

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

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ARDHI INSTITUTE TABORA,  
P. O. BOX 744,  
TABORA.

13<sup>th</sup> May, 2022

STUDENT JOINING INSTRUCTIONS - ACADEMIC YEAR 2022/2023

**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 2022/2023 ACADEMIC YEAR**

The 2022/2023 academic year begins on **18<sup>th</sup> October, 2022**. You should therefore arrive at the Institute campus not later than **30<sup>th</sup> October, 2022**. 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 **25<sup>th</sup> October, 2022**. 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 right away 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 disabled 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 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, EQUIPMENTS AND INSTRUMENTS

### (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 <sup>0</sup> and 60 <sup>0</sup> | (iv) 360 <sup>0</sup> 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 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.

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 2022/2023

- (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 Courses (NTA Level 5) 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.**
- (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 2022/2023**

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

S/N	Description	Semester		Total TZS
		1 <sup>ST</sup> semester TZS	2 <sup>nd</sup> 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	NACTE Quality Assurance fee	20,000.00	-	20,000.00
8	Graduation fee	30,000.00	-	30,000.00
<b>Total TZS</b>		<b>590,000.00</b>	<b>540,000.00</b>	<b>1,130,000.00</b>

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

S/N	Description	Semester		Total TZS
		1 <sup>ST</sup> semester TZS	2 <sup>nd</sup> 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	NACTE Quality assurance fee	20,000.00	-	20,000.00
8.	Graduation fee	30,000.00	-	30,000.00
<b>Total TZS</b>		<b>690,000.00</b>	<b>640,000.00</b>	<b>1,330,000.00</b>

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

<b>S/N</b>	<b>Description</b>	<b>Amount TZS</b>	<b>Duration</b>
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, 2023)
7	Transport to and from the site of the field practical/project	160,000.00	During the field practical/project (March-May, 2023)
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  
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:

.....  
.....

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



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**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.....

**FORM C**



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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. Neurosis .....3. 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: .....