



**MOSHI UNIVERSITY COLLEGE OF
CO-OPERATIVE AND BUSINESS STUDIES
(MUCCoBS)**

Constituent College of Sokoine University of Agriculture
P.O.Box 474, Sokoine Road, Moshi, Tanzania



Our Ref No: MUCCoBS/BA/-PSM/CMA/AF/CED/MFED/ME/HRM/11

October 17th, 2011

Name (in full) first name.....middle name.....
surname.....Address:.....Phone No.....

RE: JOINING INSTRUCTIONS FOR THE 2011/2012 ACADEMIC YEAR

**THESE JOINING INSTRUCTION ARE APPLICABLE FOR CANDIDATES
SELECTED TO JOIN ONE OF THE FOLLOWING PROGRAMMES AT
MUCCOBS FOR THE 2011/2012 ACADEMIC YEAR: BA IN
ACCOUNTING AND FINANCE, BA IN COOPERATIVE MANAGEMENT
AND ACCOUNTING, BA IN PROCUREMENT AND SUPPLY
MANAGEMENT, BA IN COMMUNITY ECONOMIC DEVELOPMENT, BA
IN MICROFINANCE AND ENTERPRISE DEVELOPMENT, BA IN
MARKETING AND ENTREPRENEURSHIP; AND HUMAN RESOURCE
MANAGEMENT.**

General Registration conditions.

- 1: No candidate shall be allowed to register into a programme that he/she was not selected for. Also switching between programmes after registration shall not be entertained.**
- 2: No candidate will be registered before payment of full annual fees (no installments).**
- 3: No candidate shall be registered if original certificates are not produced.**
- 4: Submission of forged certificates is a criminal offence. Any candidate submitting such documents shall be prosecuted in the court of law.**

Please report at the University College on **17th October, 2011**. A candidate reporting two weeks after this date shall not be eligible for registration.

1.0 FINANCIAL REQUIREMENTS

- 1.1 Financial requirements for this programme are as shown in the attached fee structure.
- 1.2 **FEES ONCE PAID SHALL NOT BE REFUNDED OR TRANSFERRED TO THE NEXT ACADEMIC YEAR OR ANOTHER PARTY.**
- 1.3 No candidate shall be registered without full payment of the required annual fees or production of proof for sponsorship. The University College does not offer scholarships neither facilitate candidates to get the same.
- 1.4 The University College fees and caution money shall be paid through CRDB MUCCoBS STUDENTS TUITION FEE ACCOUNT **01J1040901600**, MEDICAL CAPITATION in MUCCoBS HEALTH FUND ACCOUNT **0150038874400** (CRDB) and STUDENTS ORGANISATION FEE IN EXIM BANK ACCOUNT **5777009998**. Bring relevant pay in slips bearing your name and programme of study.
- 1.5 Students under HESLB sponsorship shall not be registered without full payment of the percentage he/she is required to pay.

1.6 Tuition fee paid is for that particular academic year, and it may be reviewed accordingly from time to time.

2.0 UNIVERSITY COLLEGE CANDIDATE REGULATIONS AND EXAMINATION POLICY

Each candidate shall be issued with copies of the University College Regulations upon registration. The candidate is required to read these documents **very carefully** because they provide a useful guide for his/her stay at the University College. In addition, each student shall be required to strictly observe all the University College Bylaws which shall be issued by the office of Dean of Students.

3.0 REGISTRATION

On arrival the candidate shall report to the Admissions Office for Registration.

For registration purposes, **ALL** of the following documents shall be required:

3.1 **RELEVANT ORIGINAL CERTIFICATES and TRANSCRIPTS at all sittings**

3.2 **RESULT SLIPS shall be accepted for Form six leavers of 2011 ONLY**

3.3 Six **recently taken** Passport size photographs.

3.4 **Proof** that the candidate has paid the College fees by showing relevant **original bank pay-in-slip bearing name of student and programme of study**

3.5 **Original Joining** Instruction forms dully filled.

3.6 **Non-citizens** to produce passports

3.7 **Original Birth Certificates. No Substitutes.**

3.8 **Dully filled** MEDICAL EXAMINATION FORM

4.0 SPONSORSHIP (Tanzanian citizens only)

Candidates for Undergraduate degree programmes wishing to apply for loans should consult the Higher Education Students' Loan Board (HESLB) in Dar es Salaam for procedures. The University College is not directly involved in facilitating loan applications.

5.0 ACCOMMODATION

The University College has very limited and it does not guarantee on-campus accommodation. For those who do not secure on-campus accommodation, the University College assists them with the procedures to acquire off-campus accommodation. Candidates who will get on-campus accommodation shall have **to pay the required rental charges first** before being allowed to enter in the rooms.

6.0 MEALS

Students are free to buy food from any service provider within or outside the campus. You should bring enough money for the purpose.

You are most welcome to Moshi University College of Cooperative and Business Studies.

For: PRINCIPAL

Attachment: (i) Candidate's Medical Examination Form, (ii) Fee Structure

DECLARATION

I, _____ do hereby declare that I have read and understood the Joining Instructions offered by the Moshi University College of Cooperative and Business Studies and I promise to abide by the conditions specified therein. In addition I declare that all the documents submitted to the University College are genuine to the best of my knowledge.

Signature: _____ Date: _____ Place: _____



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FEE STRUCTURE FOR 2011/12 ACADEMIC YEAR: TANZANIAN STUDENTS (in TShs.)

(1) DIRECT COST PAYABLE TO UNIVERSITY COLLEGE	CIT	CMF/CAF/CMA/CLIS/CED	DCMA		DEGREE PROGRAMMES			PGD
			1 ST YEAR	2 ND YEAR	1 ST YEAR	2 ND YEAR	3 RD YEAR	
	TShs.	TShs.	TShs.	TShs.	TShs.	TShs.	TShs.	TShs.
TUITION FEE	730,000	700,000	685,000	750,000	1,100,000	1,100,000	1,100,000	1,240,000
TOTAL	730,000	700,000	685,000	750,000	1,100,000	1,100,000	1,100,000	1,240,000
(2) STUDENTS' COSTS PAYABLE DIRECT TO THE COLLEGE BY STUDENTS								
MEDICAL CAPITATION	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000
CAUTION MONEY	30,000	30,000	30,000		30,000	-	-	30,000
STUDENTS' ORGANIZATION	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000
TOTAL	140,000	140,000	140,000	110,000	140,000	110,000	110,000	140,000
(3) DIRECT RECOMMENDED MINIMUM STUDENTS COSTS : PAYABLE TO THE STUDENT								
ACCOMMODATION	400,000	400,000	400,000	400,000	400,000	400,000	400,000	400,000
MEALS	1,310,000	1,310,000	1,310,000	1,310,000	1,310,000	1,310,000	1,310,000	1,310,000
FACULTY REQUIREMENT	100,000	50,000	50,000	50,000	100,000	100,000	150,000	150,000
BOOKS	100,000	100,000	100,000	100,000	200,000	200,000	200,000	300,000
FIELD ASSIGNMENT	-	-	-	350,000	-	400,000	-	-
RESEARCH	-	-	-	-	-	-	400,000	500,000
TOTAL	1,910,000	1,860,000	1,860,000	2,210,000	2,010,000	2,410,000	2,460,000	2,660,000
TOTAL FEES (1+2+3)	2,780,000	2,700,000	2,685,000	3,070,000	3,175,000	3,630,000	3,770,000	4,040,000

- **MEDICAL CAPITATION IS COMPULSORY FOR ALL STUDENTS and MUST BE PAID ON REGISTRATION AT MUCCoBS** .If you are already a member of National Health Insurance Fund, you will be required to 49,600/= only to the College to cover for other expenses which are not covered by the NHIF.
- Tuition fee paid is for that particular academic year, and it is subject to review from time to time when need arises.
- The University College has limited accommodation facilities in Campus. Arrangements shall be made for off-campus accommodation after students' arrival.



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STUDENT'S MEDICAL EXAMINATION FORM

To the Medical Officer:

.....

.....

Mr/Mrs/Miss

PERSONAL HISTORY

Surname Other namesAdm. No..... Faculty /
Department

Nationality.....Age.....Gender.....Marital Status.....

Please examine the above named as to his/her fitness for undergoing the studies.

Date 2011

- a) **Tuberculosis**
.....
- b) **Other respiratory diseases**
- c) **Cardiac Disease**
- d) **Gastro – Intestinal disease**.....
- e) **Renal or Genitor Urinary disease**
- f) **Syphilis or Gonorrhoea**
- g) **Emotional disease or psychosis**
- h) **Serious Injuries**
- i) **Allergies**
- j) **Any fits**
- k) **Leprosy**

PHYSICAL EXAMINATION

- 1. **Height** 2. **Weight**.....
- 3. **Chest – Lungs**
 - **Heart**
 - **BP**
- 4. **Abdomen**
 - **Organs**
 - **Other Mass**
 - **Pregnancy**
- 5. **Skin disease**
- 6. **Eyes: Conjunctive** **Pupils**
- Sight: Without glasses** **Right**
- Left**
- Sight: With glasses** **Right**
- Left**
- 7. **ENT**.....
- 8. **LAB INVESTIGATIONS**
 - a) **ESR** **WBC** **B/S** **Stool** **Urine**
 - b) **S.T.I.**
- 9. **Any Physical challenges of the Prospective student plus the Doctors recommendations**
.....

CONCLUSION

I have examined Mr./Mrs./Missand considered that he/she is fit/not fit to be enrolled as a student at MUCCoBS.

Name Signature..... Title
..... Qualifications (Official Stamp)
Date:-