

CHUO CHA USIMAMIZI WA FEDHA THE INSTITUTE OF FINANCE MANAGEMENT

(ESTABLISHED UNDER THE ACT No. 3 OF 1972)



OFFICE OF THE DEPUTY RECTOR – ACADEMIC, RESEARCH & CONSULTANCY

APPLICATION IS OPEN FOR 2017/2018 ACADEMIC YEAR AT IFM DAR ES SALAAM AND IFM MWANZA TEACHING CENTRE.

Applications are invited for admission (both direct entry and equivalent entry) into the following programmes at the Institute of Finance Management (IFM) for 2017/2018 academic year. The programmes open for application include **Master degree, Postgraduate diploma, Bachelor degree, Diploma and Basic Technician Certificate.**

A: APPLICATION FOR PROGRAMMES AT IFM MAIN CAMPUS

1.0 IFM MASTER DEGREE PROGRAMMES

S/NO	COURSE	DURATION
1	Master of Science in Accounting and Finance - Evening	18 months
2	Master of Science in Finance and Investment - Evening	18 months
3	Master of Science in Human Resource Management - Evening	18 months
4	Master of Science in Insurance and Actuarial Science - Evening	18 months
5	Master of Science in Social Protection Policy and Development - Evening	18 months

Entry requirements:

Either a first degree or Advanced Diploma with at least a second class, **Or**

A first degree or advanced diploma (with a pass class) and a good postgraduate diploma in the related field from a recognized higher learning institution.

2.0 COLLABORATIVE MASTERS DEGREE PROGRAMMES

S/N	COURSE	DURATION
1	Master in Business Administration in International Business in – Collaboration with Indian Institute of Foreign Trade (India) - Evenings only	18 months
3	Master of Science in Finance (MSc Finance) – in Collaboration with Strathclyde University (UK) – Part time	24 months
4	Master of Science in Information Technology and Management – in Collaboration with Avinashilingam Deemed University (India) – Part time	18 months

Entry requirements:

First Degree and/or a good Advanced Diploma from a recognized higher learning institution.

Please note: With exception to IFM-Master degrees, all Admissions into Master degrees in collaboration are subject to approval by collaborative partner Institutions. For MSc Finance – in Collaboration with Strathclyde University (UK)-Apply online via <http://www.strath.ac.uk/courses/postgraduatetaught/finance-tanzania>

3.0. POSTGRADUATE DIPLOMA PROGRAMMES

S/N	COURSE	DURATION
1	Postgraduate Diploma in Accountancy (PGDA) - part time	13 months
2	Postgraduate Diploma in Business Administration (PGDBA) - part time	13 months
3	Postgraduate Diploma in Financial Management (PGDFM) - part time	13 months
4	Postgraduate Diploma in Human Resource Management (PGDHRM) - part time	13 months
5	Postgraduate Diploma in Insurance and Risk Mgt. (PGDIRM) - part time	13 months
6	Postgraduate Diploma in Tax Management (PGDTM) - part time	13 months

Entry requirements:

First Degree /or Advanced diploma from a recognized higher learning institution.

4.0 BACHELOR DEGREE PROGRAMMES

S/N	COURSE	DURATION
1	Bachelor of Accounting (BAcc)	Three years
2	Bachelor of Banking and Finance (BBF)	Three years
3	Bachelor of Computer Science (BCS)	Three years
4	Bachelor of Science in Information Technology (BSc IT)	Three years
5	Bachelor of Science in Insurance and Risk Management (BSc IRM)	Three years
6	Bachelor of Science in Social Protection (BSc SP)	Three years
7	Bachelor of Science in Taxation (BSc Tax)	Three years
8	Bachelor of Science in Actuarial Science (BSc AS)	Three years

Entry requirements:

4.1 DIRECT ENTRY: (FORM SIX). Minimum point is 4 in two subjects.

For programmes with serial numbers 1, 2, and 7 => Two principal passes. Those without a principal pass or subsidiary pass in Mathematics must have a credit at O' level.

For Programmes with serial number 3=> Two principal passes in Physics and Mathematics.

For programme with serial number 4 => Any Two principal passes in Science Subjects. Those without a principal pass or subsidiary pass in Mathematics must have a credit at O' level

For programmes with serial numbers 5 and 6 => Two principal passes at A' level

For Programmes with serial number 8=> Two principal passes at A 'level one of which must be in Mathematics.

4.2 EQUIVALENT ENTRY: (DIPLOMA). All must have an average of “B” or GPA of 3.0, and at least four passes (excluding religious Subjects) at O' level.

For programme with serial number 1=> Diploma in Accounting, Business Administration, Procurement and Supplies Management, Tax Administration, Economics or Banking and Finance

For programme with serial number 2=> Diploma in Accounting, Business Administration, Procurement and Supplies Management, Tax Administration, Economics or Banking and Finance

For programme with serial number 3=> Diploma in Information Technology or Computer Engineering or Computer Science.

For programme with serial number 4=> Diploma in Information Technology or Computer Engineering or Computer Science

For programme with serial number 5=> Diploma in Insurance and Risk Management or Business Administration or Economics

For programme with serial number 6=> Diploma in Social Protection, Accounting, Business Administration, Economics or Banking and Finance

For programme with serial number 7=> Diploma in Tax Management, Accounting, Business Administration, Procurement and Supplies Management, Economics or Banking and Finance

5.0 ORDINARY DIPLOMA PROGRAMMES

S/N	COURSE	DURATION
1	Ordinary Diploma in Banking and Finance (ODBF) - Full time & Part time	Two years
2	Ordinary Diploma in Computer Science (ODCS) - Full time	Two years
3	Ordinary Diploma in Information Technology (ODIT) - Full time	Two years
4	Ordinary Diploma in Insurance and Risk Management (ODIRM) -Full time & Part time	Two Years
5	Ordinary Diploma in Social Protection (ODSP) - Full time	Two years
6	Ordinary Diploma in Accounting (ODAC) - Full time	Two years
7	Ordinary Diploma in Taxation (ODTM) - Full time	Two years

Entry requirements:

- a) Holder of Form six certificates with at least a principal and a subsidiary passes (religious subjects not counted).

OR

- b) A Form Four certificate with at least four passes (religious subjects not counted) and with NTA level 4 i.e. Basic Certificate from a recognized higher learning institution. For ODCS and ODIT, one of the passes at O – level must be in Mathematics, Physics or Chemistry.

6.0 BASIC CERTIFICATES (NTA 4)

S/N	COURSE	DURATION
1	Basic Technician Certificate in Banking and Finance (BTCBF)	One year
2	Basic Technician Certificate in Computing and Information Technology (BTCC&IT)	One year
3	Basic Technician Certificate in Insurance and Social Protection (BTCISP)	One year
4	Basic Technician Certificate in Accountancy (BTCA)	One year
5	Basic Technician Certificate in Taxation (BTCT)	One year

Entry requirements:

A Form four certificate with at least four passes (religious subjects not counted). For BTCC & IT, one of the four passes must be in Mathematics, Physics or Chemistry.

B: APPLICATION FOR PROGRAMMES AT IFM MWANZA TEACHING CENTRE

7.0 MASTERS DEGREE PROGRAMMES

S/NO	COURSE	DURATION
1	Master of Science in Finance and Investment - Evening	18 months

Entry requirements:

- a) **Either** A first degree or advanced diploma with at least a second class, **Or**
- b) A first degree or Advanced Diploma with a pass class and a good Postgraduate Diploma in the related field from a recognized higher learning institution.

8.0 BACHELOR DEGREE PROGRAMMES

S/N	COURSE	DURATION
1	Bachelor of Accounting (BAcc)	Three years
2	Bachelor of Banking and Finance (BBF)	Three years

Entry requirements: Same as For IFM Main Campus as show on item 4.1 and 4.2

9.0 ORDINARY DIPLOMA

S/N	Course	Duration
1	Ordinary Diploma in Accounting (ODAC) – Full time	Two years
2	Ordinary Diploma in Banking and Finance (ODBF) – Full Time	Two years
3	Ordinary Diploma in Insurance and Risk Management – Full Time	Two years

Entry requirements: Same as For IFM Main Campus as show on item 5.0

10.0 BASIC CERTIFICATES

S/N	COURSE	DURATION
1	Basic Technician Certificate in Banking and Finance (BTCBF) - Full time	One year
2	Basic Technician Certificate in Accountancy (BTCA) - Full time	One year
3	Basic Technician Certificate in Insurance and social Protection (BTCISP) - Full time	One year

Entry requirements: Same as For IFM Main Campus as show on item 6.0

C: MODE OF APPLICATION

Candidates, who wish to apply for admission in any of the programmes listed, can do so in one of the following ways (Options):

1. use online systems through <https://ifm.admission.ac.tz> or
2. collect application form from IFM Admission Office at Main Campus, Dar es Salaam or at IFM Mwanza Teaching Centre. Application forms can also be downloaded from the IFM website: <http://www.ifm.ac.tz>.

11.0 APPLICATION FEES

Those who will choose Mode of application option 2, dully filled application forms must be returned while attached with a non-refundable application fee pay slip (original). All application fees should be paid to THE INSTITUTE OF FINANCE MANAGEMENT NMB bank ACCOUNT NUMBER 2011100163 OR CRDB BANK ACCOUNT NUMBER: 01J1042984102. The fee amount is Tshs. 10,000/= only

12.0 DEADLINE FOR APPLICATION

Applications should return application forms on or before **August 25th 2017**.

13.0 RETURNING ADDRESSES

The Dully filled application forms must be returned to the following addresses before the deadlines above:

Admissions Office

Institute of Finance Management

5 Shaaban Robert Street

P.O. Box 3918

11101 DAR ES SALAAM, TANZANIA

Phone: +255-22-2112931/3/4, +255-22-2123697, +255 789 206 286

Fax: +255-22-2112935

E-mail: rector@ifm.ac.tz. Or admissions@ifm.ac.tz

Website: <http://www.ifm.ac.tz>

OR

IFM Mwanza Teaching Centre

UWT compound, opposite Sekou Toure Hospital, Mchemba Road

P. O. Box 2372

Phone: +255-28-2501215/6 or +255-659-948394

MWANZA

Warning: It is an offence to submit false information when applying for admission. Applicants who will be discovered to have submitted a forged certificate or any other false information will not be considered for admission and appropriate legal action will be taken against them.