

TEOFILO KISANJI UNIVERSITY

JL. NO. 02



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“Training for Better Life”

28/8/2023

Ref: No: TEKU/UNDERGRADUATE/2023/2024/02

Name: -----

P.O. BOX _____

TANZANIA

**RE: ADMISSION AND JOINING INSTRUCTION FOR UNDERGRADUATE,
ACADEMIC YEAR 2023/2024-SCIENCES AND TECHNOLOGY
PROGRAMMES.**

Congratulations for joining Teofilo Kisanji University (TEKU).

I am pleased to inform you that you have been admitted at Teofilo Kisanji University (TEKU) for the **2023/2024** Academic Year to pursue Programme of study leading to the award of **Bachelor of Science with Education (BSCED)**.

You are required to report at TEKU on 16th October **2023** for registration and orientation week which is planned from 16th October **to** 21st October 2023. You are required to register within 2weeks after the opening date. **Classes will begin on 25th October 2023.**

This offer is **provisional** as it is subject to satisfactory verification of your documents by the Office of Deputy Vice Chancellor Academic Affairs at the time of registration.

For the purpose of registration, you must bring with you the following documents:-

1. Original Certificates of Secondary Education Examination, CSEE, ACSEE or Diploma/Degree.
2. Two up-to-date coloured passport size photographs, with your name and course of study at the back.
3. Original Birth certificate or affidavit certificates.
4. Letter of confirmation from your sponsor/parent /HESLB

Caution: *It should be noted that it is an offence to submit false information.*

In addition to the above information, you are also required to carefully observe the following:-

1. Official Correspondence

All correspondences with the University should be routed through your Head of department, and Dean of faculty. You should also quote your year of study, course and registration number as shown on your identity card.

2. Academic Advisor

Academic Advisor (AA) – Refers to an academic staff assigned the role to provide supervisory support to student to ensure that such student perform maximally in their academic and future professional obligation. By virtue of their roles academic advisors are both guides and counsellors. Your academic advisor is..... Room No.....

3. Accommodation to Students

Students accommodated in the University campus will be required to pay prepaid rent of **(A) Tshs. 234,000.00 (B) Tshs.180,000 plus Tshs.30,000 as hostel caution money, for each category.** This is in accordance with the contract forms that require the student to pay rent at the beginning of the year for the whole year. The prepaid rent will be effected at the Bursar's office where a student shall be given a receipt to be shown to the warden for allocation of rented premises after filling the contract forms. The paid rent is non-refundable.

All first year students shall stay in the university hostels unless no vacancies are available. This is to assist our new students with assured accommodation and in a safe place.

4. CHANGE OF PROGRAMME.

No student will be permitted to change/transfer the degree programme he/she has been selected to pursue without the approval of the Faculty and upon payment of an un-refundable fee of Tshs.30,000.00. The procedures for changing a programme of study will be on condition that:

- (i) There is a vacancy
- (ii) The student has met the criteria and cut-off points used for selecting students to the course; and
- (iii) The request is submitted not later than registration period.

5. CHANGE OF NAMES.

No change of names will be allowed during the course of study. Students will be allowed to use only those names which appear in their O - level certificates.

6. POSTPONEMENT OF STUDIES

Postponement of studies is not allowed except under special circumstances, e.g. sickness, serious social problem or severe sponsorship problem. Postponement of Studies should be done in writing to the Deputy Vice Chancellor Academic Affairs and upon payment of a postponement fee of 30,000/=

7. ABIDING TO THE UNIVERSITY RULES AND REGULATIONS

In order to maintain peace and harmony at the University, all admitted students are to abide to the University rules and regulations as contained in the University Prospectus, TEKUSO Constitution and by-laws.

8. CONTACT

In case of any problems/questions please contact the Office of the Registrar or the Dean of Students cell phone No. 0768 507929/ 0752 329 581 or your academic adviser

9. Special faculty Requirements

- (i) Lab Coats
- (ii) Scientific Calculators
- (iii) Mathematical Set
- (iv) Gloves, Goggles and Masks
- (v) Dissecting kit for students taking Biology

10. Fee structure for Sciences and Technology Programmes

The University will only register students who have produced evidence that will adequately prove payments of tuition fees during their course of study. All Tanzanian candidates who cannot meet the cost of their Education at the University ought to have filled the Loan Application forms provided by the Higher Education Students Loans' Board (HESLB). The tuition fee is **1,500,000/=** per year. You will be required to pay **590,400/=** at the beginning of the studies as follows:

Fees and other expenses for first part of the first semester

a) REGISTRATION

Registration will be made on payment of the following:

Table 10. 1: First instalment (A student is required to pay Tsh 590,400 in October, 2023)

	1 st Year 1 st Quarter	2 nd Year 1 st Quarter	3 rd Year 1 st Quarter
DIRECT COSTS TO THE UNIVERSITY			
Registration fee	40,000.00	30,000	30,000
Caution Money	30,000.00	-	-
Identity Card	10,000.00	-	-
Tuition fees	375,000.00	375,000.00	375,000.00
Student Union	15,000.00	15,000.00	15,000.00
TEKU Development Fund	50,000.00	-	-
TCU Quality Assurance Fee	20,000.00	20,000.00	20,000.00
Health Insurance	50,400.00	50,400.00	50,400.00
Sub Total	590,400	490,400.00	490,400

b) CONTINUATION OF STUDIES

A student will continue with Studies only after payment of the required amount on quarterly basis as Indicated in Table 10.2, 10.3 and 10.4 respectively

Table 10. 2: Second instalment (A student is required to pay Tsh 575,000 in December 2023).

	1 st Year 2 nd Quarter	2 nd Year 2 nd Quarter	3 rd Year 2 nd Quarter
DIRECT COSTS TO THE UNIVERSITY			
Tuition fee	375,000	375,000	375,000
Field Practical / Teaching Practice	100,000	100,000	
Examination fee	100,000	100,000	100,000.
TOTAL	575,000	575,000	475,000

C) Table 10. 3: Third instalment (A student is required to pay Tsh 375,000 in February 2024)

	1 st Year 3 rd Quarter	2 nd Year 3 rd Quarter	3 rd Year 3 rd Quarter
DIRECT COSTS TO THE UNIVERSITY			
Tuition fee	375,000	375,000	375,000
Research Project supervision	-	50,000	-
TOTAL	375,000	425,000	375,000

d) Table 4: Fourth instalment (A student is required to pay Tsh 375,000 in April 2024)

	1 st Year 4 th Quarter	2 nd Year 4 th Quarter	3 rd Year 4 th Quarter
DIRECT COSTS TO THE UNIVERSITY			
Tuition fee	375,000	375,000	375,000
Graduation	-	-	40,000
Transcript fee	-	-	30,200
	375,000	375,000	445,000

11. (i)Each student must open a Bank Account prior to beginning studies at TEKU and present it to the Dean of Students during registration.

(ii) A student can pay all the tuition fee for the year .The fee structure per year is attached as Table11.1.

TABLE 11.1: FEE STRUCTURE FOR UNDERGRADUATE DEGREE STUDENTS (SCIENCE PROGRAMMES) FOR ACADEMIC YEAR 2023/2024 (CATEGORY 2.,BSCED AND BSCES PROGRAMMES)

	TANZANIAN STUDENTS(TSHS)				INTERNATIONAL STUDENTS (USD \$)			
	YEAR I	YEAR II	YEAR III	TOTAL	YEAR I	YEAR II	YEAR III	TOTAL
ADMISSION COSTS								
Registration fee	40,000	30,000	30,000-	90,000	14	14	14-	42
Sub total	40,000	30,000	30,000	100,000	19	14	14	47
DIRECT COST TO UNIVERSITY								
Tuition fee	1,500,000	1,500,000	1,500,000	4,500,000	652	652	652	1,956
Examination fee	100,000	100,000	100,000	300,000	44	44	44	132
Field Practical/Teaching Practice	100,000	100,000	-	200,000	44	44	-	88
Caution money	30,000	-	-	30,000	14	-	-	14

Research project supervision fee	-	50,000	-	50,000	-	22	-	22
Identity card	10,000	-	-	10,000	5	-	-	5
Student union	15,000	15,000	15,000	45,000	7	7	7	21
Development fund	50,000	-	-	50,000	22	-	-	22
Health Insurance	50,400	50,400	50,400	151,200	50	50	50	150
TCU Q. A. fee	20,000	20,000	20,000	60,000	9	9	9	27
Transcript fee	-	-	30,200	30,200	-	-	14	14
Graduation fee	-	-	40,000	40,000			18	18
Grand total	1,915,000	1,865,400	1,786,400	5,566,900	847	942	790	2511
INDIRECT COSTS (INCURRED BY STUDENT/SPONSOR)								
Meals and accomodation	1,200,000	1,200,000	1,200,000	3,600,000	522	522	522	1,566
Books and Stationeries	300,000	300,000	300,000	900,000	131	131	131	393
Internet services	50,000	50,000	50,000	150,000	22	22	44	44

Research Project		100,000		100,000				
Sub total	1,550,000	1,650,000	1,550,000	4,750,000	675	675	719	2069
SPECIAL PROGRAMME REQUIREMENTS								
Science programmes	400,000	400,000	400,000	1,200,000	174	174	174	522
Sub total	400,000	400,000	400,000	1,200,000	174	174	174	522
GRAND TOTAL	1,950,000	1,950,000	1,950,000	5,850,000	849	849	892	2597

12. These fees should be deposited as indicated in the following bank accounts.

S/NO	NAME OF BANK	BANK ACCOUNT NUMBER	BANK NAME
1	CRDB	0150065895003 Tuition fees and other contributions	TEOFILO KISANJIUNIVERSITY FOR TUITION FEE
2	NMB	61001600928- TEKUSO	TEOFILO KISANJI UNIVERSITY STUDENTS ORGANIZATION

11. HOSTELS:

Hostels Accommodation		Cost per Academic Year	Cost per Semester
	Uzima hostels	210,000	
	Hekima hostels	264,000	

We wish you an enjoyable stay at TEKU

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REGISTRAR

FOR VICE CHANCELLOR

Contact 0768 507 929