

KARUME INSTITUTE OF SCIENCE AND TECHNOLOGY



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In reply please quote.

October 09, 2019

Ref. No: 19/KIST/DIP/VOL.I/____

Full Name and Address of the student:

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.....
.....

Dear Student,

**RE: JOINING INSTRUCTIONS FOR ORDINARY DIPLOMA STUDENTS
UNDER GOVERNMENT SPONSORSHIP FOR THE ACADEMIC YEAR 2019/2020**

I am pleased to inform you that you have been selected to join **KARUME INSTITUTE OF SCIENCE AND TECHNOLOGY (KIST)** in the academic year **2019/2020** under **Government Sponsorship**. You will pursue Ordinary Diploma Course as indicated in our advertisement in the website or newspaper.

No.	Ordinary Diploma Programmes	Duration
1	Automotive Engineering	3 years
2	Mechanical Engineering	

3.	Mechanical engineering with Oil and Gas	
4	Civil and Transportation Engineering	
5	Computer Engineering	
6	Electrical Engineering	
7	Electrical with Renewable energy engineering	
8	Electronics and Telecommunication Engineering	
9	Information and Communication Technology with Business	
10	Teachers' Vocational Education and Training	
11	Laboratory Science and Technology	

The duration of this course is **THREE (3) Years**. The mode is **Full Time**. At the end of the course, you will be awarded an Ordinary Diploma in the respective field of study.

PART A: STUDENT INFORMATION

1. LOCATION OF THE INSTITUTE

Karume Institute of Science and Technology (KIST) is located in Mbweni close to the Zanzibar House of Representative, about 7km from Zanzibar Town – Urban west of Zanzibar. It is adjacent to the College of Health Sciences.

2. BEGINNING OF THE ACADEMIC YEAR

The first semester begins on **15/10/2019**. You are therefore required to report at the Institute on **09/10/2019** ready for a one week orientation and registration program.

3. TRANSPORT

You will have to meet all transport expenses to and from the Institute.

4. REGISTRATION

On arriving, you are supposed to report to the Chief Academic Office for registration with the following:-

- (i) This joining instruction letter.
- (ii) Original academic certificates, academic transcripts/result slips if certificates are not yet issued by the relevant examinations authority.
- (iii) Birth Certificate (original).
- (iv) Two recent, colored passport size photographs.
- (v) Original Bank slips and their two copies showing that appropriate fees have been paid. These fees do not include meals.

N.B.

- a) Registration will not be done unless the above documents are submitted.
- b) During registration and the entire period of the course, the Institute will not entertain any change of names.
- c) Incomplete fulfillment of requirement for registration will result into all or any of the following:-
 - Not being accepted for studies and/or
 - Termination of studies
- d) Failure to register within the first two weeks (09/10/2019 - 31/10/2019) shall lead to a penalty of Tsh. 20,000 per week. No registration shall be done after the fourth week.
- e) Please make sure you pay the correct fee amount as no request for refund shall be honored if you pay excess amount for no justifiable reason.

6. OTHER REQUIREMENTS

- A. Students are advised to come with all necessary stationery e.g. exercise books, pen, scientific calculators, drawing instruments etc.
- B. Medical treatment is the responsibility of one's parents or sponsor(s).
- C. The Institute has Library facilities, Hostels, Workshops, Laboratories and Playing grounds.

In addition to other requirements, students advised to come with the following:-

- (i) Drawing board size A3 Portable
- (ii) Clutch pencils 0.5 mm with their refills
- (iii) Clutch pencils 2 mm with their refills
- (iv) Adjustable set square
- (v) Drawing pens (Set of 4 or 8 Pens)
- (vi) T- Square
- (vii) Circle stencils
- (viii) Compass set.
- (ix) Laptops
- (x) Uniform (Dark gray)
- (xi) Reflectors (compulsory)
- (xii) Tool kits (compulsory)

7. ORIENTATION PROGRAM

Every new student must attend a one week orientation program which will start on 09/10/2019.

PART B: INSTITUTE FEES

1. GENERAL INFORMATION

- (i) Students are required to pay their fees through Karume Institute of Science and Technology Account No **0404391002**. **Bank name: People's Bank of Zanzibar Ltd (PBZ), Account name: KIST PROJECT Account no. 0406635000**
- (ii) Submit the Pay in Slips to the Accounts Office before registration.
- (iii) Fees are subject to review each financial year.

2. FEE STRUCTURE FOR DIPLOMA PROGRAMS

(i) Diploma Programs

a. Contribution paid to the Institute

Description	Government Students Contribution	Private Students Fees	Private Students Fees (Sponsored)
	Level 4 - 6	Level 4 - 6	Level 4 - 6
Registration NACTE	15,000	15,000	35,000
Tuition Fees	150,000	300,000	1,200,000
Identity Card	5,000	5,000	5,000
Education Festival	500	500	500
Sports Development	1,000	1,000	1,000
Semester Examinations	110,000	110,000	200,000
Transport Facilities	50,000	50,000	50,000
ICT	15,000	15,000	15,000
Industrial Training(IT)	50,000	50,000	200,000
Graduation	20,000	20,000	20,000
Student Association	5,000	5,000	5,000
Subtotal	421,500	571,500	1,731,500

b. Residence contribution

Description	Government Students Contribution	Private Students Fees	Private Students Fees (Sponsored)
	Level 4 - 6	Level 4 - 6	Level 4 – 6
Bed and Mattress	55,000	80,000	130,000
Maintenance	10,000	10,000	10,000
Electricity	25,000	20,000	25,000
Caution Money	10,000	10,000	10,000
Subtotal	100,000	120,000	175,000

c. Contribution paid to the department

Description	Government Students Contribution	Private Students Fees	Private Students Fees (Sponsored)
	Level 4 - 6	Level 4 - 6	Level 4 – 6
Department's development	15,000	15,000	15,000
Maintenance	5,000	5,000	5,000
File	2,500	2,500	2,500
Subtotal	22,500	22,500	22,500
Total	544,000	714,000	1,929,000

d. Allowance paid direct to the student

Description	Government Students Contribution	Private Students Fees	Private Students Fees (Sponsored)
	Level 4 – 6	Level 4 - 6	Level 4 – 6
Project work (NTA-6)		From 300,000	
Food (min. 2,500/day)	From 750,000	From 750,000	810,000
Transport during IPT	100,000	100,000	100,000
Books and stationeries	100,000	100,000	100,000

- Caution money will be used in case of any emergency, loss or destruction of Institute's properties; and will not cover medical treatment for the sick student.
- Residence fees are paid fully before a student resides at the hostel.

Wishing you all the best,



CHIEF ACADEMIC OFFICER