

Dar es Salaam Institute of Technology



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

REF:

Date:

Name and Address of the Student

Surname.....
Middle Name.....
First Name.....
Address.....
.....

Dear Student,

Joining Instructions to Technician Programme leading to the award of Ordinary Diploma Certificate (National Technical Awards Level 6) for the Academic Year 2010/2011

I am pleased to inform you that, you have been selected to pursue an engineering course leading to the award of Ordinary Diploma Certificate (NTA level 6) at the Dar es Salaam Institute of Technology under Government sponsorship as **Day Student**. However, to qualify for the government sponsorship you will have to agree with conditions for government sponsorship as stipulated in the Declaration Form TEF.1, which is enclosed in this letter for you to fill in correctly and submit on the day of registration.

You must be aware that the Institute offers sponsorship but does not provide meals and accommodation. Therefore you are required to seek your own meals and accommodation.

Dar es Salaam Institute of Technology is fully accredited by the National Council for Technical Education (NACTE) to run and grant awards to 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)

You will pursue your studies in the programme indicated by a TICK in Table 1. The duration of this course is six semesters (3 years)

Table 1

S/No	Course/Speciality	Tick
1	Science and Laboratory Technology	
2	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. LOCATION OF THE INSTITUTE

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

2. BEGINNING OF ACADEMIC YEAR 2010/2011

The first semester begins on **Monday, 7th November 2011**. You are required to report at the Institute on **Saturday, 29th - 30th October 2011** ready for the orientation week which will start on **Monday 31st October, 2011** at 9.00 am.

3. TRANSPORT.

You will have to meet all transport expenses each time when going to the Institute and back home for vacation

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. DECLARATION FORM ON CONDITIONS FOR GOVERNMENT SPONSORSHIP

To be eligible for Government sponsorship, you must fill correctly and submit the student's Declaration Form when doing registration.

6. 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 required to pay for the difference.

7. REGISTRATION DOCUMENTS

At the beginning of the academic year all students will be required to register. **If you fail to register within two weeks from the first day of the orientation week (31st October – 13th November 2011) you will lose your chance.** During registration every student must produce his/her Joining Instructions together with the relevant ORIGINAL documents (i.e. Certificates, Diplomas, Academic Transcripts, valid statement of results etc), which he/she used to seek admission to the Institute.

Upon arrival, you are supposed to report at **DIT ASA HALL** for registration with the following documents:

- (a) Original/photocopy of this joining instructions letter DIT/JI -7..
- (b) Original Certificates/Diplomas, Certified copies of Certificate/Diplomas, Academic transcripts or valid statement of results.
- (c) Original and certified copy of Birth certificate
- (d) Four stamp size coloured photographs taken within three months from the date of registration.
- (e) Dully admission acceptance form TEF.1
- (f) Medical Examination form
- (g) Original Receipt of payment of Institute fees
- (h) Personal bank account number.

Please Note that:

- (a) No change of names by students will be entertained during the course of study at the Institute. Students will only be allowed to use names appearing on their certificates.
 - (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)
- Failure to register within the first two weeks starting from orientation date (**31st October – 13th November 2011**) (Ref. subtitle number 2 above) shall lead to the cancellation of your admission.

8. IDENTITY CARD

- (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 only on submission of a letter from the **Police** to certify the loss and payment of five thousands shillings (5,000/=). Please take care of your Identity Card.

9. STUDENTS' ORGANISATION MEMBERSHIP

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

10. BANK ACCOUNT

Each student is required to have his/her personal Bank Account from any Bank.

11. ORIENTATION PROGRAMME

Every new student must attend one week **Orientation Programme** that will start on Monday 31st October 2011

12. COURSE REQUIREMENTS, AVAILABLE FACILITIES AND CONDITIONS FOR USE

- (a) The Institute has Library facilities, Workshops, Laboratories, Playing grounds and Dispensary for first aid services only.
- (b) Students are advised to come with the necessary stationery e.g. exercise, books, pens, pencils, rules, calculators, drawing pens, etc.
- (c) Students are required to come with items shown in the Table 2 below

Table 2; Course Requirements

S/N	COURSE	ITEMS REQUIRED
1.	Science and Laboratory Technology	White overcoats
2.	Mechanical Engineering	Dark blue overalls/overcoats, Pair of leather boots

- (d) Medical treatment is the responsibility of ones parents or sponsor(s)

PART B: INFORMATION FOR STUDENTS

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) Fees for government sponsored students are payable in full.

(c) Fees are subject to review each financial year.

