

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

Telephone: +255 (0)25 2957541
E-mail: dvcarc@must.ac.tz
Web: www.must.ac.tz



P.O. Box 131,
Mbeya,
Tanzania.

Date: 18th August, 2023

Names and Address of the student:

.....
.....

Dear student,

**RE: JOINING INSTRUCTIONS FOR POSTGRADUATE STUDENTS FOR
THE ACADEMIC YEAR 2023/2024**

I am pleased to inform you that, you have been selected to pursue Postgraduate Programme at Mbeya University of Science and Technology (MUST) main Campus as indicated in our advertisement in the website: www.must.ac.tz

Table 1: POSTGRADUATE PROGRAMMES

S/N	COURSE/SPECIALTY	✓ (TICK)
(i)	Postgraduate Diploma in Technical Education (By Course Work)	
(ii)	Master of Science in Civil Engineering (By Thesis)	
(iii)	Master of Engineering in Renewable Energy (By Course Work)	
(iv)	Master of Science in Energy Engineering (By Course Work)	
(v)	Master of Science in Information Technology (By Course Work)	
(vi)	Master of Engineering in Clean Energy Technology (By Course Work)	
(vii)	Master of Science in Biodiversity Conservation (By Course Work)	
(viii)	Doctor of Philosophy in Civil Engineering (By Thesis)	
(ix)	Doctor of Philosophy in Information Science and Engineering (By Thesis)	
(x)	Doctor of Philosophy in Mechanical Engineering (By Thesis)	

The duration for Postgraduate Diploma in Technical Education is one year, Master Degree Programmes is two years while Doctor of Philosophy Programmes is three years.

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; Main Campus which is located in Mbeya City, 10km away from the City center of the highway to Tunduma close to Tanzania Zambia Railway (TAZARA) station. It is also adjacent to Coca Cola Company plant. Rukwa Campus is located at Kianda 50km from Sumbawanga Municipality along Tunduma Sumbawanga highway in Rukwa Region.

2. BEGINNING OF THE ACADEMIC YEAR

The first semester begins on **29/10/2023**. You are therefore required to report at the University on **21/10/2023** 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. REGISTRATION

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

- i. 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 to pay the university costs in one installment as shown in Tables 2&3 except for tuition fee which can be paid in one or two installments i.e. One in Semester I and the other in Semester II as shown in Table 3. Fee is payable at the beginning of Semester I and Semester II, respectively.

Table 2: Tuition fee structure

S/N	PROGRAMME	Duration (Years)	Mode of Study	Programme Status	Tanzanian Students (TZS.) per Year	SADC + EAC Students (TTZS.) per Year	Foreigner Students (US\$) per Year
1	Postgraduate Diploma in Technical Education	1	Course work	Full time	2,000,000	2,000,000	1,500
2	Master of Science Energy Engineering	2	Course work	Full time	3,000,000	3,000,000	2,300
3	Master of Engineering in Renewable Energy	2	Course work	Full time	3,000,000	3,000,000	2,300

4	Master of Engineering in Clean Energy Technology	2	Course work	Full time	3,000,000	3,000,000	2,300
5	Master of Science in Information Technology	2	Course work	Full time	3,000,000	3,000,000	2,300
6	PhD in Information Science and Engineering	3	Thesis	Full time	3,500,000	3,500,000	2,800
7	PhD in Mechanical Engineering	3	Thesis	Full time	3,500,000	3,500,000	2,800
8	PhD Civil Engineering	3	Thesis	Full time	3,000,000	3,000,000	2,800
9	Master of Science in Civil Engineering	2	Thesis	Full time	2,500,000	2,500,000	2,300
10	Master of Science in Biodiversity Conservation	2	Course work	Full time	3,000,000	3,000,000	2,500

Note:

Payment shall be done in two Installments (50% of University Tuition Fee)

Table 3: Direct University Costs

Cost Item	Tanzanian Students Amount in TZS.	Non-Tanzanian Students (US\$)
Student Union	20,000	15
Registration	20,000	15
Caution Money	50,000	40
Student ID	10,000	10
Library fee	30,000	20
TCU fee	20,000	15
Examination Fee*	180,000	180
Certification	40,000	30
Capitation fee	10,000	10
Medical Insurance*	50,400	45

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

* **Examination Fee** will be paid by Postgraduate students whose mode of study is conducted by Course work only.

Table 4: Research Funds

Programmes	Tanzanian (TZS)		Non-Tanzanian (U\$)	
	Masters	Ph.D.	Masters	Ph.D.
Sciences/Engineering	10,000,000	20,000,000	6,310	12,615
Social Sciences and Humanities	4,000,000	12,000,000	2,525	7,570

Table 5: Direct students' costs per year

Cost Item	Tanzanian Students Amount in TZS per Year			Non-Tanzanian Students (US\$) per Year		
	PGD (TZS)	Masters	PhD	PGD	Masters	PhD
Stationery	100,000	200,000	200,000	65	125	125

Books	350,000	500,000	500,000	220	315	315
Stipend	6,000,000	6,000,000	7,200,000	3,780	3,780	4,560
Thesis/ Production	0	350,000	500,000		220	315
Research Paper	500,000	0	0	500	0	0

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 that 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 (21/10/2023-04/11/2023). No student shall be registered after the second week.**

6. OTHER REQUIREMENTS

- (i) Medical treatment is the responsibility of the student or sponsor(s)
- (ii) The University has Library facilities, Hostels, Workshops, Laboratories, Playing grounds and a Dispensary for first aid services only.

PART B: UNIVERSITY FEES AND OTHER EXPENSES

1. PAYMENT INFORMATION

- (i) Each student will be required to have a Control Number generated by the University through its website in order to make payment through **TIGO PESA, M-PESA OR AIRTEL MONEY**,
- (ii) Fees are subject to review 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:** TZS.50,000/= 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.

1. PART C: STUDENTS' ACCOMMODATION

1.1 Private Accommodation:

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

1.2 Hall of Residence

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.

2. 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.

3. 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.

4. 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.**

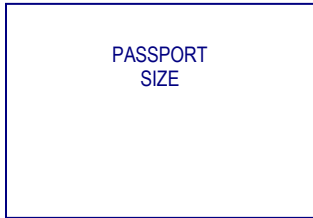
**YOU ARE WELCOME TO JOIN MBEYA UNIVERSITY OF SCIENCE AND TECHNOLOGY
(MUST).**

Wishing you all the best,

Prof. 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.....

MARITAL STATUS.....

DISABILITY.....

DATE OF BIRTH.....

SEX

PLACE OF BIRTH.....

NATIONALITY.....

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

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 (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

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..... and STAMP