

# TANZANIA RAILWAYS CORPORATION

Telephone: 026- 260 5630

Telefax: 026- 260 5630

Email: [tirtectabora@yahoo.com](mailto:tirtectabora@yahoo.com)



Office of the Principal,

P.O. Box 321,

TABORA

TANZANIA

Date: 23<sup>th</sup> October, 2018

In reply please quote:  
Ref. No.  
TIRTEC/TBR/ORG/01/2018

Mr./Miss/Mrs.....

**RE: ADMISSION.**

I am pleased to inform you that, your application for admission at the Tanzania Institute of Rail Technology, Tabora to undertake Certificate in..... Course for 2018/19 Academic year has been accepted.

You are required to register with the Institute within a week from the first day of the orientation week which starts on **27, OCTOBER, 2018** Failure to do so will, consequentially, lead to your place being forfeited and offered to another candidate. Deferment of the course to another academic year is not allowed.

You must bring with you the original Certificate of Secondary Education Examination ( C.S.E.E.) and /or Advanced Certificate of Secondary Education Examination(ACSEE.).

The Institute will also verify other material information given by you in the application letter.

You are also required to read carefully the enclosed Application form and Joining Instructions, fill in the required information in the provided place and attach the specified attachment and photographs.

It should be noted that it is an offence to submit false information. Case of impersonation and falsification of documents discovered either at the stage of registration or afterwards will lead to automatic cancellation of admission.

Finally, I wish you happy and successful studies at this Institute.

Yours faithfully,

  
J. P. Kabelege,  
O/Principal,  
TIRTEC - TABORA.

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Office of the Principal,

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TANZANIA

Date: 23<sup>th</sup> October, 2018

## Name and Address of the Student

Surname.....

Middle name... ..

First Name .....

Address: .....

Dear Student,

## JOINING INSTRUCTIONS TO CERTIFICATE PROGRAMMES FOR THE ACADEMIC YEAR 2018/19

I am pleased to inform you that, you have been selected to pursue .....CERTIFICATE/DIPLOMA course leading to the award of a certificate at the Tanzania Institute of Rail Technology Morogoro Wing /Tabora. The duration of the course is ONE (1)/ TWO (2) ACADEMIC year/years respectively.

## PART A: INFORMATION FOR STUDENTS

### 1. LOCATION OF THE INSTITUTE.

The Tanzania Institute of Rail Technology is comprised of two Campuses. The main Campus is located in Tabora township about 1 kilometer from Tabora Railways Station. Its wing is located in Morogoro township in the premises of Morogoro Tanzania Railway Limited workshops.

### 2. BEGINNING OF ACADEMIC YEAR:

The first semester begins on **05<sup>TH</sup> NOVEMBER, 2018** and you are required to report at the Institute on **27<sup>TH</sup> OCTOBER, 2018** ready for the registration and orientation.

If you fail to report within a week from the day of reporting, your place will be taken by the reserved list.

### 3. CAUTION MONEY:

Each student is required to pay **TZS. 20,000/=** as caution money which will be refunded to the student upon completing his/her course if is not involved in any loss or destruction of the Institute property. Where losses/ damages exceed the stated amount the student will be asked to pay for the difference.

### 4. IDENTITY MONEY:

Each student is required to come with three passport size photographs taken not earlier than six (6) months ago and pay **TZS. 5,000/=** for his/her identity card. Replacement of a lost identity card will be done only on payment of **TZS. 5,000/=** and submission of a letter from the police to certify the loss. Please take care of your identity card.

## **5. REGISTRATION DOCUMENTS:**

At the beginning of the course all students will be required to register. If you fail to register within two weeks after the beginning of the course your place will be offered to other applicants. During registration every student must produce his /her joining instructions together with the relevant **ORIGINAL** certificates of the previous schools/ colleges, which he/she will have used to seek admission to the Institute, for physical verification. Other documents to be produced include:-A dully filled medical examination form, admission acceptance form and all the receipts of the money paid to the Institute.

