

TEOFILO KISANJI UNIVERSITY



P.O. BOX 1104
MBEYA
TANZANIA
TEL: +255 25 2502682
Fax: +255 25 2503721
Email: info@teku.ac.tz
Web: www.teku.ac.tz

"TRAINING FOR BETTER LIFE"

Ref. No: TEKU/DRCPPS.50/VOL. 5/13-4

Date: 10th September 2024

REV -----

Po Box -----

TANZANIA

**RE: ADMISSION TO THE MASTER'S DEGREE PROGRAMME:
MASTER OF THEOLOGY (MTH)
2024/2025 ACADEMIC YEAR**

May I congratulate you for joining Teofilo Kisanji University!

I am pleased to inform you that you have been admitted to Teofilo Kisanji University (TEKU) for the 2023/2024 academic year to pursue a full time programme of study leading to the award of **MASTER OF THEOLOGY (MTH)**. You are requested to register at the **Higher Degrees Unit**.

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

This offer is provisional, subject to satisfactory verification by the **Higher Degrees Unit**. at the time of registration of the qualifications you have stated in the application form. For the purpose of registration, you must bring with you the following: -

1. Original Certificates and transcript of Secondary Education Examinations, "O" and "A" level – (CSEE, ACSEE) and Diploma/Degree.
2. Two up-to-date coloured passport-size photographs indicating your name and Programme of study at the back.
3. Original Birth certificate or affidavit certificate.
4. Letter of confirmation from your sponsor, for those who are not self-sponsored.
5. Letter of release from your employer, for those who are employed

Caution: You should note that it is an offence to submit false information.

In addition to the above information, all students should also carefully observe the following:

1. Correspondence

All correspondences to the University should be routed through the **Coordinator of Higher Degrees Unit**.at TEKU. Also, you should quote your programme of study and registration number as shown in your identity card.

2. Orientation and Registration

You are required to report at Teofilo Kisanji University for the orientation and registration that will start on 16th October, 2023 and ends on_30th October 2023.You must have registered by this time. . Late registration means paying a late registration fee of Tshs 50,000.

3. Fees and other expenses

HIGHER DEGREES: MASTERS OF THEOLOGY (MTH)

TABLE 3.1: FEE STRUCTURE FOR THE 2023/2024 ACADEMIC YEAR

S/N	Item	1 st Year		2 nd Year		Total Cost in Tsh	Total Cost in US\$
		Cost in Tsh		Cost in Tsh			
		Semester 1	Semester 2	Semester 1	Semester 2		
1	Application fee	30,000				30,000	13
2	Registration fee	100,000		100,000		200,000	87
3	Tuition fee	800,000	800,000	800,000	800,000	3,200,000	1,391
4	Caution money	30,000				30,000	13
5	Identity Card	10,000				10,000	4
6	Dissertation supervision			350,000		700,000	304
7	Students' Organisation(TEKUSO)	15,000		15,000		30,000	13
8	TEKU Development fund	80,000		80,000		50,000	22
9	TCU (Quality Assurance cost)	20,000		20,000		40,000	17
10	Examination fee	75,000		75,000		150,000	65
11	Dissertation Oral Examination			500,000	500,000	1,000,000	435
12	Graduation fee				100,000	100,000	43
13	Transcripts fee				50,000	50,000	22

	Total Payable to the University	1,160,000	800,000	1,940,000	1,450,000	5,590,000	2,430
--	--	------------------	----------------	------------------	------------------	------------------	--------------

S/ N	INDIRECT COST PAYABLE TO STUDENT	Cost in Tsh – Year I	Cost in Tsh – Year II	Total Cost in Tsh – 2 Years	Total in US\$
1	Accommodation	1,000,000	1,000,000	2,000,000	870
2	Book allowance	500,000	500,000	1,000,000	435
3	Meals allowance	3,000,000	3,000,000	6,000,000	2,609
4	Field research fund	750,000	750,000	1,500,000	652
5	Stationeries	500,000	500,000	1,000,000	435
6	Dissertation production	500,000	500,000	1,000,000	435
7	Internet services	300,000	300,000	600,000	261
	Total payable to Student direct	6,550,000	6,550,000	13,100,000	5,696

Tuition fee should be paid by using control Number but students Organisation fee (Tsh 15,000) should be paid through account number as shown in Table 3.2

Table 3.2: Bank Information

S/NO	NAME OF BANK	BANK ACCOUNT NUMBER	ACCOUNT NAME
1	CRDB	Request Control Number from Bursars office	TEOFILO KISANJIUNIVERSITY FOR TUITION FEE
2	NMB	Request control number from TEKUSO office	TEOFILO KISANJI UNIVERSITY STUDENTS ORGANIZATION

Hostels Name	Cost per Academic Year
Uzima hostels	210,000
Hekima and Amani hostels	264,000

NB: If you need University housing, please contact the University Estate Manager at 075345120

4.0 Registration

Registration will be made on payment of at least the following:

- i. Application fee..... 50,000
- ii. Registration fee..... 100,000
- iii. Caution money 30,000
- iv. Identity Card 10,000
- v. Tuition fees800,000
- vi. Examination Fee..... 75,000
- vii. Student Union15,000
- viii. TEKU Development fund.... 80,000
- ix. TCU (Quality Assurance) 20,000

Total Tshs. 1,180,000

(b) The total amount of tuition fee for the programme is T.shs 3,200,00/= excluding the direct cost (see the attached fee structure).

NOTE: NOTE: Tuition fee and other direct costs should be paid by using control number that will be generated by the University Accountants' office, but the students' Organisation fee (Tsh 15,000) should be paid through the provided account number.

Please come with the original bank pay-in slip to the cashier for a University receipt.

(c) Please, see the appendix which shows the breakdown of how you may pay the tuition fee for the three semesters.

NB: Make sure that your original bank pay-in slip has the following information:

- (i) Your official First name, Middle name and Surname
- (ii) Programme of study (i.e. MTH)
- (iii) Purpose of payment (e.g. Tuition Fee or any type of fee).

4. CHANGE OF NAMES

No change of names will be allowed during the course of the study. Students will be allowed to use only those names that appear on their submitted certificates.

5. 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. In some cases, a Studies

Postponement fee of Tshs. 50,000 per academic year may be imposed. However, postponement cannot exceed one academic year.

6. CONTACT

In case of any problems/questions or details, please contact the Office of the Deputy Vice Chancellor Academic Affairs or the Coordinator of **Higher Degrees Unit**. (CHDU).

We wish you a peaceful and enjoyable stay at TEKU.

Yours Sincerely,

.....
Deputy Vice-Chancellor Academic Affairs.
Cc: - DVCPFA
- CHDU