

# 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: .....

Dear Student,

## Joining Instructions to Technician Programme leading to the award of Ordinary Diploma Certificate (National Technical Awards Level 6) for Academic Year 2017/2018

I am pleased to inform you that you have been selected to pursue Ordinary Diploma Course leading to the award of Ordinary Diploma Certificate (NTA level 6) at Dar es Salaam Institute of Technology in the academic year 2017/2018 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 accommodation.**

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)
- (f) Master Degree (NTA Level 9)

**Table 1**(Put  $\checkmark$  at the course selected)

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	
9	Information Technology	
10	Multimedia and Film Technology	
11	Communication Systems Technology	
12	Renewable Energy Technology	
13	Food Science and Technology	
14	Biotechnology	

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 **BibiTiti Mohamed Street and Morogoro Road.**

### **2. BEGINNING OF ACADEMIC YEAR 2017/2018**

The first semester begins on Monday, 06<sup>th</sup> November 2017. You are required to report at the Institute, from Saturday, 28<sup>th</sup> October 2017 or 29<sup>th</sup> October 2017 ready for the orientation programme which will start on 30<sup>st</sup> October 2017 to 3<sup>rd</sup> November 2017 at 9.00 am at Library hall.

### **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 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 (Tsh10,000/=)** 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.

### **6 REGISTRATION DOCUMENTS**

All students will be required to register at the beginning of the academic year. **If you fail to register within two weeks from the first day of the orientation, you will lose your chance.** During registration every student must produce his/her Joining Instructions together with the relevant ORIGINAL documents (i.e. Academic certificates, Diplomas, Academic Transcripts, valid statement of results or result slips, 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 or photocopy of this joining instructions letter DIT/JI -7 with the Duly filled admission acceptance form TEF 1
- (b) Dully filled Medical Examination form
- (c) Original Certificates (**Form IV/Form VI/Diplomas, Academic transcripts or valid statement of results.**)
- (d) Original and copy of Birth certificates.
- (e) Two stamp and two passport size coloured photographs taken within three monthes from the date of registration
- (f) Original Receipt of payment of Institute fees

**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, (Ref. subtitle number 2 and 7 above) shall lead to the cancellation of your admission.

## **7. IDENTITY CARDS**

- (a) Each student is required to pay **Ten thousand shillings (10,000/=)** for his/her Identity Card
- (b) Each student is always required take care of his/her Identity Card. Otherwise 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/=**) as penalty.

## **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.

## **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 have health services.

## **10. ORIENTATION PROGRAMME**

Every new student must attend one-week **Orientation Programme** that will start on **30<sup>st</sup> October 2017 at 9.00 am**

## **11. COURSE REQUIREMENTS, AVAILABLE FACILITIES AND CONDITIONS FOR USE**

- (a) The Institute has Library facilities, Hostels (with limited capacity), Workshops, and 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) Medical treatment is the responsibility of ones parents or sponsor(s)
- (e) Students must observe rules and regulations pertaining to students conduct and discipline

Students are required to come with items shown in Table 2 below

**Table 2 Course Requirements**

S/N	COURSE	ITEMS REQUIRED
1	Building and Civil Engineering	Dark blue overalls/overcoats, Pair of leather safety boots.
2	Mining Engineering	Dark blue overalls/overcoats, Pair of leather Safety boots
3	Computer Studies	Short sleeve white overcoats
4	Electrical Engineering	Dark blue overalls/overcoats, Pair of leather safety boots
5	Science and Laboratory Technology	Long sleeve white overcoats.
6	Mechanical Engineering	Dark blue overalls/overcoats.
7	Electronics and Telecommunications Eng.	Short sleeve white overcoats.
8	Biomedical Equipment Engineering	Short sleeve white overcoats
9	Information Technology	Short sleeve white overcoats
10	Multimedia and Film Technology	Short sleeve white overcoats
11	Communication Systems Technology	Short sleeve white overcoats
12	Renewable Energy Technology	Dark blue overalls/overcoats.
13	Food Science and Technology	Long sleeve white overcoats.
14	Biotechnology	Long sleeve white overcoats

**PART B: INSTITUTE FEES****1. GENERAL INFORMATION**

Students are required to pay Institute's fees shown **table 3** and bring the bank pay in slip to the Institute's accounts office.

- (a) Tuition fees may be paid in 50%, however other expenses are payable in full (ref table3)
- (b) Fees are subject to review each financial year
- (c) Students requesting for Proforma Invoices must themselves collect 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.

**2 CURRENT INSTITUTE'S FEES AND OTHER EXPENSES FOR NTA Level 4-6 STUDENTS****2.1 PAYMENT OF INSTITUTE FEES AND OTHER EXPENSES**

- (a) Institute fees and other expenses (S/No 1-6) shown in **table 3** must be paid through **DIT account No: 0150408417800, Acc Name: DSM INSTITUTE OF TECHNOLOGY** in any branch of the **CRDB Bank**, before registration
- (b) It should be noted that **hostel** accommodation and **meals** are **subject to availability** of hostel spaces. The Hostel charge is Tshs **30,000/=** for Tanzanians and **USD 500** for non-Tanzanians The cost of meals for private students occupying DIT hostels is **960,000/=** per academic year,
- (c) Accommodation and meals, National Health Insurance Fund (**NHIF**) and DIT student Union Organisation fees (**DITSO**) (S/No 7-8) shown in **table 3** all should be **paid in full** through **DIT account No: 011103005481, Acc Name: COMMON WEALTH ASSOCIATION OF POLYTECHNICS (CAPA)** in any **NBC Ltd** branch.

## 2.2 FEES PAYABLE TO THE INSTITUTE BY PRIVATE SPONSORED STUDENTS

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**

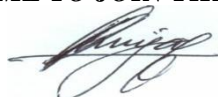
S/N	DESCRIPTION	Tanzanian1 <sup>st</sup> Year(NTA 4)	Non-Tanzania USD	Tanzanian 2 <sup>nd</sup> Year(NTA 5)	Non-Tanzania USD	Tanzanian 3 <sup>rd</sup> Year(NTA 6)	Non-Tanzanian USD
1	<b>Tuition fee</b>	<b>850,000.00</b>	<b>1,000.00</b>	<b>850,000.00</b>	<b>1,000</b>	<b>850,000.00</b>	<b>1,000.00</b>
<b>Other Expenses</b>							
2	Registration fee	10,000.00	40.00	10,000.00	40.00	10,000.00	40.00
3	DIT Examination fee	60,000.00	75.00	60,000.00	75.00	60,000.00	75.00
4	Student's identity Card	10,000.00	10.00	10,000.00	10.00	10,000.00	10.00
5	Library Membership fee	10,000.00	50.00	10,000.00	50.00	10,000.00	50.00
6	Caution money	10,000.00	50.00	-	-	-	-
7	DIT Students Union Organisation fee	10,000.00	20.00	5,000.00	20.00	5,000.00	20.00
8	National Health Insurance Fund (NHIF)/Medical Contribution*	50,400.00	60.00	50,400.00	60.00	50,400.00	60.00
<b>Total</b>		<b>1,010,400.00</b>	<b>1,305.00</b>	<b>995,400.00</b>	<b>1,255</b>	<b>995,400.00</b>	<b>1,255.00</b>

\* For Non NHIF Member

### NOTE THAT

- 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 1<sup>st</sup> semesters and the remaining must be paid in the 2<sup>nd</sup> semesters of an academic year
- All the bank pay in slips must be submitted to the Institute's accounts office during registration
- Private sponsored students will be required to meet all the costs for Industrial Practical Training (Government sponsored students are given 6,000/= per day)
- Fees once paid are **non-refundable**

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



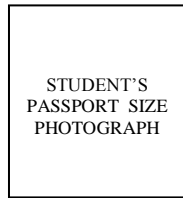
.....  
R.S Nzumbi  
(Admissions Officer)  
**For PRINCIPAL**



## 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



### 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/Employer  
(Surname, Middle name, First name)

of.....(Name of Student)

Parent/Guardian/ Employer
PASSPORT SIZE PHOTOGRAPH SIZE OR EMPLOYER'S STAMP

**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/Employer)

(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](mailto: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.  
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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