Checklist of documents to be submitted,

- (a) Original/Photocopy of this joining Instructions letter,
- (b) Original Certificates of previous Schools/Colleges.
- (c) Medical Examination form
- (d) Admission Acceptance form.
- (e) Receipt of payment of Institute fees.

The Institute will not entertain an change of names during registration and the entire period of the course.

## **6. STUDENTS ORGANIZATION MEMBERSHIP:**

Every students of the Tanzania Institute of Rail Technology is a member of the Institute's student's organization. The membership fee is **TZS. 10,000/=** payable directly to the Institute each academic year.

## **7. MEDICAL EXAMINATION:**

You are required to undergo medical Examination before registration. You must ensure that the doctor examines you and dully fills in the enclosed Medical Examination Form. The Institute recommends Medical Examination to be carried out by a Medical officer of a Government hospital.

## **8. FEES AND COSTS:**

The current institute fees and costs for private sponsored students for the (NTA 4), (NTA5) and (NTA6) courses are as shown below:

**A. FOR NTA LEVEL 4**

**COURSE NAME :** .....  
**COURSE DURATION: ONE (1) ACADEMIC YEAR**

**FEES/ COSTS PAYABLE DIRECT TO THE INSTITUTE:**

<b>S/NO</b>	<b>FEES</b>	<b>AMOUNT</b>
1.	Tuition Fee	600,000.00
2.	Medical fee (to only those without NHIF) (Paid every academic year)	50,400.00
3.	Registration Fee	20,000.00
4.	Caution Money	20,000.00
5.	Accommodation fee	100,000.00
6.	Students Identity Card	5,000.00
7.	Semester Examination fee	20,000.00
8.	Library Membership	5,000.00
9.	Internal Examination Fee	20,000.00
10.	TIRTSO Fee	10,000.00
11.	NACTE Quality assurance fee	15,000.00
12.	Transcript fee (for graduates only)	10,000.00
13.	Institute Certificate fee (for graduates only)	20,000.00
	<b>TOTAL</b>	<b>895,400.00</b>

**ALLOWANCE PAYABLE DIRECT TO A STUDENT BY THE SPONSOR/GUARDIAN/PARENT**

<b>S/NO</b>	<b>FEES</b>	<b>AMOUNT</b>
1.	Field Attachment two (2) months (Commercial/Operating)	504,000.00
2.	Meals per semester	400,000.00
3.	Book Allowance	75,000.00

**B. FOR NTA LEVEL 5.**

**COURSE NAME:**.....

**COURSE DURATION: TWO (2) ACADEMIC YEARS**

**FEES/ COSTS PAYABLE DIRECT TO THE INSTITUTE:**

<b>S/NO</b>	<b>FEES</b>	<b>1<sup>ST</sup> YEAR</b>
1.	Tuition Fee	600,000.00
2.	Medical fee (to only those without NHIF) (Paid every academic year)	50,400.00
3.	Registration Fee	20,000.00
4.	Caution Money	20,000.00
5.	Accommodation fee	100,000.00
6.	Students Identity Card	5,000.00
7.	Semester Examination fee	20,000.00
8.	Library Membership	5,000.00
9.	Internal Examination Fee	20,000.00
10.	TIRTSO Fee	10,000.00
11.	NACTE Quality assurance fee	15,000.00
12.	Transcript fee (for graduates only)	10,000.00
13.	Institute Certificate fee (for graduates only)	20,000.00
	<b>TOTAL</b>	<b>895,400.00</b>

**ALLOWANCE PAYABLE DIRECT TO A STUDENT BY THE SPONSOR/ GUARDIAN / PARENT:**

<b>S/NO</b>	<b>FEES</b>	<b>1<sup>ST</sup> YEAR</b>
1.	Field Attachment two (2) months	504,000.00
2.	Meals per semester	400,000.00
3.	Book Allowance	75,000.00

