

MSAKAMALI INSTITUTE OF BUSINESS STUDIES AND TECHNOLOGY

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P.O. BOX 163,
Chalinze. Tanzania
REG/BMG/049P

In reply: Please quote: Ref. No: MIBST/RG.2013

Date...../...../ 2014

Dear student,

JOINING INSTRUCTIONS FOR ORDINARY BASIC TECHNICIAN CERTIFICATE (NTA LEVEL 4) PROGRAMMES

I am pleased to inform you that you have been selected to join **MSAKAMALI INSTITUTE OF BUSINESS STUDIES AND TECHNOLOGY (MIBST)** in the Academic year 2014/2015 under-**Private** Sponsorship (April Intake). However, to qualify for Private sponsorship you will have to agree with the conditions for Private sponsorship as stipulated in the Declaration Form, which is enclosed for you to fill correctly and submit during registration. You will pursue Basic Technician Certificate in the programme ticked in the Table below:

Note: You will **NOT** be allowed to change programme of your study selected for.

S/No	PROGRAMMES/COURSE	TICK
1	BASIC TECHNICIAN CERTIFICATE IN ACCOUNTACY	
2	BASIC TECHNICIAN CERTIFICATE IN COMMUNITY DEVELOPMENT	
3	BASIC TECHNICIAN CERTIFICATE IN BUSINESS ADMINISTRATION	

The duration of this course is one year comprising of two semesters of seventeen (19) weeks each. At the end of academic year, you will be required to attend 10 weeks of Industrial Practical training (IPT). At the end of the course, upon passing all examinations you will be awarded National Technical Awards (NTA Level 4).

PART A:

STUDENT'S INFORMATION

1. INSTITUTE LOCATION

The Institute is located at Msata Village 39 kms from Chalinze along Chalinze Segera.

2. BEGINNING OF ACADEMIC YEAR

The first semester begins on 01st April 2014 and you are required to report at the Institute on 31st March 2014.

3. TRANSPORT

You will have to meet all transport expenses to and from your place of domicile throughout your stay at MIBST

4. MEDICAL EXAMINATION

You are required to undergo medical examination before registration. You must ensure that the doctor, who will examine you, completes the enclosed Medical Examination Form (MIBST-MEF). The Institute recommends medical examination to be carried out in a District/Regional Government hospital

5. DECLARATION FORM ON CONDITIONS FOR PRIVATE SPONSORSHIP

To be eligible for Private sponsorship, you must fill correctly and submit the declaration form on conditions for Private sponsorship (MIBST-DF) before registration.

6. CAUTION MONEY

- a) You will be required to pay ten thousand shillings (Tsh.10,000/=) as caution money which will be refunded to you upon completing the course provided that you did not cause any loss, destruction or damage of the Institute property.
- b) Where losses/damages exceed the stated amount, the caution money will be retained and you will be asked to pay the difference.

7. MEDICAL TREATMENT

You are advised to join National Health Medical Insurance or any other scheme if you are not yet a member of such Scheme.

8. REGISTRATION REQUIREMENTS

On arriving, you are supposed to report to the Registrar's office for registration with the following: -

- a) A receipt showing that you have paid all fees as shown in the **Institute fee structure**
- b) This joining Instruction letter.
- c) A duly filled Medical Examination Form (MIBST-MEF).
- d) Original certificates, certified academic transcripts/statement of results etc and their copies.
- e) Original Birth Certificate and its copy.
- f) A duly filled declaration forms to abide by condition for Private

Note that:

- a) No student will be registered unless he/she has paid Institute fees as shown in the Institute fee structure.
- b) During registration and the entire period of the course the Institute will not entertain any change of names and field of study a student has been selected for
- c) Incomplete information will result **into all or any of the following:**
 - i) Not being accepted for studies
 - ii) Termination of studies (for continuing students)
- d) Failure to register within the first two weeks will lead to cancellation of Admission by the Institute.

9. IDENTITY CARDS

- a) Each student is required to pay for an Electronic Identity Card which is ten thousands Tanzanian shillings (Tsh. 10,000/=)
- b) Replacement of a lost Identity Card will be done upon paying twenty thousand shillings (Tsh. 20,000/=) to the Registrar and submission of a letter from the Police Station to justify the loss.

10. STUDENTS, ORGANISATION

Every student shall be a member of MIBST students Organisation (MIBSTSO) and is required to pay membership fee of ten thousand shillings (Tsh.10,000/=) each year.

11. OTHER INFORMATION

- a) The Institute has facilities, which provide conducive teaching and learning environment. Such facilities include Library, Hostels, Playing grounds and a Kit for first aid services only.
- b) For those students who will be accommodated at the Institute's Hostels are required to bring with them bedding, **mosquito nets (4x6 preferably square)**.
- c) **Each Student should come with 12 counter books, non-programmable scientific calculator.**
- d) Medical treatment is a responsibility of your parents or sponsor(s), especially when the student falls sick for a long time
- e) Students accommodated in the Institute's Hostels must observe rules and regulations pertaining to students conduct and discipline (By-laws)
- f) Students are required to have a bank account

PART B: INSTITUTE FEES AND OTHER EXPENSES

1. GENERAL INFORMATION

- a) Students are required to pay their fees through the CRDB Bank Plc, *Account Name: Msakamali Institute of Business Studies and Technology A/C, and Account No: 0150432786700*. The Institute Accounts Office will issue a receipt after receiving Bank pay-in-slip.
- b) Fees for Private sponsored students are payable in full or instalments, of not less than a half of the total, paid at the beginning of the first and second semester. The Institute fees **must be paid before arriving at the Institute**
- c) Fees are subject to review each financial year.

2. STUDENTS FEE STRUCTURE FOR ACADEMIC YEAR 2014

1. Basic Technician Certificate Course (NTA 4)

Fees/costs payable direct to the Institute by students in TZS

S/N	Description	1 st Year (NTA 4)
1	Tuition fees (Full Time)	850,000
2	Boarding costs	-
	*Accommodation	-
3	**Meal allowance	-
3	Registration fee	20,000
4	Caution money	10,000
5	***Medical Insurance	-
6	Student's identity card	10,000
7	Examination fees	45,000
8	Library membership fee	15,000
9	Students organization (SOMIBST) fee	10,000
	Tuition fees (Full Time)	960,000

- *The Institute offers accommodation facility through its Estate Department at a cost not included in the fee structure amounting to 180,000 per annum
- **Meal costs. The institute has cafeteria where students can purchase food from their pocket money.
- ***Students have to take good health care themselves. However, Students are highly encouraged to join NHIF at TZS 55,000= per annum or any other health insurance.
- Students will be required to meet accommodation and all the costs for IPT for 10 weeks during the academic year.

All payments should be made through **the CRDB Bank PLC**, Account Name: **Msakamali Institute of Business Studies and Technology**, Account No: **0150432786700** before reporting to the Institute for registration.

Wishing you all the best,

Ms Zafarani Y. Kapompo
Principal

**MSAKAMALI INSTITUTE OF BUSINESS STUDIES AND TECHNOLOGY
(MIBST)**

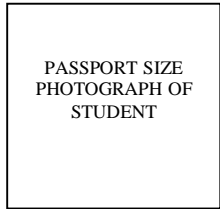


**DECLARATION FORM ON CONDITIONS FOR PRIVATE SPONSORSHIP AND
INSTITUTE REGULATIONS AND BY-LAWS**

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.

- (i) Use capital letters to fill this form.
- (ii) Government Sponsored students should fill all parts of this Form.
- (iii) Private sponsored students should fill – in Parts I, II & III only.
- (iv) Government Sponsored students should be Tanzanian Citizens.



2. PART I: STUDENT’S PARTICULARS

SURNAMEOTHER NAMES

MARITAL STATUS

NO. OF DEPENDANTS

DATE OF BIRTH SEX NATIONALITY

PRESENT ADDRESS:

P. O. Box

TEL NO.....

STREET TOWN.....

VILLAGE..... WARD.....

DISTRICT REGION

PERMANENT ADDRESS:

P. O. Box

TEL NO.....

STREET TOWN.....

VILLAGE

WARD..... DISTRICT

REGION

3. **PART II: INSTITUTE REGULATIONS AND BY-LAWS**

As a student of this Institute you will be required to adhere to the Institute regulations and by-laws listed hereunder:-

- (i) Examination Regulations
- (ii) Students disciplinary matters and code of conduct regulations
- (iii) Industrial Practical Training Guidelines and Regulations
- (iv) Regulations governing the use of classes and sports facilities, Hostels and the other facilities.

The Institute 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 presented to students during orientation period. The Institute authority reserves the right for the interpretation of its rules and regulations and the right to change them, as it may deem necessary.

4. **PART III: STUDENT'S DECLARATION ON INSTITUTE EXAMINATION REGULATIONS, BY-LAWS AND POLICIES.**

SECTION A: (STUDENT DECLARATION)

I (Name of students) of

.....(Postal Address)

DO HEREBY accept and promise to adhere to Examination Regulations and by-laws of the Institute as stipulated in part II of this declaration form. Also I understand that any breaching of the Examination Regulations, by-laws and policies stated therein will result in expulsion from the Institute.

SIGNED AND DELIVERED thisday of..... (month).....

(year) at(place)

STUDENT'S SIGNATURE.....

SECTION B: (PARENT/GUARDIAN/SPONSOR DECLARATION)

I, (Name)Parent/Guardian/Sponsor
of(Name of student)



DO HEREBY confirm the acceptance of the above-mentioned student to follow and adhere to Institute Regulations and by-laws 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 into expulsion of the student from the Institute.

SIGNED AND DELIVERED thisday of..... (Month).....

(Year) at (Place)

(Signature of Parent/Guardian/Sponsor).....

Address Date

5. PART IV: CONDITIONS FOR GOVERNMENT SPONSORSHIP.

The following are the conditions and terms attached to your sponsorship:-

- a) A candidate liable for sponsorship shall be a Tanzanian citizen having a good conduct and behaviour, and academic record from the former Schools/Institute or employer.
- b) The sponsorship is valid for three academic years only and the candidate shall therefore exercise due diligence and best endeavours in his/her studies so as to complete his/her studies within that specified time interval. The sponsor will not entertain extra costs resulting from extension of studies due to negligence or poor academic progress.
- c) The candidate shall continue diligently with his/her studies until the end of his/her course programme and by so doing devote his/her time and attention to following the course for which he/she has been admitted.
- d) All requests for postponement of studies must be approved by the sponsor upon a written recommendation by the Head of his/her Institute.
- e) The candidate shall satisfy his/her sponsor as to his/her attendance, conduct, and academic progress. Any short fall resulting thereof may lead to withdrawal of sponsorship.
- f) The candidate shall always obey and abide by the laws of the United Republic of Tanzania.

- g) The candidate shall neither engage nor encourage others in any activities against his/her sponsor, agents and/or servants.
- h) The candidate shall not organize, lead, or participate in any demonstration without a lawful permit, nor invade, vandalize or destroy property of his/her sponsor, agent and servants for the sake of expressing his/her demand/claims. All claims/demands must be forwarded to the Sponsor through the proper channels.
- i) The candidate shall always obey and abide by the by-laws and any other regulations at his/her Institute/Institution issued by relevant authorities aimed at maintaining peace and order or prescribing a code of good conduct and discipline. All unlawful visits and assembly are prohibited.
- j) If a candidate is convicted of any criminal offence or expelled from his/her Institute, his/her sponsorship shall be withdrawn.
- k) Meals and accommodation facilities will be provided in accordance with the capability of the Institute.

6. PART V: STUDENT'S DECLARATION ON CONDITIONS FOR PRIVATE SPONSORSHIP

SECTION A: (STUDENT DECLARATION)

I (Name of student) of

..... (Postal Address)

DO HEREBY accept the terms and conditions of Sponsorship as stipulated in Part IV

I certify that I have read and understood the contents of Part IV of this form and that any breaching of any of the conditions stated therein will result into disqualification and/or withdrawal of my sponsorship.

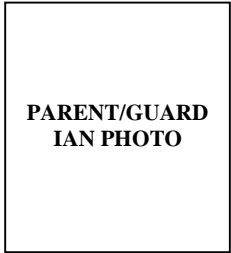
SIGNED AND DELIVERED thisday of (Month).....

(Year) at (Place)

.....
STUDENT'S SIGNATURE

SECTION B: (PARENT/GUARDIAN/SPONSOR DECLARATION)

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



DO HEREBY accept the terms and conditions of Sponsorship as stipulated in Part IV of this form, I will undertake the responsibility to make sure that the student complies to the stated conditions.

Also I agree that the breaching of any of the conditions stated therein will result into disqualification and/or withdrawal of government sponsorship to the student.

SIGNED AND DELIVERED thisday of

(Month) (Year) at (place)

Signature of Parent/Guardian/Sponsorand

Confirmed by (Full Name) who is the Ward Secretary/District Commissioner of (Location)

Signature of Ward Secretary/District Commissioner

Address Date

MSAKAMALI INSTITUTE OF BUSINESS STUDIES AND TECHNOLOGY
(MIBST)



MEDICAL EXAMINATION FORM

To be completed by Medical Officer in respect of Msakamali Institute of Business Studies and Technology student (Entrant)

FULL NAMES OF STUDENT.....

SEX: MALE/FEMALE.....

HGB TEST.....

STOOL.....

URINE MICRO.....

T.B TEST.....

EYE EXAMINATION.....

E.N.T.....

CHEST X-RAY

ABDOMEN.....

ADDITIONAL INFORMATION

Physical Defects of impairments, Infections, Chronic, or Hereditary (family) disease

I certify that I have examined the above student and consider that he /she is physically fit/Not fit for studies at MIBST.

DATE.....SIGNATURE.....

STATION.....DESIGNATION.....

STAMP.....

CHECK LIST DURING REGISTRATION

S/NO	ITERM	REMARKS
1	A receipt showing that you have paid all fees	
2	This joining Instruction letter	
3	A duly filled Forms MIBST-DF and MIBST-MEF	
4	Original certificates, certified academic transcripts/statement of results and their copies	
5	Original Birth Certificate and its copy	
6	Six passport sizes coloured photograph taken within six months	
7	A duly filled declaration forms	
8	12 counter books,	
9	Non-programmable scientific calculator	