KILIMANJARO CHRISTIAN MEDICAL UNIVERSITY COLLEGE

(A Constituent College of Tumaini University Makumira)

CONTINUING PROFESSIONAL DEVELOPMENT (CPD) POLICY, PROCEDURES AND GUIDELINES

AUGUST 2024

POLICY INDEXING INFORMATION

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PREFACE

We are pleased to implement Kilimanjaro Christian Medical University College (KCMUCo)'s Continuing Professional Development (CPD) Policy, demonstrating our commitment to personal and professional growth. As an institution committed to excellence in education, research, and healthcare, KCMUCo values a continuing learning and improvement culture among faculty and supporting staff.

This CPD Policy is a framework to foster the ongoing development of our academic and supporting staff workforce, ensuring that they remain at the forefront of their respective fields. In the constantly changing healthcare systems and academic fields, keeping up-to-date with the latest knowledge, skills, technologies, and best practices is crucial.

This Policy prescribes the guidelines and procedures that will govern the implementation of CPD activities at KCMUCo. It underscores the institution's commitment to supporting its faculty and supporting staff in their pursuit of lifelong learning and professional excellence. The Policy also highlights the importance of aligning CPD activities with the mission, vision, and goals of KCMUCo. This CPD Policy will empower our professionals to excel in their respective roles and foster a culture of collaboration, innovation, mentorship, and adaptability.

We are grateful to all those who contributed to the development of this Policy and look forward to its positive impact on the growth and development of our KCMUCo community.

Prof. EphataE. Kaaya
PROVOST

TABLE OF CONTENTS

GLOSSARY OFTERMS

"Accreditation" means the formal recognition or approval granted to CPD activities, programs, or providers by relevant professional bodies.

"Contact hour" means the amount of time a participant is engaged in formal learning activities that involve direct interaction with an instructor, facilitator, or educational material.

"Continuing Professional Development (CPD)" means learning and developing new skills and knowledge throughout one's career to enhance professional competence and stay current with professional trends and advancements.

"Continuing Professional Education (CPE)" means the ongoing learning and development activities that professionals participate in to enhance their knowledge, skills, and competencies within their respective fields. It is a way for professionals to stay current with industry trends, advancements, and best practices.

"Profession" means an occupation that requires specialized knowledge, training, and skills, often requiring formal education or certification.

"Professional development" means improving and enhancing one's skills, knowledge, expertise, and abilities within their chosen field or profession.

"Professionalism" means a set of qualities, behaviors, and standards expected of individuals in a particular field or occupation. It involves demonstrating integrity, competence, reliability, respectfulness, and ethical conduct in one's interactions and responsibilities within a professional context.

ABBREVIATIONS.

CPD	Continuing Professional Development.
CPE	Continuing Professional Education.
CSP	Corporate Strategic Plan
DPA	Deputy Provost for Administration
DPAA	Deputy Provosts Academic Affairs
HRMA	Human Resource Management and Administration
MCT	Medical Council of Tanganyika
MELSAT	Medical Laboratory Scientist Association of Tanzania
MoH	Ministry of Health
OPRAS	Open Performance Review and Appraisal System
PDP	Personal Development Plan
TNMC	Tanzania Nursing and Midwifery Council
DRC:	Director of Research and Consultancy
TNA:	Training Needs Assessment

1.0 INRODUCTION.

1.1 Background.

The continuing Professional Development (CPD) policy for Kilimanjaro Christian Medical University College (KCMUCo) seeks to develop and continue to improve the competence of healthcare workers, academics, researchers, and supporting and technical staff at KCMUCo. The purpose of this Policy is to contribute to improving efficiency and effectiveness in the delivery of services by academic and non-academic staff. The CPD has been identified as a critical component in raising the standards of professionalism in the health services sector.

KCMUCo recognizes that staff are the key to achieving the College's Vision and Corporate Strategic Plan (CSP) and is committed to supporting staff in their professional development. Among other things, KCMUCo is committed to attracting, retaining, and developing high-quality and creative staff to meet students' constantly changing educational needs and aims. Therefore, the College aims to be the best with modern Human Resources practices that make the College as lace where the best skilled and innovative students are nurtured.

As a CPD provider, KCMUCo also plays a crucial role in delivering CPD to external clients, acknowledging the broader impact of professional development beyond its staff. Furthermore, the institution is tasked with accrediting CPD courses, ensuring the quality and relevance of continuing education offerings both internally and to external stakeholders.

1.2 Purpose of the Policy.

The purpose of the KCMUCo CPD Policy is to:

(i)   Set out the expectations for all employees regarding their professional development.

(ii)   Guide the types of activities that constitute CPD.

(iii)   Establish a system for recording and recognizing CPD activities.

(iv)   Encourage employees to take ownership of their professional growth and career progression.

(v)   Fulfill accreditation requirements, ensuring the institution's continued recognition for delivering high-quality education and contributing to professional excellence.

1.3 Objective of the Policy.

The objective of CPD is to maintain high standards of professional skills and knowledge by ensuring that there is a framework within which the KCMUCo workers and outside workers seeking CPD from KCMUCo are committed to ongoing learning and development throughout their careers, demonstrating the competence required about the specific roles and duties. Thus, specifically, the objectives of the College CPD policy are to: -

(i)   Ensure our professionals maintain and enhance their knowledge and skills to deliver a professional service to customers, clients, and the community.

(ii)   Encourage a learning culture within the College that values continuous professional development.

(iii)   Provide a structured approach to learning to ensure that our workforce can adapt to future changes and challenges in their respective fields.

(iv)   Enhance the College's reputation by investing in its staff professional development.

(v)   Ensure harmonization between professional development and KCMUCo vision and mission.

2.0 THE SCOPE OF THE POLICY.

This Policy applies to all College employees, including full-time, part-time, and contract staff. It covers all professional development activities, including formal education, training courses, workshops, conferences, e-learning, and informal learning experiences. The Policy also applies to staff of outside institutions who are accrediting their courses through the College or attending college courses to accumulate CPD credit points.

2.0 STRATEGIES.

The KCMUCo CPD policy strategy is essential for the College and professionals to ensure that individuals continually enhance their skills, knowledge, and abilities in their respective fields. The CPD priorities are to:

(i)   Enhance staff's knowledge, skills, and ability.

(ii)   Ensure compliance with regulatory bodies.

(iii) Encourage staff to set clear career goals and plan for their personal development

Critical activities concerning the CPD underpin the Policy Strategy offered in terms of:

(i)   **Induction Process for New Staff Members:** This involves providing CPD opportunities as part of the

3

orientation or induction process for new employees to familiarize them with the organization's policies, procedures, and professional development expectations. Examples are workshops, programs, and professional development (Teaching methodology).

(ii) **Role-Specific CPD:** This pertains to CPD activities tailored to the specific roles and responsibilities of staff members, such as teaching, leadership, project management, etc. These activities aim to address each role's unique professional development needs within the KCMUCo.

Records for Staff CPD shall be reviewed regularly by the Head of Department or any other staff supervisor to ensure ongoing alignment with professional and organizational objectives.

4.0 ROLES AND RESPONSIBILITIES.

4.1 Responsibilities of Staff.

Staff are responsible for: -
(i) Identifying their professional development needs,
(i) Engaging in CPD activities,
(ii) Maintaining CPD records,
(iii) Regularly discussing their progress with their Heads of Departments (HoD) or supervisors.

4.2 Responsibility of HoD/Supervisors.

Heads of Department and the supervisors are responsible for: -
(i) Supporting their team members in identifying CPD needs.
(ii) Support staff in developing and approving their CPD plans.
(iii) Providing resources where possible and reviewing CPD records during performance appraisals.

4.3 Responsibilities of the HRMA Department.

The HRMA department is responsible for:
(i)   Guiding CPD opportunities,
(ii)   Facilitating in-house training in collaboration with DCPD.
(iii)   Ensuring that the CPD policy is communicated and understood across the College.

4.4 Responsibilities of the CPD Director.

The Director of CPD will be responsible for:
(i)   Overseeing and coordinating CPD activities at KCMUCo.
(ii)   Working with HRMA to determine the crosscutting College training needs such as supervisor training, leadership training, governance training, etc.
(iii)   Information on annual course opportunities that will be developed and made visible through the KCMUCo website and Almanac.
(iv)   Working with College units and other stakeholders to develop an annual CPD calendar.
(v)   Promoting CPD and raising awareness of the new CPD requirement for the various professions.
(vi)   Renewing for College accreditation as a CPD provider.
(vii)   Establishing, conducting, and coordinating CPD programs.
(viii) Adhering to standards for CPD providers, including reporting requirements as professional councils require.
(ix)   Tracking and monitoring activities, ensuring compliance with accreditation requirements and standards set by relevant regulatory bodies, and providing quarterly reports to the College Academic Committee through DPAA.
(x)   Liaising with regulatory bodies and professional associations.

(xi)   Track the financial resources needed to prepare and implement the CPD activity as budgeted by the event committee.

(xii)   The effectiveness of CPD activities is assessed through participant feedback, evaluation metrics, and continuous improvement initiatives.

(xiii)   Providing guidance and support to faculty, staff, and other stakeholders regarding CPD policies, procedures, and best practices.

(xiv)   Contributing to the development of strategic plans and initiatives aimed at enhancing the quality and relevance of CPD offerings at KCMUCo.

(xv)   Facilitate accreditation of CPD activity and ensuring that:

(a)   AllCPDactivitiesaresubmittedtoDCPDforprocessing atleastthreemonthsbefore te commencement of activity/training.

(b)   A known subject matter expert develops all CPD activities/training/courses from inside KCMUCo or in collaboration with professionals from external partners.

(c)   Any CPDcourseintendedtobeconductedatKCMUCobya noutsideprovidermustcollaborate with a KCMUCo department or Directorate.

(iv)   Ensuring short courses and other CPD courses conducted at KCMUCo are accredited at the College and awarded credit points before implementation according to the three categories in **Table 1.**

Table 1: Categories of CPD Courses offered at KCMUCo.

S/n	Category	Description
1	Knowledge-based.	These are CPD activities that are primarily constructed to transmit knowledge (such as facts). These facts must be based on evidence as accepted in current literature by healthcare professionals. Upon completion, participants gain current factual knowledge on the subject at hand. The minimum interaction time for these types of CPD is one hour.
2	Activity-based	These are primarily constructed to apply the information learned in the allocated time; similarly, the information must be based on evidence accepted in the literature by healthcare professionals. The minimum interaction time for these types of CPD is one hour.
3	Practice-based	The activity is primarily constructed to instill, expand, or enhance practice competencies by systematically achieving specific knowledge, skills, attitudes, and performance behaviors. As in the previous types, they should be based one evidence accepted by the respective professions; the format should include adidacticcomponentandapracticeexperiencecomponent.Facilitatorsshouldusean instructionaldesignstrategyforpractice-basedactivitiesthatisrationallysequenced, curricula-based, and supports the achievement of the stated professional competencies. Participants systematically acquire specific knowledge, skills, attitudes, and performancebehaviorsthatenhancetheirpracticecompetencies.Theminimumcreditfortheseactivitiesis 15 contact hours.

4.5 Responsibilities of the CPD Administrator.

The following are the responsibilities of the CPD activity Administrator:

(i) Liaise with the CPD activity organizer to determine the audience relevant to the CPD activity.

(ii) Liaise with the CPD activity organizer to establish the minimum and maximum number of participants for the activity.

(iii) Establish registration procedures and create standard attendance register for the CPD activity.

(iv) Prepare CPD activity /training schedule (including Topic, time allocation, venue, allocated credits, and Facilitators)

(v) Develop advertising materials for the activity.

(vi) Develop and submit the activity documents to the DCPD for accreditation and approval.

(vii) Any other responsibility as assigned by the Director.

4.6 Responsibilities of the Facilitators of CPD activities.

Facilitators of CPD activity will be responsible for:

(i) Delivering engaging and interactive CPD sessions or workshops

(ii) Maintaining professionalism and ethical standards throughout the facilitation process

(iii) Submitting the following documentation for evaluation:

   (a) Updated curriculum vitae

   (b) List at least ten (10) references supporting course content (within the past five years).

(iv) Submitting training/workshop program or timetable 30 days before course implementation

(v) Submitting presentations in hand-out format at least 14 days before course implementation.

(vi)   Submitting an outline of the training/workshop, including session title, objectives, estimated time for each session, proposed method of instruction, list of facilitators with their license numbers, CVs, and sponsor if applicable.

