

MINISTRY OF WATER AND IRRIGATION WATER DEVELOPMENT AND MANAGEMENT INSTITUTE



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Date: 01 July 2010

Ref no: WDMI/A.140/7/29

TO:
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SUB: JOINING INSTRUCTIONS FOR ORDINARY DIPLOMA COURSE FOR YEAR 2010/ 2011 – PRIVATELY SPONSORED

I am glad to inform you that you have been selected for admission to this Institute where you will pursue a three-year **Ordinary Diploma Course in** (name of specialization) **Water Supply and Sanitation Engineering/ Hydrology and Meteorology/ Hydrogeology and Water-Well Drilling/ Water Laboratory Technology.**

If you complete successfully the first-year studies in 2010/11 you will attain the qualification of Basic Technician Certificate (NTA4) and will be promoted to undertake second-year studies in 2011/12. If you complete successfully the second-year studies in 2011/12 you will attain the qualification of Technician Certificate (NTA5) and will be promoted to undertake third-year studies in 2012/13. If you complete successfully the third-year studies you will attain the qualification of Ordinary Diploma (NTA6).

I congratulate you for meeting academic requirements for admission. I welcome you to the Institute. You will be required to fulfill other requirements in order to be eligible for registration as a student of this Institute. If you fail to fulfill any one of registration requirements, you will not be registered and therefore you will lose the right to be a student of this Institute.

Please read carefully the attached joining instructions and prepare well for complying with the instructions.

You are most welcome.

E. Z. Madiwa

Acting PRINCIPAL

Attachment: WDMI – OD - Admission - Joining instructions FY 2010/ 2011 – Privately Sponsored

WDMI – OD - ADMISSION - JOINING INSTRUCTIONS FY 2010/ 2011 – PRIVATELY SPONSORED

1. ACCOMMODATION:

If you have a generous economically well-off close relative who will offer you sufficient accommodation and other necessities you can choose to live off-campus. If that is not possible, you can choose to live in students' hostels within the Institute Campus and you will be required to pay a rent for the whole semester at the beginning of the semester equivalent to **TZS 500** per day. The Institute will provide you with a bed and a mattress. You will be required to come with the following items:

- o Pillow, Bed sheets and a Towel
- o Mosquito net
- o 10 and 20 litres buckets
- o Enough pocket money for personal expenses (e.g. for buying food and drinks, hygiene goods, stationery, etc)

A student who chooses to live off-campus must meet costs of commuting to the Institute and back to home every workday.

2. TUITION FEES

As a privately-sponsored trainee, you will be required to pay an annual tuition fee of **TZS 600,000** (Six hundred thousand) which will be used to cover training expenses. At least half of this amount of money (i.e. **TZS 300,000**) has to be paid at the beginning of the first semester. The rest has to be paid at the beginning of the second semester. Those who can afford can pay the whole amount at the beginning of the first semester.

3. GENERAL DRESSING

The Institute does not have a standard uniform dress. However students are required to dress respectably at all times when they are at the Institute and when going out under the name of the Institute in other formal academic activities such as study tours, field training, etc.

4. TRAVELLING COSTS

You will be paying for your travelling costs when coming to the Institute and during your vacations. For off-campus students, they will bear their day-to-day commuting costs from their residences to the Institute and back to their residences.

5. MEDICAL COSTS

The Institute has a dispensary that provides medical consultancies and treatment of common diseases. Students have to pay partially for medical services provided by this dispensary. Every student is required to pay **TZS 10,000** (ten thousand) at the beginning of the first semester and the same amount at the beginning of the second semester which is contribution toward cost of medical care. The money is **not refundable**. Any medical cases that cannot be attended by the Institute dispensary are referred to competent Government Hospitals in the City of Dares Salaam.

6. STUDY MATERIALS

Each student has to bear the costs of stationery materials; scientific calculator; laboratory, workshop or field studies clothing and footwear, etc. Students of Water Supply & Sanitation Engineering, Hydrology and Meteorology, and Hydrogeology & Water-Well Drilling should come with dark-blue overalls. Students of Water Laboratory Technology should come with white overcoats.

7. LIBRARY FEES

Students have to pay an annual library fee of **TZS 10,000** (Ten thousand) for Library membership. Access to the use of library facilities and services will strictly be limited to those who have paid this fee.

8. NACTE EXAMINATION FEES

The National Council for Technical Education (NACTE), which is the examining authority for all technical education institutions registered and accredited by NACTE, requires students registered for NACTE-accredited courses/ programmes to sit for a national examination at the end of every semester. Passing such an examination qualifies the student for promotion to undertake next semester or next year studies. An annual examination fee of **TZS 50,000** (fifty thousand) must be paid by each student at the beginning of the first semester.

9. CAUTION MONEY

This applies to new students. Each student shall be required to deposit **TZS 30,000** (thirty thousands) as a collateral security that shall be used to recover lost or damaged Institute property. This amount shall be reimbursed at the end of the course if the student committed no loss or damage.

