

**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.

19<sup>th</sup> September, 2017

STUDENT JOINING INSTRUCTIONS - ACADEMIC YEAR 2017/2018

**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 Registrar immediately.

**2.0 MEDICAL EXAMINATIONS**

2.1 Admission into Ardhi Institute is conditional upon a satisfactory medical report being received by the Institute Authority during registration and orientation week. 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 Registrar.

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 2017/2018 ACADEMIC YEAR**

The 2017/2018 academic year begins on **25<sup>th</sup> September, 2017**. You should therefore arrive at the Institute campus **not later than 2<sup>nd</sup> October, 2017**. 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 2<sup>nd</sup> October, 2017**. 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**

Accommodations **in the Institute halls of residence is guaranteed for all first year students** and are obliged to pay accommodation fees at an authorized rate as stipulated underneath in item No. 16. It is the Institute policy that **four (4) 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**.

Application for accommodation is sent directly to the Dean of Students, Ardhi Institute Tabora, P.O. Box 744, Tabora. However, get informed that the Institute accepts requests for **accommodation off campus**.

5.1 Students who wish to be accommodated in the Institute halls of residence are advised to bring the following:

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

5.2 Students accommodated in the Institute halls of residence are responsible for living room cleanliness and care for personal properties.

5.3 Students accommodated in the Institute halls of residence **shall** abide with the **Institute Living Regulations**.

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

## 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 Tabora. You must bring with you the **originals** plus **certified copies** of your **Leaving certificates** and 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.

## 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 and approval of the Institute Academic Committee.**

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 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<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) Coloured 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 |                                     |

### **10.0 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.**

### **11.0 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.

### **12.0 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**)

### **13.0 INSTITUTES' BY LAWS**

- (i) Every student is supposed to attend lectures, any failure to that without any good reason a student will be expelled from the Institute;
- (ii) Coming late from holidays or field practical is forbidden;
- (iii) Students are not allowed to bring any alcohol, drugs or smoke in the hostel, library classrooms, cafeteria and offices;
- (iv) Students are supposed to comply with a lawful order or directives given by any officer of the Institute or under by an order from any appropriate organ of the Institute;
- (v) Students are not allowed to forge a document or submitting a forged document or perpetrating forgery with intent to cause loss, financial gain material or academic favors to or from any person, Institute, or any other Institution whether in cash or in kind;
- (vi) Students are not allowed to instigate and participate in any mob action, strike, boycott of classes or any civil commotions;
- (vii) Students are not allowed to organize, participate or convene any illegal meeting.
- (viii) Students are not allowed to form or establish unauthorized students' group which is likely to cause disunity and disorder at the Institute;
- (ix) Students are not allowed to leave without surrendering all room keys and other accommodation facilities to the Matron or Warden at the end of each academic period or as may otherwise be directed by the Institute administration
- (x) All foods should be eaten in the dining room;
- (xi) Decent clothing within and outside the Institute's campus is order of the day, contrary to this may lead to punishable measures;
- (xii) Drug trafficking and smoking marijuana is strictly prohibited;
- (xiii) Students are not allowed to commit any sexual harassment of whatever kind;
- (xiv) Students are not allowed to share a room with a student of opposite sex;
- (xv) It is prohibited to use balcony, window or wall for drying or airing of bedding, towel, clothing or washing of any kind;

- (xvi) Students are not allowed to organize any social functions without having a permission of the Dean of Students.

#### **14.0 EXAMINATION REGULATIONS**

- (i) Unauthorised materials in the examination room or within the surrounding of Examination are prohibited; anyone caught with such materials will be discontinued
- (ii) Every subject has its own weight and every student should pass it independently. There is no compensation to the scores from other subjects.
- (iii) Course assessment will include course work and end of Semester Examination. Course work shall consist of continuous assessment which includes assignments and tests and will carry 50% for NTA level 4 and 40% for NTA level 5 and 6 of the final marks. End of Semester Examination will carry 50% for NTA level 4 and 60% for NTA level 5 and 6 of the final marks.
- (iv) The pass mark of each course module per NTA level is as follows: NTA level 4 and NTA level 5 = 50% and NTA level 6 = 45%.
- (v) A candidate who fails to attain a GPA of 2.0 shall be discontinued from studies in respective semester
- (vi) A candidate failing a module(s) in any NTA level shall be allowed to sit for a Supplementary Examination in the failed module(s) provided that has attained a GPA of 2.0 in respective semester.

#### **15.0 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) 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) Any kind of shorts/Vipedo/Pedo-Pusha
- i) Ear rings for men
- j) Unbuttoned shirts
- k) Any type of dress that cover the entire face
- l) Pajamas, flip flops or slippers outside the residence halls
- 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 abusive language
- p) Inappropriate hair cutting style e.g. plating, kiduku
- q) Any kind of dressing that leaves underwear visible
- r) Any kind of dressing that the Institute Official may reasonably deem inappropriate.

## 16.0 INSTITUTE FEES AND CONTRIBUTIONS

- (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 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 1,050,000.00** (TZS One million fifty thousand only)  
**(b) Off campus TZS 800,000.00** (TZS Eight hundred thousand only)
- (iii) 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 1,250,000.00** (TZS One million two hundred 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 2017/2018

#### A. Fees paid direct to the Institute –Basic Technician Certificate Course (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	125,000.00	125,000.00	250,000.00
7	NACTE Quality Assurance fee	20,000.00	-	20,000.00
<b>Total TZS</b>		<b>535,000.00</b>	<b>515,000.00</b>	<b>1,050,000.00</b>

**B. Fees paid direct to the Institute –Technician Certificate Course (NTA Level 5)**

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	125,000.00	125,000.00	250,000.00
7	NACTE Quality assurance fee	20,000.00	-	20,000.00
<b>Total TZS</b>		<b>635,000.00</b>	<b>615,000.00</b>	<b>1,250,000.00</b>

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

S/N	Description	Amount TZS	Duration
1	Student Identity Card	10,000.00	Once
2	Ardhi Institute Tabora Students' 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 subsistence allowance	490,000.00	49 days - during the field practical period (June-July, 2018)
7	Transport to and from the site of the field practical	160,000.00	During the field practical (June – July, 2018)
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 practicals 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 practicals is assumed to be **TZS 160,000.00**.

3. The amounts shown from items **N0. 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**