

MBEYA UNIVERSITY OF SCIENCE AND TECHNOLOGY

P.O. Box 131,
Mbeya,
Tanzania.

Telephone: 2503016/7 or 2502861.

Fax: +2552522502302

E-mail: vc@mustnet.ac.tz
must@mustnet.ac.tz

Website: www.mustnet.ac.tz



September 21, 2018

Names and Address of the student:

.....
.....

Dear student,

RE: JOINING INSTRUCTIONS FOR BACHELOR DEGREE PROGRAMMES FOR THE ACADEMIC YEAR 2018/2019.

I am pleased to inform you that, you have been selected to pursue Bachelor degree Programme at Mbeya University of Science and Technology (MUST) as indicated in our advertisement in the website or newspaper.

Table 1: BACHELOR DEGREE PROGRAMS

S/N	COURSE/SPECIALTY	✓ (TICK)
i	Technology in Architecture	
ii	Civil engineering	
iii	Computer Engineering	
iv	Electrical and Electronics Engineering	
v	Mechanical Engineering	
vi	Business Administration	

The duration of the course is Four Years for Form Six leavers (ACSEE), Four Years for Diploma who are changing field of study and Three years for Diploma (FTC/NTA Level 6) holder who are continuing in the same field of study.

PART A: STUDENT INFORMATION

1. UNIVERSITY LOCATION.

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

2. BEGINNING OF THE ACADEMIC YEAR.

The first semester begins on **05/11/2018**. You are therefore required to report at the University on **29/10/2018** ready for a one week orientation and registration program.

3. TRANSPORT.

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

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. HIGHER EDUCATION COST SHARING SCHEME.

The Government Higher Education Cost Sharing Scheme governs all students including Undergraduate Students (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 stationeries etc (see the revised application guidelines and criteria for granting students loans for **2018/2019** 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 are not able to finance your studies from any other source.

6. REGISTRATION.

(a) Documents required for registration: During registration every student must produce the following original documents:-

- i. This joining Instructions letter
- ii. Academic Certificates (original)
- iii. Academic Transcripts (original)/Statement of results (original)
- iv. Birth certificate (original)
- v. A duly filled Medical examination form,
- vi. Two (2) recent, colored passport size photographs
- vii. Original Bank slips and their two copies showing that appropriate fees have been paid.

(b) Options of Mode of Payments

Students have the option of staying **in campus** (i.e. staying in University hostels) or **off campus**. **However, it should be understood that it is strictly prohibited to cook in the hostels.** Furthermore there are two alternatives to effect payments: either to pay the whole amount in one installment or pay the fees in two installments i.e. One in Semester I and the other in Semester II. Fee is payable at the beginning of Semester I and Semester II respectively as shown in **Table 2 and 3** and more details are also found in **Table 5 and 6** for each of the above mentioned options.

Table 2: Payment Options for Architecture and Engineering Courses (Tsh)

	In campus	Off campus
Tuition fee	1,100,000	1,100,000
Other Expenses	425,500	318,400
To pay Semester I(a)	975,500	868,400
To pay Semester II(b)	550,000	550,000
Total amount payable (a+b)	1,525,500	1,418,400

Table 3: Payment Options for Business Administration Course (Tsh)

	In campus	Off campus
Tuition fee	800,000	800,000
Other Expenses	425,500	318,400
To pay Semester I(a)	771,950	718,400
To pay Semester II(b)	453,550	400,000
Total amount payable (a+b)	1,225,500	1,118,400

(c) Selection of Mode of Payment**Table 4:** Please **TICK** one mode of payment you shall follow

Payment by	In campus	Off campus
Single Installment		
Two installments		

NB:

- (i) Registration will not be done unless the above documents are submitted.
- (ii) During registration and the entire period of the course, the University will not entertain any change of names.
- (iii) Incomplete fulfillment of requirements for registration will result into all or any of the following:-
 - Not being accepted for studies and/or
 - Termination of studies (for continuing students)
- (iv) 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.
- (v) **Registration shall be done strictly within the first two weeks (29/10/2018-11/11/2018. No student shall be registered after the second week.**

7. OTHER REQUIREMENTS

- (vi) 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 nets.
- (vii) Medical treatment is the responsibility of one's parents or sponsor(s)
- (viii) The University has Library facilities, Hostels, Workshops, Laboratories, Playing grounds and a Dispensary for first aid services only.

8. SPECIAL REQUIREMENTS FOR ARCHITECTURE AND ENGINEERING STUDENTS.

In addition to other requirements, students pursuing Architecture and Engineering programs have to 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.

PART B: UNIVERSITY FEES AND OTHER EXPENSES.

1. GENERAL INFORMATION

Students are required to pay their fees through Mbeya University of Science and Technology Account **No. 61001100022 NMB** bank.

2. METHOD OF PAYMENT

- (i) Each students is required to have a control Number which will be used for payment, those control Number to be issued will be generated by the University. As of now the system for generating control numbers is on service, you will be informed when the system is ready.
- (ii) Fees are subject to review each financial year

Table 5: Costs Payable to the University by Bachelor Degree Students (Architecture and Engineering Courses) for the academic year 2018/19

S/N	Description	UQF 7-I (1st Year)
1.0	Cost Sharing Fee	1,100,000
2.0	Other Expenses	
i.	Caution Money	20,000
ii.	Hiring University's Mattress	107,100
iii.	Hiring University's Bed	
iv.	Library Membership	30,000
v.	Examination Fee	120,000
vi.	Certification	40,000
vii.	Students' Organization	10,000
viii.	Registration	10,000
ix.	Student's Identity Card	5,000
x.	Medical Insurance*	50,400
xi.	Capitation fee	10,000
xii.	Prospectus	3,000
xiii.	Quality Assurance fee (TCU)	20,000
	Sub-total; Other Expenses	425,500
	Total (Shs)	1,525,500

Table 6: Costs Payable to the University by Bachelor Degree Students (Business Administration) for the academic year 2018/19

S/N	Description	UQF 7-I (1st Year)
1.0	Cost Sharing Fee	800,000
2.0	Other Expenses	
i.	Caution Money	20,000
ii.	Hiring University's Mattress	107,100
iii.	Hiring University's Bed	
iv.	Library Membership	30,000
v.	Examination Fee	120,000
vi.	Certification	40,000
vii.	Students' Organization	10,000
viii.	Registration	10,000
ix.	Student's Identity Card	5,000
x.	Medical Insurance*	50,400
xi.	Capitation fee	10,000
xii.	Prospectus	3,000
xiii.	Quality Assurance fee (TCU)	20,000
	Sub-total; Other Expenses	425,500
	Total (Shs)	1,225,500

* Students with **Health Insurance** cover will not be required to pay the **Tshs 50,400/=**

Table 7: Costs Payable Direct to the Students by Sponsors for Bachelor Degree 3 Years Programmes in (Tshs)

S/N	Description	UQF 7-I	UQF 7-II	UQF 8
1	Industrial Practical Training (IPT)	700,000	700,000	-
2	Book / Stationery costs	200,000	200,000	200,000
3	Final project Printing	0	0	120,000
4	Special faculty requirements	300,000	300,000	120,000
5	Accommodation & Meals Allowance	1,837,500	1,785,000	1,785,000
6	Transport fare to attend IPT	Variable	Variable	
	TOTAL	3,037,500/=	2,985,000/=	2,225,000/=

Table 8: Costs Payable Direct to the Students by Sponsors for Bachelor Degree 4 Years**Programmes In (Tshs)**

S/N	Description	UQF 6	UQF 7-I	UQF-II	UQF 8
1	Industrial Practical Training (IPT)	700,000	700,000	700,000	-
2	Book / Stationery costs	200,000	200,000	200,000	200,000
3	Final project Printing	0	0	0	120,000
4	Special faculty requirements	300,000	300,000	300,000	120,000
5	Accommodation and Meals costs	1,837,500	1,785,000	1,785,000	1,785,000
6	Transport fare to attend IPT	Variable	Variable	Variable	
	TOTAL	3,037,500/=	2,985,000/=	2,985,000/=	2,225,000/=

NB: Table 7 and Table 8

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

NB:

- (i) **Identity Card:** Replacement of a lost Identity Card shall be done upon payment of five thousands shillings (Tsh. 5,000/=) and submission of Police loss report.
- (ii) **Caution money paid:** Tshs.20,000/= paid as caution money shall be refunded to student completing the course/ program provided that he/she did not cause any loss, destruction or damage of the University property. Where losses/damages exceed the stated amount, the caution money shall be retained and the student shall be asked to pay the difference.
- (iii) **Student Organization:** Every student shall be a member of Mbeya University Students Organization (MUSTSO), thus payment of membership fee is mandatory.
- (iv) **The payment option chosen**-whether in campus with meals and accommodation or accommodation only or off Campus—**should last for one year and thereafter you may request to change the option.**

3. STUDENTS ACCOMMODATION.**2.1 Private Accommodation:**

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

2.2 Hall of Residence

The University has rooms (with 8 beds) in its hostel. Eight students shall be required to share a room. Students opting to stay in the hostel shall 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.mustnet.ac.tz where one wishing to apply may download, fill and return to the University

4. DISCIPLINE.

In accordance with its regulations the University shall 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 shall be explained. In addition to these regulations students are obliged to abide by Higher Education regulations. Ignorance of any rules, regulations or directives shall 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 seem necessary.

4. **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 shall lead to discontinuation from studies.

5. **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 (MUST).

Wishing you all the best,



Prof. J.J. Msambichaka

VICE CHANCELLOR

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

PERSONAL STUDENT PARTICULARS

SURNAMEOTHER NAMES.....

MARITAL STATUS.....DISABILITY.....

DATE OF BIRTHSEX

PLACE OF BIRTH.....NATIONALITY

PRESENT ADDRESS:

P. O. Box.....MOBILE No.STREET.....

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

PERMANENT HOME ADDRESS

P. O. Box.....MOBILE No.....STREET.....

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

PARENTS/GUARDIAN ADDRESS

P. O. Box.....MOBILE No.....STREET.....

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

NEXT OF KIN:

P. O. Box..... MOBILE No.....STREET.....

VILLAGE.....WARDDISTRICT.....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.

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: PARENT/GUARDIAN/SPONSOR

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

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.....

DateStamp

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