**FEES/ COSTS PAYABLE DIRECT TO THE INSTITUTE:**

S/NO	FEES	2 <sup>ND</sup> YEAR
1.	Tuition Fee	600,000.00
2.	Medical fee (to only those without NHIF) (Paid every academic year)	50,400.00
3.	Accommodation fee	100,000.00
4.	Semester Examination fee	20,000.00
5.	Internal Examination Fee	20,000.00
6.	TIRTSO Fee	10,000.00
7.	NACTE Quality assurance fee	15,000.00
	<b>TOTAL</b>	<b>815,400.00</b>

**ALLOWANCE PAYABLE DIRECT TO A STUDENT BY THE SPONSOR/ GUARDIAN/ PARENT:**

S/NO	FEES	2 <sup>ND</sup> YEAR
1.	Field Attachment two (2) months	504,000.00
3.	Meals per semester	400,000.00
4.	Book Allowance	75,000.00

Every student is required to pay fees first installment **TZS.515,000/=** at the commencement of first semester before he/she will be allowed to commence studies.

A second Installment **TZS. 300,000/=** at the commencement of the second semester.

**NB:**

- (a) The Institute reserves the right to change or modify fees costs rate from time to time.
- (b) It is the responsibility of the student to ensure that fees and other costs, (either in full amount or specified installments), are remitted timely to the institute either in cash.
- (c) Student will not sit for final examination at the end of the course or be awarded a certificate by the Institute unless he/she has fully paid the relevant dues.
- (d) Paid fees are non- refundable.
- (e) Accommodation and meals services are compulsory. The student has to pay meal allowance **TZS. 400,000/-** per semester. The amount should be paid well in advance in order to ensure timely availability of the products which shall be in good quantities and qualities.

**MODE OF PAYMENT**

Be notified that all payments should be through any branch of **NBC Bank**, Account Number **025103003398**, Account Name **District Accountant TRL – Tabora**.

Bring with you an original pay in slip during registration that you will be provided with an Institute receipt after verification.

#### **9. INSTITUTE STUDENTS ACCOMMODATION:**

Students opting to stay in the hostels will be required to sign an agreement form which stipulates terms and conditions of occupation. Refrigerators, heaters and other electrical devices which may cause electric shock are strictly not allowed in hostels. He/she should bring the following for his /her own uses.

- (i) Two (2) bed sheets
- (ii) One(1) blanket
- (iii) One(1) ten liters bucket
- (iv) One(1) mosquito net (4ft x 6ft)
- (v) One (1) pillow and one (1) pillow – case

#### **10. DISCIPLINE:**

In accordance with the regulations the Institute will not hesitate to take disciplinary measures against anyone whose behavior is unbecoming to the community. Every new student must attend the orientation on programme of new students when these regulations will be distributed and explained. Ignorance of any rule, regulation or directive will not be accepted as a valid excuse in any way. The Institute authority reserves the right to the interpretation of its rules and regulations and the right to vary them as it may deem necessary.

#### **11. SERIOUSNESS IN STUDIES:**

You have been selected from among many Tanzanian applicants to pursue a course in this Institute. You are therefore expected to do your best in your studies. Failure in academics will lead to discontinuation from studies.

#### **CONCLUSION:**

You have been admitted to this Institute for the prime purpose of learning technical skills for your benefit and the Tanzanian community as a whole upon completion of the course. Students are required to fill in an acceptance form and present it on the day of registration. Students who do not accept admission requirements as stipulated in this joining instruction are advised to reject this offer.

#### **12. CAUTION:**

Failure to register within the first two weeks starting from orientation date shall lead to the cancellation of your admission.

**YOU ARE WELCOME TO JOIN THE TANZANIA INSTITUTE OF RAIL TECHNOLOGY COMMUNITY (TIRTEC).**



J. P. Kabelege,  
O/Principal,  
**TIRTEC – TABORA.**

**PART B: DECLARATION FORM ON CONDITIONS FOR INSTITUTE REGULATIONS AND RULES.**

STUDENT  
PASSPORT  
SIZE  
PHOTOGRAPH

**1. INSTRUCTIONS:**

Read this form carefully and make 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 : STUDENT PARTICULARS:**

SURNAME: ..... MIDDLE NAME: .....  
FIRST NAME..... MARITAL STATUS: .....  
No. OF DEPENDANTS ..... DATE OF BIRTH: .....  
SEX: ..... NATIONALITY: .....

**PRESENT ADDRESS:**

P.O.BOX..... TEL No..... MOBILE:.....  
E-MAIL..... FAX:.....  
STREET..... TOWN.....  
VILLAGE..... WARD.....  
DISTRICT..... REGION.....

**PERMANENT HOME ADDRESS:**

P.O.BOX..... TEL No..... E-MAIL: ..... FAX.....  
STREET..... TOWN: .....  
VILLAGE..... WARD: .....  
DISTRICT..... REGION: .....

**NEXT OF KIN:0**

SURNAME..... MIDDLE NAME: .....  
FIRST NAME..... P.O.BOX..... TEL NO.....  
E-MAIL..... FAX..... STREET.....  
TOWN..... VILLAGE..... WARD.....  
DISTRICT..... REGION: .....

**3. PART II: INSTITUTE RULES AND REGULATIONS:**

As a student of this Institute you will be required to adhere to the Institute rules and regulations (which are displayed on the Institute notice Board). They are short listed hereunder:

- (a) Examination regulations
- (b) Students General Welfare, Conduct and Disciplinary Matters,
- (c) Regulations governing the use of workshops, Classes and Sports facilities, Hostels and the dining hall. 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 orientation period.

**4. PART III: STUDENT'S DECLARATION ON INSTITUTE REGULATIONS AND RULES:**

**SECTION A:**

I ..... (Name of Student)  
of..... (Surname, Middle Name, First name)  
..... (Postal Address)

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

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

.....  
**STUDENTS SIGNATURE.**

**SECTION B: PARENTS/ GUARDIAN/ SPONSOR/ DECLARATION:**

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

Do hereby confirm the acceptance of the above- mentioned student to follow and adhere to Institute regulations and rules as stipulated in part II of this Declaration form. Also I understand that any breaching of any of the regulations and rules 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..... Date.....

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P.O. Box 321,  
TABORA  
TANZANIA  
Date: 23<sup>th</sup> October, 2018

## REQUEST FOR MEDICAL EXAMINATION

### PART A:

TO THE MEDICAL OFFICER

FROM: Tanzania Institute of Rail Technology

.....

P. O. Box 321,

.....

**TABORA.**

Mr. / Mrs. / Mrs.: .....

Please examine the above named as to \*his/her fitness for appointment / re-engagement as a ..... (Insert title of post).

On \*Temporary / Permanent and pensionable terms

Date: ..... Signature: .....

### **I. PERSONAL HISTORY**

Has the examinee suffered from any of the following? If yes indicate date and diagnosis. If not write "NO" in appropriate space

- a) Tuberculosis .....
- b) Other respiratory diseases .....
- c) Cardiac diseases .....
- d) Gastro – intestinal disease .....
- e) Renal organist urinary disease .....
- f) Syphilis or Gonorrhoea .....
- g) Emotional disease or psychosis .....
- h) Serious Injures .....
- i) Allergies .....

Any fits .....

**II. PHYSICAL EXAMINATION:**

- a) Skin disease .....
- b) Eye diseases .....
- c) Ears (if any discharge) .....
- d) Mouth and throat .....
- e) Nose .....
- f) Respiratory system: any abnormality .....
- g) Cardiovascular system .....
- h) Pressure systolic .....
- i) Diastolic .....
- j) Heart: any murmur .....

**III. LAB INVESTIGATIONS**

- a) FBP .....
- b) LFT .....
- c) RFT .....
- d) CXR .....
- e) Abdm U/S .....
- f) Urinalysis .....
- g) Stool analysis .....

Designation: ..... Qualification: .....

Date: ..... Signature: .....