



UNITED REPUBLIC OF TANZANIA
MINISTRY OF WORKS AND TRANSPORT
TANZANIA RAILWAYS CORPORATION



In reply please quote:
T/TIRTEC/ORG/1

Date: 15th July, 2023

Mr./Mrs./Miss.

RE: ADMISSION.

I am pleased to inform you that, your application for admission at Tanzania Institute of Rail Technology (TIRTEC) Tabora campus or Morogoro campus to undertake **Technician Certificate/Basic Technician Certificate** in
.....programme for 2023/2024 academic year has been successfully accepted.

You are required to register at the Institute within a week from the first day of the registration week which will commence on **16th October, 2023**. The orientation will commence on the second week from 23rd – 28th October, 2023 failure to do so will consequentially lead to your chance being forfeited and offered to another candidate. Deferment of the course to another academic year is not allowed.

You must bring with you the original Certificate of Secondary Education Examination (C.S.E.E.) and /or Advanced Certificate of Secondary Education Examination (ACSEE) including birth certificate.

The Institute will also verify other material information given by you in the joining instructions.

You are also required to read carefully the Joining Instructions and fill in the required information in the provided forms and attach the specified attachments and three recent passport size photographs with blue background.

It should be noted that it is an offence to submit false information. In case of impersonation and falsification of documents discovered either at the stage of registration or afterwards will lead to automatic cancellation of admission. Then, this criminal offence will be reported to appropriate board for legal action.

Finally, I wish you happy and successful studies at this Institute.
Yours faithfully,

Damas A. Mwajanga,
Principal
Tanzania Institute of Rail Technology



TANZANIA RAILWAYS CORPORATION

TANZANIA INSTITUTE OF RAIL TECHNOLOGY



JOINING INSTRUCTIONS TO CERTIFICATE AND DIPLOMA PROGRAMMES FOR THE ACADEMIC YEAR 2023/2024

I am pleased to inform you that, you have been selected to pursue **Basic Technician Certificate/Ordinary Diploma** programme at Tanzania Institute of Rail Technology Tabora campus/Morogoro Campus. The duration of the course is One (1) year for Basic Technician Certificate and Two (2) years for Ordinary Diploma programmes.

1. LOCATION OF THE INSTITUTE

The Tanzania Institute of Rail Technology (TIRTEC) is comprised of two Campuses. The main Campus is located in Tabora township about 4.15 meters from Tabora Railways Station. Another Campus is located in Morogoro township in the premises of Tanzania Railway Corporation Complex Workshops.

2. BEGINNING OF ACADEMIC YEAR

The first semester begins on **16th October, 2023** and you are required to report at the Institute on **16th October, 2023** ready for the registration and 23rd October, 2023 for orientation. If you fail to report within two weeks from the day of reporting your offer will be taken by the reserve selected applicants.

3. CAUTION MONEY

Each student is required to pay **TZS. 20,000/=** as caution money which will be refunded to the student upon completing his/her course if not involved in any loss or destruction of the Institute property. Where losses/damages exceed the stated amount the student will be liable to pay for the difference.

4. STUDENT IDENTITY CARD

Each student is required to come with three coloured passport size photographs with blue background taken not earlier than six (6) months ago and pay **TZS. 10,000/=** for his/her identity card. Replacement of a lost identity card will be done only on payment of **TZS.10,000/=** and submission of police loss report to certify the lost identity card. Please take care of your identity card.

5. REGISTRATION DOCUMENTS

At the beginning of the course all students will be required to register. If you fail to register within two weeks after the beginning of the programme your offer will be offered to reserve selected applicants. During registration every student must produce his/her joining instructions together with the relevant **ORIGINAL** certificates of the previous schools/ colleges which he/she used to seek admission to the Institute for physical verification. Other documents to be produced include:- A dully filled **REG. 01, REG. 02, REG. 03, REG. 04** and all the receipts of the money paid to the Institute.

Checklist of documents to be submitted during registration:

- (a) Original/Photocopy of this joining Instructions;

- (b) Original Certificates of previous Schools/Colleges with one copy;
- (c) Acceptance of offer to join the institute (REG. 01);
- (d) Students declaration on institute rules and regulations (REG. 02);
- (e) Declaration for sponsorship (REG. 03);
- (f) Medical Examination form (REG. 04);
- (g) Admission letter;
- (h) Receipt of payment of Institute fees and
- (i) Original Birth certificate with one copy.

Note that, names appeared in the certificate of secondary education (Form four certificate) will be used for registration and not otherwise. The Institute will not entertain any change of names and other official details during registration and the entire period of the course. It is a criminal offence to submit false or forged documents. Any student who will submit false/forged documents his/her registration will be revoked and appropriate legal action will be taken accordingly.

6. STUDENTS ORGANIZATION MEMBERSHIP

Every students of Tanzania Institute of Rail Technology is a member of the Institute's students' organization (TIRSO). The membership fee is **TZS. 10,000/=** payable directly to the Institute each academic year.

7. MEDICAL EXAMINATION

You are required to undergo medical examination before registration. You must ensure that the doctor examines you and dully fills in the enclosed Medical Examination Form (REG. 04). The Institute recommends Medical Examination to be carried out by a Medical Officer of a Government Hospital.

8. STUDENT'S SPONSORSHIP

All students are under private sponsorship. Each student should have his/her own sponsor who will be responsible to pay all required institute payments as shown in the fee structure enclosed. The sponsor must fill in and submit sponsorship declaration form (REG. 03) before being registered. Sponsorship declaration form is enclosed.

9. FEES AND COSTS

The current institute fees and costs for private sponsored students for Basic Technician Certificate (NTA Level 4), Technician Certificate (NTA Level 5) and Ordinary Diploma (NTA Level 6) courses which may be paid in two installments are shown in the tables below:

Costs payable direct to the Institute by the sponsor

S/NO	DESCRIPTION	NTA LEVEL 4	NTA LEVEL 5	NTA LEVEL 6
1	Tuition fee	750,000.00	750,000.00	750,000.00
2	Registration fee	20,000.00	20,000.00	20,000.00
3	Caution Money	20,000.00	20,000.00	-
4	Accommodation fees	100,000.00	100,000.00	100,000.00
5	Student's Identity card	10,000.00	10,000.00	-
6	TIRTEC Examination fee	40,000.00	40,000.00	40,000.00
7	Library Membership fee	10,000.00	10,000.00	10,000.00
8	Certificates fee & Transcript	40,000.00	40,000.00	40,000.00
9	TIRSO Fee	10,000.00	10,000.00	10,000.00
10	NACTE Quality Assurance	15,000.00	15,000.00	15,000.00

11	Sport , Game & Recreation	10,000.00	10,000.00	10,000.00
	TOTAL	1,025,000.00	1,025,000.00	995,000.00

PAYMENTS IN INSTALLMENTS OF TUITION FEE AND OTHER EXPENSES

NTA LEVEL 4		NTA LEVEL 5		NTA LEVEL 6	
1st	2nd	1st	2nd	1st	2nd
Semester	Semester	Semester	Semester	Semester	Semester
525,000.00	500,000.00	525,000.00	500,000.00	500,000.00	495,000.00

Note:

The following fees are paid at entry level i.e. NTA Level 4 or 5

1. Caution money
2. Students' Identity Card

* Institute Hostels are in adequate and paid once in each academic year

* Students' meals are offered by the Third party

Other Costs payable direct to a student by the sponsor per each academic year

	Description	Amount (Tshs)
1	Medical fee (to only those without NHIF) paid cash to the Institute every academic year.	50,400.00
2	Meals	800,000.00
3	Field attachment allowance for two months (60 days) paid every academic year.	504,000.00
4	Book allowance (Paid every academic year)	100,000.00

Every student is required to pay fees first installment for Basic Technician Certificate (NTA Level 4) and Technician Certificate (NTA Level 5) amounting to **TZS.525,000/=** and Ordinary Diploma (NTA Level 6) is **TZS.500,000/=** for **Tuition fees and other payments to qualify for registration.**

A second Installment for Basic Technician Certificate (NTA Level 4) and Technician Certificate (NTA Level 5) is **TZS.500,000/=** and Ordinary Diploma (NTA Level 6) is **TZS.495,000/= for Tuition fees and other payments** which should be paid at the commencement of the second semester.

NB:

- (a) The Institute reserves the right to change or modify fees costs rate from time to time.
- (b) It is the responsibility of the student to ensure that fees and other costs (either in full amount or specified installments) are deposited timely to the institute through the provided control number.
- (c) Student will not sit for final examination at the end of each semester or be awarded a certificate by the Institute unless he/she has fully paid the relevant dues.
- (d) Paid fees are non- refundable.
- (e) Students who have no NHIF card they should pay cash **TZS.50,400/=** to the

Institute in order to process his/her NHIF card yearly. No student will be allowed to be registered without NHIF card or paid Tshs. 50,400/=. Note that, the Institute will not be responsible for medical treatment to any student who has no NHIF card.

10. MODE OF PAYMENT

Be notified that all payments should be made through control number, given to the student once reported at the institute in the required period.,

11. INSTITUTE STUDENTS' ACCOMMODATION:

Refrigerators, heaters and other electrical devices which may cause electric shock are strictly not allowed in hostels. He/she should bring the following for his /her own uses:

- (a) Two (2) bed sheets
- (b) One(1) blanket
- (c) One(1) ten liters bucket
- (d) One(1) mosquito net (4ft x 6ft)
- (e) One (1) pillow and one (1) pillow case

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 admitting the student to hostels and dismiss the students from the hostels after has proven that they have committed misconduct.

12. OTHER STUDENT REQUIREMENTS

Students are advised to come with all necessary items for their studies:

- (a) At least one pair of **blue overall** for students of Basic Technician Certificate in:
 - (i) Rail Track Technology.
 - (ii) Carriage and Wagon Technology and
 - (iii) Locomotive Engineering in Diesel Electrical.
- (b) At least one pair of **Industrial boots** for students of Basic Technician Certificate as listed in (a) above.
- (c) At least two pairs of **Industrial Gloves** for students of Basic Technician Certificate as listed in (a) above. .
- (d) Scientific calculator for all students.
- (e) One Geometrical set for all students.
- (f) Exercise books, pens, etc. for students.
- (g) Students are encouraged to participate fully in sports and games activities. The institute participates in various sports competitions such as football, netball, volleyball and other games. Students are advised to come with sport gear.

13. DISCIPLINE:

In accordance with the regulations the Institute will not hesitate to take disciplinary measures against anyone whose behavior is unbecoming to the community. Every new student must attend the orientation program as will be indicated in the Institute schedule and during this programme the students will be oriented to all institute rules and regulations. Ignorance of any rule, regulation or directive will not be accepted as a valid excuse in any way. The Institute authority reserves the right to the interpretation of its rules and regulations and the right to vary them as it may deem necessary.

14. SERIOUSNESS IN STUDIES:

You have been selected from among many Tanzanian applicants to pursue a course in this institute. You are therefore expected to do your best in your studies. Failure in academics will lead to discontinuation from studies.

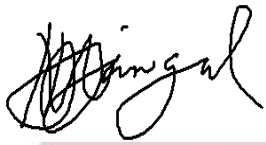
15. CAUTION:

Failure to register within the first two weeks starting from opening date shall lead to the cancellation of your admission.

16. CONCLUSION:

You have been admitted to this Institute for the prime purpose of learning technical skills for your benefit and the Tanzanian community as a whole upon completion of the course. Students are required to fill in all required forms (**REG. 01, 02, 03 and 04**) for registration and present it on the day of registration. Students who do not accept admission requirements as stipulated in this joining instruction are advised to reject this offer. Failure to accept an offer by not filling **REG. 01** will mean rejection of an offer.

YOU ARE WELCOME TO JOIN THE TANZANIA INSTITUTE OF RAIL TECHNOLOGY COMMUNITY (TIRTEC).



Damas A. Mwajanga,
Principal,
Tanzania Institute of Rail Technology

STUDENT
PASSPORT
SIZE
PHOTOGRAPH

ACCEPTANCE OF OFFER TO JOIN THE INSTITUTE

1. INSTRUCTIONS:

Read this form carefully and make sure that the contents are clear to you before filling it. Incomplete forms shall not be considered. Use capital letters to fill this form. Write your names as appeared in the certificate of secondary education (Form IV) and not otherwise.

2. PART I : STUDENT PARTICULARS:

SURNAME:..... MIDDLE NAME:
FIRST NAME..... MARITAL STATUS:
No. OF DEPENDANTS DATE OF BIRTH:
SEX:..... NATIONALITY:

PRESENT ADDRESS:

P.O. BOX TEL No
MOBILE: E-MAIL.....
FAX:..... STREET.....
TOWN..... VILLAGE.....
WARD..... DISTRICT.....
REGION.....

