

TENGERU INSTITUTE OF COMMUNITY DEVELOPMENT

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Tengeru Institute of Community Development - TICD
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Joining Instructions

Please read the following instructions carefully and assure yourself of its understanding before you proceed to join the Institute for studies.

1. Introduction

The Tengeru Institute of Community Development (TICD) is a public Institution under the Ministry of Community Development Gender and Children. The Institute is situated on the slopes of Mt. Meru, 16 km from Arusha city centre, along the Arusha - Moshi - Dar es Salaam highway, 2.5 km off the road to the South. The climatic condition of the location of the Institute offers an ideal learning environment. With appreciably sufficient tree cover, typical of the North - Eastern highlands of Tanzania eco-system, and the fresh soothing breeze from Mt. Meru, the place is really one of the best learning environments found in the country. The famous Kilimanjaro Mountain, the highest peak of Africa is clearly visible from the Institute towering high in the sky, some 65 km to the east.

The area has extreme weather conditions at times extremely low temperatures (sometimes as low as 09 degrees C. at night), during the months of June - August following the March -May heavy rains, and hot, dusty seasons during the months of December-February, following the October mid November showers. Thus all the necessary precautions should be taken to meet the vagaries of those extremities.

With a student body of approximately 700, coming from all parts of the country, the Institute is a cross-cultural interaction facility that allows students to learn "other cultures," which is an essential facet to the skills development of community development workers.

The Institute has a fully operational dispensary to cater for minor health problems for the TICD Community. While more serious cases are referred to the District Hospital which is within a 2.5km reach. The attention of the fully equipped Regional Hospital is obtained in the heart of Arusha City, while the services of the referral hospital are available at the Kilimanjaro Christian Medical Centre (KCMC) in Moshi, some 65 km away.

2. Reporting at the Institute

- a) The Institute opens on 25th September, 2018 for Basic Technician Certificate NTA level 4, Technician Certificate NTA level 5 and Ordinary Diploma NTA level 6
- b) The Institute opens on 30th October, 2018, for all Bachelor programs students.

Selected students should report not later than fourteen (14) days from the day of opening the Institute. Those who will not have reported within the set time shall have their selection cancelled.

You shall be given a set of the Institute Rules and Regulations for Studentship. You are at liberty either to accept the Rules and Regulations, and therefore proceed with the registration formalities as students, or reject the Rules and Regulations, and surrender the offer for training to the Rector, so that another candidate can be considered for admission.

3. Payment of Fees

- Among other requirements no student will be registered before paying the relevant fees.
- No student will be allowed to attend classes or to sit for any tests or examinations if the tuition fee is not paid as required.
- Fees may be paid in full at one time, or in two installments of **60%** at the first installment and **40%** for the second installment. Find the fee structure on www.cdti.ac.tz
- Fees have to be paid through the Institute Bank Account **4081100129 NMB**, A/C Name: Tengeru Community Development Institute, or **0150405931600 CRDB** A/C name; Principal CDTI.

- It is in practice that Fees once paid are not refunded.
- 20,000/= Student organization should be deposited in A/C No 40802525069 NMB, A/C Name; Students Organization CDTI-SO.
- You will have to produce Bank pay-in-slip as evidence of payment of fees during registration.
- For those who shall be allocated to the on campus hostel shall pay hostel in the different pay-in-slips with tuition fees.
N.B: The Institute Fee Structure is attached.

4. Entry Requirement and Authenticity of Documents.

The burden of proof for the authenticity of documents submitted during applications process lies on applicant. TICD reserves the right at any time before or during the progress of your programme to revoke the admission and/or registration status should it be found that the applicant used false documents or does not meet our standards.

Verification of documents presented during application process is only the beginning of both internal and external verification process which is continuous throughout the duration of your programme.

If at any time it is discovered that an admitted/Registered student presented false document or the submitted document are below our standard as described in the invitation for application, TICD Reserves the right to cease the admission/Registration and if found that the violation of laws Country's law, the student will be open for prosecution.

In case of revocation of students' admission/Registration the said student will be inventible for any refund of the paid amount so far.

5. Registration

Registration takes place at the Institute premises only, and it has to be completed within the two weeks of reporting to the Institute. Failure to register during that period shall be interpreted as withdrawal from the course and shall therefore lead to cancellation of you selection and your position shall be offered to a needy qualified candidate.

During registration and as a necessary requirement of the registration process, you are required to produce the following documents.

- i. Original Academic Certificates and Transcripts with copies attached to registration form. (registration form can be downloaded from the Institute website www.cdti.ac.tz)
- ii. In-service (employee) students should submit a letter from their employer indicating they have been released to pursue the selected course of study. The letter must be produced at the time of registration
- iii. Original Admission letter sent to you by the Institute Authority.
- iv. Original bank pay-in-slip as evidence of fees payment.
- v. Dully completed and signed medical examination form, It has to be completed and signed by a Medical Practitioner of a Government Hospital/health Centre, or from a reputable Hospital/Health Centre. This form should be submitted during registration (you can download from the Institute website www.cdti.ac.tz)
- vi. Three (3) passport sizes colored photographs taken within the last two months.

Upon fulfilling all registration requirements, the student will be issued with a registration number from the office of Registrar. Moreover students can only be allowed to defer studies after completion of registration.

6. Students Health Insurance

Students' health contribution will be 50400/= per year. This is compulsory to all students. Health insurance cards will be provided to each student. For those with cards already will submit the copy during registration process for approval.

7. Meals Services

The Institute does not provide meals to students. Students buy their meals from the Institute Cafeteria, which is privately run and self service; this means students are advised to have enough money to sustain them for meals at the beginning, even if they have applied for Government loan.

8. Student's Organization

There is an Institute Students Organization (TICD - SO), to which all students are automatic members by admission and registration. It is an independent student's organization, which runs its affairs without much interference from Institute Management. Students are expected to contribute membership subscription and other fees to give it life and be able to perform its activities without much reliance on the Institute Administration. More information will be obtained from the office of the Organization (TICD-SO) itself.

9. Worship

The Institute recognizes the individual's right of worship. However, it does not have any facilities designated for that purpose. Students are therefore advised to use the facilities available for religious services outside the campus.

10. Communication

Students registered for a course of study at TICD are required to regularly consult notice boards designated for each Department as well as the Registrar's office. Students should also regularly consult the TICD website (www.cdti.ac.tz) for any information that may have a bearing on their studies or welfare. For internal communication, students are advised to use the communication module in their Student Information System (SIMS) accounts.

11. Student Accommodation

The Institute does not guarantee availability of hostel space for all students. To avoid inconveniences, students are advised to make their own arrangements for accommodation outside the Institute well in advance prior to commencement of the academic year. However, the Dean of student's office may assist students in securing accommodation in privately operated facilities.

12. Institute's Dress Code

The dress code is applicable to all students and is part of the Institute/government policy to provide and maintain high professional ethical standards of integrity and discipline on the campus. The dress

code must be adhered to, by every Institute student, all the time of his/her studies.

Skin tight or transparent clothes, Jeans with holes; Trousers hanging under the buttocks (Mlegezo); Tight trousers, skirts, blouses; Dress/skirts with excessive slit (mpasuo); Any dress that leaves the stomach, waist, breasts, chest, and/or back open; Shorts or skirts that do not cover the thighs when seated; see through clothes, mini-skirts, stomach-cuts, capped sleeves and sleeveless tops/vests/shirts, T-shirts, tracksuits, casual wear like kangas, head scarves; sports shoes, slippers, shorts and jewels/earrings for men are forbidden.

13. Discipline

Students are required to demonstrate good behavior within and outside the Institute. Students must follow the institute's rules, regulations and students bylaw.

Failure to observe and fulfill the Institute's rules, Regulation and students by laws will attract a disciplinary action which may include expulsion from the studies

14. General

Admission into a learning Institution is an important step towards the determination of your future life and aspirations. I believe that you will find this a memorable achievement, which you would like to pursue to success. In that spirit, I am confident that you will use all the time and resources at your disposal very effectively to make things happen, which will eventually shape your own image and that of your Country.

Once again, I am taking this opportunity to congratulate you on being admitted into Tengeru Institute of Community Development.