

MBEYA UNIVERSITY OF SCIENCE AND TECHNOLOGY

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P.O. Box 131,
Mbeya,
Tanzania.

October 8, 2018

Name and Address of the student:

.....

Dear student,

**RE: JOINING INSTRUCTIONS FOR ORDINARY DIPLOMA STUDENTS
UNDER PRIVATE SPONSORSHIP 2018/2019**

I am pleased to inform you that you have been selected to join **MBEYA UNIVERSITY OF SCIENCE AND TECHNOLOGY (MUST)** in the academic year **2018/2019** under **Private Sponsorship**. You will pursue Ordinary Diploma Course as indicated in our advertisement in the website or newspaper.

Table 1: Diploma Programmes Offered by Mbeya University of Science and Technology (MUST)

| S/N | PROGRAMME | MODE OF DELIVERY | ✓ (TICK) |
|------|--|-----------------------|----------|
| i | Architecture | (i) Full Time Program | |
| | | (ii) Evening Program | |
| ii | Civil engineering | (i) Full Time Program | |
| | | (ii) Evening Program | |
| iii | Highway Engineering | (i) Full Time Program | |
| | | (ii) Evening Program | |
| iv | Computer Engineering | (i) Full Time Program | |
| | | (ii) Evening Program | |
| v | Information and Communication Technology (ICT) | (i) Full Time Program | |
| | | (ii) Evening Program | |
| vi | Computer Science | (i) Full Time Program | |
| | | (ii) Evening Program | |
| vii | Electrical and Electronic Engineering | (i) Full Time Program | |
| | | (ii) Evening Program | |
| viii | Food Science and Technology | (i) Full Time Program | |
| | | (ii) Evening Program | |
| ix | Mechanical Engineering | (i) Full Time Program | |
| | | (ii) Evening Program | |
| x | Mechatronics Engineering | (i) Full Time Program | |
| | | (ii) Evening Program | |
| xi | Mining Engineering | (i) Full Time Program | |
| | | (ii) Evening Program | |
| xii | Laboratory Science and Technology | (i) Full Time Program | |
| | | (ii) Evening Program | |
| xiii | Electronic and Telecommunication Engineering | (i) Full Time Program | |
| | | (ii) Evening Program | |
| xiv | Biomedical Equipment Engineering | (i) Full Time Program | |
| | | (ii) Evening Program | |
| xv | Business Administration | (i) Full Time Program | |
| | | (ii) Evening Program | |

The duration of these courses is **Three Years**. At the end of the course, you will be awarded an **Ordinary Diploma Certificate** in the respective field of study/course.

PART A: STUDENT INFORMATION

1. UNIVERSITY LOCATION.

Mbeya University of Science and Technology (MUST) is situated in Mbeya City. The University is 10 km away from the City center, off the highway to Tunduma, close to Tanzania Zambia Railway (TAZARA) station. It is adjacent to Coca Cola Company plant.

2. BEGINNING OF THE ACADEMIC YEAR.

The first semester begins on **22/10/2018**. You are therefore required to report at the University on **15/10/2018** ready for a one week orientation and registration program.

3. TRANSPORT.

You will have to meet all transport expenses to and from the University.

4. MEDICAL EXAMINATION.

You are required to undergo medical examination before registration. You must ensure that the medical practitioner, who will examine you, completes the enclosed Medical Examination Form. The medical examination must be carried out by a registered medical practitioner.

5. REGISTRATION.

On arriving, you are supposed to report to the Admissions Office for registration with the following:-

- (i) This joining instruction letter.
- (ii) A duly filled Medical Examination form.
- (iii) Original certificates, academic transcripts/result slips if certificates are not yet issued by the relevant examinations authority.
- (iv) Birth Certificate (original)
- (v) Two recent, colored passport size photographs.
- (vi) A dully filled acceptance form to abide by University rules and regulations.
- (vii) Original Bank slips and their two copies showing that appropriate fees have been paid. Students have the option of staying **in campus** (i.e. staying in University hostels) or **off campus**. If you choose to stay **in campus**, you have the option of paying for **either** both meals and accommodation; or accommodation only. If you pay for accommodation only you will have to find your own means to get your meals. **However, it should be understood that it is strictly prohibited to cook in the hostels.**

There are two alternatives to effect payments: **either** to pay the whole amount in one installment **or** pay the fees in two installments i.e. one in Semester 1 and the other in Semester II. **Tables 2 and 3.** (and more details in **Table 4 and 5**) shows the fees payable at the beginning of Semester I and Semester II respectively.

FEE STRUCTURE FOR ORDINARY DIPLOMA PROGRAMMES (ENGINEERING, ARCHITECTURE AND SCIENCE COURSES) - NTA 4 UNDER PRIVATE SPONSORSHIP FOR NEW STUDENTS FOR THE ACADEMIC YEAR 2018-2019

Table 2: University's Fees and Other Expenses (Tshs)

| S/N | Item | In campus | | Off campus |
|------|-----------------------------------|-------------------------|--------------------|------------------|
| | | Meals and accommodation | Accommodation Only | |
| 1 | Tuition fee | 900,000 | 900,000 | 900,000 |
| 2 | Other Expenses | | | |
| i | Meal Costs | 1,176,000 | | |
| ii | Accommodation | 107,100 | 107,100 | |
| iii | Caution money | 20,000 | 20,000 | 20,000 |
| iv | Library membership fees | 30,000 | 30,000 | 30,000 |
| v | Examinations fee | 50,000 | 50,000 | 50,000 |
| vi | Certification | 40,000 | 40,000 | 40,000 |
| vii | Students' Organization fee | 10,000 | 10,000 | 10,000 |
| viii | Registration fee | 10,000 | 10,000 | 10,000 |
| ix | Student's Identity Card | 5,000 | 5,000 | 5,000 |
| x | Medical Contribution (NHIF) | 50,400 | 50,400 | 50,400 |
| xi | Capitation fee | 10,000 | 10,000 | 10,000 |
| xii | Prospectus | 3,000 | 3,000 | 3,000 |
| xiii | NACTE Registration | 15,000 | 15,000 | 15,000 |
| | Sub-total ; Other Expenses | 1,526,500 | 350,500 | 243,400 |
| | Total fees | 2,426,500 | 1,250,500 | 1,143,400 |

Table 3: Payment Options (Tshs)

| | In campus | | Off campus |
|---------------------------------|-------------------------|--------------------|------------------|
| | Meals and accommodation | Accommodation only | |
| Tuition fee | 900,000 | 900,000 | 900,000 |
| Other Expenses | 1,526,500 | 350,500 | 243,400 |
| To pay Semester I(a) | 1,388,500 | 800,500 | 693,400 |
| To pay Semester II(b) | 1,038,000 | 450,000 | 450,000 |
| Total amount payable(a+b) | 2,426,500 | 1,250,500 | 1,143,400 |

FEE STRUCTURE FOR ORDINARY DIPLOMA IN BUSINESS ADMINISTRATION PROGRAMME - NTA 4 UNDER PRIVATE SPONSORSHIP FOR NEW STUDENTS FOR THE ACADEMIC YEAR 2018-2019

Table 4: University's Fees and Other Expenses (Tshs)

| S/N | Item | In campus | | Off campus |
|------|-----------------------------------|-------------------------|--------------------|----------------|
| | | Meals and accommodation | Accommodation Only | |
| 1 | Tuition fee | 700,000 | 700,000 | 700,000 |
| 2 | Other Expenses | | | |
| i | Meal Costs | 1,176,000 | - | - |
| ii | Accommodation | 107,100 | 107,100 | - |
| iii | Caution money | 20,000 | 20,000 | 20,000 |
| iv | Library membership fees | 30,000 | 30,000 | 30,000 |
| v | Examinations fee | 50,000 | 50,000 | 50,000 |
| vi | Certification | 40,000 | 40,000 | 40,000 |
| vii | Students' Organization fee | 10,000 | 10,000 | 10,000 |
| viii | Registration fee | 10,000 | 10,000 | 10,000 |
| ix | Student's Identity Card | 5,000 | 5,000 | 5,000 |
| x | Medical Contribution (NHIF) | 50,400 | 50,400 | 50,400 |
| xi | Capitation fee | 10,000 | 10,000 | 10,000 |
| xii | Prospectus | 3,000 | 3,000 | 3,000 |
| xiii | NACTE Registration | 15,000 | 15,000 | 15,000 |
| | Sub-total ; Other Expenses | 1,526,500 | 350,500 | 243,400 |
| | Total fees | 2,226,500 | 1,050,500 | 943,400 |

Table 5: Payment Options (Tshs)

| | In campus | | Off campus |
|----------------------------------|-------------------------|--------------------|----------------|
| | Meals and accommodation | Accommodation only | |
| Tuition fee | 700,000 | 700,000 | 700,000 |
| Other Expenses | 1,526,500 | 350,500 | 243,400 |
| To pay Semester I(a) | 1,288,500 | 700,500 | 593,400 |
| To pay Semester II(b) | 938,000 | 350,000 | 350,000 |
| Total amount payable (a+b) | 2,226,500 | 1,050,500 | 943,400 |

* Students with **Health Insurance** cover will not be required to pay the Tshs 50,400/=

N.B:

- (a) Registration will not be done unless the above documents are submitted.
- (b) During registration and the entire period of the course, the University shall not entertain any change of names.
- (c) Incomplete fulfillment of requirement for registration will result into all or any of the following:-
 - Not being accepted for studies and/or
 - Termination of studies (for continuing students)
- (d) Registration period is within the first two weeks **(15/10/2018-29/10/2018)**. No registration shall be done after the second week.
- (e) Please make sure you pay the correct fee amount as no request for refund shall be honored if you pay excess amount for no justifiable reason.

6. OTHER REQUIREMENTS

- (i) Mattresses are provided by the University to students seeking accommodation in the University Hostels. However students are required to bring with them beddings and mosquito net.

- (ii) Students are advised to come with all necessary stationery e.g. exercise books, pen, scientific calculators, drawing instruments etc,
- (iii) Students are required to come with dark blue overcoats for Architecture and Engineering, White overcoats for Laboratory Science & Technology and Food Science & Technology and at least a pair of leather boots for use in practical classes. Business Administration Students they don't need Overcoats
- (iv) Medical treatment is the responsibility of one's parents or sponsor(s)
- (v) The University has Library facilities, Hostels, Workshops, Laboratories, Playing grounds and a Dispensary for first aid services only.

7. SPECIAL REQUIREMENTS FOR ENGINEERING , ARCHITECTURE, COMPUTER SCIENCE AND INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) STUDENTS

In addition to other requirements, students pursuing the Architecture, Computer Science, Information and Communication Technology (ICT) and Engineering programs have to come with the following;

- (i) Drawing board size A3 Portable
- (ii) Clutch pencils 0.5 mm with their refills
- (iii) Clutch pencils 2 mm with their refills
- (iv) Adjustable set square
- (v) Drawing pens (Set of 4 or 8 Pens)
- (vi) T- Square
- (vii) Circle stencils
- (viii) Compass set.

NB: You may be required to provide evidence of having any /or all the above items, failure to show them may result in denied registration.

8. ORIENTATION PROGRAMME

Every new student must attend a one week orientation program which will start on **15/10/2018**.

PART B: UNIVERSITY FEES

1. GENERAL INFORMATION

- (i) Students are required to pay their fees **either** through Mbeya University of Science and Technology Account **No. 61001100022 NMB** bank.

OR

Mbeya University of Science and Technology Fee Collection Account **No. 026-0000772-TPB PLC**

OR

Mbeya University of Science and Technology Fee Collection Account **No. 008200004027301-TIB bank-Mbeya branch.**

- (ii) Submit the Pay in Slips to the Accounts Office before registration.

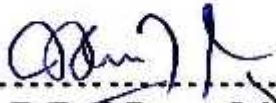
- (iii) Fees are subject to review each financial year.

2. METHOD OF PAYMENT

Each student is required to have a **Control Number** which will be used for payment. The university will generate those numbers and issue them to students upon registration. As of now the system for generating control numbers is on service, you will be informed when the system is ready.

- (i) **Identity Card.** Replacement of a lost Identity Card shall be done upon payment of five thousands shillings (Tsh. 5,000/=) and submission of Police loss report.
- (ii) **Caution money paid.** Tshs.20,000/= paid as caution money shall be refunded to student who has completed the course program provided that he/she did not cause any loss, destruction or damage of the University property. Where losses/damages exceed the stated amount, the caution money shall be retained and the student shall be asked to pay the difference.
- (iii) **Student Organization** Every student shall be a member of Mbeya University Students Organization (MUSTSO), thus payment of membership fee is mandatory.

Wishing you all the best,



Prof. J.J. Msambichaka

VICE-CHANCELLOR

MBEYA UNIVERSITY OF SCIENCE AND TECHNOLOGY



PASSPORT SIZE
PHOTOGRAPH OF STUDENT

DECLARATION FORM ON CONDITIONS FOR UNIVERSITY REGULATIONS & BY – LAWS.

INSTRUCTIONS:

Read this form carefully and be sure that the contents are clear to you before filling it. Incomplete forms shall not be considered.

- (a) Use capital letters to fill this form
- (b) Private Sponsored students should fill all parts of this Form
- (c) Government Sponsored students should be Tanzanian Citizens

PART I. PERSONAL STUDENT PARTICULARS

SURNAME

OTHER NAMES

MARITAL STATUS.....

DISABILITY

DATE OF BIRTHSEXNATIONALITY

PRESENT ADDRESS:

P.O.BOX MOBILE NO.....

STREET TOWN

VILLAGE WARD

DISTRICT..... E-mail

REGION

PHONE NUMBER

FORM FOUR INDEX NUMBER (example; S0100/0030/1995).....

FORM FOUR & FORM SIX (example; S0100/0030/1995)

PERMANENT HOME ADDRESS

P.O.BOX MOBILE NO.....

STREET TOWN

VILLAGE WARD

DISTRICT..... REGION

PARENTS/GUARDIAN ADDRESS

NAMES.....

P.O.BOX MOBILE NO.....

STREET TOWN

VILLAGE WARD

DISTRICT..... REGION

NEXT OF KIN

NAMES.....
P.O.BOXMOBILE NO.....
STREET TOWN
VILLAGE WARD
DISTRICT..... REGION
RELATIONSHIP.....

PART II. UNIVERSITY REGULATIONS AND BY-LAWS

As a student of this University you will be required to adhere to the University regulations and by-laws listed here-under:-

- (d) Examination Regulations
- (e) Students general conduct and general discipline
- (f) Industrial training regulations
- (g) Regulation governing the use of Laboratories, Workshops, Classes and Sports facilities, Hostels and the Dispensary. The University authority reserves the right for the interpretation of its rules and regulations and the right to change them as it may deem necessary.

NB: The details of the above named regulations shall be given to students during the Orientation period.

PART III. DECLARATION ON UNIVERSITY REGULATIONS & BY-LAWS

SECTION A: STUDENT

I, (Name of student).....
Postal Address

DO HEREBY accept and promise to adhere to regulations and by-laws of the University as stipulated in part II of this declaration form. Also I understand that any breaching of the regulations and by-laws stated therein may result in expulsion from the University.

SIGNED AND DELIVERED this..... (day) of..... (month) (year) at.....(place)

.....
Student's Signature.

SECTION B: PARENT/GUARDIAN/SPONSOR

I, (Name)..... Parent/Guardian/Sponsor

of(Name of Student)

DO HEREBY confirm the acceptance of the above-mentioned student to follow and adhere to University regulations and by-laws as stipulated in Part II of this Declaration form. Also I understand that any breaching of any of the regulations and by-laws stated therein will result into expulsion of the student from the University.

SIGNED AND DELIVERED this.....day of (Month) (Year) at(place).....

.....
(Signature of Parent/Guardian/Sponsor)

Address (include telephone no)Tel:Date

PART VI FOR OFFICIAL USE ONLY (Tick whichever is applicable)

1. The form is properly filled. **YES/NO** **YES** **NO**
2. All necessary requirements for registration process are fulfilled. **YES/NO** **YES** **NO**
3. Student is eligible for registration. **YES/NO** **YES** **NO**
4. Name of the officerSignature.....

DateStamp

MBEYA UNIVERSITY OF SCIENCE AND TECHNOLOGY



MEDICAL EXAMINATION FORM

To be completed by Medical Officer in respect of University Student (Entrant).

FULL NAME OF STUDENT.....

SEX: MALE/FEMALE

HGB TEST

STOOL.....

URINE MICRO

T.B.TEST.....

EYE EXAMINATIONS.....

E.N.T

CHEST

CHEST X-RAY

ABDOMEN

ADDITIONAL INFORMATION

Physical Defects or Impairments, Infections, Chronic, or Hereditary (family) Disease

.....
.....

I certify that I have examined the above Student and consider that he/she is physically/not physically fit for further studies.

DATE **SIGNATURE**.....

STATION.....

DESIGNATION.....

OFFICIAL STAMP