

**JL. NO. 02**



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*“Training for Better Life”*

**3<sup>rd</sup> /9/2024**

**Ref: No: TEKU/UNDERGRADUATE/2024/2025/02**

**RE: ADMISSION AND JOINING INSTRUCTION FOR UNDERGRADUATE,  
ACADEMIC YEAR 2024/2025-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 **2024/2025** Academic Year to pursue Programme of study leading to the award of **Bachelor of Science in Computer Science (BSCS)**.

You are required to report at TEKU on **14<sup>th</sup> October 2024** for registration and orientation week which is planned from **16<sup>th</sup> October to 21<sup>st</sup> October 2024**. You are required to register within 2 weeks after the opening date. **Classes will begin on 28<sup>th</sup> October 2024**.

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. 264,000.00 for Hekima and Aman hostels (B) Tshs.210,000 for Uzima hostels per year** . 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 **570,000/=**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:

**Table10. 1: First instalment (A student is required to pay Tsh 570,000.00 in October, 2024**

|                                       | 1 <sup>st</sup> Year<br>1 <sup>st</sup> Quarter | 2 <sup>nd</sup> Year<br>1 <sup>st</sup> Quarter | 3 <sup>rd</sup> Year<br>1 <sup>st</sup> Quarter |
|---------------------------------------|---|---|---|
| <b>DIRECT COSTS TO THE UNIVERSITY</b> |   |   |   |
| 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                 | 80,000.00                                       | 80,000.00                                       | 80,000.00                                       |
| TCU Quality Assurance Fee             | 20,000.00                                       | 20,000.00                                       | 20,000.00                                       |
| <b>Sub Total</b>                      | <b>570,000.00</b>                               | <b>530,000.00</b>                               | <b>530,000.00</b>                               |

**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

**Table10. 2: Second instalment (A student is required to payTsh 575,000 in December 2024.**

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

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

|                                       | 1 <sup>st</sup> Year<br>3 <sup>rd</sup> Quarter | 2 <sup>nd</sup> Year<br>3 <sup>rd</sup> Quarter | 3 <sup>rd</sup> Year<br>3 <sup>rd</sup> Quarter |
|---------------------------------------|---|---|---|
| <b>DIRECT COSTS TO THE UNIVERSITY</b> |   |   |   |

|                              |                |                |                |
|------------------------------|----------------|----------------|----------------|
| Tuition fee                  | 375,000        | 375,000        | 375,000        |
| Research Project supervision | -              | 50,000         | -              |
| <b>TOTAL</b>                 | <b>375,000</b> | <b>425,000</b> | <b>375,000</b> |

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

|                                       | 1 <sup>st</sup> Year<br>4 <sup>th</sup> Quarter | 2 <sup>nd</sup> Year<br>4 <sup>th</sup> Quarter | 3 <sup>rd</sup> Year<br>4 <sup>th</sup> Quarter |
|---------------------------------------|---|---|---|
| <b>DIRECT COSTS TO THE UNIVERSITY</b> |   |   |   |
| 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 Table 11.1.**

**TABLE 11.1: FEE STRUCTURE FOR UNDERGRADUATE DEGREE STUDENTS (SCIENCE PROGRAMMES) FOR ACADEMIC YEAR 2024/2025 (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 |
| <b>ADMISSION COSTS</b>            |                           |           |           |           |                                 |         |          |       |
| Registration fee                  | 40,000                    | 30,000    | 30,000-   | 90,000    | 14                              | 14      | 14-      | 42    |
| <b>Sub total</b>                  | 40,000                    | 30,000    | 30,000    | 100,000   | 19                              | 14      | 14       | 47    |
| <b>DIRECT COST TO UNIVERSITY</b>  |                           |           |           |           |                                 |         |          |       |
| 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                                    | 80,000           | 80,000           | 80,000           | 240,000          | 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          |
| <b>Grand total</b>                                  | <b>1,945,000</b> | <b>1,945,400</b> | <b>1,865,400</b> | <b>5,755,200</b> | <b>847</b> | <b>942</b> | <b>790</b> | <b>2511</b> |
| <b>INDIRECT COSTS (INCURRED BY STUDENT/SPONSOR)</b> |                  |                  |                  |                  |            |            |            |             |
| Meals and accommodation                             | 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          |            |            |            |             |
| <b>Sub total</b>                      | <b>1,550,000</b> | <b>1,650,000</b> | <b>1,550,000</b> | <b>4,750,000</b> | <b>675</b> | <b>675</b> | <b>719</b> | <b>2069</b> |
| <b>SPECIAL PROGRAMME REQUIREMENTS</b> |                  |                  |                  |                  |            |            |            |             |
| Science programmes                    | 400,000          | 400,000          | 400,000          | 1,200,000        | 174        | 174        | 174        | 522         |
| <b>Sub total</b>                      | <b>400,000</b>   | <b>400,000</b>   | <b>400,000</b>   | <b>1,200,000</b> | <b>174</b> | <b>174</b> | <b>174</b> | <b>522</b>  |
| <b>GRAND TOTAL</b>                    | <b>1,950,000</b> | <b>1,950,000</b> | <b>1,950,000</b> | <b>5,850,000</b> | <b>849</b> | <b>849</b> | <b>892</b> | <b>2597</b> |


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         | Request control number from Bursars office | TEOFILO KISANJI UNIVERSITY FOR TUITION FEE       |
| 2    | NMB          | Request control number from TEKUSO office  | TEOFILO KISANJI UNIVERSITY STUDENTS ORGANIZATION |
|      |              | Health Insurance                           | 50,400.00  |

**11. HOSTELS:**

| Hostels Accommodation |                | Cost per first semester | Cost per second Semester |
|-----------------------|----------------|-------------------------|--------------------------|
|                       | Uzima hostels  | Tsh 160,000.00          | Tsh 50,000.00            |
|                       | Hekima hostels | Tsh. 200,000 .00        | Tsh. 64,000.00           |
|                       |                |                         |                          |

We wish you an enjoyable stay at TEKU



**REGISTRAR  
FOR VICE CHANCELLOR.  
Contact: 0768507929**

