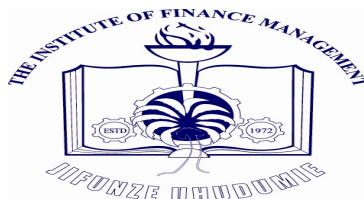


# CHUO CHA USIMAMIZI WA FEDHA THE INSTITUTE OF FINANCE MANAGEMENT

(ESTABLISHED UNDER THE ACT No. 3 OF 1972)



**OFFICE OF THE DEPUTY RECTOR – ACADEMIC, RESEARCH & CONSULTANCY**

## **APPLICATION IS OPEN FOR 2016/2017 ACADEMIC YEAR AT IFM DAR ES SALAAM AND 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 2016/2017 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**

<b>S/NO</b>	<b>COURSE</b>	<b>DURATION</b>
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

#### **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 an accredited higher learning institution.

#### **2.0 COLLABORATIVE MASTERS DEGREE PROGRAMMES**

**Please note that advertisements for the following programmes will be issued in due course.**

<b>S/N</b>	<b>COURSE</b>	<b>DURATION</b>
1	Master in Business Administration in International Business in – Collaboration with Indian Institute of Foreign Trade (India) - Evening only	Two years
2	Master of Science in Finance (MSc Finance) – in Collaboration with Strathclyde University (UK) - Full time	One year
3	Master of Science in Finance (MSc Finance) – in Collaboration with Strathclyde University (UK) – Part time	Two years
4	Master of Science in Information Technology and Management – in Collaboration with Avinashilingam Deemed University (India) – Part time	Two years

#### **Entry requirements:**

- First Degree and/or a good advanced diploma from an accredited 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.*

### 3.0. POSTGRADUATE DIPLOMA AND MASTERS DEGREE 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) - full time & part time	12 months & 13 months

#### Entry requirements:

First Degree /or Advanced diploma from an accredited higher learning institution.

### 4.0 BACHELOR DEGREE PROGRAMMES

S/N	CODE	PROGRAMMES	DURATION
1	IF001	Bachelor of Accounting (BAcc) - Full time	Three years
2	IF002	Bachelor of Banking and Finance (BBF) – Full time & Part time	Three years
3	IF003	Bachelor of Science in Information Technology (BSc IT) - Full time	Three years
4	IF004	Bachelor of Science in Insurance and Risk Management (BSc IRM) - Full time & Part time	Three years
5	IF005	Bachelor of Science in Social Protection (BSc SP) - Full time	Three years
6	IF006	Bachelor of Science in Taxation (BSc Tax) - Full time	Three years
7	IF007	Bachelor of Computer Science (BCS) - Full time	Three years

#### Entry requirements:

#### 4.1 DIRECT ENTRY: (APPLICATION IS DONE THROUGH CAS (TCU)).

At least two subjects with principal level passes (religious subjects not counted) at the Advance Certificate of Secondary Education (ACSE) for BAcc, BBF, BSc Tax, BSc SP and BSc IRM programmes and for BSc IT and BCS, one of the passes must be in Physics, Advanced Mathematics or Chemistry and at least three C's at O-level.

#### 4.2 EQUIVALENT ENTRY: (APPLICATION IS DONE THROUGH CAS (NACTE)).

A Form four certificate with at least four passes and with two years Diploma/FTC (NTA level 6) passed with at least Grade B or second class (From a recognized higher learning institution). For Bachelor of computer science and Bachelor of Science in Information Technology one of the four passes at O-level be in Mathematics, Physics or Chemistry.

**Please note:** Applicants for Bachelor degree programmes with Direct Entry qualification (and equivalent entry qualification should channel their applications through the Centralized Admission System (CAS) with respect to TCU and NACTE announcement and guidelines.

### 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:

- Holder of ACSE with at least three subsidiary passes.

**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)**

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

<b>S/NO</b>	<b>COURSE</b>	<b>DURATION</b>
1	Master of Science in Accounting and Finance - Evening	18 months
2	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 ORDINARY DIPLOMA**

<b>S/N</b>	<b>Course</b>	<b>Duration</b>
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 (ODIRM) - Full Time	Two years

#### **Entry requirements:**

- a) Holder of Advanced Certificate in Secondary Education (ACSE) with at least three subsidiary passes excluding religious subjects.  
b) At least FOUR PASSES (Minimum 4Ds) in Form Four with NTA level 4 (i.e. Basic Technician Certificate) from a recognized higher learning institution.

## 9.0 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
4	Basic Technician Certificate in Taxation (BTCT) - Full time	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.

**NOTE THAT,** For Advanced Certificate in Secondary Education (ACSE) passes obtained from 2014 the conversion scale is as follows:

2014 & 2015 Grading System	Previous grading system (1988-2013)	Weight
A	A	5
B+	B	4
B	C	3
C	D	2
D	E	1
E	S	0.5
F	F	0

## C: MODE OF APPLICATION

Applicants for **Bachelor degree programmes** with Direct Entry qualification should channel their applications through the Centralized Admission System (CAS) under the Tanzania Commission for Universities (TCU). Visit TCU's website at [www.tcu.go.tz](http://www.tcu.go.tz) for details on application procedures.

Applicants for **Bachelor degree programmes** with diploma qualification should channel their applications through the Centralized Admission System (CAS) under the National Council for Technical Education (NACTE). Visit NACTE's website at [www.nacte.go.tz](http://www.nacte.go.tz) for details on application procedures.

Applicants for **Master, Postgraduate, Diploma and Certificates programmes** should 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>.

## 10.0 APPLICATION FEES

Dully filled application forms for **Master, Postgraduate, Diploma or Certificates programme** 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 CRDB BANK ACCOUNT NUMBER: 01J1042984102. The fee amount to be paid is shown in the Table below:

S/NO	LEVEL	CATEGORY	AMOUNT
1	CERTIFICATES & DIPLOMA APPLICANTS	For Tanzanian	Tshs 40,000
		For Non-Tanzanian	\$ 40 (US)
2	POSTGRADUATE DIPLOMA & MASTERS PROGRAMMES APPLICANTS	For Tanzanian	Tshs 50,000
		For Non-Tanzanian	\$ 50 (USD)

## 11.0 DEADLINE FOR APPLICATION

- a) Applications for Master, Postgraduate, Diploma or Certificates programme must be returned on or before July 31st 2016.
- b) For Bachelor programmes, please observe TCU/NACTE deadlines.

## 12.0 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

### 11101DAR ES SALAAM, TANZANIA

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

Fax: +255-22-2112935

E-mail: [rector@ifm.ac.tz](mailto:rector@ifm.ac.tz). Or [admissions@ifm.ac.tz](mailto: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