

ELCT NORTH CENTRAL DIOCESE

ARUSHA LUTHERAN MEDICAL TRAINING CENTRE



ARUSHA LUTHERAN MEDICAL TRAINING CENTRE (ALMTC)

PROSPECTUS

2025/2026

A WELCOME NOTE FROM A PRINCIPAL



Dear Prospective Students,

Welcome to the Arusha Lutheran Medical Training Center! We're more than just an institution; we're a vibrant hub of academic excellence, innovation, and community engagement. Here, you'll find cutting-edge programs, world-class faculty, and a transformative learning experience. We're proud to be Arusha's leading college, As College of Health and Allied Sciences, we offer a dynamic learning environment where your potential can truly flourish and we can't wait to see what you'll achieve here!

Ms. LILIAN SHUMA
Principal (ALMTC)

We know you will make this year incredible in every aspect, especially in the realm of self-discovery. We are excited about making your academic journey of self-discovery, engaging and inspiring. Let's make this the greatest year ever! All we ask of you is you maintain a positive attitude toward learning. Our curriculum is designed to equip you with the knowledge and skills to become a confident, compassionate

At ALMTC, you'll experience more than just academics. "We offer a wide variety of extracurricular activities and clubs, allowing students to explore their interests and talents"

We invite you to be part of our legacy of producing exceptional graduates who are making a difference in their communities and beyond. Let ALMTC be your catalyst for personal and professional growth.

"Devoted for excellence in Health and Allied Sciences"

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CHAPTER ONE

1.0 Introduction

1.1 About ALMTC

Welcome to the Arusha Lutheran Medical Training Centre (ALMTC) - a unique college of health and allied sciences with a rich history of developing competent health and allied sciences personnel in East Africa and beyond. Since its inception in 2012, ALMTC has played a pivotal role in training competent and compassionate personnel in health and allied sciences for offering holistic treatment to the community through transformational training, consultancy and research. It is a private institution under ELCT-North Central Diocese directed by Dr. Goodwill Kivuyo and Sr. Lilian Shuma as a Principal.

Arusha Lutheran Medical Training Centre (ALMTC) is a healthcare college owned by the Evangelical Lutheran Church in Tanzania – North Central Diocese (ELCT-NCD) and closely linked with the Arusha Lutheran Medical Centre (ALMC). Established in 2012, ALMTC began as a targeted initiative to address a shortage of assistant medical officers in hospitals under ELCT-NCD, including ALMC. Initially operating out of a rented facility at TPRI, the program offered advanced diploma courses to help clinical officers upgrade to Assistant Medical Officers (AMOs). At this stage, ALMC staff managed the program, as it lacked the resources to function independently.

In 2014, ALMC introduced a Nursing Department, which eventually became a fully-fledged School of Nursing, from this point the program resorted to ALMC School of Nursing. A community health program was launched in 2016, but later discontinued due to changes in government policy. Around the same time, the AMO course was phased out after the Ministry of Health revised its requirements. The School of Nursing's establishment was essential to fill the high demand for nurses and midwives in ELCT-NCD facilities, where many healthcare workers often saw these roles as stepping stones to government employment.

In 2019, ALMTC moved to its own campus after acquiring the former Ekenywa Secondary School premises in Ekenywa Village, located along Mianzini Road. This development led to full registration from NACTVET and solidified its transition from School of Nursing to the Arusha Lutheran Medical Training Centre. Expanding its scope further, ALMTC introduced a Social Work program in 2022, now offering certificates and diplomas in Nursing and Midwifery, Nursing Upgrading, and Social Work.

1.2 Location of ALMTC

Nestled just 1km from the bustling city of Arusha in Ekenywa village Mianzini road, along the picturesque Arusha-Moshi highway, ALMTC enjoys an incredible milieu that has become an attraction for enormous visitors. Our institute is not only a hub for knowledge but also a place of serenity and natural beauty.

The enchanting atmosphere of ALMTC, complemented by idiosyncratic environment and favorable weather conditions throughout the year, creates an ideal environment for dedicated learning. Whether you're embarking on your educational journey or continuing your pursuit of knowledge, our location offers an oasis of inspiration and tranquility, fostering a truly enriching academic experience.

ALMTC is not just an institution; it is a place where education and nature come together to create an unforgettable environment for your personal and professional growth. Join us on this exciting journey of learning, and let ALMTC be your gateway to excellence in community development.

1.3 Vision

To be a center of excellence for developing competent health and allied sciences personnel in East Africa and beyond.

1.4 Mission

To prepare competent and compassionate personnel in health and allied sciences for offering holistic treatment to the community through transformational training, consultancy and research.

1.5 Core Values

- i. Integrity
- ii. Commitment
- iii. Discipline
- iv. Professionalism and fairness
- v. Gender equality and empowerment for marginalized groups

1.6 The Institute Governing Board

Board Chairperson

1. Dr. Ezekiel Moirana (Gastroentologist)

General Secretary

2. Ms. Lilian Shuma (Principal)

Board Members

3. Dr. Goodwill Kivuyo – Director of ALMC, General Surgeon
4. Dr. Amon Israel Marti – Head of health department & Director of SLH
5. Reverend. Emmanuel Gidion (Pastor ELCT Diocese, Divinity)
6. Dr. Paul Kisanga (Consultant Surgeon)
7. Dr. Peter Mboya (MD)
8. Ms. Getrude Anderson (BSc)
9. Nickson Mollel – President - Student representative (ALMTC-SO)

1.7 Institute's Management Team

No	Name	Position
3	Ms. Lilian Shuma	Principal ALMTC
4	Ms. Elizabeth Loiruck	Deputy Principal - Planning, Finance and Administration
5	Musa Samson Lukala	Deputy Principal - Academics, Research and Consultancy

1.7.1 Institute's Extended Management Team

No	Name	Position
3	Ms. Lilian Shuma	Principal ALMTC – (Department of Nursing and Midwifery)
4	Ms. CPA- Elizabeth Loiruck	Deputy Principal – Planning, Finance and Administration
5	Musa Samson Lukala	Deputy Principal – Academics, Research and Consultancy
6.	Consolata Njau	Quality Assurance Officer
6.	Lilian Makundi	HoD Nursing and Midwifery Department
7.	Gele Chikoti	HoD Social Work Department
8.	Abdallah Juma	Admission Officer

1.8 ALMTC Staff

1.8.1 Academic Staff

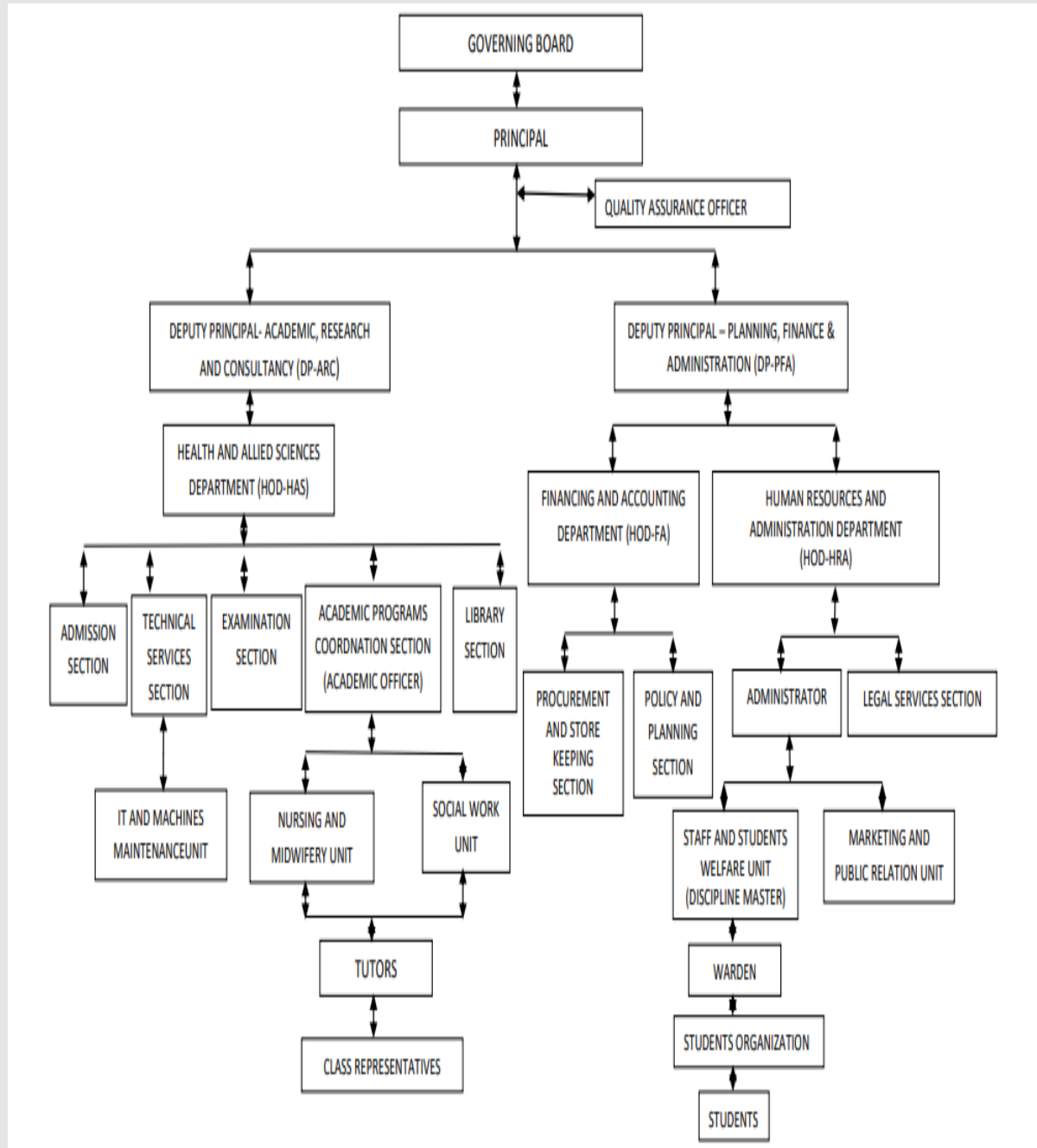
Department of Nursing and Midwifery Teaching Staff			
No.	Name	Position and Academic Designation	Qualifications and Area(s) of Specialization
1	Ms. Lilian Charles Shuma	Principal, Nursing Tutor	Master of Monitoring and Evaluation(Ongoing, Open University of Tanzania-OUT) BSc Nursing, (Nursing and Midwifery), Certificate in Management and Leadership training workshop for managers of health training institution under CSSC
2	Mr. Musa Samson Lukala	Academic, Nurse Tutor	BSc Nursing, Certified in Teaching Methodology and Assessment of students, HMS & HBB certified trainer
3	Ms. Lilian Makundi	Nurse Tutor	BMS-Bachelor Degree in Midwifery Science(Victoria University- Kampala, Uganda), Advanced Diploma in Ophthalmic Nursing(KCMC), Diploma in Health personnel teaching(CEDHA), Diploma in Nursing Midwifery(Nkinga Nursing School).
4	Ms. Consolatha P. Njau	Quality Assurance Officer, Nurse Tutor	BSc Nursing (KCMU College), Diploma in Nursing & Midwifery (KCMC School of Nursing), Certified Teaching Methodology and Assessment of students under BMAF, Certificate in Palliative Care(ALMC), Certified trainer in HMS & HBB, Certified in Continuous Quality Improvement (CQI) and Digitalized Electronic CQI.

5	Mr. Abdul Juma	Admission Officer, Nurse Tutor.	BSc Nursing (CUHAS), Certified in Teaching Methodology and Assessment of students, Helping baby's breath (HBB) and Neonatal stabilization (ALMTC).
6.	Mr. Stephano Omben L.	IT Officer, Nursing and Social Work Department.	Bachelor Of Science In Computer Information System (BSC-IS)-University of Dodoma UDOM), Digital Marketing Content Creator of ALMTC/ALMC, Cisco Certificate in Cyber Crime Security (UDOM-CIVE), Helping baby's breath (HBB) and Neonatal stabilization (ALMTC), Mineral Processing Engineering Training (Mineral Institute Dodoma)

1.8.2 Academic Staff

Department of Social Work Teaching Staff			
No.	Name	Position and Academic Designation	Qualifications and Area(s) of Specialization
1	Ms. Leah A. Mwaijobele	Field Coordinator & Gender Desk Coordinator, Social Work Tutor	Bachelor of Arts in Sociology-BASO(UDSM), Certified in Assessment of students (CEDHA), Training for Gender Desk Coordination in Training Institution(MCDGEC)
2	Mr. Gele Chikoti	HoD, Social Work Tutor, Dean of Students.	Bachelor Degree in Social Work (ISW), Ordinary Diploma in Social Work (ISW), Technician Certificate in Social Work (ISW), Basic Certificate in Social Work (ISW), Certificate in Provision of Social Welfare services in the village of Msomera-Handeni, Tanga under ISW & MCDGEC), Certificate in facilitating a capacity building for parents/caregivers and children through a positive parenting engagement (Temeke, Dar es Salaam, Real Life International Ministries). Certificate in Management and Leadership training workshop for managers of health training institution under CSSC.
3	Ms. Neema Moikan Mollel	Social Work Tutor, Examination Officer.	Bachelor Degree in Social Work (ISW), Certified Train the Trainer particularly in Administration and Leadership(Maternity Africa, Arusha), Trauma counseling and Communication particularly to clients with fistula and marginalized women(Maternity Africa, Arusha), Certificate of An interdisciplinary approach to end of life care, presented by US-based Global Health Ministries Hospice team.
4	Mr. Bakari Baraka Mohamed	Social Work Tutor	B.A in Social Work at University of Dar es Salaam- Certificate course on Sexuality Education, HIV & AIDS, STIs, GENDER BASED VIOLENCE PREVENTION, RELATIONSHIPS AND RESOURCE MANAGEMENT coffered by University of Dar es Salaam in collaboration with UNESCO.

1.9 Proposed Organizational Structure



CHAPTER TWO

2.0. GENERAL PROVISIONS

2.1. Academic year

The academic year begins in mid-October and ends at the end of September every year.

2.2. ACADEMIC PROGRAMMES

2.2.1. Non-Degree Programmes

2.2.1.1. Basic Technician Certificates – NTA Level 4

- i. Basic Technician Certificate in Nursing and Midwifery (BTCNM)
- ii. Basic Technician Certificate in Social Work (BTCSW)

2.2.1.2. Technician Certificates – NTA Level 5

- i. Technician Certificate in Nursing and Midwifery (TCNM)
- ii. Technician Certificate in Social Work (TCSW)

2.2.1.3. Ordinary Diploma – NTA Level 6

- i. Ordinary Diploma in Nursing and Midwifery (ODNM)
- ii. Ordinary Diploma in Social Work (ODSW)

- ❖ **The Nursing and Midwifery programmes** are designed to improve the overall quality of health care delivery through competently trained nurses and midwives who are confident, dynamic, well informed, with moral integrity and able to work flexibly in different contexts in meeting the demands of the society.
- ❖ **The Social Work programmes** are designed to produce professionally reflective, self-evaluating, knowledgeable and competent social workers who are innovative, creative and flexible graduates.

2.2.2. PROGRAMME OBJECTIVES (NTA Level 4, 5 and 6)

2.2.2.1. Basic Technician Certificate in Nursing and Midwifery (BTCNM)

Program Objectives

The goal of this programme is to improve the overall quality of health care delivery through competently trained nurses and midwives who are confident, dynamic, well informed, with moral integrity and able to work flexibly in different contexts in meeting the demands of the society.

- i. Enroll learners with desirable entry qualifications into the programme
- ii. Engage qualified and competent trainers in the facilitation of students learning.
- iii. Distribute adequate and appropriate resources for enabling the teaching and learning process
- iv. Create conducive environment for teaching and learning in schools, clinical and Community settings
- v. Monitor teaching and learning processes in schools, clinical and community settings
- vi. Evaluate students' acquisition of knowledge, skills and attitude in schools, clinical and community settings
- vii. Create strategies for formative and summative programme evaluation

2.2.2.2. Basic Technician Certificate in Social Work (BTCSW)

Program Objectives:

The objectives behind the development of this programme are to produce innovative, creative and flexible graduates. Specifically intends to achieve the following objectives:-

- i. To provide foundations of basic principles, skills and expertise that will give the wider opportunity for graduate's career development.
- ii. To facilitate development of interest for different areas supporting BTCSW, their roles and responsibilities.
- iii. To provide the foundational knowledge and operational skills needed for BTCSW
- iv. To provide a range of personal, interpersonal and specific skills sufficient to equip learner with skills necessary for effective functioning at their expected level

2.2.2.3. Technician Certificate in Nursing and Midwifery (BTCNM)

The main objectives of this programme are to enable candidates to:-

- i. Apply knowledge, principles and standards of midwifery in the provision of basic maternal and newborn care.
- ii. Apply knowledge and principles of child health in the provision of basic care to under fives
- iii. Apply knowledge skills and basic principles of nursing science to provide care to medical and surgical conditions
- iv. Utilize community health approaches to provide community health care
- v. Apply nursing science in preventing and caring people with communicable disease

2.2.2.4. Technician Certificate in Social Work (BTCSW)

The General Objectives of the Program:

The General objective for developing this Technician Certificate programme is to prepare Social Work Assistant, who under the supervision of qualified social workers can engage in attending problems facing individuals, families and small groups; hence enhance their social functioning. In order to have competent graduates, the specific objectives of the Technician Certificate in Social Work are:-

- i. Enable learners to acquire knowledge and skills of performing operational activities in social work in lieu of addressing client's problem.
- ii. Prepare learners to use social work practice methods to attend clients with diverse problems.
- iii. Enable learners relate theoretical knowledge and practical work situations.

2.2.2.5. Ordinary Diploma in Nursing and Midwifery (ODNM)

Program Objectives

The goal of this programme is to improve the overall quality of health care delivery through competently trained nurses and midwives who are confident, dynamic, well informed, with moral integrity and able to work flexibly in different contexts in meeting the demands of the society.

- i. Enroll learners with desirable entry qualifications into the programme.
- ii. Engage qualified and competent trainers in the facilitation of students learning.
- iii. Distribute adequate and appropriate resources for enabling the teaching and learning process
- iv. Create conducive environment for teaching and learning in schools, clinical and community settings
- v. Monitor teaching and learning processes in schools, clinical and community settings
- vi. Evaluate students' acquisition of knowledge, skills and attitude in schools, clinical and community settings
- vii. Create strategies for formative and summative programme evaluation
- viii. Produce competent Nurses and Midwives who will provide quality health care in Tanzania

2.2.2.6. Ordinary Diploma in Social Work (ODSW)

The General Objectives of the Program:

The objectives behind the development of this programme are to produce innovative, creative and flexible graduates. Specifically intends to achieve the following objectives:-

- i. To provide enhanced knowledge and skills in social work that will give the wider opportunity for graduate's career development.
- ii. To facilitate development of interest for higher-level performance in provision of social welfare service.
- iii. To provide the enhanced knowledge and operational specific skills sufficient to equip learners for effective functioning at their expected level; and
- iv. To stimulate learner's interest in learning on social work, and motivate them in pursuance of further knowledge.

2.3. ADMISSION AND REQUIREMENTS

Application for all programmes is done manually and electronically through the online application system (<https://www.almtc.ac.tz/>). Guidelines for applications to these programmes are provided in the online application link.

2.3.1. Admission Requirements for Nursing and Midwifery Programmes

The Department of Nursing and Midwifery offer training programmes which are Basic Technician Certificate in Nursing and Midwifery (NTA Level 4), Technician Certificate in Nursing and Midwifery (NTA Level 5), and Ordinary Diploma in Nursing and Midwifery (NTA Level 6).

2.3.1.1 Admission Requirements for Basic Technician in Nursing and Midwifery Program

The candidate intending to join Basic Technician Certificate in Nursing and Midwifery (NTA level 4) Pre-service should *have at least one of the following minimum qualifications requirements as approved by NACTVET:*

- i. Holders of certificate of secondary Education Examination (CSEE) with 4 non-religious subjects including 'D' passes in any of Chemistry, Biology and physics/engineering sciences provided one is not less than pass 'D' a pass in English language and basic Mathematics is an added advantage. Recruitment is open for both males and females Duration: 1 Years

2.3.1.2 Admission Requirements for Technician Certificate in Nursing and Midwifery

The applicant intending to join Technician Certificate in Nursing and Midwifery (NTA level 5) should have pass NTA level 4 (Basic Technician Certificate in Nursing and Midwifery). Duration: 1 Years

2.3.1.2 Admission Requirements for Ordinary Diploma in Nursing and Midwifery

The candidate intending to join Ordinary Diploma in Nursing and Midwifery (NTA level 6) must be a graduate of nursing and midwifery training at Certificate Level (NTA Level 5)

He/ she must have an NTA Level 5 certificate with a GPA not less than 2.0 and have passed at least four subjects in ordinary level secondary school and achieved a "D" pass mark in Physics, Chemistry and Biology. A pass in mathematics and English language is an added advantage
Duration: 1 year

2.3.2 Admission Requirements for Social Work Programmes

The Department of Social Work offer training programmes which are Basic Technician Certificate in Social Work (NTA Level 4), Technician Certificate in Social Work (NTA Level 5), and Ordinary Diploma in Social Work (NTA Level 6).

2.3.2.1 Admission Requirements for Basic Technician in Social Work Program

The candidate intending to join Basic Technician Certificate in Social Work (NTA level 4) should *have at least one of the following minimum qualifications requirements as approved by NACTVET:-*

- i. Certificate of Secondary Education with a minimum of **FOUR PASSES** excluding religious subjects.
- ii. National Vocational Award (NVA) Level 3 (with at least 3 passes of CSE).

2.3.2.2 Admission Requirements for Technician Certificate in Social Work

The candidate intending to join Technician Certificate in Nursing and Midwifery (NTA level 5) should have pass NTA level 4 (Basic Technician Certificate in Nursing and Midwifery). Duration: 1 Years

- i. Holders of relevant NTA level 4 in Social Work
- ii. Holders of Advanced Certificate of Secondary Education with at least one principal and subsidiary passes excluding religious subjects
- iii. Possession of technician certificate in social work related disciplines including Community Development, Nursing, Gender, Child Protection, Community Work, Counseling, Youth Work, Law, Psychology, and basic technician certificate in Community Health.

2.3.2.3 Admission Requirements for Ordinary Diploma in Social Work.

The applicant to ordinary diploma in social work should have technician certificate (NTA Level 5) in Social Work. Duration: 1 year

CHAPTER THREE

3.0 PROGRAMMES STRUCTURE

3.1 Department of Nursing and Midwifery

3.1.1 Basic Technician Certificate in Nursing and Midwifery

3.1.1.2 Summary of Modules - NTA Level 4

3.1.1.2.1 Table 1: Module Details for Semester 1

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

3.1.1.2.2 Table 2: Module Details for Semester 2

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

GRADING SYSTEM

All assessed work shall be graded according to the following grading system which specifies range of scores for different grades, grade points and their definitions, as shown in Table 6.

Table 3. The Range of Scores for Different Grades; Grade points and Definitions

Score Range	Grade	Grade point	Definition
80 – 100	A	4	Excellent
65 – 79	B	3	Good
50 – 64	C	2	Satisfactory
40 – 49	D	1	Below average
0 – 39	F	0	Failure
-	I	-	Incomplete
-	Q	-	Disqualification

Computation of Grade Point Average (GPA) Grade Point Average (GPA) refers to the system of judging students' performance. It is computed from marks achieved by students in each module by combining results of Continuous Assessment (CA) and end of module Semester Examinations (SE)

- a) A cumulative grade point average (cum GPA) for each candidate shall be computed using the following formula

$$\text{Cumulative GPA} = \frac{\text{Sum of } (P \times N)}{\text{Sum of } N}$$

Where P represents a grade point assigned to a letter grade scored by the student in a module and N represents the number of credits associated with the module

- b) The Grade Point Average (GPA) shall be computed and truncated to single decimal point.

Classification of Awards

The computed Grade Point Average (GPA) shall be classified as shown in Table below

Table 4: Classification of awards

Class of Award	Cumulative GPA
First Class	3.5 – 4.0
Second class	3.0 – 3.4
Pass	2.0 – 2.9
Failure	0.0 – 1.9

An award shall be given to candidates who satisfy the following criteria:

- Has successfully completed all modules for the NTA Level 4 award
- Has achievement of a minimum Grade Point Average (GPA) of 2.0

3.1.2 Technician Certificate in Nursing and Midwifery

3.1.1.3 Summary of Modules - NTA Level 5

3.1.1.2.3 Table 1: Module Details for Semester 1

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

3.1.1.2.4 Table 2: Module Details for Semester 2

Module Code	Module Title	Classification	Module Credits
NMT 05208	Care of a Woman in Labour and Puerperium	Core	11
NMT 05209	Pre Referral Management of Abnormal Pregnancy Labour and Puerperium	Core	4
NMT 05210	Care of a Normal New Born	Core	5
NMT 05211	Management of Communicable Diseases	Core	15
NMT 05212	Community Based Health Services	Core	10
NMT05213	Community Health Nursing	Core	20
Total Credits			65

3.1.1.2.5 Table 3: Summary of Modules

SN	MODULE CODE	MODULE NAME	CREDITS
1.	NMT 05101	Reproductive Health Care	5
2.	NMT 05102	Child Health Services	4
3.	NMT 05103	Care of a Sick Child	17
4.	NMT 05104	Basic Care of Patient with Medical Conditions	18
5.	NMT 05105	Basic Care of Patient with Surgical Conditions	10
6.	NMT 05106	Basics of Mental Health Nursing	6
7.	NMT 05107	Care of a Woman During Antenatal Period	7
8.	NMT 05208	Care of a Woman in Labour and Puerperium	11
9.	NMT 05209	Pre Referral Management of Abnormal Pregnancy Labour and Puerperium	4
10.	NMT 05210	Care of a Normal New Born	5
11.	NMT 05211	Management of Communicable Diseases	15
12.	NMT 05212	Community Based Health Services	10
13.	NMT05213	Community Health Nursing	20
Total Credits			65

MODULE CODING

The system of coding has adopted a combination of letters and numbers, which have specific meaning. For example Child Services module is coded as NMT 05102 where:

NMT - Represents the first two letters of the department “Nursing and Midwifery Technician”

05 - Represents the respective NTA Level

1 - Indicates the first semester in which the module is conducted

02 - Represents the serial number to which a particular module is assigned in the Respective department.

Distribution of Modules in the Semester

The distribution of modules in semesters is as indicated in the tables below

3.1.1.2.6 Table 4: SEMESTER 1

CODE	Module Title	Scheme of Study (Hours per week)					
		Lecture	Tutorial	Practical		Assignment	Module Credit
				Skills Lab	Clinical		
NMT 05101	Reproductive Health Care	1	-	0.5	1	0.5	5
NMT 05102	Child Health Services	1	-	0.5	1	0.5	4
NMT 05103	Care of a Sick Child	3	1	2	4	1	17
NMT 05104	Basic Care of Patient with Medical Conditions	3	1	2	4	2	18
NMT 05105	Basic Care of Patient with Surgical Conditions	2	0.5	1	2	1.5	10
NMT 05106	Basics of Mental Health Nursing	1	0.5	-	1	1.5	6
NMT 05107	Care of a Woman During Antenatal Period	1	0.5	1	2	0.5	7

3.1.1.2.7 Table 4: SEMESTER 2

Code	Module title	Lecture	Hours /week				Assignment	Field work	Module credits
			Tutorial	Practical					
				Skills Lab	Clinical				
NMT 05208	Care of a Woman in Labour and Puerperium	2	0.5	1	2.5	1	-	11	
NMT05209	Pre Referral Management of Abnormal Pregnancy Labour and Puerperium	1.5	-	-	1	0.5	-	4	
NMT05210	Care of a Normal New Born	1	-	0.5	1	0.5		5	
NMT05211	Management of Communicable Diseases	2	1	-	3	1	3	15	
NMT05212	Community Based Health Services	2	1	-	-	1	3	10	
NMT05213	Community Health Nursing	3	-	-	-		10	20	

Total Hours per week 42

12.0 GRADING SYSTEM

For NTA level 5, all assessed work will be marked according to the following Grading system which specify range of scores for different grades, grade points and their definitions, as shown in Table 4.

Table 4: The Range of Scores for Different Grades; Grade points and their Definitions

Score Range	Grade	Grade point	Definition
80 – 100	A	4	Excellent
65 – 79	B	3	Good
50 – 64	C	2	Pass
40 – 49	D	1	Poor
0 – 39	F	0	Failure
	I	-	Incomplete
	Q	-	Disqualification

Computation of Grade Point Average (GPA)

GPA shall be computed from marks achieved by students in each module by combining results of CA and end of module examinations.

Divide the total of number of grade points earned by the student for that module times credits assigned to the module by the total number of credits for module examined. For example

GPA for each candidate is calculated as follows:

- (a) A cumulative grade point average (cum GPA) for each candidate shall be computed by dividing the total number of grade points earned for all modules by the total number of credits for the award examined.

$$\text{Cumulative GPA} = \frac{\text{Sum of } (P \times N)}{\text{Sum of } N}$$

Where P represents a grade point assigned to a letter grade scored by the student in a module and N represents the number of credits associated with the module

- (b) The Grade Point Average (GPA) shall be computed and truncated to single decimal point

Classification of Awards

The GPA shall be computed from credits and grade weights and classified as follows:

Class Of Award	Cumulative GPA
First Class	3.5 – 4
Second class	3.0 – 3.4
Pass	2.0 – 2.9
Failure	0 – 1.9

An awards shall be given to candidates who satisfy the following criteria: (i) He/She completed all modules for the NTA Level 5 award (ii) He/She achieved a minimum Grade Point Average (GPA) of 2.0

3.1.3 Ordinary Diploma in Nursing and Midwifery

3.1.1.4 Summary of Modules - NTA Level 6

3.1.1.2.7 Table 1: Module Details for Semester 1

Module Code	Module Title	Classification	Module Credits
NMT 06101	Care of a Woman with Abnormal Pregnancy, Labour and Puerperium	Core	19
NMT 06102	Care of a Woman with Obstetric Emergency Conditions	Core	6
NMT 06103	Care of Newborns with Abnormal Conditions	Core	5
NMT 06104	Supervision in Nursing and Midwifery Practice	Core	12
NMT 06105	Basics of Epidemiology and Biostatistics	Fundamental	6
NMT 06106	Fundamentals of Research	Fundamental	9
Total Credits			57

3.1.1.2.3 Table 2: Module Details for Semester 2

Module Code	Module Title	Classification	Module Credits
NMT 06207	Care of Patients with Medical Conditions	Core	20
NMT 06208	Care of Patients with Tumors and Cancer	Core	4
NMT 06209	Care of Patients with Surgical Conditions	Core	14
NMT 06210	Care of Patients with Reproductive Surgical Conditions	Core	5
NMT 06211	Mental Health Nursing	Core	20
Total Credits			57

MODULE CODING

The system of coding has adopted a combination of letters and numbers, which have specific meaning. For example Supervision in Nursing and Midwifery Practice module is coded as:-

NMT 06104 where: NM - Represents the name of the programme “Nursing and Midwifery”

T – Represents the qualification at the respective level “Technician”

06 - Represents the respective NTA Level “NTA Level 6”

1 - Represents the semester in which the module is conducted “Semester I”

04 - Represents the serial number to which a particular module is assigned in the respective programme
“Module Four

SCHEME OF STUDY

The scheme of study for semesters is as indicated in table 3 and 4.

Table 3: Scheme of Study for Semester I

Code	Module title	Hours per week						
		Lecture	Tutorial	Practical		Assignment	Research project	Module credits
				Skill Lab.	Clinical			
NMT 06101	Care of a Woman with Abnormal Pregnancy, Labour and Puerperium	3	1	2.5	5	1	-	19
NMT 06102	Care of a Woman with Obstetric Emergency conditions	1	-	1	1.5	0.5	-	6
NMT 06103	Care of Newborns with Abnormal Conditions	1	-	0.5	1	0.5	-	5
NMT 06104	Supervision in Nursing and Midwifery Practice	2	1	-	4	1	-	12
NMT 06105	Basics of Epidemiology and Biostatistics	2	1	-	-	1	-	6
NMT 06106	Fundamentals of Research	2	1	-	-	-	3	9
Total Credits								57

Total hours per week = 38

Code	Module title	Hours per week					
		Lecture	Tutorial	Skill Lab.	Clinical	Assignment	Module credits
NMT 06207	Care of Patients with Medical Conditions	3	2	-	6	2	20
NMT 06208	Care of Patients with Tumors and Cancer	1	-	-	2	0.5	4
NMT 06209	Care of Patients with Surgical Conditions	2	1	1	4	1	14
NMT 06210	Care of Patients with Reproductive Surgical Conditions	1	-	-	1.5	0.5	5
NMT 06211	Mental Health Nursing	3	2	-	6	2	20
Total Credits							63

Total hours per week = 42

SUMMARY OF THE MODULES

3.1.1.2.4 Table 5: Summary of Modules of the Programme

Module Code	Module Name	Semester I	Semester II
NMT 06101	Care of a Woman with Abnormal Pregnancy, Labour and Puerperium		
NMT 06102	Care of a Woman with Obstetric Emergency Conditions		
NMT 06103	Care of Newborns with Abnormal Conditions		
NMT 06104	Supervision in Nursing and Midwifery Practice		
NMT 06105	Basics of Epidemiology and Biostatistics		
NMT 06106	Fundamentals of Research		
NMT 06207	Care of Patients with Medical Conditions		
NMT 06208	Care of Patients with Tumours and Cancer		
NMT 06209	Care of Patients with Surgical Conditions		
NMT 06210	Care of Patients with Reproductive Surgical Conditions		
NMT 06211	Mental Health Nursing		

GRADING SYSTEM

All assessed work shall be graded according to the following grading system which specifies range of score for different grades, grade points and their definitions as shown in Table 6.

Table 6: The Range of Scores for Different Grades; Grade points and Definitions

Score Range	Grade	Grade Points	Definition
75 – 100	A	5	Excellent
70 – 74	B+	4	Very Good
60 – 69	B	3	Good
50 – 59	C	2	Satisfactory
0 – 49	D	1	Below Average
0 – 39	F	0	Failure
-	I		Incomplete
-	Q		Disqualification

Computation of Grade Point Average (GPA)

Grade Point Average (GPA) refers to a system of judging student's performance. It is computed from marks achieved by students in each module by combining results of Continuous Assessment (CA) and end of Semester Examinations (SE).

(a) A cumulative grade point average (cum GPA) for each candidate shall be computed using the following formula:

$$\text{Cumulative GPA} = \frac{\text{Sum of } (P \times N)}{\text{Sum of } N}$$

Where P represents a grade point assigned to a letter grade scored by the student in a module and N represents the number of credits associated with the module

(b) The Grade Point Average (GPA) shall be computed and truncated to single decimal point.

CLASSIFICATION OF AWARDS

The computed Grade Point Average (GPA) shall be classified as shown in Table 7

Table 7: Class of Award and Cumulative GPA

Class of Award	Cumulative GPA
First Class	4.4 – 5.0
Second Upper Class	3.5 – 4.3
Second Lower Class	2.7 – 3.4
Pass	2.0 – 2.6
Failure	0.0 – 1.9

An award shall be given to candidates who satisfy the following criteria:

- Has successfully completed all modules for the NTA Level 6 award
- Has achieved a minimum Grade Point Average (GPA) of 2.0

3.2 Department of Social Work

3.2.1 Basic Technician Certificate in Social Work (BTC SW)

3.2.1.2 Summary of Modules - NTA Level 4

3.2.1.2.3 Table 1: Module Details for Semester 1

No.	Module code	Module title	Class	Credit
1	SWT04201	Basics of Social Work	C	14
2	SWT04202	Social Work Values and Ethics	C	6
3	SWT04203	Information Communication Technology in Social Work	F	10
4	SWT04206	Fundamentals of Sociology	F	6
5	SWT04209	Psychology for Social Workers	F	10
6	SWT04110	Social Welfare Services	C	12
Total Credits				58

3.2.1.2.4 Table 2: Module Details for Semester 2

No.	Module code	Module title	Class	Credit
1	SWT04204	Social Work Practice in Health Care	C	13
2	SWT04205	Social Psychology for Social Workers	F	11
3	SWT04207	Human Rights and Gender in Social Work Practice	C	6
4	SWT04208	Fundamentals of Social Empowerment	F	7
5	SWT04211	Basics of Social Work Filed Instructions	C	5
6	SWT04212	Block Filed Work	C	25
Total Credits				67

KEY NOTE:

C: Core Module

F: Fundamental Module

SCHEME OF STUDY

Table: SEMESTER 1

Code	Module Title	Scheme Of Study Hrs/Wk.				
		L	T	P	AS	Credit
SWT04101	Basics of Social Work	3	2	2	2	14
SWT04102	Social Work Values and Ethics	2	1	-	1	06
SWT04103	Information Communication Technology in Social Work	2	1	2	2	10
SWT04106	Fundamentals of Sociology	2	1	-	1	06
SWT04109	Psychology for Social Workers	2	1	2	2	10
SWT04110	Social Welfare Services	2	2	2	2	12
	Sub-Total hours/Week	13	8	8	10	58
	Total hours per week	39				

KEY NOTE:

L – Lecture hours

T – Tutorials hours

P – Practical hours

AS – Assignment hours

Table: SEMESTER 2

Code	Module Title	Scheme Of Study Hrs./Wk.				
		L	T	P	AS	Credit
SWT04204	Social Work Practice in Health Care	2	1	1	1	7
SWT04205	Social Psychology for Social Workers	2	1	1	2	10
SWT04207	Human Rights and Gender in Social Work Practice	2	1	1	1	10
SWT04208	Fundamentals of Social Empowerment	1	-	1	1	4
SWT04211	Basics of Social Work Field Instructions	1	-	1	1	5
SWT04212	Block Field Practice	-	-	-	-	30
	Sub-Total hours/Week	10	7	5	7	67
	Total hours per week	*22				

***The rest of the hours per week in a semester will be allocated for Block Field practice**

GRADING SYSTEM

All assessed work shall be graded according to the following grading system which specifies range of scores for different grades, grade points and their definitions, as shown in Table 6.

Table 3. The Range of Scores for Different Grades; Grade points and Definitions

Score Range	Grade	Grade point	Definition
80 – 100	A	4	Excellent
65 – 79	B	3	Good
50 – 64	C	2	Satisfactory
40 – 49	D	1	Below average
0 – 39	F	0	Failure
-	I	-	Incomplete
-	Q	-	Disqualification

Computation of Grade Point Average (GPA) Grade Point Average (GPA) refers to the system of judging students' performance. It is computed from marks achieved by students in each module by combining results of Continuous Assessment (CA) and end of module Semester Examinations (SE)

- a) A cumulative grade point average (cum GPA) for each candidate shall be computed using the following formula

$$\text{Cumulative GPA} = \frac{\text{Sum of } (P \times N)}{\text{Sum of } N}$$

Where P represents a grade point assigned to a letter grade scored by the student in a module and N represents the number of credits associated with the module

- b) The Grade Point Average (GPA) shall be computed and truncated to single decimal point.

Classification of Awards

The computed Grade Point Average (GPA) shall be classified as shown in Table below

Table 4: Classification of awards

Class of Award	Cumulative GPA
First Class	3.5 – 4.0
Second class	3.0 – 3.4
Pass	2.0 – 2.9
Failure	0.0 – 1.9

An award shall be given to candidates who satisfy the following criteria:

- Has successfully completed all modules for the NTA Level 4 award
- Has achievement of a minimum Grade Point Average (GPA) of 2.0

3.2.2 Technician Certificate in Social Work (TCSW)

3.2.2.1 Summary of Modules - NTA Level 5

Table 1: Module Details for Semester 1

No.	Module code	Module title	Class	Credit
1	SWT05101	Communication Skills	F	12
2	SWT05102	Guidance and Counselling	F	10
3	SWT05103	Social Welfare Policy and Services	C	6
4	SWT05104	Social Work Practice	C	10
5	SWT05105	Basic Statistics for Social Workers	F	8
6	SWT05106	Social Work Case Management	C	6
Total Credits				60

3.2.2.2 Summary of Modules - NTA Level 5

Table 2: Module Details for Semester 2

No.	Module code	Module title	Class	Credit
1	SWT05207	Entrepreneurship Skills	F	6
2	SWT05208	Social Advocacy and Empowerment	C	6
3	SWT05209	Social Work and Law	C	12
4	SWT05210	Social Work Field Instruction	C	6
5	SWT05211	Block Field Work Practice	C	6
Total Credits				60

SCHEME OF STUDY

Table3: SEMESTER 1

Code	Module Title	Scheme Of Study Hrs/Wk.				
		L	T	P	AS	Credit
SWT05101	Communication Skills	2	1	2	2	10
SWT05102	Guidance and Counseling	3	1	3	2	14
SWT05103	Social Welfare Policy and Services	3	-	2	1	11
SWT05104	Social Work Practice	2	1	1	1	8
SWT05105	Basic Statistics for Social Workers	2	-	2	1	8
SWT05106	Social Work Case Management	3	1	2	1	10
	Sub-Total hours/Week	15	5	12	8	61
	Total hours per week	40				

KEY NOTE:

L – Lecture hours

T – Tutorials hours

P – Practical hours/Project hours

AS – Assignment hours

Table4: SEMESTER 2

Code	Module Title	Scheme Of Study Hrs./Wk.				
		L	T	P	AS	Credit
SWT05207	Entrepreneurship Skills	2	1	1	1	7
SWT05208	Social Advocacy and Empowerment	2	1	1	2	10
SWT0209	Social Work and Law	2	1	1	1	10
SWT05210	Social Work Field Instruction	1	-	1	1	4
SWT05211	Block Field Work Practice	1	-	1	1	5
	Sub-Total hours/Week	10	2	5	5	59
	Total hours per week	22*				

***The rest of the hours per week in a semester will be allocated for Block Field practice**

12.0 GRADING SYSTEM

For NTA level 5, all assessed work will be marked according to the following Grading system which specify range of scores for different grades, grade points and their definitions, as shown in Table 4.

Table 4: The Range of Scores for Different Grades; Grade points and their Definitions

Score Range	Grade	Grade point	Definition
80 – 100	A	4	Excellent
65 – 79	B	3	Good
50 – 64	C	2	Pass
40 – 49	D	1	Poor
0 – 39	F	0	Failure
	I	-	Incomplete
	Q	-	Disqualification

Computation of Grade Point Average (GPA)

GPA shall be computed from marks achieved by students in each module by combining results of CA and end of module examinations.

Divide the total of number of grade points earned by the student for that module times credits assigned to the module by the total number of credits for module examined. For example

GPA for each candidate is calculated as follows:

- (a) A cumulative grade point average (cum GPA) for each candidate shall be computed by dividing the total number of grade points earned for all modules by the total number of credits for the award examined.

$$\text{Cumulative GPA} = \frac{\text{Sum of (P x N)}}{\text{Sum of N}}$$

Where P represents a grade point assigned to a letter grade scored by the student in a module and N represents the number of credits associated with the module

- (b) The Grade Point Average (GPA) shall be computed and truncated to single decimal point

Classification of Awards

The GPA shall be computed from credits and grade weights and classified as follows:

Class Of Award	Cumulative GPA
First Class	3.5 – 4
Second class	3.0 – 3.4
Pass	2.0 – 2.9
Failure	0 – 1.9

An awards shall be given to candidates who satisfy the following criteria: (i) He/She completed all modules for the NTA Level 5 award (ii) He/She achieved a minimum Grade Point Average (GPA) of 2.0

3.3.3 Ordinary Diploma in Social Work (ODSW)

3.3.3.1 Summary of Modules - NTA Level 6

Table 1: Module Details for Semester 1

No.	Module code	Module title	Class	Credit
1	SWTo6101	Social Policy	C	7
2	SWTo6103	Resource Mobilization for Social Welfare Services	F	10
3	SWTo6104	Rehabilitation Services in Social Work Practice	C	7
4	SWTo6107	Administration of Social Welfare Resources	F	12
5	SWTo6108	Social Work Best Practices	C	12
6	SWTo6109	Basic Leadership and Administration Skills	F	8
Total Credits				56

3.3.3.2 Summary of Modules - NTA Level 6

Table 2: Module Details for Semester 2

No.	Module code	Module title	Class	Credit
1	SWTo6202	Applied Social Welfare Laws	C	7
2	SWTo6205	Social Work Research Methods	C	10
3	SWTo6206	Crisis Intervention and Conflict Management	F	10
4	SWTo6210	Social Work Interventions in HIV and AIDS	C	4
5	SWTo6211	Quality Assurance & Improvement in Social Welfare Services	F	5
6	SWTo6212	Block Field Work Practice	C	30
Total Credits				65

SCHEME OF STUDY

Table3: SEMESTER 1

Code	Module Title	Scheme Of Study Hrs/Wk.				
		L	T	P	AS	Credit
SWTo6101	Social Policy	2	1	1	1	7
SWTo6103	Resource Mobilization for Social Welfare Services	2	1	2	2	10
SWTo6104	Rehabilitation Services in Social Work Practice	2	-	1	1	7
SWTo6107	Administration of Social Welfare Resources	4	1	1	2	12
SWTo6108	Social Work Best Practices	2	2	2	2	12
SWTo6109	Basic Leadership and Administration Skills	2	1	1	1	8
	Sub-Total hours/Week	14	6	8	9	56
	Total hours per week	37				

KEY NOTE:

L – Lecture hours

T – Tutorials hours

P – Practical hours

AS – Assignment hours

Table4: SEMESTER 2

Code	Module Title	Scheme Of Study Hrs./Wk.				
		L	T	P	AS	Credit
SWTo6202	Applied Social Welfare Laws	2	1	1	1	7
SWTo6205	Social Work Research Methods	2	1	1	2	10
SWTo6206	Crisis Intervention and Conflict Management	2	1	1	1	10
SWTo6210	Social Work Intervention in HIV and AIDS	1	-	1	1	4
SWTo6211	Quality Assurance and Improvement in Social Welfare Services	1	-	1	1	5
SWTo6212	Block Field Practice	-	-	-	-	30
	Sub-Total hours/Week	8	3	5	6	65
	Total hours per week	*22				

***The rest of the hours per week in a semester will be allocated for Block Field practice**

GRADING SYSTEM

All assessed work shall be graded according to the following grading system which specifies range of score for different grades, grade points and their definitions as shown in Table 3.

Table 3: The Range of Scores for Different Grades; Grade points and Definitions

Score Range	Grade	Grade Points	Definition
75 – 100	A	5	Excellent
70 – 74	B+	4	Very Good
60 – 69	B	3	Good
50 – 59	C	2	Satisfactory
0 – 49	D	1	Below Average
0 – 39	F	0	Failure
-	I		Incomplete
-	Q		Disqualification

Computation of Grade Point Average (GPA)

Grade Point Average (GPA) refers to a system of judging student's performance. It is computed from marks achieved by students in each module by combining results of Continuous Assessment (CA) and end of Semester Examinations (SE).

(a) A cumulative grade point average (cum GPA) for each candidate shall be computed using the following formula:

$$\text{Cumulative GPA} = \frac{\text{Sum of } (P \times N)}{\text{Sum of } N}$$

Where P represents a grade point assigned to a letter grade scored by the student in a module and N represents the number of credits associated with the module

(b) The Grade Point Average (GPA) shall be computed and truncated to single decimal point.

CLASSIFICATION OF AWARDS

The computed Grade Point Average (GPA) shall be classified as shown in Table 7

Table 7: Class of Award and Cumulative GPA

Class of Award	Cumulative GPA
First Class	4.4 – 5.0
Second Upper Class	3.5 – 4.3
Second Lower Class	2.7 – 3.4
Pass	2.0 – 2.6
Failure	0.0 – 1.9

An award shall be given to candidates who satisfy the following criteria:

- Has successfully completed all modules for the NTA Level 6 award
- Has achieved a minimum Grade Point Average (GPA) of 2.0

3.3 End of Semester Examinations

End of semester examination for each subject shall be administered in the sixteenth week of each semester and shall account for the remaining marks of the overall score as follows.

No.	Programme	Percentage (%)
i.	NTA level 4	40
ii.	NTA levels 5	40
iii.	NTA level 6	40

3.3.1 Classification of Awards

The assessment scheme and awards classification conforms to the NACTVET Standards. The Grades shall be derived from numerical scores obtained from coursework and examination as follows:-

3.0.1. Letter Grades for and Classification the Performance in the Course shall be as follows

i. National Technical Award (NTA) levels 4

Grade	A	B	C	D	F	I	Q
Scores (%)	80 - 100	65 - 79	50 - 64	40 - 49	0 - 39	-	-
Definition	Excellent	Good	Average	Below Average	Failure	Incomplete	Disqualified
Points	4	3	2	1	0		

ii. National Technical Award (NTA) levels 5

Grade	A	B	C	D	F	I	Q
Scores (%)	80 - 100	65 - 79	50 - 64	40 - 49	0 - 39	-	-
Definition	Excellent	Good	Average	Below Average	Failure	Incomplete	Disqualified
Points	4	3	2	1	0		

iii. National Technical Award (NTA) levels 6

Grade	A	B+	B	C	D	F	I	Q
Scores (%)	75 - 100	65 - 74	55 - 64	45 - 54	39 - 44	0 - 38	-	-
Definition	Excellent	Very Good	Good	Average	Below Average	Failure	Incomplete	Disqualified
Points	5	4	3	2	1	0		

3.3.2. Computation of GPA

In each course GPA shall be calculated by Multiplying the Points associated with the final grade of a given course by number of credits assigned in that course.

A candidate's overall performance is then found by dividing the total number of credits into the Weighted Total Number of Credit Points of all courses taken in a semester. Formula for computing GPA shall be

$$\text{GPA} = \frac{\text{Weighted Credit Point Total for all courses taken}}{\text{Total Number of Course Credits taken}}$$

- i. A cumulative grade point average (GPA) for each candidate shall be computed by dividing the total number of grade points earned for all modules by the total number of credits for the award examined.

i.e.,
$$\text{Cumulative GPA} = \frac{\text{Sum of } (P \times N)}{\text{Sum of } N}$$

Where P represents a grade point assigned to a letter grade scored by the candidates in a module and N represents the number of credits associated with the module.

- ii. The Grade Point Average (GPA) shall be computed and truncated to single decimal point.

3.3.3 Classification of Awards

Classification of Awards shall be based on Grade Point Average (GPA) formula for computing GPA.

3.3.3.1 NTA Level 6, the resultant classification will be as follows: -

NO.	Average Weighted Scores Classification	
1	4.4 – 5.0	1st Class
2	3.5 – 4.3	Upper Second Class
3	2.7 – 3.4	Lower Second Class
4	2.0 – 2.6	Pass
5	Below 2	Fail

3.3.3.2 NTA Level 5 the resultant classification will be as follows: -

NO.	Average Weighted Scores Classification	
1	3.5 – 4.0	1st Class
2	3.0 – 3.4	Second Class
4	2.0 – 2.9	Pass
5	Below 2	Fail

3.3.3.3 NTA Level 4 the resultant classification will be as follows: -

NO.	Average Weighted Scores Classification	
1	3.5 – 4.0	1st Class
2	3.0 – 3.4	Second Class
4	2.0 – 2.9	Pass
5	Below 2	Fail

Final classification shall be as follows;

NO.	Class Grade GPA Range		
1	A	4.5 – 5.0	1st Class
2	B+	3.5 – 4.4	Upper Second Class
3	B	2.6 – 3.4	Lower Second Class
4	C	2.0 – 2.5	Pass
5	F	Below 2	Fail

GPA = Weighted Credit Point Total for all courses taken/ Total Number of Course Credits taken

3.4 Examination Policy and Regulations

Information on all matters regarding examinations is provided on the examination regulation document as per NACTVET, all students shall generally be bound by the Institute examination regulation. The objective of which is:

- i. To provide guidance on the examination conduct and examination governing rules.
- ii. Provide information and guidance on the assessment scheme for the academic performance of students.

