

TANZANIA RAILWAYS CORPORATION

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In reply please quote:

Ref. No.

TIRTEC/TBR/ORG/2021/01



Office of the Principal,

P.O. Box 321,

TABORA

TANZANIA

Date: 20th July, 2021

Mr./Mrs./Miss.....

RE: ADMISSION.

I am pleased to inform you that, your application for admission at the Tanzania Institute of Rail Technology, Tabora campus/Morogoro campus to undertake **Technician Certificate / Basic Certificate** in programme for 2021/2022 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 **18th October, 2021** Failure to do so will consequentially lead to your chance 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 Joining Instructions and fill in the required information in the provided forms and attach the specified attachments 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. Then this criminal offence will be reported to appropriate board for legal action.

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

Yours faithfully,

Damas A. Mwajanga,
Principal,
TIRTEC - TABORA.



JOINING INSTRUCTIONS TO CERTIFICATE PROGRAMMES FOR THE ACADEMIC YEAR 2020/21.

I am pleased to inform you that, you have been selected to pursue **BASIC CERTIFICATE / TECHNICIAN CERTIFICATE** programme leading to the award of a **Certificate / Ordinary Diploma** at the Tanzania Institute of Rail Technology Tabora campus/ Morogoro Campus. The duration of the course is ONE (1)/ TWO (2) ACADEMIC year/years respectively.

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 Campus is located in Morogoro township in the premises of Morogoro Tanzania Railway Corporation workshops.

2. BEGINNING OF ACADEMIC YEAR:

The first semester begins on **18th October, 2021** and you are required to report at the Institute on **18th October, 2021** ready for the registration and orientation. If you fail to report within a week from the day of reporting, your offer 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 not involved in any loss or destruction of the Institute property. Where losses/ damages exceed the stated amount the student will be liable to pay for the difference.

4. STUDENT IDENTITY CARD:

Each student is required to come with three passport size photographs taken not earlier than six (6) months ago and pay **TZS. 10,000/=** for his/her identity card. Replacement of a lost identity card will be done only on payment of **TZS.10,000/=** 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 program your offer 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 **REG. 01, REG. 02, REG. 03, REG. 04** and all the receipts of the money paid to the Institute.

Checklist of documents to be submitted,

- (a) Original/Photocopy of this joining Instructions,
- (b) Original Certificates of previous Schools/Colleges with one copy.
- (c) Acceptance of offer to join the institute (REG. 01)
- (d) Students declaration on institute rules and regulations (REG. 02)
- (e) Declaration for sponsorship (REG. 03)
- (f) Medical Examination form (REG. 04)
- (g) Admission letter.

- (h) Receipt of payment of Institute fees.
- (i) Original Birth certificate with one copy

Note that, names appeared in the certificate of secondary education (Form four certificate) will be used for registration and not otherwise. The Institute will not entertain any change of names during registration and the entire period of the course. It is a criminal offence to submit false or forged documents. Any student who will submit false/forged documents his/her registration will be revoked and appropriate legal action will be taken accordingly.

6. STUDENTS ORGANIZATION MEMBERSHIP:

Every students of the Tanzania Institute of Rail Technology is a member of the Institute's student's organization (TIRSO). 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. STUDENT'S SPONSORSHIP

All students are under private sponsorship. Each student should have his/her own sponsor who will be responsible to pay all required institute payments as shown in the fee structure enclosed. The sponsor must fill in and submit sponsorship declaration form (REG. 03) before being registered. Sponsorship declaration form is enclosed.

9. FEES AND COSTS:

The current institute fees and costs for private sponsored students for the (NTA Level 4), (NTA Level 5) and (NTA Level 6) courses are as shown below:

OPERATIONAL COSTS (Costs payable direct to the Institute by the sponsor)

S/NO	DESCRIPTION	NTA LEVEL 4	NTA LEVEL 5	NTA LEVEL 6
1	Tuition fee	750,000.00	750,000.00	750,000.00
2	Registration fee	20,000.00	20,000.00	20,000.00
3	Caution Money	20,000.00	20,000.00	-
4	Accommodation fees	100,000.00	100,000.00	100,000.00
5	Student's Identity card	10,000.00	10,000.00	-
6	TIRTEC Examination fee	40,000.00	40,000.00	40,000.00
7	Library Membership fee	10,000.00	10,000.00	10,000.00
8	Certificates fee & Transcript	40,000.00	40,000.00	40,000.00
9	TIRSO Fee	10,000.00	10,000.00	10,000.00
10	NACTE Quality Assurance	15,000.00	15,000.00	15,000.00
11	Sport , Game & Recreation	10,000.00	10,000.00	10,000.00
	TOTAL	1,025,000.00	1,025,000.00	995,000.00

PAYMENTS IN INSTALLMENTS OF TUITION FEE AND OTHER EXPENSES

NTA LEVEL 4		NTA LEVEL 5		NTA LEVEL 6	
1 st Semester	2 nd Semester	1 st Semester	2 nd Semester	1 st Semester	2 nd Semester
525,000.00	500,000.00	525,000.00	500,000.00	550,000.00	445,000.00

Note:

The following fees are paid at entry level i.e. NTA Level 4 or 5

1. Caution money
 2. Students' Identity Card
- * Institute Hostels are in adequate and paid once in each academic year
- * Students' meals are offered by the Third party

OTHER COSTS (Allowance payable direct to a student by the sponsor per each academic year)

	Description	Amount (Tshs)
1	Medical fee (to only those without NHIF) (Paid cash to the Institute every academic year)	50,400.00
2	Meals	800,000.00
3	Field attachment allowance for two months (60 days) (Paid every academic year)	504,000.00
4	Book allowance (Paid every academic year)	100,000.00

Every student is required to pay fees first installment **TZS.525,000/= for Tuition fees and other payments to qualify for registration** at the commencement of first semester before he/she will be allowed to commence studies.

A second Installment **TZS. 500,000/= for Tuition fees and other payments** 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 through bank.
- (c) Student will not sit for final examination at the end of each semester or be awarded a certificate by the Institute unless he/she has fully paid the relevant dues.
- (d) Paid fees are non- refundable.
- (e) Students who have no NHIF card they should pay cash Tshs. 50,400/- to the Institute in order to process his/her NHIF card yearly. No student will be allowed to be registered without NHIF card or paid Tshs. 50,400/=. Note that, the Institute will not be responsible for medical treatment to any student who has no NHIF card.

10. 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.

11. INSTITUTE STUDENTS ACCOMMODATION:

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.

- (a) Two (2) bed sheets
- (b) One(1) blanket
- (c) One(1) ten liters bucket
- (d) One(1) mosquito net (4ft x 6ft)
- (e) One (1) pillow and one (1) pillow – case

Students accommodated in the institute's hostels must observe rules and regulations pertaining to students conduct and discipline (by-laws). The institute reserves the right of

admitting the student to hostels and dismiss the students from the hostels after has proven that they have committed misconduct.

12. OTHER STUDENT REQUIREMENTS

Students are advice to come with all necessary items for their studies:

- (a) At least one pair of **blue overall** (Basic Technician Certificate in Rail Track and Carriage and Wagon Technology)
- (b) At least one pair of **Industrial boots** (Basic Technician Certificate in Rail Track and Carriage and Wagon Technology)
- (c) At least two pairs of **Industrial Gloves** (Basic Technician Certificate in Rail Track and Carriage and Wagon Technology)
- (d) Scientific calculator
- (e) One Geometrical set
- (f) Exercise books, pens, etc.
- (g) Students are encouraged to participate fully in sports and games activities. The institute participates in various sports competitions such as football, netball, volleyball and other games. Students are advise to come with sport gear.

13. 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 program as will be indicated in the Institute schedule and during this program the institute 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.

14. 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.

15. CAUTION:

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

16. 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 all required forms (**REG. 01, 02, 03 and 04**) for registration 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. Failure to accept an offer by not filling **REG. 01** will mean rejection of an offer.

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



Damas A. Mwajanga,
Principal,
Tanzania Institute of Rail Technology

ACCEPTANCE OF OFFER TO JOIN THE INSTITUTE

<p style="text-align: center;">STUDENT PASSPORT SIZE PHOTOGRAPH</p>

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. Write your names as appeared in the certificate of secondary education (Form IV) and not otherwise.

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:

FIRST NEXT OF KIN:

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

SECOND NEXT OF KIN:

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

I have read the institute's joining instructions and promise that I shall abide by them and therefore accept the offer to join the institute.

Students signature _____

Date: _____

3. STUDENT'S DECLARATION ON INSTITUTE REGULATIONS AND RULES:

As a student of this Institute you will be required to adhere to the Institute rules and regulations (By laws). They are short listed hereunder:

- (a) Examination regulations
- (b) Admission regulations
- (c) Students General Welfare, Conduct and Disciplinary Matters,
- (d) 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.

The details of the above named regulations shall be given to students during orientation period.

I (Name of Student) DO HEREBY accept and promise to adhere to regulations and rules of the Institute as stipulated in 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)

.....
STUDENT'S SIGNATURE.

PARENTS/ GUARDIAN/ SPONSOR DECLARATION FOR SPONSORSHIP:

We/I will sponsor Mr./Mrs./Miss.
..... who has been selected for
admission into
(Name of the programme selected at the Tanzania Institute of Rail Technology) at
Tabora campus / Morogoro campus.

We/I promise to pay all tuition fee and other payments indicated in fee structure as it shall deem necessary for the whole duration of the programme in compliance to the joining instructions.

However, do hereby confirm the acceptance of the above- mentioned student to follow and adhere to Institute regulations and rules as stipulated in **student's declaration on institute regulations and rules (REG. 02)**. 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 thisDay of (Month)
..... (Year) at..... (place)

.....
(Signature of Parent/ Guardian/ Sponsor)

CONTACT ADDRESS:

Telephone:

Mobile:

Telefax

E-mail

REQUEST FOR MEDICAL EXAMINATION

TO THE MEDICAL OFFICER

FROM: Tanzania Institute of Rail Technology

.....

P. O. Box 321,

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TABORA.

Mr. / Mrs. / Miss.:

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: 20th July, 2021

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 Gonorrhea
- g) Emotional disease or psychosis
- h) Serious Injures
- i) Allergies

Any other medical/health problem apart from the above

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: