

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

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Ardhi Institute Tabora,
4 Ardhi Street,
P.O. Box 744,
45112 – TABORA.

20th June, 2023

STUDENT JOINING INSTRUCTIONS - ACADEMIC YEAR 2023/2024

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 submit them on your arrival at the Institute.

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 on your arrival at the Institute.
- 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 2023/2024 ACADEMIC YEAR

The 2023/2024 academic year begins on **16th October, 2023**. You should therefore arrive at the Institute campus not later than **22nd October, 2023**. 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 **23th October, 2023**. 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 Airport Road. You are advised to take a cab/taxi that will take you to the Institute.

5.0 RESIDENCE

The Institute provides accommodation places at the Institute hostel/halls of residence on-campus to students with special needs/physically disability and all female students. First year male students will be accommodated at nearby off-campus Institute hostels. It is **compulsory** for all female students to live in the Institute on campus hostel. Students that will not get accommodation places on-campus shall be allowed to seek for accommodation places off-campus.

Students that will be accommodated in the **Institute hostels** on-campus and off campus are obliged to pay accommodation fees at an authorized rate. Accommodation will be provided only after payment of **TZS 150,000.00 per semester**.

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 on-campus 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.

6.0 ACADEMIC DOCUMENTS

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** and **certified photocopies** 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 admission.

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 Admission Committee** and approval of **National Council for Technical and Vocational Education and Training (NACTVET)**

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.
- (iii) Successful payment of transfer fee as stipulated by NACTVET.

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, EQUIPMENTS AND INSTRUMENTS

(A) Cartography and Geographical Information System 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° and 60° | (iv) 360° 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 | (xi) Colored pencils |
| (xiii) Stencils (various sizes) | (xiv) Parallel ruler |
| (xv) Boots for field exercises/practical's | (xvi) Drawing Ink |
| (xvii) 7 counter books | (xviii) Mathematical set |

(B) Land Management, Valuation and Registration course

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

- | | |
|------------------------|---|
| (i) Drawing set | (ii) Scientific calculator |
| (iii) Mathematical set | (iv) 7 Counter books |
| (v) Ruler | (vi) Linen tape measure of 30m long |
| (vii) Scale ruler | (viii) Boots for field exercises/practicals |
| (ix) Clutch pencil | (x) Colored pencil |

(C) Graphic Arts and Printing course

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

- | | |
|------------------------|---|
| (i) Overcoat | (ii) Scientific calculator |
| (iii) Mathematical set | (iv) 7 Counter books |
| (v) Ruler | (vi) Clutch pencil |
| (vii) Colored pencil | (viii) Boots for field exercises/practicals |

(D) Environmental Management course

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

- | | |
|------------------------|---|
| (i) Drawing set | (ii) Scientific calculator |
| (iii) Mathematical set | (iv) 7 Counter books |
| (v) Ruler | (vi) Scale ruler |
| (vii) Clutch pencil | (viii) Boots for field exercises/practicals |
| (ix) Colored pencil | |

11.0 STUDENTS ORGANISATION

There is an Institute Students Organisation (ARITASO) to which all students are members. A student is obliged to pay a membership fee of **TZS 15,000.00** annually

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 while abiding to the public Service Circular NO. 3 on Dress Code 2007.

Students are not allowed to wear any kind of dressing that Institute Officials may deem inappropriate.

17.0 INSTITUTE FEES AND CONTRIBUTIONS FOR ACADEMIC YEAR 2023/2024

- (i) Annual college fees and other contributions paid direct to the Institute for Basic Technician Certificate Courses (NTA Level 4) is as follows:
- (a) **On campus TZS 1,130,000.00** (TZS One million one hundred and thirty thousand only)
 - (b) **Off campus TZS 830,000.00** (TZS Eight hundred and thirty thousand only)
- (ii) Annual college fees and other contributions paid direct to the Institute for Technician Certificate and Ordinary Diploma Courses (NTA Level 5 and NTA Level 6) is as follows:
- (a) **On campus TZS 1,330,000.00** (TZS One million three hundred and thirty thousand only)
 - (b) **Off campus TZS 1,030,000.00** (TZS One million and thirty thousand only)
- NB:** This includes fees and contributions paid to the Institute only. Other charges and contributions are stipulated in the fee structure hereunder.
- (iii) **NO CASH MONEY WILL BE ACCEPTED AT THE INSTITUTE**, Fees should be paid using **Control Number** that will be provided to the students once they report at the Institute.
- (iv) For the purpose of registration for studies, a student **should produce an evidence confirming payment** of all relevant fees.
Failure to do so will result for a student to be ordered to return home.
- (v) The fees may be paid in **full** or **two instalments** – See the fee structure attached herewith.
- (vi) 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 2023/2024

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 | 150,000.00 | 150,000.00 | 300,000.00 |
| 7 | NACTVET Quality Assurance fee | 20,000.00 | - | 20,000.00 |
| 8 | Graduation fee | 30,000.00 | - | 30,000.00 |
| Total TZS | | 590,000.00 | 540,000.00 | 1,130,000.00 |

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 | 150,000.00 | 150,000.00 | 300,000.00 |
| 7 | NACTVET Quality assurance fee | 20,000.00 | - | 20,000.00 |
| 8. | Graduation fee | 30,000.00 | - | 30,000.00 |
| Total TZS | | 690,000.00 | 640,000.00 | 1,330,000.00 |

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 annually |
| 2 | Ardhi Institute Tabora Student Organization (ARITASO) Contribution | 15,000.00 | Once annually |
| 3 | Ardhi Institute Tabora T - Shirt | 15,000.00 | Once annually |
| 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 (March-May, 2024) |
| 7 | Transport to and from the site of the field practical/project | 160,000.00 | During the field practical/project (March-May, 2024) |
| 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. Control Number for such payment shall be issued to a student once he/she reports at the Institute.

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**. **These costs will be paid by a parent/guardian or employer.**

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
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ARDHI INSTITUTE TABORA



PERSONAL PARTICULARS OF A STUDENT ADMITTED
AT ARDHI INSTITUTE TABORA FOR ACADEMIC YEAR 2022/2023

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:

.....
.....

Recent
coloured
Passport size
PHOTO

NB: (Form A, B & C must be submitted when the student reports to the Institute for registration)

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ARDHI INSTITUTE TABORA



DECLARATION FORM

1. 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.....

Name of the course to be admitted:

.....

2. 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.....

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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:

- 1. (a) Eye - Sight(b) Hearing
- (c) Venereal Diseases(d) Leprosy
- (e) Epilepsy.....(f) Colour vision.....
- (g) Stereoscopy
- 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: