

**MZUMBE UNIVERSITY
(CHUO KIKUU MZUMBE)**

E-mail: mu@mzumbe.ac.tz
Tel: +255 (0) 23 2604380/1/3/4
Fax: +255 (0) 23 2604382
Cell: + (255)0782618717

P.O.BOX 1
MZUMBE
MOROGORO, TANZANIA

Our No. MU/S.2/1A/Vol. VI

Date:

To:
.....
.....

**RE: ADMISSION TO MU DIPLOMA AND CERTIFICATE COURSES FOR 2011/2012
ACADEMIC YEAR AT MAIN CAMPUS**

Enclosed here with please find our Joining Instruction to this University.

Together with these Instructions we also enclose Forms A/2-5 which you are required to fill as accurately as instructed in the forms.

Form A/2 which is Admission Acknowledgement, Form A/3 Students Registration and Forms A/4 and 5 which are about Medical Examination, should all reach the Mzumbe University with you during registration period which will commence on **17th October, 2011**.

You are required to confirm acceptance of this offer by filling form A/2 and **paying at least half of the tuition fee by 30th September, 2011**. A copy of bank pay –in-slip should be attached with Form A/2 and returned to Admissions office – Mzumbe University by **30th September, 2011**. Candidates who will not pay the fee on the stated date will have forfeited their admissions.

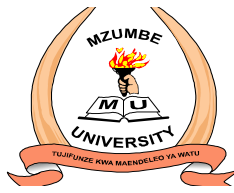
All payments should be made through **CRDB–Mzumbe Branch MU income Account No 01J1012013400**. No student will be registered unless She/He brings original Bank Pay-In-Slip as evidence of fee payment on Registration Day.

You will be required to bring your **Original Certificates** which supported your application; photocopies will not be accepted for Registration.

NB. Note that there is limited accommodation at the Campus and therefore late comers will be required to find the accommodation on their own (Off Campus).

Yours sincerely,

N.E. Chisalala
For: DEPUTY VICE CHANCELLOR (ACADEMIC)



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MOROGORO, TANZANIA

Our No. MU/S.2/1A/Vol. VI

Date:

To:
.....
.....

Dear Student,

Re: STUDENTS JOINING INSTRUCTIONS FOR DIPLOMA AND CERTIFICATE PROGRAMMES OFFERED AT MAIN CAMPUS

I am pleased to inform you that you have been selected for admission to course offered by Faculty/School of This is ayear course commencing on the **17th October, 2011**. The following instructions are provided for your guidance and you are requested to read them very carefully before you come to the University. Upon arrival you will be issued with Student’s By-Laws, which cover more fully the regulations governing your stay at Mzumbe University.

GENERAL INSTRUCTIONS

1. Location and Transport to MU:

The Mzumbe University (MU) is located 222 Kilometre from Dar es Salaam and 26 Kilometers South-West of Morogoro Municipality. In order to arrive at MU from Morogoro, you will have to either hire a taxi or board a commuter bus from the bus stand in town. Commuter Buses operate only at day time up to 6.00 p.m. in the evening and are cheaper than taxis (currently at T.Shs.900/= per trip). Taxis however, can be hired anytime on arrival but are more expensive (currently at T.shs.13,000/= to 15,000/= per trip). You are advised to hire officially registered taxis only in case you shall need this service.

2. Mode of Fee Payment

All students are required to pay their fee and accommodation expenses through Bank payable to the **Mzumbe University Income, Account No. 01J1012013400 CRDB Mzumbe Branch**. A Proforma Invoice has been mailed to your employer/sponsor for payment.

No student will be registered unless he/she brings original bank pay-in-slip as evidence of fee payment on Registration Day.

3. **Arrival**
You should arrive at MU on **17th October, 2010**. Please make your own travel arrangements to enable you travel to Mzumbe. You are to meet all travel expenses on your own and there is no refund/reimbursement.

4. **Registration**
You will be required to register yourself officially at MU. This registration will take place during the week of **17th October 2011 to 21st October 2011** from 9.00 a.m. to 6.30 p.m. and not thereafter. The Student Registration Form is enclosed for your completion and submission to this office in person. Late registration will **NOT** be allowed.

5. **Orientation Week**
17th October 2011 to 21st October 2011 is also scheduled for orientation of new students. All students are required to participate fully in the orientation programme. Further information about this programme will be given to you on your arrival. Non-participation in the orientation programme may result in non-registration. For registration purposes, you are required to bring all your **Original Certificates/Transcripts**. Failure to do so will result in cancellation of admission to the University. Please also note that **presentation of forged certificates will result into cancellation of admission and legal measures taken against the culprit**.

Please make sure you have three recent passport photographs for registration purposes and evidence of sponsorship or payment of appropriate fee.

6. **Academic Semesters for the 2011/2012 Academic year**
The Academic year 2011/2012 has two semesters as follows:-
Semester I: 24th October 2011 to 17th February, 2012
Semester II: 12th March 2012 to 28th July 2012

7. **Bookshop Services**
All students are advised to purchase their Textbooks and Stationery requirements from the MU Bookshop utilizing their Book allowances paid by their sponsors and which should be deposited with the Bookshop, through the University's established accounting procedures.

8. **Class Attendance**
MU students are required to attend at least 80% of all lectures and seminars in order to be eligible for sitting the prescribed End of Semester Examinations of the University.

A registered student absenting, himself/herself from the University without a written permission may be regarded as having absconded from studies and will be de-registered.

A student may obtain leave of absence for a period not exceeding 5 days during semester time on application to the Dean of Students. Such an application shall be accompanied by signed approval of the Students Class Supervisor and Head of Department on the prescribed form.

9. **Accommodation**

The University has limited on-campus accommodation and therefore the opportunity is provided on “First come First served” basis. In case of failure to secure University accommodation you are advised to secure accommodation elsewhere (off-campus).

The current facilities provide for two and/or four students in a room. The charge for accommodation is currently **T.shs.500/=** per bed per day. It is the policy of the University that students share a room.

The total cost of accommodation is **T.Shs.119,000/=** a year which can be paid in two instalments of **T.shs.59,500/=** at the start of a Semester. The accommodation charges may change depending on the costs of maintaining the halls of Residence. Please ensure that you pay the amount through **CRDB Bank, Mzumbe Branch MU Income Account No. 01J1012013400** before arrival and you will be provided a bed after showing evidence of payment.

(a) Bedding

The University does not provide students with bed linen. You are therefore advised to bring the following items with you:-

- (i) One pillow
- (ii) Two blankets
- (iii) Two bed sheets
- (iv) One mosquito net.

(b) Keys

You will be provided with one key to your room and one for your locker. Keys should be looked after carefully as loss of one will cost you the cost of replacing the lock let alone the considerable inconvenience you will cause to the Administration. Keys must be returned to the Hall Janitor when vacating your room. Failure to do so will necessitate a charge equivalent to boarding charges for each day the key remains in your possession or disciplinary action will be taken against you.

NB: The University does not have facilities for students with Children/infants students will infants are required to look for off-campus accommodation.

For more information about off-campus accommodation you can contact office of the Director of students welfare.

(c) Cleanliness of Rooms

The task of sweeping and keeping your room clean is yours. Cleaners will only clean the corridors, toilets and bathrooms. Cleaning materials e.g. rooms, dustpans, will be made available. You are expected all the time to maintain general cleanliness in and outside your hall of residence.

(d) Meal Services

The University has outsourced catering services to private firms. Students can thus, use this facility. For the forthcoming academic year, the recommended student maintenance cost is **T.shs.7,500/=** per day per student. One academic year covers 34 weeks of two semesters which is equivalent to 238 days. Students should therefore, budget for approximately **Tshs.1,785,000/=** for meals for the who academic year. This is paid to students directly by sponsors.

N.B. It is strictly prohibited for students to cook in their rooms. Any student breaching this regulation will be punished according to students By- Laws.

10. MU Students Government

All Students of the University are automatic members of Mzumbe University students' Organisation (MUSO). Through this organisation, students communicate to the University authority matters affecting their welfare.

NB: *In accordance with the MUSO Constitution Article No.9(1) (3.a) (iii) and Article No.10, each and every student admitted at MU is automatically a member of the MU Student's Organisation MUSO and he/she is required to pay annual subscription of T.shs.10,000/=*

You are therefore reminded to come with the money when you come to report for studies on **17th October 2011.**

12. Sports and Games

The University has facilities for out-door and in-door games such as football, basketball, table tennis, tennis, Volleyball, Netball, badminton, darts, athletics, Mr and Miss Mzumbe talents and other various games. The University employs qualified games coaches who organises and Co-ordinates all games and sports activities in and out of the University. The University participate in the National and International sports competition. Thus all students are expected to participate in one form of the game or another. You are advised to come with your own sports and games outfit.

13. Health Services

The University has a Health Centre where the services by fully qualified Medical practitioners are available to both staff and students. Emergency cases requiring specialist attention are referred to the main Referral Hospital according to severity. NHIF Members are also equally served at the Health Centre.

14. Library and Learning Resources

The MU Library and Technical Services Directorate offers a variety of facilities to University Community. It has a collection of over 37,000 book volumes and over 800 journal and periodical titles, both National and International. The collection covers all the major subject fields of programmes taught at the University, and it also supports the research activities of the University.

The Library services provided to readers include; the lending of books, periodicals and journals; photocopy services; access to electronic learning resources through a special programme offered under the Consortium of Tanzania University and Research Libraries (COTUL) and the International Network of the Availability of Scientific Publications (INASP); online library catalogues through <http://library.mzumbe.ac.tz>; bindery services; and audio visual aids services. The library has a sitting capacity of 800 readers at a time.

15. Postal Service

The University Mzumbe has a Post Office which provides all the normal postal services including express mail and Western Union Money Transfer. This serves all residents of the University, Mzumbe Secondary School and the surrounding villages of Mlali, Kipera, Kinyenze, Changarawe, Mikongeni, Konga, Tangeni, Sangasanga, Kauzeni and Mongwe.

16. Banking Services

The CRDB and Postal Bank provide all types of banking services to their customers, while NBC provides only ATM services.

17. Medical Examination

Admission into Mzumbe University is conditional to a satisfactory medical report being received by the University before the arrival of any new student. Students are therefore, required to undergo medical examination by a registered medical practitioner before coming to this University. Under no circumstances will the University accept forms not completed and signed by a public qualified medical practitioner.

You are therefore, requested to present the enclosed Form A/4 to a registered Medical Practitioner, requesting for a medical examination. The filled in/signed form is to be submitted during registration and a copy sent to the health Service Directorate.

18. General

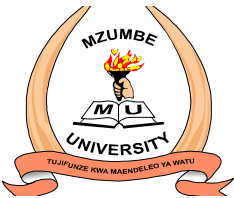
For obvious reasons, not everything can be mentioned in this letter. Other issues about the University will be made known to you during the orientation week. Also, as you settle down you will increasingly become aware of the extent to which you will be involved in the main facets of life at this University.

19. Declaration Regarding Compliance with University's Regulations

All students accepting admission at this University will be required to sign "The Student Declaration Form" which is a Binding undertaking by the student concerned that he/she shall be governed under the MU By-Laws regarding General Welfare; Conduct; Discipline; Disciplinary proceedings and Penalties; made under Mzumbe University Charter 2007. The by-laws can be accessed at www.mzumbe.ac.tz/by laws.

We warmly welcome you to Mzumbe University.

N.E. Chisalala
For Deputy Vice Chancellor (Academic)



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Date:

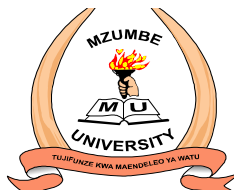
TO: DEPUTY VICE CHANCELLOR (ACADEMIC)
MZUMBE UNIVERSITY
P.O. BOX 1
MZUMBE.
MOROGORO.

ADMISSION ACKNOWLEDGEMENT

1. I acknowledge receipt of the JOINING INSTRUCTIONS and confirm my acceptance of a place at the Mzumbe University in the Department of
2. I understand that I shall be registered for the:
 - a) *Bachelor of
 - b) *Diploma in
 - c) *Certificate in
3. I confirm that my admission to the University is on the understanding that I will complete the course I have been admitted to unless required otherwise by the University.
4. I confirm further that during my course of study my study fees will be paid through:
 - a) *Government Bursary/Higher Education Loans Board
 - b) *Scholarship Award
 - c) *By Employer
 - d) *Private Means
5. I understand that I shall be required to promise solemnly to seek the truth, to study diligently, to live circumspectly, to obey the Vice Chancellor of the University and those to whom my obedience is required, to comply with the Regulations of the University, and in all things to promote the good of the academic community.

Yours sincerely,

Name: (CAPITALS)
Gender
Disability if any
Postal Address: Mobile No
Signature:



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Our Ref.

STUDENTS' REGISTRATION FOR DIPLOMA AND CERTIFICATE COURSES

(To be completed by students joining the University for the first time)

(Use names which appear in your certificates)

FOR OFFICIAL USE ONLY

1. Course:
2. Department:
3. Residence:
4. Financial sponsor:
5. Registration Number:

TO BE COMPLETED BY THE STUDENT

1. Surname (in Block Capitals) Mr/Mrs/Miss:
First Name (in Block Capital):
Middle Names in Full (in Block Capital):
2. (a) Date of Birth:
(b) Married/Single:
3. Nationality:
4. District of Origin:
5. Home Village/Town:
6. Permanent Home Address (Postal):
7. Secondary Schools and Colleges Attended (Give dates)
.....
.....

8. Manner of Entry to the University:
 (a) Direct Entry*:
 (b) Mature Age Entry*:

9. Original certificates to be presented (please tick)
 (a) National Form IV or Equivalent:
 (b) National Form VI or Equivalent:

10. National Form IV Examination or Equivalent Results:

Subject	Mark/Grade	Date	Certified by Registration Office

Examination Authority:

Index No. Examination Centre (School)

Country: Class of Certificate:

11. National Form VI Examination or Equivalent Results:

Subject	Mark/Grade	Date	Certified by Registration Office

Examination Authority:

Index No. Examination Centre (School)

Country: Class of Certificate:

12. Any other Training/Qualifications:
.....
.....

13. Give Address of your last employer (if any)
.....
.....

14. What are your extra curricular activities:
.....
.....

15. (a) Name of Father/Guardian (State Relationship):

(b) His/Her Postal Address:

(c) His/Her occupation

16. (a) Name of next of kin (State Relation):.....

(b) His/Her Postal Address:

(c) His/her occupation:

17. This part to be completed by Tanzanian students only:
(a) Have you already been in the National Service:

(b) If YES

(i) Give the Name of Camps you attended:
Camp (CTS):
Operations:

Date:

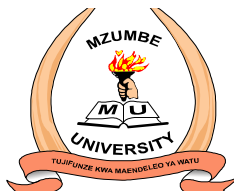
(ii) National Service Force No.:

(iii) National Service Registration No:

18. **Statement by student:**
I hereby certify that the foregoing information I have given is correct to the best of my knowledge.

Date:

Signature:



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Our Ref

Admission to the Mzumbe University is conditional upon receipt of a satisfactory medical report. The Medical Practitioner to whom this Form is presented is requested to return it completed by -----
----- to:

DEPUTY VICE CHANCELLOR - ACADEMIC
MZUMBE UNIVERSITY
P.O. BOX 1
MZUMBE. MOROGORO.

Surname:
Other names:
Department:
Age: Sex
Marital Status:

PERSONAL HISTORY

Has examine suffered from any of the following? If YES indicate date and diagnosis. If NOT please write "NO" in appropriate space.

- a) Tuberculosis:
- b) Other respiratory diseases:
- c) Cardian disease:
- d) Castro-intestinal disease:
- e) Renal or Genoto Urinary disease:
- f) Syphillis or Gonhorrea:
- g) Emotional disease or psychosis:
- h) Serious Injuries:
- j) Any operations:

- k) Any fits:
- l) Leprosy:

PHYSICAL EXAMINATION

- 1. Height:
Weight:
- 2. Skin disease:
- 3. With Glasses
Please state condition of:
Ears (if any discharge):
Mouth and Throats:
Nose:
- 3. Eyes
Conjunctive:
Pupils:
Rights:
- 4. Respiratory System: Any abnormality?
- 5. Cardiovascular System: Blood Pressure: Systolic:
Diastolic:
Heart: Any Murmur:
Arteries and Veins:
- 6. Abdomen:.....
Sears (Operation):
Hernis:
Hydrocele:
Masses:
Kidney:
Rectum:
- Any clinical evidence of hyperacidity or gastric duodenal ulcers:

LABORATORY

- 1. Urine: Albumin:
Sugar:
Leucocytes:
Bilharzia:
- 2. Stool:
Special emphasis on Hookworm and Bilharzia

3. Blood Examination
 Haemoglobin:
 Different Count:
- a) Neutrophils:
 b) Eusophils:
 c) Basophils:
 d) Lymphocytes:
 e) Monocytes:
 f) E.S.R.
4. Sputum if indicated:

X-RAY EXAMINATION

X-Ray chest (send the X-Ray Film)

REPORT

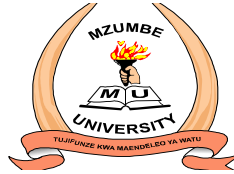
CONCLUSION

I have examined Mr/Mrs/Miss:
 And consider that he/she is/NOT FIT to be admitted to the University for higher studies.

Name: Signature:

Title: Qualifications:

(Official Stamp) Date:



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TO: DEPUTY VICE CHANCELLOR (ACADEMIC)
MZUMBE UNIVERSITY
P.O. BOX 1
MZUMBE. MOROGORO.

CONFIRMATION OF HAVING BEEN MEDICALLY EXAMINED

I confirm that I have presented my Joining Instructions Form A/4 to Medical Practitioner,

Dr.

.....

(Give name and address)

Who examined me medically on:

(Give date)

I further confirm that I did request him to return to you as soon as possible the Form A/4 duly filled and completed.

Yours sincerely,

.....

Signature

Name:

(Surname first and CAPITALS)

Course:

Department:

Postal Address:

.....

NB: Submit a copy of the signed form to the Directorate of health Services.