

# **DIPOMA JOINING INSTRUCTIONS FOR NEW STUDENTS**



## **FOR THE ACADEMIC YEAR 2022/2023**

### **ARRIVAL AND REGISTRATION:**

First-year students are expected to report and register on the dates specified in the acceptance letters. The Karume Institute of Science and Technology is located at Mbweni along Chukwani Road adjacent to the Zanzibar House of Representatives, about 7 kilometers from the Seaport and 1 kilometer from the Airport. Students are required to report at the Main Campus between 08:00 am - 18:00 pm. Further directions can be obtained through the following telephone number; 0777469817.

### **1.0 TRAVELING EXPENSES/ARRANGEMENTS**

Your sponsor or guardian or you shall be responsible for your traveling expenses to and from KIST throughout your studies. Please be aware that the Institute does not cover your travel expenses.

### **2.0 MEDICAL EXAMINATION**

Admission into the Institute is conditional upon producing a satisfactory medical examination report. You are therefore required to undergo a medical examination by a registered and competent medical practitioner or from a Government Hospital before coming to the Institute. Medical Examination Forms are enclosed.

### **3.0 PAYMENT AND LOAN SCHEME**

Students are advised to familiarize themselves with the information provided in FEES STRUCTURES regarding fees and loans, and to make the necessary arrangements with financing institutions before reporting to the Institute in case one is in need of financial assistance.

#### **4.0 STUDENT REGISTRATION CHECKLIST/FORM**

On the day of registration, all new students must complete the Student Registration Checklist. Every registration stage requires the form to be countersigned and stamped.

- (a) Evidence of tuition and other fees payment
- (b) The letter of invitation to join the Institute
- (c) A duly filled Medical Examination Form
- (d) Original Academic Certificates and certified Academic Transcripts where it is applicable, including two copies of each Academic Certificates
- (e) Original Birth Certificate with two copies
- (f) Caution Money

It is a criminal offence to submit false or forged academic documents. Any student who will be discovered to have submitted forged certificates his/her registration to study at the Institute shall be revoked and the case shall be reported to the appropriate security bodies for legal action.

#### **5.0 SPONSORSHIP FEES:**

Students joining different programs have to be sponsored. Such sponsors could either be their employers, Parent or Guardians, HESLB, ZHELB or Private. Paid fees are non-refundable. The fee structure is attached for guidance for appropriate planning and for your further action.

#### **NOTE:**

**The fee structure shall be reviewed from time to time whenever the Institute finds it is necessary to do so. All students shall be notified in Writing.**

## **6.0 STUDENT REGULATIONS DECLARATION**

Every student must sign the Student Regulation Declaration at the end of the document containing the rules and regulations governing the conduct and discipline of students, indicating that they understand the contents and are willing to uphold discipline and conduct during their studentship as stipulated in the Rules and Regulations Governing the Conduct and Discipline of Students at the Karume Institute of Science and Technology. During the registration process, the signed declaration must be submitted.

## **7.0 STUDENT AFFAIRS**

There is a Students' Organization known as KISTSO (Karume Institute of Science and Technology Students' Organization). This is an organ which coordinates and organizes all students' welfare and social activities at the Institute.

## **8.0 ACCOMMODATION AND CATERING SERVICES**

Information on the Accommodation services offered at the Karume Institute of Science and Technology is contained in the ACCOMMODATION SERVICES INFORMATION, under student regulations and an excerpt indicated here. All students are expected to familiarize themselves with the information and adhere to them.

## **9.0 CAUTION MONEY**

All first year students are required to pay 20,000/= or 30 USD (during registration) as caution Money. Caution money is refundable at the end of the programme provided the payee did not cause any loss or damage to the Institute's property during the study period.

Where the loss exceeds the caution money the student shall top up the difference.

## **10.0 JOB RELEASE**

Any student who is employed will have to produce written evidence from his or her employer that, he or she has been officially released to pursue the intended programme. One should bring such evidence for use during the registration exercise.

## **11.0 GENERAL INFORMATION**

During registration and the entire period of the programme the Institute shall ensure the legality of the registered students. Registration can be nullified any time if it comes to our knowledge that a student had cheated by submitting forged documents.

### **11.1 Cancellation of Admission**

Failure to register within the first two weeks (10 working Days) after opening of the Institute shall lead to cancellation of your admission.

### **11.2 Identity Card**

- (a) Each student is pay Tshs. 5,000/= for an Identity Card.
- (b) Replacement of a lost Identity Card will be done upon paying five thousand Shillings (Tshs.5,000/=) and submission of a Police loss report as an evidence of the incidence to the Registrar office.

### **11.3 KISTSO Membership**

Every student shall be a member of the Students' Organization (KISTSO). Every member is obliged to pay a membership fee of five thousand Shillings (5,000/=) annually.

### **11.4 Orientation Week**

Every new student must attend an orientation programme that shall last for a week before commencement of the academic year.

### **11.5 Health Insurance**

Each student is required or rather strongly advised to have registered with National Health Insurance Fund or any other health insurance policy prior joining the Institute in order to cover day to day health matters.

## **12.0 INSTITUTE FACILITIES AND CONDITIONS FOR USE**

The Institute has Library facilities, Computer Laboratories, Hostels, Workshops, Restaurants and recreational facilities.

- (a) Selected applicants are informed that the Institute does not have enough/adequate accommodation at the moment hence, they should be prepared to seek for **private accommodation** outside the Institute.
- (b) Students are advised to come with all necessary items for their studies e.g. exercise books, drawing instruments kit, pens, calculators, drawing pencils and tracing pens, laptop computer, etc.
- (b) Students are required to come with at least two pairs of blue overalls, overcoats and safety boots.
- (c) Medical treatment will be provided at the nearest health centre or hospital after the submission of Health Insurance card or from direct student's cost.
- (d) 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 admission to the hostels.
- (e) Students are encouraged to participate fully in sports and games activities. The Institute participates in various sports competitions: football, netball, basketball, volleyball, athletics and other indoor games. Students are advised to come with sports gear.

## **13.0 INSTITUTE'S REGULATIONS AND BY-LAWS**

As a student of this Institute you will be required to adhere to the Institute's regulations and by-laws listed hereunder:

### **13.1 Examination Rules and Regulations**

All students must adhere to the Institutes rules and regulations.

### **13.2 Student General Conduct and General Discipline**

All students must observe general conduct and discipline as prescribed in the Students Handbook and other documents.

### **13.3 Study Visit**

The Institute through the subject lecturers will organize study visits when it deems necessary. It is not students' responsibility to demand for study visits.

### **13.4 Other Regulations**

The Institute has regulations governing the use of Workshops, Library, Computer Laboratories, Classes and Sports facilities and Hostels. The Institute's authority reserves the right for the interpretation of its rules, regulations and the right to change them, as it may deem necessary.

### **14.0 TUITION FEES AND**

The applicable tuition fee must be paid At least 50% of the total fees to be paid in advance within three weeks after started 1<sup>st</sup> Semester and the remaining should be paid before commencement of the 2<sup>nd</sup> Semester;

#### **14.1 ASSOCIATION COSTS**

All the association cost should paid before registration

#### **Mode of payment.**

The fees and other costs should be paid by requesting a control number at Karume Institute of Science and Technology.

## ASSOCIATION COSTS

a) All the association cost should paid before registration

Description	RESIDENT FEES TZS	NON-RESIDANT USD
	Level 4 - 6	Level 4 – 6
Student Registration	15,000	18
Identity Card	5,000	3
Education Festival	10,000	5
Semester Examinations	200,000	100
Transport Facilities	60,000	30
ICT Service	30,000	15
Graduation	20,000	10
Student Association	5,000	3
Health Insurance	50,400	27
Caution Money	30,000	15
Department Development	22,500	12
<b>TOTAL</b>	<b>447,900</b>	<b>238</b>

b) Below table should paid 75% of the Tuition Fee cost witch is equal to **225,000Tsh**  
**before registration and 25% before second semester registration**

Other should paid in total.

Description	RESIDENT FEES TZS	NON-RESIDANT USD
	Level 4 – 6	Level 4 – 6
Tuition Fee per annual	300,000	150
Hostel Fee	240,000	120
<b>TOTAL</b>	<b>540,000</b>	<b>270</b>

## Allowance

**Note:** *Paid direct to the student by the sponsor*

Description	<b>RESIDENT FEES TZS</b>	<b>NON-RESIDANT USD</b>
	Level 4 – 6	Level 4 - 6
Project work (NTA- 6)	400,000	200
Meals and Accommodation	750,000	375
Transport during IPT	200,000	100
Books and stationeries	150,000	75
<b>TOTAL</b>	<b>1,500,000</b>	<b>750</b>



# KARUME INSTITUTE OF SCIENCE AND TECHNOLOGY



PASPORT SIZE  
PHOTOGRAPH  
OF STUDENT

## DECLARATION FORM ON CONDITIONS FOR INSTITUTE REGULATIONS AND BY – LAWS

### **INSTRUCTIONS:**

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

- a) Use capital letters to fill this form.
- b) Fill all parts of this Form.

### **PART I. PERSONAL STUDENT PARTICULARS:**

SURNAME ..... OTHER NAMES .....

MARITAL STATUS ..... DISABILITY .....

DATE OF BIRTH ..... SEX ..... NATIONALITY .....

PHONE NUMBER .....

FORM FOUR INDEX NUMBER (Example; S0100/0030/1995) .....

FORM SIX INDEX NUMBER (Example; S0100/0030/1995) .....

### **PRESENT ADDRESS:**

P.O.BOX ..... MOBILE NO .....

STREET ..... TOWN .....

VILLAGE ..... WARD .....

DISTRICT..... E-mail .....

**PERMANENT HOME ADDRESS:**

P.O.BOX ..... MOBILE NO .....

STREET ..... TOWN .....

VILLAGE ..... WARD ..... DISTRICT..... REGION .....

**PARENTS/GUARDIAN ADDRESS:**

NAMES .....

P.O.BOX ..... MOBILE NO .....

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

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

**NEXT OF KIN:**

NAMES .....

P.O.BOX ..... MOBILE NO .....

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

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

RELATIONSHIP .....

## **PART II INSTITUTE REGULATIONS & BY-LAWS**

As a student of this Institute you will be required to adhere to the Institute regulations and by-laws listed here under:-

- a) Examination Rules and Regulations
- b) Hostel Regulations
- c) Students' By – Laws
- d) Industrial Practical Training Regulations

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 named regulations shall be given to students during the Orientation period.

## **PART III DECLARATION ON INSTITUTE REGULATIONS AND BY-LAWS**

### **SECTION A: STUDENT**

I, (Name of student) .....Postal Address .....

Do HEREBY accept and promise to adhere to regulations and by-laws of the Institute as stipulated in part II of this declaration form. Also I understand that any breaching of the regulations and by-laws stated therein may result in expulsion from the Institute.

SIGNED AND DELIVERED this ..... (day) of..... (month) ..... (year) at... ..... (place)

.....

**(Student's Signature)**

**SECTION B: PARENT/GUARDIAN/SPONSOR**

I, (Name) ..... Parent/Guardian/Sponsor of .....  
.....(Name of Student) DO HEREBY confirm the acceptance of  
the above-mentioned student to follow and adhere to institute regulations and by-laws as stipulated in  
Part II of this Declaration form. Also I understand that any breaching of any of the regulations and by-laws  
stated therein will result into expulsion of the student from the Institute.

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

.....

(Signature of Parent/Guardian/Sponsor)

Address (include telephone no) .....

Tel: ..... Date .....

**PART IV FOR OFFICIAL USE ONLY (Tick whichever is applicable)**

1. The form is properly filled. YES/NO
2. All necessary requirements for registration process are fulfilled. YES/NO
3. Student is eligible for registration. YES/NO
4. Name of the officer ..... Signature .....

Date ..... Stamp

# KARUME INSTITUTE OF SCIENCE AND TECHNOLOGY



## MEDICAL EXAMINATION

**PART ONE:** To be filled by student him/her self.

### Section A

Full name .....Sex.....

Date of birth .....Nationality... ..... Marital status: single/ married/ widow.

### HEALTH HISTORY

- |   |   |
|---|---|
| <input type="checkbox"/> Epilepsy / seizures disorders?                 | <input type="checkbox"/> Psychiatric disorders?             |
| <input type="checkbox"/> Any injury or major surgery in past five years | <input type="checkbox"/> Persistence headache?              |
| <input type="checkbox"/> Heart trouble or high blood pressure?          | <input type="checkbox"/> Asthma or Tb?                      |
| <input type="checkbox"/> Peptic ulcer/ digestive problem?               | <input type="checkbox"/> Liver /diabetic problem?           |
| <input type="checkbox"/> Urinary/ sexual transmitted diseases?          | <input type="checkbox"/> Allergic disorders?                |
| <input type="checkbox"/> Eye problem/glasses?                           | <input type="checkbox"/> Hearing disorders?                 |
| <input type="checkbox"/> Pregnancy/gynecological disorders?             | <input type="checkbox"/> Any regular medication/            |
| <input type="checkbox"/> Any special customs/ diet or beliefs?          | <input type="checkbox"/> Any deformity specified disorders? |

Note: if you check any of the above or anything additional that has not been mentioned please

Explain.....

.....

I certified that above information is true and complete. I understand that inaccurate, false or missing information may invalidate this examination and is my responsibility.

Date.....

Signature.....

**Part two: to be filled by responsible person.**

**URINE ANALYSIS Appearance:**

.....

**Chemically:**

Urobilinogen ..... ..

Protein ..... ..

Ketones ..... ..

Blood ..... ..

Nitrites

Leucocytes ..... ..

Sugar ..... ..

Ph ..... ..

SG ..... ..

**C/ deposit**

.....

**Hepatitis C Screening**

Result .....

**ABO blood group**

Result.....

Lab tech signature.....

**Physical examination:**

Weight..... Height..... B/P.....

Vision:      Hearing

Rt.....

Lt.....

With/ without glass

**SYSTEMIC EXAMINATION**

P/A..... CNS.....

CVS..... R/S.....

.

Doctor 's Recommendation

.....

.....

.....

Doctor's Name:.....

Signature.....

Date.....

# KARUME INSTITUTE OF SCIENCE AND TECHNOLOGY



P.O.Box 467, Email: [director@kist.ac.tz](mailto:director@kist.ac.tz). Website: [www.kist.ac.tz](http://www.kist.ac.tz)

Date \_\_\_\_/\_\_\_\_/20\_\_

Director,  
Karume Institute of Science and  
Technology, P.O. Box 467, **Zanzibar**.

Dear Sir,

## **RE: DECLARATION TO SPONSOR A STUDENT AT THE KARUME INSTITUTE OF SCIENCE AND TECHNOLOGY**

We/I ..... Will sponsor

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

Who has been selected for admission  
into.....

(name of the programme at the Karume Institute of Science and Technology).

We/I promise to pay all his/her studentship fees and other costs as it shall deem necessary for the whole duration of the programme, in compliance to the joining instruction.

Yours faithfully

.....)

.....) Name, Signature and

.....) title of officer

**(OFFICIAL STAMP)**

**Contact Address:-**

Telephone:.....

Telefax:..... E-mail:.....