2. CURRENT INSTITUTE'S FEES AND OTHER EXPENSES FOR NTA LEVEL 4-6 STUDENTS

2.1. GOVERNMENT SPONSORED NTA LEVEL 4-6 DAY STUDENTS

The Government sponsorship will cover tuition fees, industrial practical training and other administrative costs. In addition, NTAs level 4-6 Government sponsored day students must pay the following fees to the Institute through any branch of the **NBC Limited Bank, Account No.011103007131** before registration:-

2.2. FEES PAYABLE TO THE INSTITUTE BY GOVERNMENT SPONSORED STUDENTS ARE SUMMARISED IN TABLE

Table 3; Institute Tuition fee and other expenses

S/N	Description	1 st Year(NTA 4)	2 nd Year(NTA 5)	3 rd year(NTA 6)
1	Tuition fee	130,000	130,000.00	130,000.00
2	DIT Boarding Costs	-	-	-
3	Registration fee	5,000.00	5,000.00	5,000.00
4	Caution money	10,000.00	-	0
5	Students Medical contribution	10,000.00	10,000.00	10,000.00
6	Student's identity Card	1,000.00	-	-
7	DIT Examination fee	50,000.00	50,000.00	50,000.00
8	Library Membership fee	5,000.00	5,000.00	5,000.00
11	DIT Students Union Organisation fee	10,000.00	5,000.00	5,000.00
	Total costs	221,000.00	205,000.00	205,000.00

NB: Each student is responsible for fees payment. At least 50% of the tuition fees plus other costs and fees should be paid in full as a necessary condition for registration at the 1st semesters and the remaining must be paid in the 2nd semesters of an academic year.

2.3 INDUSTRIAL PRACTICAL TRAINING (IPT)

The Government also pays to NTAs 4-6 students Industrial Practical Training (IPT) allowances while attending training in industries.

YOU ARE WELCOME TO JOIN THE DIT COMMUNITY.

.....
R. S. Nzumbi
(Admissions Officer)

FOR PRINCIPAL

Dar es Salaam Institute of Technology



DECLARATION FORM ON CONDITIONS FOR GOVERNMENT SPONSORSHIP AND INSTITUTE REGULATIONS

1. INSTRUCTIONS:

Read this form carefully and make sure that the contents are clear before filling it.

Incomplete forms shall not be considered.

(a) Use capital letters to fill this form.

(b) Government Sponsored students should be Tanzanian Citizens

STUDENT'S
Passport SIZE
PHOTOGRAPH

2. PART I: STUDENT PARTICULARS

SURNAME:.....MIDDLE NAME..... FIRSTNAME.....

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

DATE OF BIRTHSEX..... NATIONALITY.....

PRESENT ADDRESS:

P.O BOXTEL.NO.....E-mail:

STREET..... TOWN

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

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

PERMANENT HOME ADDRESS

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

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

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

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

PART II: INSTITUTE REGULATIONS AND BY-LAWS

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

(a) Examination Regulations

(b) Students General Welfare, Conduct and Disciplinary Matters 2003

- (c) Industrial Practical Training regulations
- (d) Regulations governing the use of Library, Laboratories, Workshops, Classes, Dispensary, 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.

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 the 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 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)

Parent/Guardian/Sponsor Passport SIZE PHOTOGRAPH or STAMP SIZE

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 expulsion of the student from the Institute.

SIGNED AND DELIVERED thisDay of.....(month)..... (year)
 at(place)

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

Address.....

.....
Tel. no:Email:

5. PART IV: CONDITIONS FOR GOVERNMENT SPONSORSHIP DAY STUDENTS

The following are the conditions and terms attached to your sponsorship.

- (a) A candidate liable for Government Sponsorship shall be a Tanzanian citizen having good behaviour and academic record from the former Schools/College or employer.
- (b) This sponsorship is valid only for three academic years. The candidate shall meet costs for any extra time beyond this period and costs due to supplementary examinations.
- (c) A government sponsored day student shall not be provided with accommodation and meals for the entire period of government sponsorship.
- (d) All requests for postponement of studies must be approved by the sponsor upon a written recommendation by the Head of your Institution.
- (e) You shall always obey and abide by the laws of the United Republic of Tanzania.
- (f) You shall not engage yourself nor encourage others in any activities against your sponsor, his agents and /or servants.
- (g) 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.
- (h) You shall always obey and abide by the by-law and any other regulations at this Institution issued by relevant authorities aimed at establishing peace and order or prescribing a code of good conduct and discipline.
- (i) You shall continue diligently with your studies until the end of your course programme 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.
- (j) 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.
- (k) If you are convicted of any criminal offence or expelled from this Institute, your sponsorship shall be withdrawn.

6. PARTY V: STUDENT'S DECLARATION OF CONDITIONS FOR GOVERNMENT SPONSORSHIP

SECTION A:

I(Name of student)

(Surname, Middle name, First name)

of.....(Postal Address)

DO HEREBY accept the term 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)

.....
(Date)

SECTION B:

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

of..... (Name of Student)

DO HEREBY accept the term 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.

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 thisDay of..... (month)..... (year)

at (place)

Signature of Parent/Guardian Sponsor..... and

Confirmed by(Full Name) who is the Ward

Secretary/District Commissioner of(Location)

Signature of Ward Secretary/District Commissioner

Date:

Address:

Tel no.....

Dar es Salaam Institute of Technology (DIT)



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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.
.....
.....
.....

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