

MBEYA UNIVERSITY OF SCIENCE AND TECHNOLOGY
(OFFICE OF THE DEPUTY VICE CHANCELLOR ACADEMIC, RESEARCH AND
CONSULTANCY)

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Box 131, Mbeya,
Tanzania.

Date: 9th July 2024

STUDENT'S NAME.....

Dear student,

RE: JOINING INSTRUCTION FOR CERTIFICATE AND DIPLOMA STUDENTS
UNDER PRIVATE SPONSORSHIP FOR
THE ACADEMIC YEAR 2024/2025

I am pleased to inform you that you have been selected to join **MBEYA UNIVERSITY OF SCIENCE AND TECHNOLOGY (MUST)** in the Academic Year **2024/2025** under **Private Sponsorship**. You will pursue Certificate/Diploma Course as indicated in our advertisement through the University website.

Table 1: Certificate and Diploma Programmes Offered by Mbeya University of Science and Technology (MUST)

Tick campus name		MAIN CAMPUS (MMC)	RUKWA CAMPUS COLLEGE (MRCC)
S/N	CERTIFICATE PROGRAMME NAME	MODE OF DELIVERY	TICK PROGRAMME NAME
i	Certificate in Business Administration	Full Time	
ii	Certificate in Agribusiness with Technology	Full Time	
	DIPLOMA PROGRAMME NAME	MODE OF DELIVERY	TICK PROGRAMME NAME
i	Diploma in Business Administration	Full Time	
ii	Diploma in Agribusiness with Technology	Full Time	

iii	Diploma of Business Administration in Accounting and Finance	Full Time	
iv	Diploma of Business Administration in Marketing and Entrepreneurship	Full Time	
v	Diploma in Architecture	Full Time	
vi	Diploma in Biomedical Equipment Engineering	Full Time	
Vii	Diploma in Civil Engineering	Full Time	
viii	Diploma in Computer Engineering	Full Time	
ix	Diploma in Computer Science	Full Time	
x	Diploma in Electrical and Electronic Engineering	Full Time	
xi	Diploma in Electronic and Telecommunication Engineering	Full Time	
xii	Diploma in Food science and Technology	Full Time	
xiii	Diploma in Highway Engineering	Full Time	
Xiv	Diploma in Information and Communication Technology (ICT)	Full Time	
xv	Diploma in Laboratory Science and Technology	Full Time	
xvi	Diploma in Mechanical Engineering	Full Time	
xvii	Diploma in Mechatronics Engineering	Full Time	
xviii	Diploma in Mining Engineering	Full Time	
xix	Diploma in Mechanical Engineering with Industrial Safety and Occupational Health	Full Time	
xx	Diploma in Automotive and Auto-electrical Engineering	Full Time	
xxi	Diploma in Business Computing	Full Time	
xxii	Diploma in Biotechnology	Full Time	

The duration of the courses is one year for Certificate programmes, two years for Diploma in Business Administration and Diploma in Agribusiness with Technology. Three years for Diploma in Engineering, Biotechnology, Architecture and Science programmes. At the end of the course, you will be awarded a certificate in the respective field of study.

PART A: STUDENT INFORMATION

1. University location

Mbeya University of Science and Technology (MUST) is a Public University located in Mbeya Region in the Southern highlands of Tanzania. The University has two campuses. The Main

Campus is located in Mbeya City 10 km 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. Rukwa Campus College (MRCC) is located at Kianda 50 km from Sumbawanga Municipality along Tunduma Sumbawanga highway in Rukwa Region.

2. Beginning of the Academic Year

The first semester begins on **21/10/2024**. You are therefore required to report at the University on **19/10/2024** ready for the orientation program and registration process.

3. Transport

You will have to meet all transport expenses to and from the University on your own.

4. Medical Examination

You are required to undergo medical examination before registration. The medical examination will be carried out by our University medical practitioners upon reporting.

5. Registration

On arriving, you are supposed to report to the Admissions Office for registration with the following:

- (i) Joining instruction,
- (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 (original),
- (v) Two recent, colored passport size photographs,
- (vi) A dully filled acceptance form to abide by University rules and regulations,
- (vii) Original Bank slips and their two copies showing that appropriate fees have been paid,

Note: Students have the option of staying **in campus** (University hostels) or **off campus**. If you choose to stay **in campus**, you have the option of paying for **either** both meals and accommodation; or accommodation only. If you pay for accommodation only you will have your own means to get your meals. **However, it should be understood that it is strictly prohibited to cook in the hostels.**

6. Dress code

As a student of Mbeya University of Science and Technology you will need to adhere to the University's Dress Code. However, you are advised to view the prohibited dressing styles and types for your knowledge in the University's website thereafter download the Students' Dress Code Acknowledgement Form for filling in all the required information before submitting them to the University.

2. FEE STRUCTURE FOR DIPLOMA PROGRAMMES (ENGINEERING, ARCHITECTURE AND SCIENCE COURSES) - UQF 6 (FIRST YEAR) UNDER PRIVATE SPONSORSHIP FOR THE ACADEMIC YEAR 2024-2025

Table 2: University's Fees and Other Expenses (TZS)

S/N	Item	In campus		Off campus
		<i>Meals and accommodation</i>	<i>Accommodation Only</i>	
1	Tuition fee	900,000	900,000	900,000
2	Other Expenses			
i.	Meal Costs	1,176,000		
ii.	Accommodation Fee	107,100	107,100	
iii.	Caution money	20,000	20,000	20,000
iv.	Library membership fees	30,000	30,000	30,000
v.	Examinations fee	50,000	50,000	50,000
vi.	Certification	40,000	40,000	40,000
vii.	Students' Organization fee	10,000	10,000	10,000
viii.	Registration fee	10,000	10,000	10,000
ix.	Student's Identity Card	10,000	10,000	10,000
x.	Medical Contribution (NHIF)	50,400	50,400	50,400
xi.	Capitation fee	10,000	10,000	10,000
xii.	Prospectus	-	-	-
xiii.	Quality Assurance fee (TCU)	20,000	20,000	20,000
xiv	Graduation gown	40,000	40,000	40,000
xv	Transcript fee	10,000	10,000	10,000
	Sub-total; Other Expenses	1,583,500	407,500	300,400
	Total fees	2,483,500	1,307,500	1,200,400

Table 3: Payment Options (TZS)

	In campus		Off campus
	<i>Meals and accommodation</i>	<i>Accommodation only</i>	
Tuition fee	900,000	900,000	900,000
Other Expenses	1,583,500	407,500	300,400
Semester I	1,445,500	857,500	750,400
Semester II	1,038,000	450,000	450,000

3. FEE STRUCTURE FOR CERTIFICATE AND DIPLOMA IN BUSINESS ADMINISTRATION AND AGRIBUSINESS PROGRAMME UNDER PRIVATE SPONSORSHIP FOR FIRST YEAR STUDENTS FOR THE ACADEMIC YEAR 2024/2025

Table 4: Payment Options (TZS)

S/N	Item	In campus		Off campus
		<i>Meals and accommodation</i>	<i>Accommodation Only</i>	
1	Tuition fee	700,000	700,000	700,000
2	Other Expenses			
i.	Meal Costs	1,176,000	-	-
ii.	Accommodation Fee	107,100	107,100	-
iii.	Caution money	20,000	20,000	20,000
iv.	Library membership fees	30,000	30,000	30,000
v.	Examinations fee	50,000	50,000	50,000
vi.	Certification	40,000	40,000	40,000
vii.	Students' Organization fee	10,000	10,000	10,000
viii.	Registration fee	10,000	10,000	10,000
ix.	Student's Identity Card	10,000	10,000	10,000
x.	Medical Contribution (NHIF)	50,400	50,400	50,400
xi.	Capitation fee	10,000	10,000	10,000
xii.	Prospectus	-	-	-
xiii.	Quality Assurance fee (TCU)	20,000	20,000	20,000
xiv	Graduation gown	40,000	40,000	40,000
xv	Transcript fee	10,000	10,000	10,000
	Sub-total; Other Expenses	1,583,500	407,500	300,400
	Total fees	2,283,500	1,107,500	1,000,400

Table 5: Payment Options (TZS)

	In campus		Off campus
	<i>Meals and accommodation</i>	<i>Accommodation only</i>	
Tuition fee	700,000	700,000	700,000
Other Expenses	1,583,500	407,500	300,400
Semester I	1,345,500	757,500	650,400
Semester I	938,000	350,000	350,000

4. FEE STRUCTURE FOR DIPLOMA IN BIOTECHNOLOGY PROGRAMME FOR FIRST YEAR STUDENTS UNDER PRIVATE SPONSORSHIP FOR THE ACADEMIC YEAR 2024/2025

Table 6: University's Fees and Other Expenses (TZS)

S/N	Item	In campus		Off campus
		Meals and accommodation	Accommodation Only	
1	Tuition fee	1,100,000	1,100,000	1,100,000
2	Other Expenses			
i.	Meals costs	1,176,000		
ii.	Caution Money	20,000	107,100	
iii.	Accommodation Fee	107,100	20,000	20,000
iv.	Library Membership	30,000	30,000	30,000
v.	Examination Fee	50,000	50,000	50,000
vi.	Certification	40,000	40,000	40,000
vii.	Students' Organization	10,000	10,000	10,000
viii.	Registration	10,000	10,000	10,000
ix.	Student's Identity Card	10,000	10,000	10,000
x.	Medical Contribution (NHIF)	50,400	50,400	50,400
xi.	Capitation fee	10,000	10,000	10,000
xii.	Prospectus	-	-	-
xiii	Quality Assurance fee (TCU)	20,000	20,000	20,000
xiv	Graduation gown	40,000	40,000	40,000
xv	Transcript fee	10,000	10,000	10,000
	Sub-total; Other Expenses	1,583,500	407,500	300,400
	Total fees	2,683,500	1,507,500	1,400,400

Table 7: Mode of Payment in (TZS)

	In campus		Off campus
	Meals and accommodation	Accommodation only	
Tuition fee	1,100,000	1,100,000	1,100,000
Other Expenses	1,583,500	407,500	300,400
Semester I	1,545,500	957,500	850,400
Semester II	1,138,000	550,000	550,000

Note: The payment option chosen—whether in campus with Meals, Accommodation only or off Campus—should last for one year and thereafter you may request to change the option

Table 8: Costs Payable Direct to the Student by Sponsors for Diploma in Biotechnology Programme (3years in TZS)

S/N	Description	UQF6(1 st Year)	UQF6(2 nd Year)	UQF 6 (3 rd Year)
1	Industrial Practical Training (IPT)	700,000	700,000	-
2	Book / Stationery costs	120,000	120,000	120,000
3	Final Project Printing	-	-	
4	Transport fare to attend IPT	Variable	Variable	-
	TOTAL	820,000	820,000	120,000

NB:

- (a) Registration will not be done unless the above documents are submitted.
- (b) During registration and the entire period of the course, the University shall not entertain any change of names.
- (c) Incomplete fulfillment of requirement for registration will result into all or any of the following: -
 - Not being accepted for studies and/or
 - Termination of studies (for continuing students)
- (d) Registration period is within the first two weeks **(19/10/2024-01/11/2024)**. No registration shall be done after the second week.
- (e) Please make sure you pay the correct fee amount as no request for refund shall be honored if you pay excess amount for no justifiable reason.

1. OTHER REQUIREMENTS FOR DIPLOMA PROGRAMMES

- (i) Mattresses are provided by the University to students seeking accommodation in the University Hostels. However, students are required to bring with them beddings and mosquito net.
- (ii) Students are advised to come with all necessary stationery e.g. exercise books, pen, scientific calculators, drawing instruments etc.,
- (iii) Students are required to come with dark blue overcoats for Architecture and Engineering, White overcoats for Laboratory Science & Technology and Food Science & Technology and at least a pair of leather boots for use in practical classes. Business Administration Students they don't need Overcoats
- (iv) Medical treatment is the responsibility of one's parents or sponsor(s)
- (v) The University has Library facilities, Hostels, Workshops, Laboratories, Playing grounds and a Dispensary for first aid services only.

2. SPECIAL REQUIREMENTS FOR ENGINEERING, ARCHITECTURE, COMPUTER SCIENCE AND INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) STUDENTS

In addition to other requirements, students pursuing the Architecture, Computer Science, Information and Communication Technology (ICT) and Engineering programmes should come with the following;

- (i) Drawing board size A3 Portable,
- (ii) Clutch pencils 0.5 mm with their refills,
- (iii) Clutch pencils 2 mm with their refills,
- (iv) Adjustable set square,
- (v) Drawing pens (Set of 4 or 8 Pens),
- (vi) T- Square,
- (vii) Circle stencils,
- (viii) Compass set.

NB: You may be required to provide evidence of having any /or all the above items, failure to show them may result in denied registration.

3. ORIENTATION PROGRAMME

Every new student must attend a one-week orientation program which will start on **21/10/2024**.

PART B: UNIVERSITY FEES

GENERAL INFORMATION ON METHOD OF PAYMENT

- (i) Students are required to pay their fees by generating a **control number** which will be used for payment, the payment can be done through M-Pesa, Tigo Pesa and Airtel Money. The process of generating control Number will be instructed in the University website (www.must.ac.tz),
- (ii) Fees are subject to review at each financial year.

NB:

- (i) **Identity Card.** Replacement of a lost Identity Card shall be done upon payment of Ten Thousand Shillings (TZS. 10,000/=) and submission of Police loss report.
- (ii) **Caution money paid.** Tshs.20,000/= paid as caution money to the University by students shall not be refunded upon Completion of Studies to Partly Compensate for the Damages on University Infrastructure.
- (iii) **Student Organization:** Every student shall be a member of Mbeya University Students Organization (MUSTSO), thus payment of membership fee is mandatory.

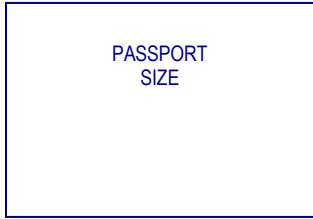
YOU ARE WELCOME TO JOIN MBEYA UNIVERSITY OF SCIENCE AND TECHNOLOGY (MUST).

Wishing you all the best,

Prof. Aloys Ntanturo Mvuma

VICE CHANCELLOR

MBEYA UNIVERSITY OF SCIENCE AND TECHNOLOGY



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

2.1 PERSONAL STUDENT PARTICULARS

Surname

Other names.....

Maritalstatus.....

Disability.....

Date of birth.....

Sex.....

2.2 PRESENT ADDRESS:

P. O Box.....

MOBILE.....STREET.....VILLAGE.....

WARD.....DISTRICT.....REGION.....

2.3 PERMANENT HOME ADDRESS

P. O. Box.....

MOBILE. No.....

STREET.....VILLAGE..... WARD.....

DISTRICT.....REGION.....

2.4 PARENTS/GUARDIAN ADDRESS

P. O. Box..... MOBILE.No.....
STREET..... VILLAGE..... WARD.....
DISTRICT.....REGION.....

2.5 NEXT OF KIN:

P.O.Box.....MOBILE.No.....STREET.....
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) Teaching Practice regulations (For Postgraduate Diploma in Technical Education)
- (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. In no way shall the University be responsible for financial matters of the student.

4. PART III: DECLARATION ON UNIVERSITY REGULATIONS AND BY-LAWS AND CONDITIONS OF STUDY AT MBEYA UNIVERSITY OF SCIENCE AND TECHNOLOGY

SECTION A: STUDENT

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: EMPLOYER/GUARANTOR (If Employed)

I, (Name) employer/guarantor
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)

(Employer/Guarantor)

Address (Must include telephone no.)

.....*Date*.....

5. PART III: FOR OFFICIAL USE ONLY (Tick whichever is applicable)

1. The form is properly filled. **YES/NO** **YES**
NO

2. All necessary requirements for registration process are fulfilled. **YES/NO**
YES **NO**

3. Student is eligible for registration. **YES/NO** **YES** **NO**

4. Name of the officerSignature.....
Date

Stamp

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.

SIGNATURE

DATE

STATION.....

DESIGNATION.....

STAMP