

Examination officer	Kazimoto Kelvin B.A (Masscommunication), MUM (2016)
Quality Assurance	Mwajuma Ally Kombo BA Mass communication (MUM-2017) Diploma in journalism, ZJMMC (2014)
Head of Department	Erick Alam Mboma BA Mass communication (MUM-2017)
Dean of student	Gembe Abdalah R Baed (History & Kiswahili), University of Iringa, (2016)
Accountant	Hassan Hidaya I, Dip in Accountancy, IFM (2016)
Librarian	John Christina, Cert (Library and Information Studies, JUCO (2016)
Registrar	Gamba Yusuph I, Dip (Computer Science), JUCO, (2016)

INTRODUCTION

1.1 Background Information

Morogoro school of Journalism {MSJ} Was born early in 1995 under the umbrella of the training of resources and technology management{TRETEM}.It was the first privately owned School in imparting journalism skills and knowledge in Tanzania.

With the restructuring TRETEM School in 1998, MSJ was born officially under its current name with the appointment of a principal. As such, courses offered were upgraded and the certificate course that was offered came to be known as the Advanced Certificate in journalism {ACJ}.The curriculum was also reviewed to fit into the new course.

In reviewing the courses another course was started in 2012 known as the Diploma in Journalism Course. This was in line with the changing world of the technology where student were required to concentrate on approaching the problems that could be faced tomorrow instead of concentrating on old methods of imparting knowledge with old devices. When the National council For Technical Education {NACTE} came into existence, MSJ being one of the tertiary Schools, was required to fulfill some requirements in order to be registered under it. Also NACTE instead that method of imparting the required skills and knowledge should be reviewed to strengthen the practical side of the syllabus . As such there was need to review the curriculum and come up with new prospector that will produce newborn journalist who can compete in the labour market in the globalization era.

Currently this prospector has been developed according to the need of the mass media in all branches from reporters to those in managerial posts

1.2 Location of the School

Morogoro School of Journalism is currently located at Kihonda Mizani in Morogoro municipality alongside the Morogoro- Dodoma road about 8 km² from Msamvu bus terminal.

1.3 Our Vision

Our vision is to become a leader in providing quality and affordable education in and outside the country so as to meet the needs and objectives of our stakeholders.

1.4 Our Mission

Our mission is to foster development through the provision of quality education at an affordable cost. We are committed to generate new idea,knowledge and skills that will be utilized in transforming journalism practice in and outside the country

1.6 Morogoro School of Journalism Motto

Media For Democracy

2.0. ACADEMIC PROGRAMS

2.1. LONG TERM PROGRAMS

The School offers Ordinary Diploma programs and Basic Technician Certificate namely:

- Journalism and Mass communication

These programs for diploma last for a period of two academic years which are divided into four semesters (two semesters per year) and that for Basic Technician Certificate last for a period of one year.

SHORT TERM PROGRAMS

Short courses

The School offers the following short courses namely:

- Newspapers Design
- Online Social Media Marketing
- Graphics Design for Electronic and Printing Media
- Camera Repairing
- Broadcasting
- Radio/Television broadcasting
- Radio programs production
- Film Production
- Photo Journalism

Duration for each course is three (4) months

- Full DJ Course – Duration 6 Months

3.0. GENERAL ADMISSION REGULATIONS

3.1. Admission Regulations

- i. Application should be done by collecting form at the school or where will be available and fill. Applicants who meet the minimum entry requirements may be selected. Also application forms may be collected at the college for a non refundable fee of Tshs 20,000=
- ii. Selected candidates are required to report for an orientation program which normally takes place during the first week of the new academic year.
- iii. Deadline for registration of new students shall be two weeks from the first date of the orientation week while for continuing students it will be the second week after the beginning of a semester.
- iv. Moreover, admission shall be granted to students only if they produce evidence of payment (Bank pay in slip) of at least half of the fee to Bursar.
- v. All students are required to conform entirely to Institute regulations and by-laws.
- vi. Except in special circumstances, no student shall be allowed to change a course which he/she has been admitted to.
- vii. No change of names by students will be entertained during the course of study and they will only be allowed to use names appearing on the certificates.
- viii. No student will be allowed to postpone studies after commencement of an academic year except under special circumstances. Permission to postpone studies will be considered after producing satisfactory evidence of the reasons for postponement.

4.0 MINIMUM ENTRY REQUIREMENTS

4.1. Minimum entry requirement for basic technician certificate

Certificate in Journalism and Mass Communication

A candidate should have Certificate of Secondary Education Examination (CSEE) with at least 4 passes in any subjects including English.

4.2. Minimum entry requirement for ordinary diploma

Diploma in Journalism and Mass Communication

A candidate should have

- a) At least (1) principle pass and (1) subsidiary in the Advanced Certificate of Secondary Education Examination (ACSEE) in any subjects.

OR

- a) A NTA level 4 certificate in **Journalism and Mass Communication** from any learning institution registered by the Government or recognized by government bodies of the country of study.

Admission requirement for short-term students

- i. Applications that will be considered shall only be from candidates who possess qualifications for college short term courses
- ii. Short term students are required to register as students of the college for the time stipulated for a particular course
- iii. Applications will be by using special forms that will be collected at the college for non refundable 20,000 Tshs
- iv. Students will be required to pay prescribed college fees to joining the programs
- v. Short term students have to abide by Morogoro School of Journalism By-laws and will enjoy all facilities just like any other student.

OUTCOME OF DISCONTINUED STUDENTS

- i.** A student who ceases to be active student of Morogoro School of Journalism shall be required to fill in the clearance form and return all college properties including identity card. A candidate who fails to return any college property shall be liable to legal action.
- ii.** A candidate who is discontinued on the basis of having failed to meet the minimum requirements for continuing with studies may be re-admitted in a course other than the one he/she failed, as a fresh candidate.
- iii.** A student discontinued from studies on the basis of examination irregularities at Morogoro School of Journalism in any other institution shall not be eligible for re-admission/admission into any study course at the college.

5.0. REGISTRATION GUIDENCE FOR STUDIES AND COURSES

- i. A candidate shall be registered with the registrar after paying college fees. For first year candidates, registration will be done after verification original certificates.
- ii. A candidate shall be registered using three full names and hence all initials that appear in Ordinary/Advanced- Level and other certificates shall need to be spelt out during registration.
- iii. No candidate shall be using less than three names unless certificates of primary and secondary schools and other institutions bear only two names.
- iv. In case differences in names exist between Ordinary/Advanced – Level and certificates from either other institutions the candidate shall be required to submit a registered deed poll as evidence of legal approval of the change of names. If such evidence will not be provided the candidate will not be registered for studies.
- v. A candidate wishing to change Certificate or certificate course should report his/her intention in writing to Deputy Principal Academics, Research and Consultancy explaining reasons for that change and the DP-ARC will check out availability of and make decision.
- vi. Candidates in each semester shall be required to register within three weeks from the date of starting new semester.

FEE STRUCTURE AND MODE OF PAYMENT

Direct study cost for Academic year

a) Certificate fee structure in Tsh

	Amount (Tsh)
Tuition fee	1,000,000
Graduation fee	50,000
Stationery fee	10,000
Student Organization fee	15,000

b) Diploma fee structure in Tsh

	Amount (Tsh)
Tuition fee	1,000,000 per year
Graduation fee	50,000
Stationery fee	10,000
Student Organization fee	15,000

Indirect student cost for Academic year

a) Indirect cost for Certificate and diploma students

	Amount (Tsh)
Meals	3000 per day
Accommodation (hostel)	300,000 per year
Special studies expenses	200,000
Books & Supplies expenses	200,000

Accommodation

The college has hostels for both boys and girls, which is under good conditions including hygiene, security as well as availability of water and electricity. Also there is canteen for all students when they are in the campus. Accommodation fee as indicated above is 300,000/= and is divided in two semesters that 150,000/= per semester.

Mode of Payment

All payments for fees directly paid to MSJ Account No. **3390364640** KCB Bank, Morogoro Branch or any branch where will be found. However, the Institute is not responsible for any type of charges or taxes.

Financial regulation and policies

Amount stated in TSH

Amounts for fees, deposits, and other charges in this section are stated in Tanzanian Shillings (Tshs.), unless otherwise indicated. However, student can elect to pay in US Dollars (US\$) By requesting the Bursar`s office to prepare a special invoice in US\$ for the named student. The amounts due as converted to US\$ are only effective for a limited time, as stated in the particular invoice.