10. IDENTITY CARD

This applies to all new students, and continuing students who need to replace the identity card. Each student shall be required to bring three recent passport size colour photographs, and to pay **TZS 5,000** (five thousand) for the production of the student's identity card. One of the photos shall be used in the ID card, and the rest shall be for other official uses.

11. STUDENTS' UNION MEMBERSHIP FEES

There is a students' union known as "**Water Development and Management Institute Students' Organisation**" (WADEMISO). Your registration as a student of this Institute entitles you to automatic membership to this student union. You shall, therefore, be obliged to contribute to this organization by paying a non-refundable membership fee of **TZS 5,000** (five thousands only) at the beginning of the first semester FY 2010/11 which is valid until completion of NTA6 studies and annual contribution of **TZS 5,000** (five thousands only) at the beginning of first semester in every year of study as annual contribution to WADEMISO. Annual contributions will continue in NTA5 and NTA6 studies.

12. REPORTING DATE

The orientation and registration week for 2010/2011 new students will start on the **2nd August 2010**. Off-campus students are required to report on **2nd August 2010**. In-campus students are required to report on **1st August 2010 (not earlier)**. First semester studies will begin on **9th August 2010**. You shall not be accepted at the Institute if you report later than **20th August 2010**. Your place will be given to someone else on the waiting list. If, for any reason, you decide or you are obliged by circumstances to postpone your registration to the subsequent year, put it clearly in writing at least one week before first semester studies begin. Failure to do that will result into loss of your place at this Institute.

13. SUMMARY OF COSTS TO BE MET BY EACH PRIVATELY-SPONSORED STUDENT:

A. MONEY TO BE PAID TO THE INSTITUTE (IN TANZANIAN SHILLINGS)

Cash will NOT BE accepted. Pay through the Bank to:

Name of Account: Water Development and Management Institute

Number of Account: 2251000004

Bank: NMB, Mlimani City Branch, Dares Salaam

Boarding Students		
	New Students	Continuing Students
First Semester		
Registration fees	10,000	0
Tuition fees	300,000	300,000
Sleeping accommodation - 500 TZS/bed/day × 7days/wk × 18wks/semester (new students) or [17 wks/semester (continuing students)]	63,000	59,500
Medical costs	10,000	10,000
Library fees	10,000	10,000
Examination fees	50,000	50,000
Caution money	30,000	0
Identity card	5,000	0
Students' union membership fee	5,000	0
Students' union annual contribution	5,000	5,000
Sub-total	478,000	434,500
Second semester		
Tuition fees	300,000	300,000
Sleeping accommodation - 500 TZS/bed/day × 7days/wk × 17wks/semester	59,500	59,500
Medical costs	10,000	10,000
Sub-total	369,500	369,500
Grand-total	847,500	804,000

Off Campus Students		
	New Students	Continuing Students
First Semester		
Registration fees	10,000	0
Tuition fees	300,000	300,000
Medical costs	10,000	10,000
Library fees	10,000	10,000
Examination fees	50,000	50,000
Caution money	30,000	0
Identity card	5,000	0
Students' union membership fee	5,000	0
Students' union annual contribution	5,000	5,000
Sub-total	415,000	375,000
Second semester		
Tuition fees	300,000	300,000
Medical costs	10,000	10,000
Sub-total	310,000	310,000
Grand-total	725,000	685,000

NB. Payments of fees and other financial dues to the Institute must be through the Bank. You must submit original pay-in slip of the Bank (duly signed, stamped and dated) as evidence that you have paid fees and other financial dues to the Institute through **the Bank**. Whichever Bank you use to deposit the money, payment should be in favour of Account Name: Water Development and Management Institute, Account Number: 2251000004, Bank: NMB, Mlimani City Branch, Dares Salaam. You can pay the annual fees and other financial dues at once at the beginning of the first semester or in two installments, the first at the beginning of the first semester, and the last at beginning of the second semester the as described in the joining instructions. **You will not be accepted if you do not submit the pay-in slip on the date you arrive at the Institute.**

B. MONEY TO BE PAID BY THE PARENT/ GUARDIAN/ SPONSOR TO THE STUDENT

The parent/ guardian/ sponsor should give the student sufficient money for meeting the following costs:

- o Study materials i.e. stationery supplies, scientific calculator, laboratory/ workshop/ field studies clothing, etc
- o Fare from home to Institute at beginning of semester 1 and 2 and back home at end of the semesters
- o Miscellaneous personal expenses

Description	New Students	Continuing Students
Meals - 5,000 TZS/day × 7 days/week × 35 weeks (new student) or [34 weeks continuing student]	1,225,000	1,190,000
Travelling costs - Home to the Institute and back home per semester × 2 semesters (estimated)	100,000	100,000
Industrial/ field practical training allowance - 6,000 TZS/day × 7 days/week × 10 weeks	420,000	420,000
Travelling cost to industrial/ field practical training attachment venue and back to the Institute (estimated)	100,000	100,000
Study materials - stationery supplies, scientific calculator, laboratory/ workshop/ field studies clothing, etc	100,000	100,000
Total	1,945,000	1,910,000

These amounts are only indicative. The parent/ guardian/ sponsor have the liberty to give the student larger amounts.

You are most welcome.

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