PERMANENT HOME ADDRESS:

P.O. BOX..... TEL No
E-MAIL:..... FAX.....
STREET..... TOWN:.....
VILLAGE..... WARD:
DISTRICT..... REGION:

FIRST NEXT OF KIN:

SURNAME..... MIDDLE NAME:
FIRST NAME..... P.O. BOX.....
TEL NO E-MAIL.....
FAX..... STREET.....
TOWN..... VILLAGE.....
WARD..... DISTRICT.....
REGION:

SECOND NEXT OF KIN:

SURNAME..... MIDDLE NAME:
FIRST NAME..... P.O. BOX
TEL NO..... E-MAIL.....
FAX..... STREET.....
TOWN..... VILLAGE.....
WARD..... DISTRICT.....
REGION:

I have read the institute's joining instructions and promise that I shall abide by them and therefore accept the offer to join the institute.

Students signature _____ Date: _____

3. STUDENT'S DECLARATION ON INSTITUTE RULES AND REGULATIONS:

As a student of this Institute you will be required to adhere to the Institute rules and regulations (By laws). They are short listed hereunder:

- (a) Examination Rule and Regulations
- (b) Students By-Laws;
- (c) Student Admission Guidelines
- (d) Library Policy and Procedures and other regulations that will be issued as deemed appropriate or necessary.
- (e) Regulations governing the use of workshops. 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.

The students shall be oriented to the above named regulations during orientation session.

I (Name of Student) DO HEREBY accept and promise to adhere to rules and regulations of the Institute as stipulated in this declaration form. Also I understand that any breaching of the rules and regulations stated therein will result in expulsion from the Institute.

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

.....
STUDENT'S SIGNATURE

PARENTS/ GUARDIAN/ SPONSOR DECLARATION FOR SPONSORSHIP:

We/I will sponsor Mr./Mrs./Miss.
 who has been selected
 for admission into
(Name of the
 programme selected at the Tanzania Institute of Rail Technology at Tabora
 campus/Morogoro campus.

We/I promise to pay all tuition fee and other payments indicated in fee structure on
 time as it shall deem necessary for the whole duration of the programme in
 compliance to the joining instructions.

However, do hereby confirm the acceptance of the above mentioned student to
 follow and adhere to Institute rules and regulations as stipulated in **student's
 declaration on institute rules and regulations (REG. 02)**. Also I understand that
 breaching of any of the rules and regulations 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)

CONTACT ADDRESS:

Telephone:

Mobile:

Telefax

E-mail

REQUEST FOR MEDICAL EXAMINATION

TO THE MEDICAL OFFICER

FROM: Tanzania Institute of Rail Technology

.....

P. O. Box 321,

.....

TABORA.

Mr. / Mrs. / Miss.:

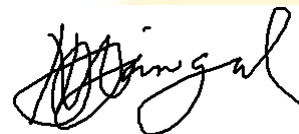
.....

Please examine the above named as to *his/her fitness for appointment/
re-engagement as a (Insert title of post).

On *Temporary / Permanent and pensionable terms.

Date: 11th July, 2023

Signature:

**I. PERSONAL HISTORY**Has the examinee suffered from any of the following? If yes indicate date and diagnosis.
If not write "NO" in appropriate space

- a) Tuberculosis.....
- b) Other respiratory diseases.....
- c) Cardiac diseases
- d) Gastro – intestinal disease
- e) Renal organist urinary disease
- f) Syphilis or Gonorrhea
- g) Emotional disease or psychosis
- h) Serious Injures
- i) Allergies

Any other medical/health problem apart from the above

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II. PHYSICAL EXAMINATION:

- a) Skin disease
- b) Eye diseases
- c) Ears (if any discharge)
- d) Mouth and throat
- e) Nose
- f) Respiratory system: any abnormality
- g) Cardiovascular system
- h) Pressure systolic
- i) Diastolic
- j) Heart: any murmur

III. LAB INVESTIGATIONS

- a) FBP
- b) LFT
- c) RFT
- d) CXR
- e) Abdm U/S
- f) Urinalysis
- g) Stool analysis

Designation: Qualification:

Date: Signature: