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ARDHI INSTITUTE
P. O. BOX 744,
TABORA.

08th August, 2018

STUDENT JOINING INSTRUCTIONS - ACADEMIC YEAR 2018/2019

1.0 DECLARATION REGARDING COMPLETION OF THE COURSE

All candidates confirming acceptance of offer of place at Ardhi Institute Tabora must undertake to complete the courses they have been admitted to, unless required otherwise by the Institute. You should therefore, read and complete Form **A**, **B** and **C** (i.e. Personal particulars, Declaration and Medical Examination) and send them back to the Principal immediately.

2.0 MEDICAL EXAMINATIONS

2.1 Admission into Ardhi Institute is conditional upon a satisfactory medical report being received by the Institute Authority at the first week of your arrival. Students are therefore required to undergo medical examination by registered/Government Medical officer before registration.

2.2 You are therefore requested to present **FORM 'C'** to a Government Medical Officer requesting a Medical Examination and return the form direct to the Principal.

2.3 Note that the student himself/herself is responsible for any Medical Examination fees required to be paid for medical examination.

3.0 DATE OF ARRIVAL FOR THE 2018/2019 ACADEMIC YEAR

The 2018/2019 academic year begins on **15th October, 2018**. You should therefore arrive at the Institute campus **not later than 22nd October, 2018**. Failure to that the vacancy will be forfeited and given to another candidate.

The first week is for registration and orientation but lectures start on 22nd October, 2018. All new students are required to participate in the orientation programme; more information about it will be given to you on your arrival.

4.0 TRAVEL ARRANGEMENTS

4.1 You are responsible for your own travel arrangements to and from the Institute.

4.2 Students arriving by Rail or Bus should proceed to the Institute campus located at **Cheyo 'B' Area**, approximately **3km from Railway Station** and **4km from the bus stand at the town centre** along Air port Road. You are advised to take a cab/taxi that will take you right away to the Institute.

5.0 RESIDENCE

All **first year** students are accommodated in the **Institute halls of residence** and are obliged to pay accommodation fees at an authorized rate. It is the Institute policy that

students share a room, and there is no provision for married students and nursing mothers to have their private rooms. Some rooms are well modified to accommodate students with special needs like physical disability.

5.1 All students are advised to bring the following:

- two pairs of bed sheets
- a pillow and two pillow cases
- a blanket
- a mosquito net

5.2 All students are responsible for living room cleanliness and care for personal properties.

5.3 All students must abide with the Institute Living Regulations.

5.4 Accommodation will be provided only after payment of **TZS 125,000.00 per semester.**

6.0 ACADEMIC DOCUMENTS

6.1 Confirmation of your Admission to the Institute is subject to the satisfactory verification of the academic qualifications you gave on your application form by the Institute Authority. During the orientation week your academic documents will be checked for the purpose of registering you formally as a student of Ardhi Institute. You must bring with you the **originals** of your Certificate of Secondary Education Examination (CSEE) /Form IV or Equivalent, Advanced Certificate of Secondary Education Examination (ACSEE) / Form VI or Equivalent and/or any other documents relevant to your matriculation.

6.2 The Institute Examination Regulations govern the whole conduct of all academic programmes being run at the Institute. All failures below standard will be discontinued from studies.

7.0 RELEASE FROM EMPLOYER

The Institute will not be in a position to register any **In-service candidate** as a student, unless the Institute Authority receives written evidence from the candidates' employer that he/she has been officially released from the job to pursue with his/her studies. Bring such written evidence with you for use during Registration period on your arrival.

8.0 CHANGE OF ACADEMIC PROGRAMME

All students will be registered into the courses they have been admitted to. **No student is permitted to change course without the approval of his/her sponsor, approval of the Institute Academic Committee and approval of National Council for Technical Education (NACTE)**

Procedures for changing the course will be on condition that:-

- (i) There is a vacancy
- (ii) A student has met the criteria used to select students to that course.

9.0 SUBSISTENCE ALLOWANCE FOR FIELD WORK

The Subsistence allowance for field work practical will be met **fully** by student's Parents/Guardians/Sponsor/Employer.

10.0 STATIONERY, EQUIPMENT AND INSTRUMENT

(A) For Cartography & Graphic Arts and Printing Courses

Each course participant is required to have a **laptop** and the following technical instruments/stationeries as detailed below:

- | | |
|---|---|
| (i) Drawing Set. | (ii) Clutch pencil |
| (iii) Set squares 45 ⁰ and 60 ⁰ | (iv) 360 ⁰ Protractor |
| (v) Scale ruler | (vi) Scientific calculator |
| (vii) Writing Stencils | (viii) A set of at least four drawing pens |
| (ix) French curves | (x) Exercise books /stationeries |
| (xi) Map templates | (xii) Colored pencils |
| (xiii) Stencils (various sizes) | (xiv) Parallel ruler |
| (xv) Counter books (min. 10) | (xvi) Boots for field exercises/practical's |

(B) For Land Management, Valuation and Registration Course

Each course participant is required to have a **laptop** and the following instruments/stationeries as detailed below:

- | | |
|---|-------------------------------------|
| (i) Ruler | (ii) Scientific calculator |
| (iii) Mathematical set | (iv) Exercise books/stationeries |
| (v) Counter books (min. 10) | (vi) Linen tape measure of 30m long |
| (vii) Boots for field exercises/practical's | |

11.0 STUDENTS ORGANISATION

There is an Institute Students Organisation (ARITASO) to which all students are members. A student is obliged to subscribe **TZS 15,000.00** annually into a **Bank with the following particulars: Bank name: NMB Mihayo Branch, Tabora, Account name: ARITASO, Account No. 51010003538.**

12.0 CATERING SERVICES (MEALS)

Catering services at the Institute are commercialized and shall be offered by private authorized provider within the campus at reasonable and acceptable rates. Students are **not allowed to cook** in halls of residence and therefore are required to use the available catering services by **paying cash** for their meals.

13.0 SPORTS AND GAMES

All students are required to participate in sports and games for their good health and physical fitness. Therefore, you are required to bring with you the following:

- (i) Track suit
- (ii) A pair of shorts
- (iii) A pair of training shoes
- (iv) T-shirt (This will be available at the Institute at a price of TZS 15,000.00)

14.0 LIVING REGULATIONS

All admitted students shall abide to the Institute Living Regulations as will be provided through the Students' Organization.

15.0 EXAMINATION REGULATIONS

All admitted students shall abide to the Institute Examinations Regulations as will be provided through the Students' Organisation.

16.0 STUDENT'S DRESS CODE

Students are expected to appear neat, uphold high standards of conduct and behavior both on and off campus. They should portray moral and ethical behavior, conducting themselves with pride and respect.

Alongside the public Service Circular NO. 3 on Dress Code 2007, students are strictly not allowed to wear the following: -

- a) Jeans with holes
- b) Mesh type of see-through clothes
- c) Trousers hanging under the buttocks (Mlegezo)
- d) Very tight trousers, skirts, blouses
- e) Dress/skirts with excessive slit (mpasuo)
- f) Any dress that leaves the stomach, waist, chest, and or back open
- g) Shorts or skirts that do not cover the knees when seated
- h) Earrings for men
- i) Unbuttoned shirts
- j) Any type of dress that cover the entire face
- k) Pajamas, flip flops or slippers outside the residence halls
- l) Any kind of dressing that leaves underwear visible
- m) Any kind of dressing that leaves the breasts open/visible.
- n) Hats or caps worn back ward
- o) Clothes with inappropriate or unsuitable graphics/slogans or obscene/abusive language
- p) Inappropriate hair cutting style e.g. plating, kiduku
- q) Any kind of dressing that Institute Official may deem inappropriate.

