

# Dar es Salaam Institute of Technology



P. O. Box 2958, Dar Es Salaam.  
 Tel: (022) 2150174 / (022) 2153511.  
 Email: [registrar@dit.ac.tz](mailto:registrar@dit.ac.tz)  
 Website: <http://www.dit.ac.tz>

Reference No: .....

Date: .....

## Name and address of the Student

Surname.....  
 Middle name.....  
 First name.....  
 Address.....  
 .....  
 Tel. no: .....  
 Email .....

Dear Student,

## Joining Instructions to Technician Programme leading to the award of Ordinary Diploma Certificate (National Technical Awards Level 6) for Academic Year 2009/10

I am pleased to inform you that you have been selected to pursue *Full Time Class* Technician Course leading to the award of Ordinary Diploma (NTA level 6) at Dar es Salaam Institute of Technology in the academic year 2009/2010 under *Private Sponsorship* in the field of study indicated by a TICK in Table 1. The duration of this course is six semesters (3 years).

Dar es Salaam Institute of Technology is fully accredited by the National Council for Technical Education (NACTE) to run and grant awards to successful candidates in Technician and Engineering Programmes. The Institute awards to successful candidates are:

- (a) Basic Technician Certificate (NTA level 4)
- (b) Technician Certificate (NTA level 5)
- (c) Ordinary Diploma (NTA level 6)
- (d) Higher Diploma (NTA level 7)
- (e) Bachelor Degree (NTA level 8)

**Table 1**

S/N	COURSE/SPECIALITY	TICK
1	Building and Civil Engineering	
2	Mining Engineering	
3	Computer Engineering	
4	Electrical Engineering	
5	Electronics and Telecommunications Engineering	
6	Science and Laboratory Technology	
7	Mechanical Engineering	

Please note that *Basic Technician Certificate and Technician Certificate* are part of the *Ordinary Diploma* and Students who fail to earn *Ordinary Diploma* but have successfully fulfilled the

requirements for the award of *Basic Technician Certificate* or *Technician Certificate* shall be awarded the award qualified for.

## **PART A: INFORMATION FOR STUDENTS**

### **1. INSTITUTE LOCATION**

Dar es Salaam Institute of Technology is located in Dar Es Salaam City Centre at the junction of Bibi Titi Mohamed Street and Morogoro Road.

### **2. BEGINNING OF ACADEMIC YEAR 2009/2010**

The first semester begins on **Monday, 5<sup>th</sup> October 2009**. You are required to report at the Institute on **Saturday, 26<sup>th</sup> - 27<sup>th</sup> September 2009** ready for the orientation programme which will start on **Monday 28<sup>th</sup> October, 2009** at 9.00 am in the Library room.

### **3. TRANSPORT**

You will have to meet all transport expenses.

### **4. MEDICAL EXAMINATION**

You are required to undergo medical examination before registration. You must ensure that the doctor examines you and duly fills in the enclosed Medical Examination Form. The Institute recommends medical examination to be carried out by a Government hospital.

### **5. CAUTION MONEY**

Each student is required to pay **ten thousand shillings (Tsh.10,000/=)** as caution money which will be refunded to the student upon completing his/her course if he/she is not involved in any loss or destruction of the Institutes property. Where losses/damages exceed the stated amount the student will be asked to pay for the difference.

### **6 REGISTRATION**

Upon arrival, you are supposed to report to the Registrar's office for registration with the following documents:-

- (a) This joining instruction letter DIT/JI-4P.
- (b) A duly filled in Medical Examination Form.
- (c) Original certificates, certified academic transcripts/statement of results etc;
- (d) Birth certificate.
- (e) Two stamp size coloured photographs taken within three months from the date of registration.
- (f) A duly filled in acceptance form to abide by (i) the Institute rules and regulations and (ii) condition for government sponsorship (for those who are sponsored by the Government of the United Republic of Tanzania).
- (g) A bank pay in slip that shows the amount of money paid for Institute fees.

**All foreign students are required to apply for permit from their nearest Tanzanian Embassy before they depart for Tanzania**

#### **Note:**

- (a) The Institute will not entertain any change of names during registration and the entire period of the course.

- (b) Incomplete registration will result into all or any of the following: -
  - (i) Not being accepted for studies
  - (ii) Termination from studies (for continuing students)

(c) **Cancellation of Admission**

Failure to register within the first two weeks (**28<sup>th</sup> September -11<sup>th</sup> October 2009**) will lead to cancellation of your admission.

**7. IDENTITY CARDS**

- (a) Each student is required to come with two recent stamp size photographs and pay **one thousand shillings (1,000/=)** for his/her Identity Card .
- (b) Replacement of a lost Identity Card will be done upon submission of a letter from the Police Station to certify the loss and payment of five thousand shillings (Tshs. 5,000/=) to the Institute Accounts Office.

**8. STUDENTS' ORGANISATION**

Every student of the Dar es Salaam Institute of Technology is a member of the Institute's Students' Organisation. The membership fee is ten thousand Shillings (Tshs.10,000/=) for first year students and annul subscription fee is five thousand shillings (Tshs.5,000/=) for subsequent years students all payable through Institute's Account No. **011103007131, NBC Limited Bank** any branch.

**9. ORIENTATION PROGRAMME**

Every new student must attend one week **Orientation Programme** that will start on **Monday 28<sup>th</sup> September 2009 at 9.00 in room C<sub>1</sub>**

**10. COURSE REQUIREMENTS, AVAILABLE FACILITIES AND CONDITIONS FOR USE.**

- (a) The Institute has Library facilities, Hostels (with limited capacity), Workshops, Laboratories, Playing grounds and Dispensary for first aid services only.
- (b) Students accommodated in the Institute's Hostels are required to bring with them beddings, mosquito nets, etc.
- (c) Students are advised to come with the necessary stationery e.g. exercise books, pens, pencils, rules, calculators, drawing pens, etc

- (d) Students are required to come with items shown in Table 2 below

**Table 2**

S/N	COURSE	ITEMS REQUIRED
1	Building and Civil Engineering	Dark blue overalls/overcoats, Pair of leather boots
2	Mining Engineering	Dark blue overalls/overcoats, Pair of leather boots
3	Computer Studies	Short sleeve white overcoats
4	Electrical Engineering	Dark blue overalls/overcoats, Pair of leather boots
5	Science and Laboratory Technology	White overcoats
6	Mechanical Engineering	Dark blue overalls/overcoats, Pair of leather boots
7.	Electronics and Telecommunications Eng.	Short sleeve white overcoats

- (e) Medical treatment is the responsibility of ones parents or sponsor(s)
- (f) Students accommodated in the Institute's Hostels must observe rules and regulations pertaining to students conduct and discipline.

## **PART B: INSTITUTE FEES**

### **1. GENERAL INFORMATION**

- (a) Students are required to pay Institute's fees through any branch of the **NBC Limited Bank, Account No. 011103007131** and bring the bank pay in slip to the Institute's accounts office.
- (b) Private sponsored students must themselves collect Proforma Invoices from the Institute accounts office and thereafter pay the money to the Institute. The money must be paid in full before a student is registered. All cheques must be addressed to the Principal, Dar Es Salaam Institute of Technology.
- (c) Fees are subject to review each financial year.

### **2. CURRENT INSTITUTE'S FEES AND OTHER EXPENSES FOR TECHNICIAN PROGRAMME (NTA level 4-6) PRIVATE SPONSORED STUDENTS**

#### **2.1 FEES PAYABLE TO THE INSTITUTE BY THE STUDENT**

All Privately Sponsored Technician Programme (NTA level 6) students either off or in campus will be required to pay the Institute fees indicated in table 3 below before registration.

**Table 3**

<b>S/N</b>	<b>DESCRIPTION</b>	<b>YEAR 1</b>	<b>YEAR 2</b>	<b>YEAR 3</b>
1	Tuition Fee	700,000.00	700,000.00	700,000.00
2	Registration Fee	5,000.00	5,000.00	5,000.00
3	Caution money	10,000.00	-	-
4	Students Medical contribution	<b>10,000.00</b>	<b>10,000.00</b>	<b>10,000.00</b>
5	Student's identity Card	1,000.00	-	-
6	DIT Examination fee	<b>50,000.00</b>	<b>50,000.00</b>	<b>50,000.00</b>
7	Library Membership Fee	5,000.00	5,000.00	5,000.00
8	Student's organisation Fee	10,000.00	5,000.00	5,000.00
<b>Total</b>		<b>791,000.00</b>	<b>775,000.00</b>	<b>775,000.00</b>

- a) Students who will be offered accommodation at the Institute Hostels will have to pay extra costs for accommodation and meals. At present the rate is **Tshs. 712,000/=** per academic year.
- b) Private sponsored students will be required to meet all the costs for **Industrial Practical Training (IPT)** at the end of 2<sup>nd</sup> semester and 4<sup>th</sup> semester. (Government sponsored students are given 6,000/= per day).

Wishing you all the best,

.....

Nzumbi R.S

**For PRINCIPAL**



## DECLARATION FORM ON CONDITIONS FOR INSTITUTE REGULATIONS AND BY-LAWS

### 1. INSTRUCTIONS:

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

STUDENT'S  
PASSPORT SIZE  
PHOTOGRAPH

### 2. PART I: STUDENT'S PARTICULARS

SURNAME:.....MIDDLE NAM.....FIRST NAME.....

MARITAL STATUS..... NO. OF DEPENDANTS .....

DATE OF BIRTH ..... SEX ..... NATIONALITY.....

#### PRESENT ADDRESS:

P.O. BOX ..... TEL.NO..... Email: .....

STREET..... TOWN .....

VILLAGE..... WARD.....

DISTRICT..... REGION.....

#### PERMANENT HOME ADDRESS:

P.O BOX..... TEL.NO..... Email: .....

STREET..... TOWN.....

VILLAGE..... WARD.....

DISTRICT..... REGION.....

### 3. PART II: INSTITUTE REGULATIONS AND BY-LAWS

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

- (a) Examination Regulations
- (b) Students General Welfare, Conduct and Disciplinary matters 2003.
- (c) Industrial training regulations
- (d) Regulations governing the use of Library, Laboratories, Workshops, Hostels, Dispensary, Classes and Sports facilities.

The Institute authority reserves the right for the interpretation of its rules and regulations and the right to change them, as it may deem necessary.

**NB:** Information /or the details of the above named regulations will be given to students during orientation period.

**4. PART III: STUDENT'S DECLARATION ON INSTITUTE REGULATIONS AND BY-LAWS**

**SECTION A:**

I ..... (Name of student)

(Surname, Middle name, First name)

of..... (Postal Address)

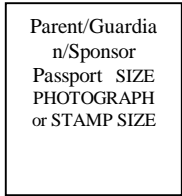
**DO HEREBY** accept and promise to adhere to regulations and by-laws of the Institute as stipulated in part II of this declaration form. I understand that any breaching of the regulations and by-laws stated therein will result in discontinuation and expulsion from the Institute.

**SIGNED AND DELIVERED** this..... day of..... (month).....

(year) at ..... (place)

.....

**STUDENT'S SIGNATURE**



**SECTION B:**

I, (Name).....Parent/Guardian/Sponsor  
(Surname, Middle name, First name)

Of..... (Name of Student)

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

**SIGNED AND DELIVERED** this .....day of..... (month).....(year)

at .....(place)

.....

(Signature of Parent/Guardian/Sponsor)

(Date)

Address.....

Tel. no ..... Email .....



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## MEDICAL EXAMINATION FORM

**To be filled by a Medical Officer.**

FULL NAME OF STUDENT.....  
SEX: MALE/FEMALE.....  
HB TEST: .....  
STOOL: .....  
URINE MICRO.....  
T.B TEST.....  
EYE EXAMINATION.....  
E.N.T.....  
CHEST.....  
CHEST X-RAY.....  
ABDOMEN.....

### ADDITIONAL INFORMATION

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

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.....  
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.....

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

.....  
NAME & SIGNATURE

.....  
DESIGNATION & STAMP