

THE UNITED REPUBLIC OF TANZANIA



MINISTRY OF EDUCATION, SCIENCE AND
TECHNOLOGY

ARUSHA TECHNICAL COLLEGE



**JOINING INSTRUCTION FOR BACHELOR'S DEGREE PROGRAMMES 2023-
2024 ACADEMIC YEAR**

PART A: STUDENT'S INFORMATION

1. COLLEGE LOCATION

The College is located at the junction of Moshi –Arusha and Nairobi Roads, about 1.5kilometers from the main bus station near Triple-A Club.

2. BEGINNING OF THE ACADEMIC YEAR

The first semester begins on **30th October 2023** and you are required to report at theCollege on **23rd October 2023** not later than 8:00 PM for one-week orientation before the commencement of the first semester.

3. TRAVEL EXPENSES

You will have to meet all transportation expenses to and from your place of domicile throughout your stay at ATC.

4. MEDICAL EXAMINATION

Admission to the College is conditional upon the presentation of a Medical Report affirming your fitness for studies. You are therefore required to undergo Medical Examination by a registered Medical Practitioner before coming to the College. For this purpose, please use the attached “Medical Examination Form (ATC-MEF)”.

- **Please NOTE that the medical examination form must be submitted during the orientation week and therefore do not post the form or any other documents.**

4. CAUTION MONEY

- i) You will be required to pay ten thousand shillings (Tsh.10,000/=) as caution money which will be refunded to you upon completing the course provided that you did not cause any loss, destruction or damage of the College property.
- ii) Where losses/damages exceed the stated amount, the caution money will be retained and you will be asked to pay the difference.

5. HEALTH INSURANCE

- i) During their studies at ATC, all students are required to have active healthcare insurance. The College will not cover any medical expenditures incurred by its students. Health insurance coverage is required as part of the registration process, and anyone who does not have it will not be registered, regardless of the reason.
- ii) If you are not yet an active member, you must bring fifty thousand and four hundred shillings (TZS 50,400/=) to register for National Health Medical Insurance. Upon arrival, you will be given detailed information on how to register with NHIF.
 - It should be **NOTED** that any non-NHIF insurance cover is accepted after verification. Before reporting to the College, students who are NHIF members through their parents/guardians **MUST** verify if their insurance coverage is active.
 - **Payments for NHIF membership should not be made in conjunction with the College fee (Usichanganye malipo ya NHIF pamoja na ya ada. Maelekezo ya namna ya kulipa yatatolewa siku ya kuripoti)**

6. ACCOMODATION AND MEALS MATTERS

- a) Accommodation facilities are not sufficient for all students selected. Any student who fails to secure accommodation at the College, the college shall assist to secure privately owned residential houses (off-campus)
- b) All students shall be required to **re-apply** for accommodation in college hostels each academic year. Accommodation given to each student is valid for one academic year and criteria for selection shall be reviewed time after time (**nafasi za hosteli zinatolewa kwa mwaka mmoja wa masomo hivyo kila mwanafunzi anapaswa kuomba upya kila mwaka**).

7. REGISTRATION REQUIREMENTS

Registration has two steps as follows:

STEP 1: Online Registration (USAJILI KWA NJIA YA MTANDAO)

All students selected to join ATC are advised to register online **immediately** after reporting to the College.

STEP 2: Reporting to Registrar's Office

On arrival you will be required to report to the College Registrar's office for registration with the following documents;

- i) Bank slip showing that you have paid all fees as shown in the College fee structure
- ii) Two recent passport size photos with light blue background
- iii) Joining instructions
- iv) Admission letter.
- v) A duly filled 'Medical Examination Form (ATC-MEF)'
- vi) Original certificate of secondary education examination (CSEE), certified academic transcripts/statement of results.
- vii) Original birth certificate and its certified copy.
- viii) A duly filled declaration form (ATC-DF) to abide by college regulations and 'By-Laws'.

Note that:

- a) No student will be registered unless he/she has paid all fee as shown in Table 2 (mode of payment) **‘Mwanafunzi ambaye hajalipa ada hatapokelewa Chuoni’**.
- b) In-complete information shall result into all or any of the following:
 - i) Not being accepted for studies
 - ii) Termination of studies (for continuing students)
 - iii) Failure to register within the first three weeks from the official opening date will lead to cancellation of admission by the College.

8. STUDENTS’ ORGANISATION

Every student shall be a member of ATC Students Organization (SOATECO) and she/he is required to pay membership fee of **Tsh.15, 000/-** in each year, as indicated on the fee structure Table.

9. PROGRAMME REQUIREMENTS AND ADDITIONAL INFORMATION

- a) You are required to bring with beddings (a blanket, 2-bed sheet, mosquito net (4x6 preferably square).
- b) Each student should come with counter books (minimum of 12), non-Programmable scientific calculator, drawing instruments (compass, setsquare 30⁰/60⁰, setsquare 45⁰/45⁰, protractor, ruler, drawing board size A-3 and T- square)
- c) Mechanical, Automotive, Auto-Electrical and Electronics, Pipe Works oil and gas, Mechanical and Bio energy, Heavy duty students are required to come with dark blue short sleeved plain **overalls** and a pair of leather boots.
- d) Students studying Laboratory Science and Technology, Information Technology and Computer Science Programs are required to come with White short sleeved plain **overcoats** and a pair of leather boots
- e) Other programs expect the above are required to come with the **dark blue** short sleeved plain **overcoat** and a pair of leather boots

- f) Students doing 'Telecommunication and Electronics Engineering' are required to come with **analogue/Digital multi-meter**.

NOTE that: form six applicants aspire to pursue Bachelor Degree in Mechanical engineering and Mechatronics and materials engineering study duration will be four (4) years

PART B: COLLEGE FEES AND OTHER EXPENSES

1. COLLEGE FEE STRUCTURE FOR BACHELOR STUDENTS FOR 2023/2024 ACADEMIC YEAR

Table 1: Fees/costs payable directly to the College by the Student

TABLE A: FEE STRUCTURE FOR NTA 7-8				
S/N	DESCRIPTION	YEAR 1 (NTA 7-1)	YEAR 2 (NTA 7-2)	YEAR 3 (NTA 8)
1	Tuition fees	1,350,000.00	1,350,000.00	1,350,000.00
2	Registration fee	20,000	20,000	20,000
3	Caution money	20,000	-	-
4	Student's identity card	10,000	10,000	10,000
5	Medical Insurance*	50,400	50,400	50,400
6	Library membership fee	15,000	15,000	15,000
7	Students' organization (SOATECO) fee	15,000	15,000	15,000
8	NACTE/TCU Quality Assurance fee	20,000	20,000	20,000
9	Accommodation ***	200,000	200,000	200,000
10	Certificate fee	40,000		
11	Examination fee	50,000	50,000	50,000
12	College Relief Fund	10,000	10,000	10,000
13	Sport and Games	10,000	10,000	10,000
14	Internet Fee	10,000	10,000	10,000
15	Workshop /Labs services	25,000	25,000	25,000
16	Final Year Project cost payable to ATC			150,000/=
	Minimum Final Year Project cost payable to a student	-	-	180,000/=
17	Evening Session Course Requirements**	**300000	**300000	**300000
	TOTAL	2,145,400	2,085,400	2,085,400

2. COLLEGE FEE STRUCTURE FOR BACHELOR DEGREE STUDENTS PER SEMESTER

S/N	DESCRIPTION	SEMESTER I	SEMESTER II
1	Tuition fees *	675,000	675,000
2	Registration fee	20,000	-
3	Caution money	20,000	-
4	Student's identity card	10,000	-
5	Medical Insurance**	50,400	-
6	Library membership fee	15,000	-
7	Students' organization (SOATECO) fee	15,000	-
8	NACTE/TCU Quality Assurance fee	20,000	-
9	Accommodation ***	100,000	100,000
10	Certificate fee	40,000	-
11	Examination fee	50,000	-
12	College Relief Fund	10,000	-
13	Sport and Games	10,000	-
14	Internet Fee	10,000	-
15	Workshop /Labs services	25,000	-
16	Final Year Project cost payable to ATC		-180,000
	Minimum Final Year Project cost		150,000
17	Evening Session Course	150,000	150,000
	Total	1,220,400	925,000

*Applicable for those students without membership with National Health Insurance Fund (NHIF).

** Applicable for those students taking Evening Session Courses

*** Applicable for those students who secured college accommodation

MODE OF COLLEGE FEE PAYMENT

1. PAYMENT ACCOUNT INFORMATION

A student selected to join ATC and who has confirmed his/her availability to TCU as per set conditions is required to obtain “CONTROL NUMBER” available online through www.atc.ac.tz.

Please **NOTE** the followings:

- i). “CONTROL NUMBER” which is unique for each student replaces old ATC account numbers which are **NOT NEEDED** during fee and other payments deposits.
- ii). Keep bank ‘*pay in slip*’ obtained after payments and submit the same upon arrival at the College as evidence of fee payments during registration.

2. ENQUIRIES

In case of any difficulties/clarification please call the following numbers from Monday to Friday during working hours (from 8:00 - 15:00 hrs.). Any call outside the mentioned time shall not be attended.

+255 734 602 000 or +255 734 800 500

Or use the following email address: registrar@atc.ac.tz

Karibu sana

PART C: DECLARATION FORM (ATC-DF):

CONDITIONS FOR PRIVATE SPONSORSHIP AND COLLEGE REGULATIONS AND BY-LAWS

Student
Photograph
(Passport size)

INSTRUCTIONS:

Read this form carefully and be sure that the contents are clear to you before filling it. Incomplete forms shall not be considered.

- (i) Use capital letters to fill this form.
- (ii) Government Sponsored students should fill all parts of this Form.
- (iii) Government Sponsored students should be Tanzanian Citizens.

PART I: STUDENT'S PARTICULARS

SURNAME: OTHER NAMES:

MARITAL STATUS: NO. OF DEPENDANTS:

DATE OF BIRTH: SEX:

NATIONALITY:

PRESENT ADDRESS:

P. O. BOX: MOBILE PHONE NO:

STREET: TOWN:

VILLAGE: WARD:

DISTRICT: REGION:.....

PERMANENT ADDRESS*:

P. O. BOX TEL NO:.....

STREET:.....TOWN:.....VILLAGE:.....

WARD:.....DISTRICT:.....REGION:.....

* place of domicile

PART II: COLLEGE REGULATIONS AND BY-LAWS

As a student of this College, you will be required to adhere to the College regulations and bylaws listed hereunder: -

- (i) Examination Regulations
- (ii) Students disciplinary matters and code of conduct regulations
- (iii) Industrial Practical Training Guidelines and Regulations
- (iv) Regulations governing the use of laboratories, workshops, classes and sports facilities, hostels and the dispensary.

NB:

The details of the above-named regulations shall be presented to students during orientation

period.

The College authority reserves the right for the interpretation of its rules and regulations and the right to change them, as it may deem necessary.

PART III: SPONSORSHIP CONDITIONS

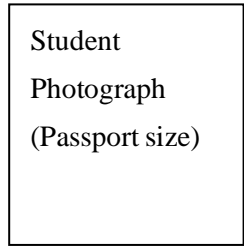
The following are the conditions and terms attached to your sponsorship:

- a) A candidate liable for sponsorship shall be a Tanzanian citizen having a good conduct and behavior, and academic record from the former Schools/College or employer.
- b) The candidate shall continue diligently with his/her studies until the end of his/her course programme and by so doing devote his/her time and attention to following course for which he/she has been admitted.
- c) All requests for postponement of studies must be written the Rector through Head of Department.
- d) The candidate shall always obey and abide by the laws of the

United Republic of Tanzania.

- e) The candidate shall neither engage nor encourage others in any activities against the College Management.
- f) The candidate shall not organize, lead, or participate in any demonstration without a lawful permit, nor invade, vandalize or destroy property of the College for the sake of expressing his/her demand/claims. All claims/demands must be forwarded to the College through the proper channels.
- g) The candidate shall always obey and abide by the bylaws and any other regulations at the College issued by relevant authorities aimed at maintaining peace and order or prescribing a code of good conduct and discipline. All unlawful visits and assembly are prohibited.
- h) If a student is convicted of any criminal offence or expelled from the College, his/her government sponsorship shall be withdrawn.

**PART IV: STUDENT'S DECLARATION ON
COLLEGE EXAMINATION
REGULATIONS, BY-LAWS AND
POLICIES**



SECTION A: (STUDENT DECLARATION)

I.....(Name of students)

of..... (Postal Address)

DO HEREBY accept and promise to adhere to Examination Regulations and by-laws of the College as stipulated in part II this joining instruction letter. Also, I understand that any breaching of the Examination Regulations, by-laws and policies stated therein will result in expulsion from the College.

SIGNED AND DELIVERED this (Day) of.....(Month).....(Year)

At(Place)

STUDENT'S SIGNATURE.....

SECTION B: PARENT/GUARDIAN/SPONSOR DECLARATION ON COLLEGE EXAMINATION REGULATIONS, BY-LAWS AND POLICIES).

Parent/Guardian
Photograph
(Passport size)

I, (Name) Parent/Guardian/Sponsor

of.....(Name of student)

DO HEREBY confirm the acceptance of the above-mentioned student to follow and to adhere to the College Examination Regulations and by-laws of the College as stipulated in part II of this joining instructions letter. Also, I understand that any breaching of the regulations and by-laws stated therein will result into expulsion of the student from the College.

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

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

Address Date

PART V: STUDENT'S DECLARATION ON CONDITIONS FOR PRIVATE SPONSORSHIP

SECTION A: (STUDENT DECLARATION)

I (Name of student) of

..... (Postal Address)

DO HEREBY accept the terms and conditions of Sponsorship as stipulated in Part III

I certify that I have read and understood the contents of Part III of this form and that anybreaching of any of the conditions stated therein will result into disqualification and/or withdrawal of my sponsorship.

SIGNED AND DELIVERED thisday of (Month)..... (Year) at(Place)

.....
STUDENT'S SIGNATURE

SECTION B: PARENT/GUARDIAN/ DECLARATION ON CONDITIONS FOR PRIVATE SPONSORSHIP

I,.....(Parent/Guardian/Sponsor)
of..... (Name of Student) **DO HEREBY**
accept the terms and conditions of Sponsorship as stipulated in Part III of thisform, I
will undertake the responsibility to make sure that the student complies to the stated
conditions.

Also, I agree that the breaching of any of the conditions stated therein will
result intodisqualification and/or withdrawal of government sponsorship to
the student.

SIGNED AND DELIVERED thisday of

(Month) (Year) at (place)

.....

Signature of Parent/Guardian/Sponsor and

Confirmed by (Full Name) who is the Ward
Secretary/District Commissioner of(Location)

Signature of Ward Secretary/District Commissioner

Address Date

D. LABORATORY TEST

1.Urine:Albumin.....Sugar.....Leucocytes.....Bilharzia.....

Stools:Special emphasis on Hookworm or Bilharzia

Blood Examination: Haemoglobin

White cell count – Total

Different Count:

(a)Neutrophils.....(b)Eosinophils.....

(c)Basophils.....(d)Lymphocytes

(e)Monocytes.....(f)Erythrocyte Sedimentation Rate (ESR) mm/hr

E. CONCLUSION

I have examined Mr. / Mrs. /Ms.....

And consider that he/she is/is not **FIT** to be admitted to the College for higher education.

*Delete the word which is not applicable.

.....
Date

.....
Signature

.....
Name

Authorized Medical Practitioner

Stamp:.....

CHECK LIST DURING THE REGISTRATION PROCESS

S/N	ITEMS	Tick
1.	A bank slip showing that you have paid all college fees as per Table 2	
2.	A bank slip showing that you have paid for NHIF	
3.	Joining Instruction Form	
4.	A duly filled forms ATC-DF and ATC-MEF	
5.	Original certificates, certified academic transcripts/statement of results and theirCopies	
6.	Original Birth Certificate and its copy	
7.	Two coloured passport sizes photos (current)	
8.	A duly filled declaration forms	
9.	Analogue/Digital multi-meter for electronics and Telecommunication student	
10.	12 counter books,	
11.	Non-programable scientific calculator	
12.	Drawing instruments as listed in 11 (b) page 4 of this joining Instructions	
13.	Dark blue overalls and a pair of leather boots—all programmes except LaboratoryScience and Technology	
14.	White overcoats for Laboratory Science and Technology students	