5.0 GUIDELINES

5.1 CPD Activities and Credits Allocation.

For an activity to qualify as CPD, it must be competence-based and designed to improve knowledge and its application, as well as hard and soft skills. To comply with this Policy, KCMUCo staff must accumulate at least 20 CPD Credit Points each calendar year. CPD activities shall focus on professional competencies, teaching and learning, research, mentoring, supervision, monitoring and evaluation, leadership, management, and governance. Thus, developers of CPD activities shall observe the following: -

(i)   CPD course duration shall not be less than one hour
(ii)   The learning outcomes shall be elaborated, including skills and capabilities that participants will develop, using the appropriate Bloom's Taxonomy nomenclature.
(iii)   Atleast60% of the course time must be allocated for interactive learning activities (e.g.,hands-on activities, debates, presentations, discussions, etc.).
(iv)   Content and instructional methods must align with defined learning outcomes, be sequenced for effective learning progression, and be designed to facilitate active participation and feedback for participants.
(v)   Documentation for participants' attendance and certification should be in place and up to date. Requirements for satisfactory completion of the CPD activity, course, or training should also be in place and communicated to participants before the commencement of the activity.

(vi)　　During the planning phase, a process for evaluating the important parts of the continuing learning experience and professional development should be in place. The evaluation should concentrate on the implementation methods and whether the learning objectives have been met.

(vii)　　Methods for assessing the achievement of the desired learning outcomes defined for the CPD activity as they relate to changes in the learners' knowledge, skills, understanding, attitudes, or competencies should be established well in advance.

Table 2 summarizestheCPDcreditsallocatedperCPDactivity. One CPD point or credit is equivalent to 1 hour of active learning.

Table 2: CPD activities and credit/points allocation

Activity	CPD points	Means of verification
Attendance of KCMUCo CPD course oractivity as the participant	One (1) credit per contact hour	• Attendance sheet. • Invitation letter • **Certificate of participation with credit points**
Facilitation of KCMUCo CPD course	One (1) credit per contact hour	• Timetable. • Attendance sheet • Invitation letter to facilitate. • **Certificate of facilitation**
Organizing a scientific conference symposium. workshop	Ten (10) credits flat rate for each of the organizing committee members	• An appointment letter is required to be the Chair or member of the Organizing Committee. • Abstract book. • Conference program • **Certificate for Organizers**

Activity	CPD points	Means of verification
Presenting a poster at a scientific conference, workshop, symposium seminar, or webinar	Five (5) credits flat rate to each poster author	- Abstract book with the name of the poster presenter. - Letter of invitation/acceptance of poster. **Certificate of attendance to the conference**
Presenting a paper at a conference workshops or Symposia or seminars	Five (5) credits flat rate to each author	- Abstract book with the name of the paper presenter. - Letter of invitation/acceptance of paper for presentation. **Certificate of attendance at the conference.**
Attendance to a scientific conference, workshops, or seminars	One (1) credit per contact hour	- Letter of invitation/acceptance - Attendance book **Certificate of attendance**
Being a discussant at conferences or scientific meetings	Ten (10) credits	- Abstract book with discussant's name - Letter of Invitation. **Certificate of attendance**
CPD course coordinator /Director and administration(non-academics who organize CPD)	Ten (10) credits per course delivered.	- Course brochure - Invitation letter - Emails

NB: Where Certificates of participation indicate credit points, the latter shall be used.

5.2 Collection and Sharing of CPD Revenue.

The collection of revenue will be based on the KCMUCo financial regulations, accounting policy, and procedure manual. All CPD courses will be costed fully, and the participants shall pay fees to recover costs. The costs associated with organizing and conducting CPD courses, such as venue fees, materials, and facilitator expenses, will be deducted from the total revenue collected. A predetermined percentage of the net CPD courses revenue will be allocated to the institution to cover administrative overhead, marketing, and other institutional expenses. Facilitators involved in CPD programs will receive compensation based on an agreed-upon fee structure. The facilitator fees will be disbursed promptly, and a transparent breakdown of the allocated revenue will be provided. The total institutional fee for CPD courses shall be 25% of the net revenue after deductions of direct costs. The remaining 75% of revenue from CPD courses shall be shared among facilitators/ responsible staff as described in Table 3:

Table 3: Sharing of Net Revenue from CPD Courses

Administrative Unit	Percentage share
Department/Unit	10
Directorate of CPD	10
KCMUCo operational budget	5
Facilitators/CPD Course organizers	75

The lead facilitator/CPD administrator should cooperate with the DCPD and Bursar to ensure smooth coordination and optimal resource utilization.

5.3 Funding of CPD Courses for Staff.

CPD beneficiaries shall pay for their CPD activities. Other funding sources may include external funds, including allocations through research projects, grants, fellowships, awards, and personalcontributionsbyindividualstaffmembers.Conflictsofinterestshouldbedeclaredforanysourceof funds to support CPD activities. Under very extenuating circumstances, the College will finance staff CPD activities only if a budget exists.

5.4Cancellations and Withdrawals of CPD Course.

In case of cancellations and withdrawals, the following shall apply:

5.4.1 Cancellation by Institution.

(i)   DCPD reserves the right to cancel under-enrolled CPD activities, change times and hours if necessary, and substitute facilitators in consultation with the course/activity director. If course participants have paid the total fees for the activity, a full fee refund will be issued if the course/activity is canceled.

(ii)   If the activity for which a prospective participant registered is full, the participant will be contacted, and depending on their preference, they may be placed on a waiting list or changed to another activity of their choice.

5.4.2 Cancellations and Withdrawals by Participants.

(i)   **Cancellation deadline**: Candidates may cancel their enrollment in a CPD course within a specified period from the date of registration. Refunds are granted in accordance with the refund policy, which specifies the percentage of fees that are reimbursed according to the timing of cancellations.

(ii) **Late cancellations**: Cancellations made after the specified deadline may not be eligible for a full refund.

(iii) **Withdrawal deadline:** Candidates may withdraw from a CPD course after the cancellation deadline but before a specified withdrawal deadline. Withdrawals may be subject to a withdrawal fee. The institution will refund the cost minus 20 percent of the amount paid, and the refund policy will apply.

(iv) **Late withdrawals**: Withdrawals made after the specified deadline may not be eligible for a refund**.**

(v) **Refund process**: Refund requests must be submitted in writing to the Provost. Refunds will be processed within 4-6 weeks from the date of the refund request.

5.5 Reporting of Complaints.

Participants wishing to submit a formal complaint about the CPD activity should provide a written statement containing full details and supporting evidence regarding how the activity fees, continuing education credits, activity content, personnel, content delivery, or any other matters related to the planning, implementation, and conclusion of the event. This should be submitted to the CPD administrators for initial review but may be passed to the DCPD for a full investigation in collaboration with a lead facilitator. A final decision and any relevant feedback will be sent to the participants upon review. No complaints will be accepted within one month following the completion of the activity.

6.0 CONFLICT OF INTEREST.

Ensuring that all individuals (including the scientific and organizing planning committee members, presenters, moderators, facilitators, authors, etc.) disclose any relevant financial or non-financial relationship(s). The CPD activity

organizer must certify that all members of the scientific and organizing planning committees, presenters, moderators, facilitators, or authors acknowledge and make disclosure statements verbally and display them with slides at the beginning of each CPD activity or presentation. A facilitator who refuses to disclose financial or non-financial relationships will be disqualified from participating in the planning and delivery of the CPD activity. If the CPD activity is sponsored, sponsors will be listed in the promotional materials.

7.0 EQUAL OPPORTUNITY FOR CPDAPPLICANTS.

The KCMUCo is committed to providing equal opportunities for all staff and other stakeholders to participate in CPD activities, irrespective of their position, department, gender, ethnic background, disability, color, or institution. For KCMUCo staff, the selection criteria for CPD opportunities will be fair, transparent, and based on the individual's professional development needs and goals. The Directorate shall maintain the highest standards in its operations without discrimination. The following will be considered when selecting staff members for CPD activities:

(i)   Budget/sponsorship availability
(ii)   Activity/training relevance as per identified needs
(iii) The remaining period before the employee's retirements connected with the type of activity/ training proposed.
(iv)   Previous opportunities granted and date of last attended activity/training.
(v)   The probability that the staff member's competencies
(vi)   Employment duration (Less duration, the increased likelihood of being selected)

(vii)   Staff member's seniority is based on first appointment, confirmation, and date of last promotion.
(viii)   Staffmember'sabilitytotransfercompetenciesgainedfrom theactivity/trainingtocolleagues or students.
(ix)   Staff member's identified activity/training needs
(x)   Staff members' interest in improving their work performance.

8.0 PROFESSIONALCOUNCILS' REQUIREMENTS.

The KCMUCo acknowledges the importance of adhering to regulatory councils or body requirements and will facilitate the registration of employees with relevant professional bodies and councils as part of the CPD process. Employees are responsible for maintaining their memberships and meeting any additional requirements of regulatory councils and bodies. CPD activities should be tailored to meet the specific demands of participants and should be self-sustaining, aligning with the requirements of their respective professions as follows:

(i)   *The Medical Council of Tanganyika (MCT):* Provides CPD Guidelines for Medical Practitioners. The guidelines direct Medical, Dental, and Allied Health Practitioners to continually enhance their knowledge, skills, and attitudes to ensure the delivery of high-quality health services to their clients. As a prerequisite for the annual renewal of their practicing license, practitioners must demonstrate evidence of completing the prescribed **20 CPD credits**.

(ii)   *The Tanzania Nursing and Midwifery Council (TNMC):* Provide CPD Guidelines for Nurses and Mid wives as stipulated under the Nursing and Midwifery Act No.1 of 2010 and the Nursing and Midwifery Registration, Enrolment and Licensing Regulations of 2010. To obtain licensure as a Nurse or Midwife,

individuals must accumulate a minimum of 30 CPD credits annually.

(iii) ***The Pharmacy Council of Tanzania (PCT)*** has provided guidelines for CPD for Pharmacy Professionals. Pharmaceutical personnel are required to attend CPD every year to maintain their registration as professionals. It is, therefore, a legal requirement that pharmaceutical personnel undertake and record their CPD.

(iv) ***The Health Laboratory Practitioners Council (HLPC):*** Participation in the CPD course/activity for health laboratory practitioners is mandatory, as outlined in the HLPC Regulations 2010 and the National Continuing Professional Development Framework for Healthcare Workers in Tanzania (2016). Attainment of CPD points is a prerequisite for renewing registration. The health laboratory practitioner shall obtain not less than **20 CPD points** annually each financial year.

9.0 MONITORING AND EVALUATION

The effectiveness of the CPD policy will be monitored and evaluated annually. This will involve:

(i) Reviewing CPD records and assessing the impact of CPD activities on individual and organizational performance.

(ii) Soliciting feedback from employees and managers on the accessibility and usefulness of CPD resources and support.

(iii) Adjust the Policy and its implementation to improve its effectiveness and relevance.

10.0 RELATED LEGISLATIONS.

This CPD Policy is linked to other relevant policies and procedures, including: -

(i)   Universities Act No. 7 of 2005.
(ii)   Universities (General) Regulations 2005.
(iii)   The Medical, Dental, and Allied Health Professionals Act (ACT No. 11 of 2017).
(iv)   Pharmacy Council Act 2011.
(v)   The Health Laboratory Practitioners Act, 2007.
(vi)   Medical Radiology and Imaging Professional Act 2007.
(vii)   College Strategic Plan.
(viii) KCMUCo Staff Regulations and Conditions of Service.
(ix)   KCMUCo Staff Welfare Policy 2024.
(x)   KCMUCo Short Course Policy and Procedures.
(xi)   Staff Training and Development Policy 2022.
(xii)   Staff Establishment Plan.
(xiii) Staff Succession Plan.

Staff are encouraged to familiarize themselves with these related policies and procedures to ensure a holistic understanding of the approach to professional development.

11.0 POLICY COMMENCEMENT AND REVIEW.

This Policy shall become effective on the day of approval by the TUMA Senate. Reviews will occur every five years or more frequently if deemed necessary due to changes in accreditation standards, medical best practices, or University requirements.

12.0 APPROVAL DETAILS

This Policy was recommended by the KCMUCo Academic Committee (CAC) on 06th September 2024.

This policy is approved by the TUMA SENATE this 25th day of September 2024.

Submitted by:

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Prof. Ephata E. Kaaya

PROVOST

KCMUCo

Date: 25th September 2024

Approved by:

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Rev. Prof. Dr. Joseph W. Parsalaw

CHAIRPERSON

TUMA SENATE

Date: 25th September 2024

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