17.0 INSTITUTE FEES AND CONTRIBUTIONS FOR ACADEMIC YEAR 2018/2019

- (i) The Institute is fully **registered** and **accredited** with the National Council for Technical Education (NACTE). Every student is obliged to subscribe **TZS. 20,000.00** Annually as NACTE Quality Assurance fee.
- (ii) Annual Institute fees and other contributions paid direct to the Institute for Basic Technician Certificate Courses (NTA Level 4) is as follows:
(a) On campus TZS 1,050,000.00 (TZS One million fifty thousand only)
(b) Off campus TZS 800,000.00 (TZS Eight hundred thousand only)
- (iii) Annual Institute fees and other contributions paid direct to the Institute for Technician Certificate Courses (NTA Level 5) is as follows:
(a) On campus TZS 1,250,000.00 (TZS One million fifty thousand only)
(b) Off campus TZS 1,000,000.00 (TZS One million only)

NB: This includes fees and contributions paid to the Institute only. Other charges and contributions are stipulated in the fee structure hereunder.

- (iv) **NO CASH MONEY WILL BE ACCEPTED AT THE INSTITUTE**, It should be paid through the National Microfinance Bank, Mihayo Branch, Tabora. Account name: Principal Ardhi Institute, Account No. **51001100026**.
- (v) A STUDENT **SHOULD PRODUCE AN EVIDENCE CONFIRMING PAYMENT** OF THE RELEVANT FEES ON ARRIVAL AT THE INSTITUTE. **FAILURE TO DO SO WILL RESULT FOR A STUDENT TO BE ORDERED TO RETURN HOME.**
- (vi) The fees may be paid in **full** or **two instalments** – See the fee structure attached herewith.
- (vii) Fees paid **will not be refunded** if a student withdraws or leaves the Institute after registration.

NB. THESE FEES ARE SUBJECT TO REVIEW WHENEVER NEED ARISES

FEE STRUCTURE FOR ACADEMIC YEAR 2018/2019

A. Fees paid direct to the Institute –Basic Technician Certificate Courses (NTA Level 4)

S/N	Description	Semester		Total TZS
		1 ST semester TZS	2 nd semester TZS	
1	Tuition fee	310,000.00	310,000.00	620,000.00
2	Registration fee	15,000.00	15,000.00	30,000.00
3	Examination fee	35,000.00	35,000.00	70,000.00
4	Caution money	30,000.00	-	30,000.00
5	Academic Transcript	-	30,000.00	30,000.00
6	Accommodation on campus	125,000.00	125,000.00	250,000.00
7	NACTE Quality Assurance fee	20,000.00	-	20,000.00
Total TZS		535,000.00	515,000.00	1,050,000.00

B. Fees paid direct to the Institute –Diploma Courses (NTA Level 5 & 6)

S/N	Description	Semester		Total TZS
		1 ST semester TZS	2 nd semester TZS	
1	Tuition fee	410,000.00	410,000.00	820,000.00
2	Registration fee	15,000.00	15,000.00	30,000.00
3	Examination fee	35,000.00	35,000.00	70,000.00
4	Caution money	30,000.00	-	30,000.00
5	Academic Transcript	-	30,000.00	30,000.00
6	Accommodation on campus	125,000.00	125,000.00	250,000.00
7	NACTE Quality assurance fee	20,000.00	-	20,000.00
Total TZS		635,000.00	615,000.00	1,250,000.00

**C. Recommended direct student expenses
(Payable direct to student by parents/guardians/employer/sponsor)**

S/N	Description	Amount TZS	Duration
1	Student Identity Card fee	10,000.00	Once
2	Ardhi Institute Tabora Student Organization (ARITASO) Contribution	15,000.00	Once
3	Ardhi Institute Tabora T - Shirt	15,000.00	Once
4	Book Allowance	100,000.00	Per Semester
5	Stationary Allowance	75,000.00	Per Semester
6	Field practical/ Project subsistence allowance	490,000.00	49 days - during the field practical/project period (July-August, 2019)
7	Transport to and from the site of the field practical/project	160,000.00	During the field practical/project (July – August, 2019)
8	Minimum Meal Allowance	10,000.00	Per day

NOTE:

1. Medical expenses and personal liabilities are not covered by the Institute. It is advised to come with your **Medical Insurance Card** or payments of **TZS 50,400.00** to **NHIF** for covering those expenses per year.

2. Total duration for field practical is **49 days**. Field practical subsistence allowance rate is assumed to be **TZS 10,000.00** per day. Transport to and from the site of the field practical is assumed to be **TZS 160,000.00**.

3. The amounts shown from items **NO. 4 - 8** in **table C** are recommendations and therefore, do not overrule official allowances whenever such rates are applicable to an organization or sponsor.



B. S. Musiba
THE PRINCIPAL



THE UNITED REPUBLIC OF TANZANIA
MINISTRY OF LANDS, HOUSING AND HUMAN SETTLEMENTS DEVELOPMENT
ARDHI INSTITUTE TABORA



**PERSONAL PARTICULARS OF A STUDENT ADMITTED
AT ARDHI INSTITUTE TABORA FOR ACADEMIC YEAR 2018/2019**

1. Surname

2. Other names

3. Tel No.....

4. Date of Birth:

5. Place of Birth:

District:

Region:.....



6. Nationality.....

7. Religion

8. Parents/ Guardians: Name and Address

.....
.....

9. Permanent Home Address :

.....
.....

10. In case of non-Tanzanian, state whether acquired Tanzanian citizenship and if so,
Quote Registration No.and date of Registration.....

11. If married give name of wife/husband and her/his present address:

.....
.....

NB: (Attach this form with form B & C and send them to the Registrar, Ardhi Institute Tabora, P.O. Box 744, TABORA).



THE UNITED REPUBLIC OF TANZANIA
MINISTRY OF LANDS, HOUSING AND HUMAN SETTLEMENTS DEVELOPMENT
ARDHI INSTITUTE TABORA



DECLARATION FORM

1. Parents' place of Birth:

Region
District
Town/ Village.....

2. Parents/Guardians place of employment (if any):

Country
Region
District

3. Name of the course to be admitted:

.....
.....

4. STUDENT DECLARATION AND SIGNATURE:

I declare that the information stated above is true and correct and that I undertake to successfully complete the Course I have been selected and accept to take up duty as I may be directed by the Government of the United Republic in accordance with the manpower needs of the Nation. I further undertake to abide by the Rules and Regulations regarding my studies, attendance and disciplinary conditions in the event of my failure in any of those aspects.

.....
Name (in Block Letters) Signature
Date.....

5. PARENTS/GUARDIANS/SPONSOR/EMPLOYER DECLARATION AND SIGNATURE:

I hereby declare full responsibility to pay fees and any other costs involved in pursuance of the course to be attended by Mr/Mrs/Miss
at Ardhi Institute Tabora.

.....
Name Telephone number

.....
Position

.....
Signature & Official Stamp (if applicable)

Date.....



THE UNITED REPUBLIC OF TANZANIA
MINISTRY OF LANDS, HOUSING AND HUMAN SETTLEMENTS DEVELOPMENT
ARDHI INSTITUTE TABORA



MEDICAL EXAMINATION FORM

(To be completed by a Government Medical Officer)

TO: The Medical Officer,
.....
.....

FROM: The Principal, Ardhi Institute Tabora,
P.O. Box 744, TABORA.

Date:

Mr./Mrs./Miss
(Students' Full Name)

Please examine the above as to his/her physical and mental fitness for a full time Training Course. The examination should include the following categories of which will render the applicant ineligible in case of a defect. Pregnancy will also render a girl candidate ineligible for the course.

- 1. (a) Eye - Sight(b) Hearing
- (c) Venereal Diseases(d) Leprosy
- (e) Epilepsy.....(f) Colour vision.....
- (g) Stereoscropy
- 2. Neurosis3. Pregnancy.....
- 3. Other serious diseases
- 4. Allergy

Declaration:

I declare that this student was examined accordingly by me (Medical Officer) and that the findings/recommendations recorded in this form was done by me in person and in good faith this day of

In connection to the above findings/recommendations, I declare that he/she is physically fit/unfit and mentally fit/unfit for a full time training course.

Name of Medical Officer:

Qualification:

Signature:

Designation & Official Stamp: