MBEYA UNIVERSITY OF SCIENCE AND TECHNOLOGY

Telegrams: "TECHNICAL", MBEYA

Telephone: 2503016/7 or 2502861.
Fax: +2552522502302
Website: www.mist.ac.tz

P.O. Box 131,
Mbeya,
Tanzania.

29/08/2012

Names and Address of the student:

……

……..

……

……

Dear student,

RE: JOINING INSTRUCTIONS FOR BACHELOR DEGREE PROGRAMMES IN ACADEMIC YEAR 2012/2013

1. I am pleased to inform you that, you have been selected to pursue Bachelor Programme at Mbeya University of Science and Technology in the following field (The one with a **TICK**)

Bachelor of Engineering (B.Eng)	Civil	
	Electrical- Full time	
	-Evening programme	
	Mechanical	
Bachelor of Technology in Architecture	Full Time	
Bachelor of Business Administration	Full Time	
	Evening Programme	

The duration of the course is **three years** and ***Four (4) years for Form Six leavers joining the Architecture and other Engineering Courses***. The first semester begins on **22/10/2012**.You are required to report at the University on **15/10/2012** for registration and orientation.

CAUTION
Failure to register within the first two weeks (from **15/10/2012** to **29/10/2012** will lead to the cancellation of your admission.

2. UNIVERSITY LOCATION.

Mbeya University of Science and Technology is situated in Mbeya Municipality. The University is 10km away from the Municipal center off the highway to Tunduma, and is close to Tanzania Zambia Railway (TAZARA) station. It is also adjacent to Coca Cola Company plant.

3. HIGHER EDUCATION COST SHARING SCHEME.

The Government Higher Education Cost Sharing Scheme governs all students (including BACHELOR entrants who join Institutions of higher learning. Under this scheme, through the Higher Education Students' Loans Board, needy students may apply for loans to cover wholly or partially such costs as meal and accommodation, tuition, books and stationery, etc (see the revised application guidelines and criteria for granting students loans for 2012/2013 academic year).

It should be clearly understood that students are fully responsible for securing their loans. The University shall not be held responsible for loan disbursements. You are advised to know your loan status before you report to the University if you cannot be able to finance your studies from any other source.

4. CAUTION MONEY.

Each student is required to pay **twenty thousand shillings (Tshs.** 20,000**/=)** 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 University property. Where losses/damages exceed the stated amount the student will be asked to pay for the difference. The caution money must be paid during registration.

5. IDENTITY CARD

Each student is required to come with two recent passport size photographs and pay **five thousand shillings (5,000/=**) for his/her Identity Card. Replacement of a lost Identity Card will be done only on payment of **five thousands shillings (5,000/=)** and submission of a letter from the Police. Take care of your Identity Card.

6. REGISTRATION DOCUMENTS

6.1 New Students (1st year Students)

At the beginning of the academic year all students will be required to register. If you fail to register within two weeks after the beginning of the academic year your place will be offered to other applicants.

During registration every student must produce:-

(a) This Joining Instructions together with the following ORIGINAL documents and their copies

- **i. Certificates**
- **ii. Academic Transcripts**
- **iii. Statement of results**
- iv. **Either a birth certificate or an affidavit**.

(b) Other documents are:-

- **v. A duly filled Medical examination form,**
- **vi. Admission acceptance form completely filled in and,**
- **vii. All the receipts of the money paid to the University.**

The University will not entertain any change of names during registration and the entire period of the course.

6.2 Continuing Students:

All continuing Students will be required to register at the beginning of the academic year

7. STUDENTS' ORGANISATION MEMBERSHIP.

Every student of Mbeya University of Science and Technology is a member of the University's Students' Organization. The membership fee is ten thousands Shillings (Tshs. **10,000**/=), for first year and **5,000**/= in subsequent years.

8. FEES.

The following are the fees of the University and student's allowances for the academic year **2012/2013**.

