

# 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>.

REF: .....

Date: .....

## Name and Address of the Student

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

Dear Student,

## Joining Instructions to Bachelor Programme leading to the award of Bachelor of Engineering/Technology Degree (National Technical Awards Level 8) for the Academic Year 2016/2017

I am pleased to inform you that, you have been to pursue a **Three Years (3) Bachelor Programme**, leading to the award of Bachelor of Engineering/Technology (B.Eng/B.Tech) Degree (NTA level 8) at the Dar es Salaam Institute of Technology **under private sponsorship** in the programme indicated by a TICK in Table 1 below. The duration of your studies is Six (6) Semesters

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/Technology 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)

Please note that Higher Diploma is part of the Bachelor's degree program and Students who fail to earn Bachelor's Degree but have successfully fulfilled the requirements for the award of Higher Diploma (NTA level 7) shall be awarded a Higher Diploma.

**Table 1**

S/No	Course/Speciality	Tick
1	Building and Civil Engineering	
2	Computer Engineering	
3	Electrical Engineering	
4	Electronics and Telecommunications Engineering	
5	Mechanical Engineering	
6	Bachelor of Technology in Laboratory Sciences	
7	Oil and Gas Engineering	

## **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 2016/2017**

The first semester begins on **Monday, 07<sup>h</sup> November 2016**. You are required to report at the Institute on **Saturday, 29<sup>th</sup> October 2016** or **Sunday – 30<sup>th</sup> October 2016** for registration in the Library room and ready for the orientation week which will start on Monday **31<sup>st</sup> November 2016** at **9.00 am**.

### **3. HIGHER EDUCATION COST SHARING SCHEME**

**Act No.9 of 2004**, stipulates that needy Tanzanians who secure admission in higher learning institutions may seek loans from the Higher Education Students' Loan Board (HESLB) to meet some of the costs of their education. This is in line with Para 6.2 of the Higher Education Policy (1995) which requires each student to contribute to the cost of his/her education.

Higher Education Students' Loan Board (HESLB) gives loans to students for meals, accommodation, stationeries, book allowances, field practical work, research, special faculty requirement and the tuition fee in according to the HESLB provisions.

### **4. 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.

### **5. IDENTITY CARD**

Each student is required pay ten thousand shillings (**10,000/=**) for his/her Identity Card. 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 ten thousands shillings (10,000/=). Please take care of your Identity Card.

### **6. REGISTRATION AND 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 (31<sup>st</sup> November – 13<sup>th</sup> November 2016) 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** for registration with the following documents:-

- (a) Original/photocopy of this joining instructions letter DIT/JI –7, duly filled acceptance form to abide by the Institute rules and regulations TEF.1 and Medical Examination form
- (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) Original Receipt of payment of Institute fees
- (f) 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 (**31<sup>st</sup> November – 13<sup>th</sup> November 2016**) (Ref. subtitle number 2 above) shall lead to the cancellation of your admission

**7. 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 (Tshs. 5,000/=) for subsequent student's years

**8. BANK ACCOUNT**

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

**9. NHIF MEMBERSHIP**

Every student is required to join National Health Insurance (NHIF) for medical services at DIT and other medical centres registered by NHIF. Students who have no **NHIF cards** will have to pay **Tshs.50, 400** per academic year in order to join NHIF for health services.

**10. 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.

**11. FEES AND OTHER COSTS**

**Tuition fee and other expenses (S/No 1-6)** shown in **table 11.1** must be paid through DIT account **No: 0150408417800**, Acc Name: **DSM INSTITUTE OF TECHNOLOGY** in any branch of the **CRDB Bank**, before registration

Hostel charges, National Health Insurance Fund (**NHIF**) and DIT student Union Organisation fees (**DITSO**) (S/No 7-8) shown in **table 11.1** should be **paid in full** through **DIT account No: 011103005481**, Acc Name: **COMMON WEALTH ASSOCIATION OF POLYTECHNICS** in any **NBC Ltd** branch.

### 11.1 TUITION FEES AND OTHER COSTS PAYABLE TO THE INSTITUTE

S/N	Description	1 <sup>st</sup> Year (NTA Level 7)		2 <sup>nd</sup> Year (NTA Level 7)		3 <sup>rd</sup> Year (NTA Level 8)	
		Tanzanian	Non-Tanzanian	Tanzanian	Non-Tanzanian	Tanzanian	Non-Tanzanian
		Tsh	USD	Tsh	USD	Tsh	USD
<b>1.</b>	<b>Tuition fees*</b>	<b>1,250,000.00</b>	<b>2,000.00</b>	<b>1,250,000.00</b>	<b>2,000.00</b>	<b>1,250,000.00</b>	<b>2,000.00</b>
<b>Other Expenses</b>							
<b>2</b>	Registration fees	10,000.00	40.00	10,000.00	40.00	10,000.00	40.00
<b>3.</b>	DIT Examination fees	-	100.00	-	100.00	-	100.00
<b>4.</b>	Student Identity card	10,000.00	10.00	10,000.00	10.00	10,000.00	10.00
<b>5.</b>	Library membership fees	10,000.00	50.00	10,000.00	50.00	10,000.00	50.00
<b>6.</b>	Caution Money	10,000.00	30.00	-	-	-	-
<b>7.</b>	DIT student organization fees	10,000.00	20.00	5,000.00	20.00	5,000.00	20.00
<b>8.</b>	National health insurance fund(NHIF)**	50,400.00	75.00	50,400.00	75.00	50,400.00	75.00
<b>Total costs</b>		<b>1,350,400.00</b>	<b>2,325.00</b>	<b>1,335,400.00</b>	<b>2,295.00</b>	<b>1,335,400.00</b>	<b>2,295.00</b>

\*\* For Non-NHIF Member

#### NOTE THAT

- \*Tuition fees for students benefiting from HESLB will be paid as per award by the HESLB. Each student including students under HELSB is responsible for fees payment.
- Each student must pay at least 50% of the tuition fee. Other cost fees should be paid in full as condition to registration at the 1<sup>st</sup> semester and the remaining fees is paid in the 2<sup>nd</sup> semester of an academic year
- Hostel fee has to be paid after assurance of the availability of Institute hostel accommodation, otherwise commercial rates apply.
- Special Faculty Requirement Variable depending on the department: Mechanical and Civil Eng.-**300,000/=**, Electrical Eng.-**145,000/=**, Electronics and Telecommunication Eng.-**205,000/=**, Computer Eng.-**170,000/=**, Laboratory Sciencies = 300,000.00

## 11.2 COSTS PAYABLE DIRECTLY TO THE STUDENTS

S/N	Descriptions	1 <sup>st</sup> Year		2 <sup>nd</sup> Year		3 <sup>rd</sup> Year	
		Tanzanian	Non-Tanzanian	Tanzanian	Non-Tanzanian	Tanzanian	Non-Tanzanian
		Tsh	USD	Tsh	USD	Tsh	USD
1.	Industrial practical training(IPT)*	560,000.00	560.00	560,000.00	560.00	-	-
2.	Book/Stationery costs	200,000/=	200.00	200,000/=	200.00	200,000/=	200.00
3.	Accommodation and meals costs**	1,190,000.00	1,190.00	1,190,000.00	1,190.00	1,190,000.00	1,190.00
4.	Transport fare to attend IPTL	Variable	Variable	Variable	Variable	-	-

\*The curriculum stipulates **63 days** of **IPT**, however the **HESLB** and/or sponsors will facilitate according to their own discretion.

\*\* All **six** semesters are **17 weeks** long at recommended daily rate of Tshs. **10,000/=**

Students not loaned by HESLB must themselves collect **profoma invoices** from the Institute Accounts Office and thereafter pay the money directly to the Institute.

