


TANZANIA RAILWAYS LIMITED

<p>Telephone: 026- 260 5630</p> <p>Telegrams: "Railways"</p> <p>Fax No. 026- 260 5630</p> <p>E-mail: tirtectabora@yahoo.com</p> <p>Ref: TIRTEC/ORG/01/2017</p>		<p>Principal,</p> <p>Tanzania Institute of Rail Technology,</p> <p>P.O. Box 321,</p> <p><u>Tabora.</u></p> <p>20th September, 2017</p>
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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 Ordinary Diploma in Rail Transportation Course for 2017/18 Academic year has been accepted.

You are required to report and register with the Institute from 14th October 2017 up to 16th October 2017, where by the orientation is scheduled to commence from 17th to 19th October 2017. Failures 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.), Advanced Certificate of Secondary Education Examination (ACSEE.), Birth certificate and any other academic certificate that you used to apply for admission.

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,



Eng. Richard E. Lawuo,
Ag. Principal,
Tanzania Institute of Rail Technology,
TABORA.

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Principal,
Tanzania Institute of Rail
Technology,

P.O. Box 321,
Tabora.

20th September, 2017

Name and Address of the Student

Surname.....

Middle name... ..

First Name

Address:

Dear Student,

JOINING INSTRUCTIONS TO ORDINARY DIPLOMA IN RAIL TRANSPORTATION FOR THE ACADEMIC YEAR 2017/18

I am pleased to inform you that, you have been selected to pursue Ordinary Diploma in Rail Transportation course leading to the award of a Ordinary Diploma at the Tanzania Institute of Rail Technology Tabora main campus. The duration of the course is TWO (2) ACADEMIC years.

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 academic year for 2017/18 is scheduled to begin on 16th October, 2017. If you fail to report within a week from the day of reporting, will lead to your place being forfeited and offered to another candidate. Deferment of the course to another academic year is not allowed.

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 one 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:

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 and copies of Academic Certificates from previous Schools/Colleges.
- (c) Medical Examination form
- (d) Admission Acceptance form.
- (e) Receipt of payment of Institute fees.
- (f) Original and copy of Birth Certificate

The Institute will not entertain any 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.

All students are advised to acquire membership with National Health Insurance Fund (NHIF) so as to assist particular students for medical attention in case of sickness while at the Institute.

8. FEES AND COSTS:

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

A. FOR NTA LEVEL 5.

COURSE NAME: ORDINARY DIPLOMA IN RAIL TRANSPORTATION

COURSE DURATION: TWO (2) ACADEMIC YEARS

FEES/ COSTS PAYABLE DIRECT TO THE INSTITUTE BY THE SPONSOR:

S/NO	FEES	1ST YEAR
1.	Tuition Fee	600,000.00
2.	Registration Fee	20,000.00
3.	Caution Money	20,000.00
4.	Accommodation fee	100,000.00
5.	Students Identity Card	5,000.00
6.	Semester Examination fee	20,000.00
7.	Library Membership	5,000.00
8.	Internal Examination Fee	20,000.00
9.	TIRSO Fee	10,000.00
10	NACTE Quality assurance fee	15,000.00
	TOTAL	815,000.00

ALLOWANCE PAYABLE DIRECT TO A STUDENT BY THE SPONSOR:

S/NO	FEES	1ST YEAR
1.	Field Attachment two (2) months	504,000.00
2.	Meals	900,000.00
3.	Book Allowance	75,000.00
	TOTAL	1,479,000.00

B. FOR NTA LEVEL 6.

FEES/ COSTS PAYABLE DIRECT TO THE INSTITUTE BY THE SPONSOR:

S/NO	FEES	2 ND YEAR
1.	Tuition Fee	600,000.00
2.	Accommodation fee	100,000.00
3.	Semester Examination fee	20,000.00
4.	Internal Examination Fee	20,000.00
5.	TIRTSO Fee	10,000.00
6.	NACTE Quality assurance fee	15,000.00
	TOTAL	765,000.00

ALLOWANCE PAYABLE DIRECT TO A STUDENT BY THE SPONSOR:

S/NO	FEES	2 ND YEAR
1.	Field Attachment two (2) months	504,000.00
2.	Meals	900,000.00
3.	Book Allowance	75,000.00
	TOTAL	1,479,000.00

Every student is required to pay fees for the first installment **TZS.515,000/=** (for the one who wishes to stay at the Institute hostels and amount of **TZS. 415,000/=** for those who will stay outside of the Institute hostels) at the commencement of first semester before he/she is allowed to commence studies.

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

NB:

- The Institute reserves the right to change or modify fees costs rate from time to time.
- 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 account.
- 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.
- Paid fees are non- refundable.
- Accommodation is payable by anyone who wishes to stay in hostel and meals services are available at the expense of the students themselves. It is recommended that for those students who are intending to take meals at the Institute to pay **TZS. 450,000/=** 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.

- (f) In case of sickness medical and health facilities students advised to use their NHIF facilities.
- (g) Accommodation fee does not include field training period. During field training, students are not allowed to use the hostels even in case their field is within the vicinity of the Institute.

MODE OF PAYMENT

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

Bring with you an original bank pay in slip during registration and 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 appliances which may cause electric shock are strictly not allowed in hostels. Every hostel student should bring the following for his /her own uses.

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

10. DISCIPLINE:

In accordance with the rules and 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 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 week starting from reporting date shall lead to the cancellation of your admission.

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



Eng. Richard E. Lawuo,
Ag. Principal,
Tanzania Institute of Rail Technology,
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:

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

PRESENT ADDRESS:

P.O.BOX..... MOBILE:.....
E-MAIL..... FAX:.....
STREET..... TOWN.....
VILLAGE..... WARD.....
DISTRICT..... REGION.....

NEXT OF KIN ADDRESS:

SIR NAME..... 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 mentioned regulations shall be given to students during orientation period.

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

SECTION A:

I (Name of Student)
of..... (Surname, Middle Name, First name)..... (Postal Address)
DO HEREBY accept and promise to adhere to rules and regulations of the Institute as stipulated in part II of this declaration form. Also I understand that any breaching of the rules and regulations stated therein will result in expulsion from the Institute.

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

.....
STUDENT'S 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 rules and regulations 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 thisDay of..... (Month)
.....(Year) at..... (place)

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

Address.....Date.....

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REQUEST FOR MEDICAL EXAMINATION

PART A:

TO THE MEDICAL OFFICER

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Mr. / Ms. / Mrs.:

Please examine the above named as to *his/her fitness for education training at the Tanzania Institute of Rail Technology.



Eng. Richard E. Lawuo,
 Ag. Principal,
 Tanzania Institute of Rail Technology,
TABORA.

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 unfits

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:

