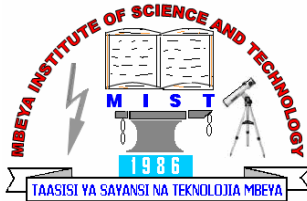


MBEYA INSTITUTE OF SCIENCE AND TECHNOLOGY

Telegrams: "TECHNICAL", MBEYA
Telephone: 2503016/7 or 2502861.
Fax: +2552522502302
E-mail: principal@mist.ac.tz
mist@mist.ac.tz
Website: www.mist.ac.tz



P.O. Box 131,
Mbeya,
Tanzania.

In reply please quote.

June 10, 2010

Ref. No: MIST. 7/09 Vol. III/....

Name and Address of the student:

.....
.....
.....
.....

Dear student,

**JOINING INSTRUCTIONS FOR ORDINARY DIPLOMA
(OFF CAMPUS) GOVERNMENT SPONSORED STUDENTS**

I am pleased to inform you that you have been selected to join **MBEYA INSTITUTE OF SCIENCE AND TECHNOLOGY** in the academic year **2010 / 2011** under Off Campus — Government Sponsorship. However, to qualify for government sponsorship you will have to agree with the conditions for government sponsorship as stipulated in the Declaration Form, which is enclosed for you to fill correctly and submit during registration. You will pursue Ordinary Diploma Course in (One with a TICK):-

S/N	COURSE / SPECIALITY	TICK
1	ARCHITECTURE	
2	CIVIL ENGINEERING	
3	COMPUTER ENGINEERING	
4	ELECTRICAL ENGINEERING	
5	MECHANICAL ENGINEERING	
6	LABORATORY TECHNOLOGY	

The duration of this course is three years. At the end of the course, you will be awarded an **Ordinary Diploma Certificate** in the respective (course) field of study. However one can decide to study only NTA LEVEL 4 and be awarded **Basic Technician Certificate in Engineering**, or up to NTA LEVEL 5 and be awarded **Technician Certificate in Engineering**.

**NB: NO ACCOMODATION AND NO MEALS FOR OFF CAMPUS (DAY SCHOOL) STUDENTS.
ALL OFF CAMPUS STUDENTS WILL HAVE TO FIND THEIR OWN PRIVATE ACCOMODATION.**

PART A: STUDENT INFORMATION

1 INSTITUTE LOCATION

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

2. BEGINNING OF THE ACADEMIC YEAR

The first semester begins on **26/07/2010** You are therefore required to report at the Institute on **18/07/2010** ready for a one week orientation programme which starts on **19/07/2010**.

3. TRANSPORT

You will have to meet all transport expenses to and from the Institute.

4. MEDICAL EXAMINATION

You are required to undergo medical examination before registration. You must ensure that the medical practitioner who will examine you, completes the enclosed Medical Examination Form. The medical examination must be carried out by a registered medical practitioner.

5. DECLARATION FORM ON CONDITIONS FOR GOVERNMENT SPONSORSHIP

To be eligible for Government sponsorship, you must fill correctly and submit the student's Declaration Form before registration.

6. CAUTION MONEY

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

7 REGISTRATION

On arriving, you are supposed to report to the Registrar's office for registration

With the following:-

- (i) This joining instruction letter.
- (ii) A duly filled Medical Examination form.
- (iii) Original certificates, academic transcripts/result slips if certificates are not yet issued by the relevant examinations authority.
- (iv) Birth certificate/affidavit.
- (v) Three recent, colored passport size photographs.
- (vi) A dully filled acceptance form to abide by (a) the Institute rules and regulations and (b) conditions for Government sponsorship.

Registration will not be done unless the above documents are submitted.

N.B.

- (a) During registration and the entire period of the course the Institute will not entertain any change of names.
- (b) Incomplete fulfillment of requirement for registration will result into all or any of the following:-
 - (i) Not being accepted for studies
 - (ii) Termination of studies (for continuing students)

(c) **CAUTION**

Failure to register within the first two weeks (**19/07-31/07/2010**) will lead to cancellation of your admission.

8 IDENTITY CARDS

- (i) Each student is required to pay for an Identity Card.
- (ii) Replacement of a lost Identity Card will be done upon paying of five thousands shillings (Tshs. 5,000/=) and submission of a letter from the Police Station to justify the loss.

9. STUDENTS' ORGANISATION

Every student shall be a member of Institute Students Organization upon paying a membership fee of ten thousand shillings (Tshs. 10,000/=) only.

10. ORIENTATION PROGRAMME

Every new student must attend a one week orientation programme which will start on **19/07/2010**.

11. INSTITUTE FACILITIES AND CONDITIONS FOR USE

- (i) The Institute has Library facilities, Hostels, Workshops, Laboratories, Playing grounds and a Dispensary for first aid services only.
- (ii) Students seeking accommodation in the Institute's Hostels are required to bring with them beddings, mosquito nets, etc.
Mattresses are provided by the Institute.
- (iii) Students are advised to come with all necessary stationery e.g. exercise books, pen, scientific calculators, drawing instruments etc,
- (iv) Students are required to come with dark blue overalls and at least a pair of leather boots for use in practical classes.
- (v) Medical treatment is the responsibility of ones parents or sponsor(s)
- (vi) Students accommodated in the Institute's Hostels must observe rules and regulations pertaining to students conduct and discipline (by-laws).

PART B: INSTITUTE FEES

1. GENERAL INFORMATION

- (i) Students are required to pay their fees through Mbeya Institutes of Science and Technology Account No. 6101100022 NMB and submit the pay in slip to the accounts office.
- (ii) Fees are payable in full or in 2 installments, of not less than a half of the total amount at the beginning of the first semester.
- (iii) Fees are subject to review each financial year.

2. CURRENT INSTITUTE'S FEES AND OTHER EXPENSES FOR ORDINARY DIPLOMA STUDENTS

2.1 GOVERNMENT SPONSORED ORDINARY DIPLOMA STUDENTS

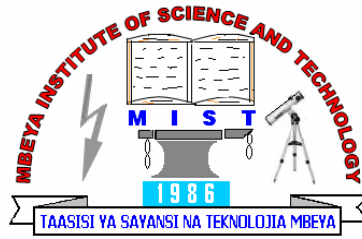
The Government sponsorship will cover accommodation, part of tuition fees, meals and industrial training costs. In addition, Ordinary Diploma students must pay the following fees to the Institute before registration:-

<i>Cost sharing fee</i>	-	<i>130,000/=</i>	<i>per academic year</i>
<i>Caution money</i>	-	<i>10,000/=</i>	<i>for first year</i>
<i>Library membership fees</i>	-	<i>5,000/=</i>	<i>per academic year</i>
<i>Examinations fee</i>	-	<i>50,000/=</i>	<i>per academic year</i>
<i>Students' Organization fees</i>	-	<i>10,000/=</i>	<i>for first year</i>
<i>Registration processing fees</i>	-	<i>3,000/=</i>	<i>per academic year</i>
<i>Student's Identity Card</i>	-	<i>3,000/=</i>	<i>for first year</i>
<i>Student's Medical Contribution</i>	-	<i>10,000/=</i>	<i>per academic year (except those with National Health Insurance)</i>

TOTAL = 221,000/=

Wishing you all the best,

PROF. J.J. MSAMBICHAKA
PRINCIPAL



PASSPORT SIZE
PHOTOGRAPH OF
STUDENT

**DECLARATION FORM ON CONDITIONS FOR GOVERNMENT 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.

- (a) Use capital letters to fill this form
- (b) Government Sponsored students should fill all parts of this Form
- (c) Private sponsored students should fill-in Parts I, II & III only.
- (d) Government Sponsored students should be Tanzanian Citizens

2. PART I: STUDENT PARTICULARS

SURNAME
OTHER NAMES
MARITAL STATUS.....
NO. OF DEPENDANTS
DATE OF BIRTHSEXNATIONALITY

PRESENT ADDRESS:

P.O.BOX TEL NO.....
STREET TOWN
VILLAGE WARD
DISTRICT..... E-mail
REGION

PERMANENT HOME 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 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 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 given to students during the Orientation period.

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

SECTION A:

I, (Name of student).....

Postal Address

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

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 Institute 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 Institute.

SIGNED AND DELIVERED this.....day of (Month) (Year)

at (place)

.....

(Signature of Parent/Guardian/Sponsor)

Address (include telephone no)

Tel:

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 behaviour and academic record from the former Schools/Institute or employer.
- (b) You shall not postpone your studies without an approval from your sponsor.
- (c) You shall always obey and abide by the laws of the United Republic of Tanzania.
- (d) You shall not engage yourself or encourage others in any activities against your sponsor, his agents and/or servants.
- (e) You shall not organize, lead, or participate in any demonstration without a lawful permit, not invade, vandalize or destroy property of your sponsor, his agents and servants for the sake of expressing your demands/claims.
All claims/demands must be forwarded to the Sponsor through the appropriate channels.
- (f) You shall always obey and abide by the by-laws and any other regulations at your Institution issued by relevant authorities aimed at establishing peace and order or prescribing a code of good conduct and discipline.
- (g) 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.
- (h) All requests for postponement of studies must be approved by the sponsor upon a written recommendation by the Head of your institution.
- (i) You shall satisfy your sponsor as to your attendance, conduct, and academic progress. Any short fall resulting thereof may lead to withdrawal of this sponsorship.
- (j) If you are convicted of any criminal offence or expelled from your Institute, your sponsorship shall be withdrawn.
- (k) Meals and accommodation facilities will be provided in accordance with the capability of your Institute.

6. PART V: STUDENT’S DECLARATION ON CONDITIONS FOR GOVERNMENT SPONSORSHIP

SECTION A:

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 this.....day of(month)(year)

at(place)

.....
Student’s Signature.

SECTION B:

I, (Name)Parent/Guardian/Sponsor of

..... (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 with the stated conditions.

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

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

at.....(place)

Signature of Parent/Guardian/Sponsor

and

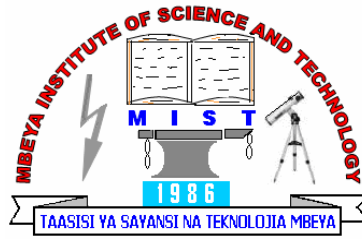
Confirmed by (Full name) who is the Ward

Secretary/District Commissioner of (Location)

Signature of Ward Secretary/District Commissioner

Address..... Date

MBEYA INSTITUTE OF SCIENCE AND TECHNOLOGY



MEDICAL EXAMINATION FORM

To be completed by Medical Officer in respect of Institute Student (Entrant).

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.....

OFFICIAL STAMP