### NOTE THAT

- (a) The Institute reserves the right to change or modify fees and costs rate from time to time
- (b) It is the responsibility of the student to ensure that fees and other costs are remitted timely
- (c) Fees once paid are non-refundable.

### 11 INSTITUTE STUDENTS ACCOMMODATION

The Institute has a limited number of double bed rooms in its hostel for Bachelor of Engineering (B.Eng) students. Students opting to stay in the hostel will be required to apply and sign an agreement form which stipulates terms and conditions of such an offer.

The cost of hostel is **Tshs 100,000.00** for **Chang'ombe hostel** and **Tshs 120,000.00** for **block five (V)** in the institute main Campus. The hostel charges should be paid through **DIT A/C NO 011103005481 in any NBC branch.**

**Note** that hostel vacancies are **subject to availability** and that the Institute is not obliged to provide hostel accommodation to all Bachelor Degree students.

### 12 DISCIPLINE

In accordance with the regulations the Institute will not hesitate to take disciplinary measures against anyone whose behaviour is unbecoming to the community. Every new student must attend the orientation programme of new students when these regulations will be distributed or explained. Ignorance of any rule, regulation or directive will not be accepted as a valid excuse in any way. The Institute authority reserves the right to the interpretation of its rules and regulations and the right to vary them as it may be deemed necessary.

### 13 SERIOUSNESS IN STUDIES

You have been selected from among many Tanzanian applicants to pursue a course in this Institute. You are therefore expected to do your best in your studies. Failure in academics will lead to discontinuation from studies.

#### **14 CONCLUSION**

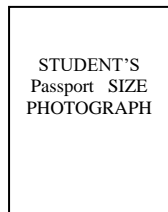
You have been admitted to this Institute for the prime purpose of learning high technical skills for your benefit and the Tanzanian community as a whole upon completion of the course. Students are required to fill in an acceptance form and present it on the day of registration. Students who do not accept admission requirements as stipulated in this Joining Instructions are advised to **reject this offer**.

***YOU ARE WELCOME TO JOIN THE DIT COMMUNITY.***



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

**FOR: PRINCIPAL**



**PART B: DECLARATION FORM ON CONDITIONS FOR INSTITUTE REGULATIONS AND BY-LAWS**

**1. INSTRUCTIONS:**

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

**2. PART I: STUDENT PARTICULARS**

SURNAME:.....MIDDLE NAME.....FIRST NAME.....  
MARITAL STATUS..... NO. OF DEPENDANTS.....  
DATE OF BIRTH.....SEX.....NATIONALITY.....

**PRESENT ADDRESS:**

P.O BOX .....TEL.NO.....MOBILE.....  
E-mail: ..... STREET..... TOWN .....  
VILLAGE.....WARD.....DISTRICT.....REGION.....

**PERMANENT HOME ADDRESS**

P.O BOX.....TEL.NO.....Email: .....  
STREET.....TOWN.....VILLAGE.....  
...  
WARD.....DISTRICT.....REGION.....

**NEXT OF KIN**

SURNAME: .....MIDDLE NAME..... FIRST NAME.....  
SEX ..... RELATIONSHIP .....OCCUPATION .....  
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 Practical Training regulations
- (d) Regulations governing the use of Laboratories, Workshops, Classes Hostels, 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.

**NB: The details of the above named regulations shall 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. Also I understand that any breaching of the regulations and by-laws stated therein will result in de-registration and expulsion from the Institute.

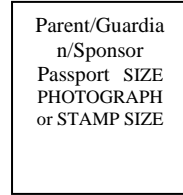
**SIGNED AND DELIVERED** this..... day of.....month).....(year)  
at ..... (place)

.....

**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. Also I understand that any breaching of any of the regulations and by-laws stated therein will result into de-registration 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: .....

# 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 Here ditary (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