

MBEYA UNIVERSITY OF SCIENCE AND TECHNOLOGY

(OFFICE OF THE DEPUTY VICE CHANCELLOR ACADEMIC, RESEARCH AND CONSULTANCY)

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P.O. Box 131,
 Mbeya,
 Tanzania.

In reply please quote.

June 21, 2017

Ref. No: CA./73/07/83

Name and Address of the student:

.....

.....

Dear student,

**RE: JOINING INSTRUCTIONS FOR ORDINARY DIPLOMA STUDENTS
 UNDER GOVERNMENT SPONSORSHIP 2017/2018**

I am pleased to inform you that you have been selected to join **MBEYA UNIVERSITY OF SCIENCE AND TECHNOLOGY (MUST)** in the academic year **2017/2018** under **Government Sponsorship**. However, to qualify for Government Sponsorship you will have to agree with the conditions for Government Sponsorship as stipulated in the Declaration Form, which is enclosed for you to fill correctly and submit during registration. 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	Business Administration	(i) Full Time Program	
		(ii) Evening Program	

The duration of this course 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 **25/09/2017**. You are therefore required to report at the University on **16/09/2017** 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 (a) The University rules and regulations
(b) Conditions for Government sponsorship.
- (vii) Original Bank slips and their two copies showing that appropriate fees have been paid. 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 I and the other in Semester II. Table 2. (and more details in Table 3) shows the fees payable at the beginning of Semester I and Semester II respectively.

Table 2: Alternatives for Payment of fees (Tsh)

item	NTA 4
Tuition fee	130,000
Other contributions	263,400
To pay Semester I (a)	328,400
To pay semester II (b)	65,000
Total amount payable (a+b)	393,400

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 (**16/09/2017-29/09/2017**). 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 **18/09/2017**.

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. 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. CURRENT UNIVERSITY'S FEES AND OTHER EXPENSES FOR GOVERNMENT SPONSORED STUDENTS

The Government sponsorship will cover accommodation, part of tuition fees, meals and Industrial Practical Training costs. Ordinary Diploma students must pay the following fees to the University before registration:-

Table 3: Current University's Fees and Other Expenses (Tsh)

S/N	Item	NTA 4
1	Tuition fee (cost sharing fee)	130,000
2	Other Expenses	
i	Caution money	20,000
ii	Hiring University mattress	10,000
iii	Hiring University bed	10,000
iv	Library membership fees	30,000
v	Examinations fee	50,000
vi	Certification	40,000
vii	Students' Organization fee	10,000
viii	Registration fee	10,000
ix	Student's Identity Card	5,000
x	Medical Contribution (NHIF)*	50,400
xi	Capitation fee	10,000
xii	Prospectus	3,000
xiii	NACTE Registration	15,000
	Subtotal ; Other Expenses	263,400
	Total fees	393,400

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

NB:

- (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) Government 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 IV. CONDITIONS FOR GOVERNMENT SPONSORSHIP

The following are the conditions and terms attached to your sponsorship:-

- (h) A candidate liable for sponsorship shall be a Tanzanian citizen having a good behavior and good academic record from the former school/Institute or employer.
- (i) You shall not postpone your studies without an approval from your sponsor.
- (j) You shall always obey and abide by the laws of the United Republic of Tanzania.
- (k) You shall not engage yourself or encourage others in any activities against your sponsor, his agents and/or servants.
- (l) You shall not organize, lead, or participate in any demonstration without a lawful permit, not invade, vandalize or destroy property of your sponsor, his agents and servants for the sake of expressing your demands/claims. All claims/demands must be forwarded to the Sponsor through the appropriate channels.
- (m) You shall always obey and abide by the by-laws and any other regulations at your University issued by relevant authorities aimed at establishing peace and order or prescribing a code of good conduct and discipline.

- (n) You shall continue diligently with your studies until the end of your course/program and by so doing you shall devote your time and attention to following the course for which you are admitted. All unlawful visits and assembly are prohibited.
- (o) All requests for postponement of studies must be approved by the sponsor upon a written recommendation by the Head of department.
- (p) You shall satisfy your sponsor as to your attendance, conduct, and academic progress. Any short fall resulting thereof may lead to withdrawal of this sponsorship.
- (q) If you are convicted of any criminal offence or expelled from your University, your sponsorship shall be withdrawn.
- (r) Meals and accommodation facilities will be provided in accordance with the capability of the University.

PART V. DECLARATION ON CONDITIONS FOR GOVERNMENT SPONSORSHIP

SECTION A: STUDENT

I,(Name of student) of(Postal Address)
DO HEREBY accept the terms and conditions of Sponsorship as stipulated in Part IV

I certify that I have read and understood the contents of Part IV of this form and that any breaching of any of the conditions stated therein will result into disqualification and/or withdrawal of my sponsorship.

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 accept the terms and conditions of Sponsorship as stipulated in Part IV of this form. I will undertake the responsibility to make sure that the student complies with the stated conditions.

Also I agree that breaching of any of the conditions stated therein will result into disqualification and/or withdrawal of government sponsorship to the student.

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

Signature of Parent/Guardian/Sponsorand Confirmed by (Full name)
who is the Ward Secretary/District Commissioner of (Location).....

Signature of Ward Secretary/District Commissioner
Address..... 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
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