All Bachelor students are required to pay some of the fees to the University Bank Account. Original receipts must be produced during registration. Current University fees are as shown below:

A. FEES STRUCTURE FOR BACHELOR DEGREE PROGRAMMES FULL TIME STUDENTS

1. Costs Payable to the University by Bachelor Degree Students / Full Time Programmes (Tshs.)

SN	Description	1st year	2nd year	3rd year
1	Tuition fee	1000,000	1000,000	1000,000
2	Registration fee	5,000	5,000	5,000
3	Caution money	20,000	-	-
4	Medical Insurance	50,400	50,400	50,400
5	Student's Identity Card	5,000	5,000	5,000
6	Accommodation fee(Optional)	107,100	107,100	107,100
7	Examination fee	120,000	120,000	120,000
8	Certification	40,000	0	0
9	Library Membership fee	30,000	30,000	30,000
10	Student's Organization fee	10,000	105,000	10,000
11	Special Faculty Requirement	**300,000**	300,000	300,000
12	Final Project / Research *	-	-	Variable

**** Variable depending on the department.***

2. Costs payable direct to the students by sponsors (Tshs)

SN	Description	1st year	2nd year	3rd year
1	Industrial Practical Training (IPT)	700,000	700,000	-
2	Book / Stationery costs	200,000	200,000	200,000
3	Final Project	-	-	120,000
4	Special Faculty Requirements	300,000	300,000	120,000
5	Accommodation and Meals costs	1,837,500	1,785,000	1,785,000
6	Transport fare to attend IPT	Variable	Variable	-

1 USD ≈ 1,600 Tshs.

NB. 1. Our estimates are minimal; sponsors are free to pay their employees or sponsored students more than what is estimated per item.

2. Students with National Health Insurance cover will not be required to pay Medical insurance except medical capitation of Tshs. 10,000/-

- Tuition fee and Other University contributions should be paid to Mbeya University of Science and Technology Fee Account Number **6101100022** held

with **NMB PLC Mbalizi Road Branch**- **Mbey**a Name of account: **Mbeya Institute of Science and Technology**

- All students have to bring with them only the **bank pay in slip** and not cash during registration

B. TRAVEL COSTS:

You will be responsible for meeting your travel costs to and from the University.

9.0 STUDENTS ACCOMMODATION

9.1 Private Accommodation:

The University has limited accommodation hence can not provide accommodation to all Bachelor degree students, therefore students are advised to arrange for private accommodation outside the University

9.2 Hall of Residence

The University has rooms (with 8 beds) in its hostel. Eight students will be required to share a room. 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. Where accommodation is available priority will be given to disabled students or other groups as may be determined by the University from time to time.

NB; Application forms for accommodation are available at www.mist.ac.tz where one wishing to apply may download, fill and return to the University

10. MEDICAL EXAMINATION

All students are required to undergo medical examination before they join the University.

The doctors examining them must complete the enclosed Medical Examination Form.

The University recommends medical examination to be carried out by a government hospital or registered medical practitioner.

11. DISCIPLINE

In accordance with its regulations the University will not hesitate to take disciplinary action against anyone whose behavior is unbecoming to its community. Every new student must attend the orientation programme of new students when these regulations will be explained. In addition to these regulations students are obliged to abide by Higher Education regulations. Ignorance of any rules, regulations or directives will not be accepted as a valid excuse in any way. The University authority reserves to itself all rights as to the interpretation of its rules and regulations and the right to vary them as it may deem necessary.

12. SERIOUSNESS IN STUDIES

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

13. CONCLUSION

You have been admitted to this University for the prime purpose of learning high technical skills and knowledge for your own benefit and for the benefit of the Tanzanian community.

Students are required to fill in an acceptance form and present it on registration.

Students who do not accept admission requirements as stipulated in this Joining Instructions are advised to **reject this offer and inform the University accordingly.**

YOU ARE WELCOME TO JOIN MBEYA UNIVERSITY OF SCIENCE AND TECHNOLOGY (MIST).

.....

Prof. J.J. Msambichaka
PRINCIPAL

MBEYA UNIVERSITY OF SCIENCE AND TECHNOLOGY

PASSPORT SIZE

DECLARATION FORM ON CONDITIONS FOR ADMISSION AND UNIVERSITY 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 PARTICULARS

   SURNAME ……...

   OTHER NAMES ……..

   MARITAL STATUS…….

   No. OF DEPENDANTS ……...

   DATE OF BIRTH …….. SEX ……..……

   PLACE OF BIRTH……. NATIONALITY …….....

   PRESENT ADDRESS:

   P.O.Box. ……... TEL No.……

   STREET …… TOWN …….

   VILLAGE ……..... WARD …….

   DISTRICT……. REGION ……..

   PERMANENT HOME ADDRESS

   P.O.Box. ……... TEL No.……

   STREET …… TOWN …….

   VILLAGE ……..... WARD …….

   DISTRICT……. REGION ……..

3. PART II

UNIVERSITY REGULATIONS AND BY-LAWS

As a student of this University you will be required to adhere to the University regulations and by-laws listed here-under:-

(a) Examination Regulations

(b) Students general conduct and general discipline

(c) Industrial training regulations

(d) Regulation governing the use of Laboratories, Workshops, Classes and Sports facilities, Hostels and the Dispensary. The University 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. In addition to the above named regulations the student shall observe the following conditions:

(a) A candidate liable for admission shall be the one having a good behaviour and academic record from the former schools/University or employer.

(b) You shall always obey and abide by the laws of the United Republic of Tanzania.

(c) You shall not engage yourself nor encourage others in any activities against the government, its agents and/or servants.

(d) You shall not organize, lead, or participate in any demonstration without a lawful permit, not invade, vandalize or destroy property of the government, its agents and servants for the sake of expressing your demands/claims. All claims/demands must be forwarded to the government through the appropriate channels.

(e) You shall always obey and abide by the by-laws and any other regulations at the University issued by relevant authorities aimed at establishing peace and order or prescribing a code of good conduct and discipline.

(f) You shall continue diligently with your studies until the end of your course programme and by so doing you shall devote your time and attention to following the course for which you are admitted. All unlawful visits and assembly are prohibited.

(g) All requests for postponement of studies must be approved by the University.

(h) You shall satisfy the University as to your attendance, conduct, and academic progress.
Any short fall resulting thereof may lead to dismissal from the University.

(i) If you are convicted of any criminal offence you will be expelled from the University.

(j) The student admitted to the University for studies shall have made arrangements for financing his/her studies either from the Higher Students' Loans Board or from the sponsor. In no way shall the University be responsible for financial matters of the student.

(k)

4. **PART III**

STUDENT'S DECLARATION ON UNIVERSITY REGULATIONS AND BY-LAWS AND CONDITIONS OF STUDY AT MBEYA UNIVERSITY OF SCIENCE AND TECHNOLOGY.

SECTION A:

I, (Name of student)…….

Postal Address …….

DO HEREBY accept and promise to adhere to regulations and by-laws of the University 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 expulsion from the University.

SIGNED AND DELIVERED this…….. (day)of ……. (month)

……..(year) at ……..……(place)

…….

Student's signature.

SECTION B:

I, (Name) …… Parent/Guardian/Sponsor of ……(Name of Student)

DO HEREBY confirm the acceptance of the above-mentioned student to follow and adhere to University 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 expulsion of the student from the University.

SIGNED AND DELIVERED this…….. (day)of ……. (month)

……..(year) at ……..……(place)

…….

(Signature of Parent/Guardian/Sponsor)

Address (include telephone no)

……..……. Date ……

MBEYA UNIVERSITY OF SCIENCE AND TECHNOLOGY

MEDICAL EXAMINATION FORM

To be completed by Medical Officer in respect of University of Science and Technology Student

FULL NAME OF STUDENT……...

SEX: MALE/FEMALE* ……..……..

HGB TEST ……...……

STOOL……...……

URINE MICRO ……...……

T.B.TEST……...……

EYE EXAMINATIONS……...……

E.N.T ……..……..

CHEST ……..……

CHEST X-RAY ……...……

ABDOMEN ……..…...

ADDITIONAL INFORMATION:
Physical Defects or Impairments, Infections, Chronic, or Hereditary (family) Disease.

……..

……..

I certify that I have examined the above Student and consider that *he/she is physically/not physically fit for further studies.

DATE ……. SIGNATURE……

STATION……

DESIGNATION……...…… and STAMP