3.5 Loss of Certificate

The Institute may issue another copy of the certificate in case of loss of the original one on the following conditions:

- i. The applicant produces a sworn affidavit declaring loss of the certificates or (the destroyed certificate If any)
- ii. Production of the evidence that the loss has been reported to the police and Police loss report form is available.
- iii. Production of the evidence that the applicant has declared the loss in local newspapers and a copy of the advertisement be produced to the Institute
- iv. The applicant will have to wait for not less than six months after the declaration of the loss in newspapers
- v. In case of partial destruction of the original certificate or a copy, a duplicate Certificate may be issued in not more than six months.
- vi. A fee of TZS 50,000/= shall be charged for preparing a new copy of academic certificates.
- vii. The replacement certificate shall not be issued until the Institute is satisfied and convinced with the produced evidences.

The certificate so issued whether lost or destroyed, shall be marked TRUE COPY across it.

CHAPTER FOUR

4.1 Students' Welfare

4.1.1 Library Services

At ALMTC, we take pride in our well-equipped library, carefully curated to support every course offered at the college and to facilitate internet-based research. Our library comfortably provide smoothly environment for learning. Explore our collection of books, journals, and online resources to fuel your academic journey.

4.1.2 Library Opening Hours

We understand that mind can never stop feeding. That's why our library opens its doors for you when you need it most:

- Monday – Friday: 8.00 am to 10.00 pm
- Saturday, Library is open from 8.00 am to 3.00 pm

4.1.3 Students' Organization

At ALMTC, we encourage students to be actively engaged in shaping their educational experience. Our energetic Students' Organization, known as **Arusha Lutheran Medical Training Center – Students Organization (ALMTC-SO)**, plays a central role in fostering social connections and organizing recreational activities. Students' welfare, managed by ALMTC-SO, is democratically represented, ensuring your voice is heard.

4.1.4 Students' Accommodation

ALMTC offers high-quality accommodation options for students who choose to reside on campus. We provide hostels services, ensuring a safe and comfortable environment for your stay.

4.1.5 Health Services

We value the health of our clients. ALMTC is affiliated with a fully-equipped specialized and regional hospitals to attend to the health needs of our students, staff, and the surrounding community. Each student and staff at ALMTC are assured with National Health Insurance to meet the health needs, for serious cases, we have arrangements with our iconic hospitals Arusha Lutheran Medical Center (ALMC), Selian Lutheran Hospital (SLH) and nearby hospitals Mount Meru Hospital, Levolosi Health Center and Maternity Africa both easily accessible from the college

4.1.6 Food Services

Indulge your taste buds in our dining hall, run by hired caterers. Enjoy a variety of dishes prepared in our kitchen and prepare your own dishes in our cafeteria, designed to accommodate up to 100 students at a time. Many of our students enjoy their meals here on campus.

4.1.7 Sports and Games

Espouse a balanced lifestyle by actively participating in sports and games. ALMTC provides outdoor and indoor sports facilities to encourage physical activity. For certain sports, we have access to the nearby ALMTC stadium, just 1 minute away.

4.1.8 Students Guidance and Counselling

At ALMTC, we understand that your well-being goes beyond academics. Our Dean's Office offers guidance and counseling services to help you navigate the challenges of student life. Additionally, students have the opportunity to participate in campus meetings, actively

ALMTC FEE STRUCTURE FOR NURSING AND MIDWIFERY PROGRAM

1ST YEAR BOARDING STUDENTS	
ALMTC -INTAKE OF 2025/2026 FEE STRUCTURE	
Fees	
Tuition	1,260,000
Food/Accommodation	1,650,000
Sub-total	2,910,000
semester exam	150,000
First aid	40000
Uniform	100000
SUB-TOTAL	290,000
GRAND TOTAL	3,200,000
OBA Scholarship	900,000
ACTUAL FEE	2,300,000
EXTERNAL CHARGES	
Exam Fee-SE-2-MOH	150,000
quality Ass-NACTE	20,000
Practical books	40,000
clinical placement charge	100,000
Students Union	10,000
Internet	30,000
Prospectus	15,000
registration once	50,000
identity-once	15,000
Caution money	20,000
NHIF	50,400
TOTAL	500,400

ALMTC FEE STRUCTURE FOR SOCIAL WORK PROGRAM

ALMTC TRAINING CENTRE -SEPTEMBER INTAKE 2024/2025 FEE STRUCTURE SOCIAL WORK- DAY					
Basic Technician Certificate Level-4		Technician Certificate Level-5		Ordinary Diploma Level-6	
Fees		Fees		Fees	
Tuition Fee	900,000	Tuition Fee	1,000,000	Tuition Fee	1,000,000
Total	900,000	Total	1,000,000	Total	1,000,000
EXTERNAL CHARGES		EXTERNAL CHARGES		EXTERNAL CHARGES	
Exam Fee-SE-1	150,000.00	Exam Fee-SE-1	150,000.00	Exam Fee-SE-1	150,000.00
Exam Fee-SE-2	150,000.00	Exam Fee-SE-2	150,000.00	Exam Fee-SE-2	150,000.00
NACTE Fee	20,000.00	NACTE Fee	20,000.00	NACTE Fee	20,000.00
Registration Fee	15,000.00	Block Field	100,000.00	Caution money	20,000.00
Uniform	100,000.00	Caution money	20,000.00	Block Field	100,000.00
Block Field	100,000.00	NHIF	50,400.00	Identity Card	10,000.00
Identity Card	10,000.00	TOTAL	490,400.00	Graduation	100,000.00
Caution money	20,000.00			NHIF	50,400.00
NHIF	50,400.00			TOTAL	600,400.00
TOTAL	615,400.00				

ALMTC INSTALLMENT PLAN

INSTALLMENT PAYMENTS FOR NURSING INSERVICE (OFF CAMPUS)

INSTALLMENT TYPE	MONTH	AMOUNT TO BE PAID
1 ST INSTALLMENT	OCTOBER	735,200/=
2 ND INSTALLMENT	DECEMBER	735,200/=
3 RD INSTALLMENT	MARCH	400,000/=
4 TH INSTALLMENT	JUNE	400,000/=
TOTAL AMOUNT TO BE PAID		2,270,400/=

INSTALLMENT PAYMENTS FOR FIRST YEAR SOCIAL WORK PROGRAM (IN-CAMPUS)

INSTALLMENT TYPE	MONTH	AMOUNT TO BE PAID
1 ST INSTALLMENT	OCTOBER	857,700/=
2 ND INSTALLMENT	DECEMBER	857,700/=
3 RD INSTALLMENT	FEB	550,000/=
4 TH INSTALLMENT	MAY	550,000/=
TOTAL AMOUNT TO BE PAID		2,815,400/=

INSTALLMENT PAYMENTS FOR FIRST YEAR SOCIAL WORK PROGRAM (OFF-CAMPUS)

INSTALLMENT TYPE	MONTH	AMOUNT TO BE PAID
1 ST INSTALLMENT	OCTOBER	532,700/=
2 ND INSTALLMENT	DECEMBER	532,700/=
3 RD INSTALLMENT	FEB	225,000/=
4 TH INSTALLMENT	MAY	225,000/=
TOTAL AMOUNT TO BE PAID		1,515,400

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