

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>

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 2011/2012

I am pleased to inform you that you have been selected to pursue Technician Course leading to the award of Ordinary Diploma (NTA level 6) at Dar es Salaam Institute of Technology in the academic year 2011/2012 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). **You must be aware that the Institute does not offer sponsorship. Further the Institute does not offer meals nor accomodation**

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	
8	Biomedical Equipment 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 2011/2012

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

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 dully 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 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 loose 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.

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

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.

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 annual 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. BANK ACCOUNT

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

10. ORIENTATION PROGRAMME

Every new student must attend one week **Orientation Programme** that will start on **Monday 31st October 2011 at 9.00 in the ASA HALL**

11. 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 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 Institute Tuition fee and other expenses

S/N	DESCRIPTION	YEAR 1	YEAR 2	YEAR 3
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	10,000.00	10,000.00	10,000.00
5	Student's identity Card	1,000.00	-	-
6	DIT Examination fee	50,000.00	50,000.00	50,000.00
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
Total		791,000.00	775,000.00	775,000.00

Non-Tanzanian students will pay 50% additional to the indicated tuition fees.

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

Private sponsored students will be required to meet all the costs for **Industrial Practical**

Training (IPT) at the end of 2nd semester and 4th semester. (Government sponsored students are given 6,000/= per day).

YOU ARE WELCOME TO JOIN THE DIT COMMUNITY.

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

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 NAME.....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)

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 discontinuation and 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

Dar es Salaam Institute of Technology (DIT)

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



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