Policy on Registration

A student cannot register for classes if he/she owes any amount for a prior semester or cannot pay the installment due for the current semester. Unregistered student that attempt to attend classes, reside in the dormitories, and/or access any other Colleges services are subjected to immediate discharge from campus and can be discontinued from their studies. Registration must be completed within the first two weeks of the class for a semester, or the student must suspend his/her studies until a succeeding semester.

Cash payments to students

The college cannot make cash payment to students if the funds have not yet been received and cleared by the college bank.

Student allowances

The college does not provide allowances to students .The College invoice only covers student fees and required deposits. It DOES NOT cover any of the student's expenses. Support for personal needs and studies should also consider reasonable and necessary expenses such as book, stationery, supplies, personal care items, transportation and special expenses for studies.

For further information see estimated student expenses in this section on estimates to assist students and sponsors in setting the level of support for these special and personal needs.

Scholarship/Sponsorship

Applicants who have applied for and anticipate receiving scholarship or scholarship support from church organization, governmental agencies , parastatal, public or private organizations, private companies or individuals, must notify the bursar Office and provide relevant copies of correspondents and scholarship document (including phone, fax and e-mail contact for the sponsor). Sponsorship payment should be made directly to the College, to the attention of the Bursar office.

LIBRARY CODE OF CONDUCT

Access for Use of the Library

(a) Accessibility to Library Facilities All members of the academic community: teachers and registered students, and members of the administrative staff are entitled to the use of the library as readers. However, the Librarian may admit other authorized persons who are not members of the college to use the library.

(b) Library Membership Registration. No person may exercise the privilege of borrowing library materials unless he/she has filled out a borrower's registration form at the library desk to activate his library membership status. That signifies that the borrower will have read library rules and agreed to abide by them.

- i. There shall be an Annual Library Registration of students, which shall be simultaneous with their registration for courses for that academic year. Any student holding overdue library materials will not be registered in the library until he/she returns the materials and pays the fine, and will therefore be unable to borrow books.
- ii. Students will be responsible for any library items borrowed using their "ID". Approved and registered users of the library shall present their bar-coded to borrow books from the regular collection.

(c) Use of Special Collection Materials in the Special Collection is open to all registered users. All materials in the closed access within the special collection will be issued for reference purposes only against a reader's identity card.

(d) Borrowing of Books – General. The right of borrowing is accorded to the persons mentioned in 2(a) above.

- i. No material shall be removed from the library until it has been officially issued to the borrower at the issue desk.
- ii. All borrowers shall be required to present their identity cards t respective issue points of the library.

- iii. For all borrowers, except in the case of certain specified items, the loan period shall be two weeks. The book or material may be renewed for a further period if their item or document has not been reserved by another reader.
- iv. The loan period during vacation shall be the duration of such a vacation. The borrower in whose name a book is borrowed shall be solely responsible for returning it.
- v. Any borrower who fails to return books to the library on the date due, shall be liable for a fine of Tshs. 1000/= per book each day until the book has been returned.
- vi. There shall be clearance of Library materials at the end of each Academic Year whereby books held by each and every borrower shall be returned to the library. Thereafter the borrower who is continuing association with the college by study or employment may borrow for the vacation only. At the beginning of each academic semester readers shall clear their vacation and other loans. Readers who do not comply will have their borrowing privileges suspended, including that of the use of Special Reserve.
- vii. The Bursar shall not refund any deposit due to a student whose course terminates at the end of the session and who has not returned library materials until all materials have been returned. An amount equal to the fine will then be charged against the deposit.
- viii. The Librarian reserves the right to recall any book before the date on which it is due. The librarian may require that all books be returned when stock inspection is to take place.

- ix. The number of items which a student may have on loan at any one time shall not exceed five
- x. Books may be reserved for borrowing. However, they will be returned to the shelves if not claimed within one week after the notice has been sent to persons reserving them.

(e) Fees and Penalties for Unreturned, Lost, or Damaged Books
Borrowers who damage, lose, or fail to return a library book shall be charged:

- i.** The current cost of the book and processing costs
- ii.** A penalty of 30,000/= Tshs.
- iii.** In the case of finalist students, their Examination and Statement of Results, transcripts and certificate will be withheld by the DP-ARC until unreturned library items have been recovered, or the amount due to the library in fines, the value of materials and penalty have been paid by the borrower.

Inside the library rules

- i.** Silence shall be observed in the library.
- ii.** Mobile phones shall be switched off while in the library.
- iii.** Smoking is not permitted in the library.
- iv.** The use of matches or open lights in any part of the library is prohibited.
- v.** No food shall be brought into the Library including all type of drinks and fruits as they attract insects easily.
- vi.** No dispatch case or wallet of over 8" x 5" in size or attaché cases may be brought into the library. Overcoats and mackintoshes shall be left in the area provided for them.
- vii.** Readers must dress and behave in a manner that will not cause either offence or damage. Thus, for example, the removal of shirts, the placing of feet on furniture, and the wearing of high-heeled shoes are forbidden.
- viii.** The assistant at the control counter in the entrance hall shall insist that readers show all their books on leaving the library as a precaution against the accidental or illegal removal of library materials. Borrowers shall give the assistant their full cooperation in this matter.

(g) Damage and Loss of Library Books and Property

- i.** Readers or borrowers shall be responsible for any injury occurring to books while in their charge, and shall pay the full value of such books in case of damage. Readers are also responsible for their tickets. Any material borrowed against a borrower's ticket shall be the responsibility of the person whose name is on that borrower's ticket. Books represented as lost or missing will be replaced at the borrower's expense and the borrower will be charged the fees and penalties listed in item 2(e).
- ii.** The marking of books will be regarded as injury, and the person responsible shall pay the cost of replacement.
- iii.** Bottles of ink shall not be brought in the library. (i) Stealing or Mutilation of Library Property Any person who is found guilty of stealing or mutilating library property shall be penalized as follows:- (i) The person shall pay the fees and penalties listed in item 2(e). (ii) A student shall be rusticated for three months, provided that those three months are within term time, for a first offence and shall be permanently dismissed for a second offence.
- iv.** An External Borrower shall lose access to privileges and may be subject to criminal charges.

(h) Miscellaneous Information

- i.** Coats, bags, parcels, etc. shall be left in the area assigned for them in the entrance hall and shall not be brought into the library.
- ii.** Readers shall show their identity cards at every checkpoint at the Issue Desk when checking out a book, and upon request.
- iii.** Student Identity Cards are not transferable. In the event of an ID Card transfer from one library user to another, the two parties will be held responsible.
- iv.** Readers are requested not to re-shelve books taken from the shelves for consultation. Readers shall place the books on the tables or trolleys for re-shelving by the library staff.

5.0 GENERAL EXAMINATION REGULATIONS AND GUIDELINES

5.1 EXAMINATIONS

- a) Examinations shall include continuous assessments tests, quizzes, seminar presentations, practical and oral tests and end of semester examinations.
- b) There shall be written college examinations at the end of each semester for each course taught. There shall also be practical examinations where applicable.

5.2 ASSESSMENT CRITERIA FOR VARIOUS COMPONENTS OF EXAMINATIONS

a) Assessment of courses which have practical components shall be done as follows:

- a) Class attendance and participation will carry 10% of assessment.
- b) Take-home essays, assignments which will be given at appropriate stages during the semester session will carry maximum 10% of the assessment.
- c) Practical test[s] conducted each semester shall carry 10% of assessment
- d) Tests and quizzes which will be given at appropriate stages during the semester session will carry 10%
- e) The end of semester examination shall carry 60% of the semester final mark

b) Assessment of courses which have formal practical during the course with end of semester practical examination shall be done as follows:

- Class attendance and participation will carry 10% of assessment.
- Practical test[s] conducted each semester shall carry 10% of the assessment

- Take-home essays, assignments which will be given at appropriate stages during the semester session will carry maximum 10% of the assessment.
- Tests and quizzes which will be given at appropriate stages during the semester will carry 10 % of the assessment
- The end of semester practical examination shall account for 40% of the semester final mark for the subject.
- The end of semester written theory examination shall account for 20% of the semester final mark for the subject.

C) Assessment of courses which have no practical components shall be done as follows:

- Take-home essays and/or assignments shall account for 10% of the end of semester marks for the course.
- Class attendance and participation will carry 10% of assessment.
- Seminar reports and presentations where applicable shall account for 10% of the end of semester marks for the course
- Tests/quizzes during the semester shall account for 20% of the marks or 30% of the marks for courses without assessed seminar reports and/or presentations, with weighting of each test/quiz being proportional to time allocated for the test/quiz.
- The final written paper shall account for 60% of the end of semester final mark for the course.

ELIGIBILITY FOR EXAMINATIONS

Attendance:

- Students must have attended at least 80% of the scheduled semester class periods for each course and have completed all course requirements.
- Students must not have missed more than 10 consecutive days of class.
- A student must pass the Course Work at 20% in a course before qualifying to sit for college Examination. A student who does not attain the Course Work of 20% shall be entitled to make-up tests, assignments and/or oral tests.
- Full payment of student fees, deposits, and charges as determined by the Bursar Office

NB: A student who willfully sits final exams without having fulfilled continuous assessment requirements for a course (s) as determined by respective tutors will repeat such a course(s).

POSTPONEMENT OF EXAMINATIONS

- A student may, in explanatory circumstances approved by the Deputy Principal Academics postpone examinations or studies.
- The student shall report the matter in writing to the Deputy Principal Academics
- Unless under explanatory circumstances no postponement of examination shall be entertained two weeks before commencement of examinations.

SPECIAL EXAMINATIONS

A student may, in explanatory circumstances, postpone sitting for an examination if the following criteria are met:

- a. The reason (e.g. illness/accident) is provided and substantiated in writing by a competent authority, and the reason has been approved by the Deputy Principal Academics.
- b. When a student is allowed to sit for special examination (s), s/he shall be considered to be attempting the examination for the first time, and shall be accorded all the rights provided for in the examination regulations.
- c. A special examination fee of Tsh. 50,000.00 shall be assessed for special examination paper provided to the student. The fee must be paid in advance to the Bursar Office
- d. No examinations shall be given to individual students who have absented themselves from examinations without written permission.
- e. Failure to pay fees shall not be the reason for the student to be allowed to sit for special examination(s).

5.6 SUPPLEMENTARY EXAMINATIONS

- a) Students who fail the first sitting or special examination in the semester must sit for a Supplementary Examination soon when next offered.
- b) A supplementary examination fee of Tsh. 25, 000.00 per paper shall be assessed for each supplementary examination provided to the student. The fee must be paid in advance to the bursar office
- c) Students who pass the supplementary examination shall be awarded a course grade of ‘‘C*’’.

5.7. EXAMINATION IRREGULARITIES

Inappropriate conduct by a student concerning semester examinations impairs academic integrity, and will subject the offending student to termination. Such examination irregularities can include, but are not limited to:

- a. Cheating: Any candidate who will be proven to have cheated, including being involved in plagiarism, in any part of the examination shall be deemed to have failed in the whole examination for the semester.
- b. Communicating with other students, either verbally or through other means, during the examination without permission from the invigilator.
- c. Permitting another student to copy from or use one’s paper.
- d. Obtaining, or endeavoring to obtain, assistance from any other student directly or indirectly or endeavoring to give assistance to any other student.
- e. Removing examination answer books/sheets from the examination room.
- f. Continuing the exam after being ordered to stop.
 - f. Failing to comply with any examination rules, regulations, or directions given by an invigilator.
 - g. Destructing, or attempting to destruct, evidence relating to any suspected irregularity.

- h. Unauthorized absence from examination
- i. Causing disturbances in or near any examination room
- j. Possessing unauthorized materials (for example purses, electronic equipment such as cell-phones and pagers) in the examination premises.
- k. Borrowing or lending materials such as calculators, rulers, correcting fluid, pens, etc, from/to another candidate during examinations. .
- l. All improper materials are confiscated and the student is not allowed to continue with the examination.
- m. The student must submit a written statement to the Deputy Principal Academics within 24 hours.
- n. The Examination Incharge and The Examination Officer report the irregularity in written form to Deputy Principal Academics, who forwards it to the Deputy Principal Academics The report and the student's statement are considered by the Investigating Committee of the School.
- o. If it is established that a student committed an irregularity, the student shall be suspended from the School for not less than one year.

5.8. INVIGILATION ACTION AGAINST IRREGULARITIES

If an invigilator suspects a student of examination irregularities, the following steps must be taken: The student is approached immediately.

5.9 LEAKEGE OF AN EXAMINATION

Any act which results in a student or students having access to or knowledge of examinations or class test questions or of any materials relating to examination before the schedule date of examination or test shall amount to leakage of examinations.

5.10 Procedures for dealing with leakage of examinations

- a) Any person suspecting leakage of a test or examination shall immediately report the matter to the Deputy Principal Academics.
- b) Where there are strong indications that an examination leakage has taken place the Deputy Principal Academics, in consultation with Examination in charge shall cancel or withdraw the examination and order a fresh examination to be sent and administered.
- c) The Deputy Principal Academics shall setup a committee to investigate the circumstances surrounding the suspected leakage. The investigating committee shall submit its findings to the Deputy Principal Academics, who shall in turn table them before the college Examination Committee. The Examination Committee shall then take appropriate actions and if need be make appropriate recommendation. Where it is found that an examination leakage has taken place appropriate disciplinary action shall be taken against those found responsible for the leakage.

5.10 INSTRUCTIONS TO STUDENTS

- a) Students shall be admitted to examination room thirty minutes before the examination starts. Question paper should be placed upside down on the desks before students enter the examination room. Students shall not turn over the question paper before being authorized to do so.
- b) Student shall acquaint themselves with the instructions on the front page of answer book.
- c) Students shall ensure that they write their examination number s, titles and paper numbers on the answer book and continuous sheets.
- d) No student shall be permitted to enter the examination room after the lapse of 30 minutes from the commencement of examination.
- e) If student is excluded from examination room under the above regulation he or she shall on his or her own interest report the matter to the Deputy Principal Academics
- f) No student shall be allowed to leave the examination room during the first or last thirty minutes, except in case of absolute emergence .Between these times, student may leave the room and escorted to known common toilet. Student should however sign out on leaving the examination room, and sign in when re-enter the examination room.
- g) Students without examination number authorizing to sit for the examination shall not be allowed to sit for examination.
- h) At all times during the examination the examination number shall be suspiciously placed on the desk.

- i) No books, bags, notes, rough papers, and any other paraphernalia shall be taken by students in the examination room. Students shall not be allowed to bring their own log tables and calculators in the examination room unless there is an express provision authorizing to do so in relation to particular paper.
- j) Invigilators shall have power to confiscate any materials or aid brought in the examination room and to expel from the examination room any student found with such materials, a special form must be filled.
- k) Invigilators shall have power to expel from the examination room any student who creates disturbances in the examination room.
- l) Smoking, beverages and food shall not be allowed into the examination room. Any special need for eating, drinking or medication shall be reported to the invigilators before the examination.
- m)** At the end of examination, and on the instruction of senior invigilator, candidates shall be required stop writing, and assemble their scripts. The student shall hand his or her script to the invigilator and sign to that effect.

5.11 RELEASE OF EXAMINATION RESULTS

All candidates in every School Examination (CE) shall be subject to review by the School Examination Committee. Revelation of the CE results shall be made by the School Examination Committee Meeting. Results shall be published into School blog morogoroschoolofjournalism.blogspot.com and made accessible to each student after having fulfilled all the School Examination requirements, including payment of School fees.

5.12. PROCEDURE FOR APPEAL

- a) Only appeals for unfair marking shall be considered.
- b) Only the student involved has status to raise issues relating to appeal of grades.
- c) All appeals must be presented in writing to the Deputy Principal Academics within 7 days (weekend included) from the date of releasing the results for consideration.
- d) The Deputy Principal Academics shall submit the appeals to Principal, who shall appoint a competent sub-committee to handle any appeals received during that semester. The findings and recommendations of the sub-committee shall be forwarded to the Principal, who shall recommend a course of action.
- e) For every appeal there shall be a non-refundable appeals fee of TShs. 10,000.
- f) All appeals shall be concluded within 30 days after the expiry of the Appeal time.

5.13 PRESERVATION OF EXAMINATION PAPERS

The School shall preserve student examination papers, for purposes of reference, for a period of one year after the release of the examination results.

5.14 PRESERVATION OF CERTIFICATES AND ACADEMIC TRANSCRIPTS

The College shall preserve certificates and academic transcripts for a period of one year after the date of graduation. Any graduate who fails to pick up his/ her certificate/ transcript within one year shall be liable to pay for the storage cost of TShs 50,000.00 annually upon collection of the certificate.

5.15 FINAL CLASSIFICATION

- a) For the purpose of the final classification of Certificates and Diplomas, at the Institute, a Five Point System shall apply in averaging final grades based on the raw marks.
- b) The letter grades will be assigned points as follows:

CERTIFICATE NTA LEVEL 4 (ONE YEAR)

MARKS	GRADE	REMARK	UNITS	POINTS
80-100	A	PASS	3.00	4
65-79	B	PASS	3.00	3
50-64	C	PASS	3.00	2
35-49	D	FAIL	3.00	0
0-34	F	FAIL	3.00	0

➤ FOR SUPPLEMENTARY ONLY

50-100	C*	PASS	3.00	1
---------------	-----------	-------------	-------------	----------

➤ **FORMULA FOR COMPUTING GPA**

$$\text{GPA} = \frac{\sum P}{\sum N}$$

Where by GPA=Graded Points Average

P=Points

N=Number of subjects

∑=Summation (total)

CERTIFICATE NTA LEVEL 5 (ONE YEAR)

MARKS	GRAD E	REMARKS	UNIT	POINTS
80-100	A	PASS	3.00	15
65-79	B	PASS	3.00	9
50-64	C	PASS	3.00	6
35-49	D	FAIL	3.00	0
0-34	F	FAIL	3.00	0

➤ **FOR SUPPLEMENTARY ONLY**

50-100	C*	PASS	3.00	3
---------------	-----------	-------------	-------------	----------

NOTE: FORMULA OF COMPUTING GPA NTA 5

$$\text{GPA} = \frac{\sum P}{\sum U}$$

Where by GPA=Graded Points Average

P=Points

U=Units

∑=Summation (total)

DIPLOMA NTA LEVEL 6

MARKS	GRADE	REMARK	UNITS	POINTS
75-100	A	PASS	3.00	15
65-74	B+	PASS	3.00	12
55-64	B	PASS	3.00	9
45-54	C	PASS	3.00	6
35-44	D	FAIL	3.00	0
0-34	F	FAIL	3.00	0

➤ FOR SUPPLIMENTARY ONLY

50-100	C*	PASS	3.00	3
--------	----	------	------	---

NOTE: FORMULA OF COMPUTING GPA NTA 5

$$\text{GPA} = \frac{\sum P}{\sum U}$$

Where by GPA=Graded Points Average

P=Points

U=Units

\sum =Summation (total)

5.16 GRADUATION CLASSIFICATIONS

Candidates must have a minimum grade point average of 2.0 to receive a certificate.

Grade point is classified according to the following grade point averages:

- For basic technician certificate

KEY TO GRADES

GRAD	POINTS	SCORES	GPA	CLASS
E				
A	4	80 - 100	3.5 – 4.0	FIRST CLASS
B	3	65 – 79	3.0 – 3.4	SECOND CLASS
C	2	50 - 64	2.0 – 2.9	PASS

- For diploma

**KEY TO CLASSIFICATION OF Awards:
SEE THE TABLE BELOW**

ORDINARY DIPLOMA	
OVERALL G.P.A	CLASS
4.4 - 5.0	First Class
3.5 - 4.3	Upper Second Class
2.5 - 3.4	Lower Second Class
2.0 - 2.4	Pass

COURSE MODULES PER ACADEMIC YEAR

CERTIFICATE IN JOURNALISM AND MASS COMMUNICATION

Semester One

S/N	Module	Module title	Credits
1	JST 04101	History of Journalism	6
2	JST 04102	Journalism Ethics and Practice	6
3	JST 04103	News Concepts and Values	10
4	JST 04108	English for Journalist	18
5	JST 04109	Basic computer Application	9
6	JST 04110	Kswahili kwa waandishi wa habari	19
68			

Semester Two

S/N	Module	Module title	Credits
1	JST 04202	Journalism and Society	6
2	JST04205	Interview and News Gathering	20
3	JST 04206	News Writing	21
4	JST 04207	Inroduction to Media Law	5
52			

DIPLOMA IN JOURNALISM AND MASS COMMUNICATION

Semester One (Year One)

S/ N	Module Code	Module Title	Credits
1	JST 05101	Media ethics	15
2	JST O5102	Media law and police	7
3	JST 05103	Radio Broad casting	10
4	JST05105	News Writing	10
5	JST 05107	Photo journalism	18
6	JST05111	entrepreneurship	4
64			

Semester Two (Year One)

S/N	Module Code	Module Title	Credits
1	JST 05204	TV broad casting	12
2	JST 05206	Media and democracy	8
3	JST 05208	On line journalism	21
4	JST05209	Environment ,Gender, HIV/AIDS	6
5	JST05210	Public Relation and Advertising	9
56			

S/N	Module Code	Module Title	Credits
1	JST 06101	Basic Concept of Finance and Accounting	5
2	JST 06102	News Media Management	9
3	JST 06103	Editing for Printing Media	9
4	JST 06105	News Source And Gathering	20
5	JST 06106	Feature and Sports Writing	11
54			

Semester Three (Year Two)

Semester Four (Year Two)

S/N	Module Code	Module Title	Credits
1	JST06204	Editing for Electronic Media	15
2	JST 06207	News Analysis	20
3	JST 06208	Layout, Design and Graphics for print Eletronic Media	20
		Industrial Training	15
70			

ALMANAC FOR 2017-2018

MONTH	DATE	ACTIVITY/ EVENT
JANUARY	4 th	Resume of classes for continuing student from Christmas and New year holiday
		New College Academic year starts
	4 th -11 th	Registration
	12 th	Mapinduzi day (public holiday)
	13 th	Start of classes
FEBRUARY	8 th	Last day for submission of tutors work plans for all tutors to the Director of Studies
		Last day for submission of tutors exams for all tutors to the Director of Studies
	15 th	Departmental Meeting
	16 th -24 th	Start of Mid semester examinations
		Start of End/final Examinations
	24 th	End of semester
MARCH	15 th	Evaluation Meeting by all staffs
	18 th	Release of provisional results
	25 th -28 th	Easter Break
	29 th	Resume of classes from Easter Break
APRIL	4 th	Welcoming New intake
	4 th -11 th	Registration and Orientation week for new intake
	7 th	Karume day (Public Holiday)
	11 th	Submission of special/supplementary exams to the Director
	18 th -25 th	End/final exams and special supplementary exams
MAY	13 th	Examination Board meeting
	16 th	Provisional Results Release
	23 rd	Start of new semester for continuing students
	28 th	Graduation ceremony

JUNE	6 th	Start of Mid semester exams
		Start of special/supplementary exams
	13 th	End of Mid semester exams and special/supplementary
JULY	11 th	New intake Welcoming
	11 th -16 th	Registration and orientation for new intake
	12 th	Last day for submission of End/Final exams for all Tutors to the Director of Studies
	18 th -23 rd	Start of End/final Examinations
	23 rd	End of semester
AUGUST	8 th	Examination Board meeting
	10 th	Provisional Results Release
	29 th -5 th	Start of Mid semester exams
SEPTEMBER	10 th	Sports and games staffs and students
OCTOBER	14 th	Nyerere day(Public Holiday)
	15 th -16 th	Study Tour- All students
	17 th	Last day for submission of End/Final exams for all Tutors to the Director of Studies
	24 th -29 th	Start of End/final Examinations
	29 th	End of semester
NOVEMBER	14 th	Examination Board Meeting
	17 th	Provisional Results Release
	26 th	Graduation ceremony
DECEMBER	5 th	Quality Assurance Committee meeting
	9 th	Uhuru day(Public Holiday)
	11 th	Evaluation Meeting-All staffs
	20 th -22 nd	Refreshment tour-All staffs
	23 rd -3 rd Jan 2019	Christmas and New year holiday-All staffs