

**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 FOR 2020/2021 ACADEMIC YEAR AT IFM DAR ES SALAAM CAMPUS,  
MWANZA AND DODOMA TEACHING CENTRES**

Applications are invited for admission (both direct entry and equivalent entry) at the Institute of Finance Management (IFM) for 2020/2021 academic year. The applications are open for the following programmes:

**A: APPLICATION FOR PROGRAMMES OFFERED AT IFM DAR ES SALAAM 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
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

**2.0 COLLABORATIVE MASTER DEGREE PROGRAMME**

<b>S/N</b>	<b>COURSE</b>	<b>DURATION</b>
1	Master of Science in Information Technology and Management – in Collaboration with Avinashilingam University (India) – Evening	18 months

**Please note:** Admissions into Master degree in collaboration is subject to approval by collaborative partner Institution.

### 3.0. POSTGRADUATE DIPLOMA PROGRAMMES

S/N	COURSE	DURATION
1	Postgraduate Diploma in Business Administration (PGDBA) - Evening	12 months
2	Postgraduate Diploma in Financial Management (PGDFM) - Evening	12 months
3	Postgraduate Diploma in Insurance and Risk Management (PGDIRM) - Evening	12 months

### 4.0 ORDINARY DIPLOMA PROGRAMMES (NTA 5)

S/N	COURSE	DURATION
1	Ordinary Diploma in Banking and Finance (ODBF) - Full 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	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

### 5.0 BASIC TECHNICIAN CERTIFICATE PROGRAMMES (NTA 4)

S/N	COURSE	DURATION
1	Basic Technician Certificate in Banking and Finance (BTCBF) - Full time	One year
2	Basic Technician Certificate in Computing and Information Technology (BTCC & I.T.) - Full time	One year
3	Basic Technician Certificate in Insurance and Social Protection (BTCISP) - Full 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

## B: APPLICATION FOR PROGRAMMES OFFERED AT IFM MWANZA TEACHING CENTRE

### 1.0 IFM MASTER DEGREE PROGRAMME

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

### 2.0 ORDINARY DIPLOMA PROGRAMMES (NTA 5)

S/N	COURSE	DURATION
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1	Ordinary Diploma in Banking and Finance (ODBF) - Full time	Two years
2	Ordinary Diploma in Insurance and Risk Management (ODIRM) -Full time	Two Years
3	Ordinary Diploma in Accounting (ODAC) - Full time	Two years

### 3.0 BASIC TECHNICIAN CERTIFICATE PROGRAMMES (NTA 4)

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

## C: APPLICATION FOR PROGRAMMES AT IFM DODOMA TEACHING CENTRE

### 1.0 IFM MASTER DEGREE PROGRAMME

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

### 2.0 BASIC TECHNICIAN CERTIFICATES (NTA 4)

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

## D: ENTRY REQUIREMENTS

### 1. MINIMUM ENTRY REQUIREMENTS FOR IFM MASTER DEGREE PROGRAMMES

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.

### 2. MINIMUM ENTRY REQUIREMENTS FOR COLLABORATIVE MASTER DEGREE PROGRAMME

a) **Either** a First Degree or Advanced Diploma in any formal science-related field of study with at least second class,

**OR**

- b) A good Postgraduate Diploma in the related field from a recognized higher learning institution.

### **3. MINIMUM ENTRY REQUIREMENTS FOR POSTGRADUATE DIPLOMA PROGRAMMES**

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

### **4. MINIMUM ENTRY REQUIREMENTS FOR ORDINARY DIPLOMA PROGRAMMES**

- a) Holder of Form Six certificates with at least a principal and a subsidiary passes (religious subjects are excluded).

**OR**

- b) A Form Four certificate with at least four passes (religious subjects are excluded) and an NTA level 4 certificate i.e. Basic Technician 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.

### **5. MINIMUM ENTRY REQUIREMENTS FOR CERTIFICATE PROGRAMMES**

A Form Four certificate with at least four passes (religious subjects are excluded). For BTCC & I.T., one of the four passes must be in Mathematics, Physics or Chemistry.

***Please note:** Admissions into Basic Technician Certificate (NTA 4) programmes allow progression into Ordinary Diploma (NTA 6) without readmission.*

## **E: MODE OF APPLICATION**

Candidates, who wish to apply for admission in any of the programmes listed, can do so using the online system through <http://www.ifmsis.ac.tz/oas>. This link is also accessible via the IFM website: <http://www.ifm.ac.tz>.

### **APPLICATION FEES**

The application fee is TZS. 10,000/= only

### **DEADLINE FOR APPLICATION**

The deadline for application is **15<sup>th</sup> September 2020**.

### **CORRESPONDENCE ADDRESSES**

For further information, please forward your query to the following addresses:

#### **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, +255-734-205030

Fax: +255-22-2112935

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

**OR**

**IFM MWANZA TEACHING CENTRE**

Rocky City Mall, 3<sup>rd</sup> Floor Wing B,  
Makongoro Road/ Furahisha Street, Plot 494 KV Kirumba  
P. O. Box 2372, **MWANZA.**

Phone: +255-28-2501215/6

E-mail: [mtc@ifm.ac.tz](mailto:mtc@ifm.ac.tz).

**OR**

**IFM DODOMA TEACHING CENTRE**

P.O.BOX 1774, **DODOMA.**

Phone: +255-26-2323582

Mob: +255-736-997773

E-mail: [dtc@ifm.ac.tz](mailto:dtc@ifm.ac.tz).

**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.