

THE UNITED REPUBLIC OF TANZANIA
MINISTRY OF LIVESTOCK AND FISHERIES
LIVESTOCK TRAINING AGENCY - LITA

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When replying please quote:



Veterinary Complex

131 Nelson Mandela Road

P.O.Box 9152,

15487 DAR ES SALAAM

Ref. No:

Date

.....
.....
.....

Dear Candidate,

RE: STUDENT'S JOINING INSTRUCTIONS FOR BOARDING/DAY STUDENTS - TEMEKE CAMPUS FOR THE ACADEMIC YEAR 2021 / 2022

1. I am glad to inform you that you have been selected by the Livestock Training Agency - LITA to study at **Temeke** Campus for **NTA LEVEL 4 to 6** course that will lead to **Ordinary Diploma in Veterinary Laboratory Technology**

2. **Please take note of the following:**

Date of Arrival:

Semester One academic calendar will start on **18/10/2021**. You are therefore required to report to the Campus you have been selected to join one or two days before beginning of an orientation week.

The *orientation week* will take place from **18/10 to 22/10/2021**. The last date to report to the campus is on **14/11/2021**.

Travel arrangements:

You are responsible to cover all logistics of your own travel expenses to and from the Campus.

3. **Location of the Campus**

The Campus is located at Veterinary Complex along Mandela road.

4. Financial Requirements to be met by students / Parents / Guardians as follows

i. **Tuition and joint examination fees**

| 1St year NTA Level 4 | | 2nd year NTA Level 5 | | 3rdyear NTA Level 6 | |
|------------------------------|---------------|-------------------------|---------------|------------------------|---------------|
| SEM I | SEM II | SEM I | SEM II | SEM I | SEM II |
| 675,500 | 630,000 | 715,000 | 705,000 | 715,000 | 705,000 |
| Joint examination fee | 50,000 | | 50,000 | | 50,000 |

NB: Joint examination fee must be paid before commencement of semester II of the respective academic year.

Tuition and joint examination fees MUST be paid in the respective semester through the **LIVESTOCK TRAINING AGENCY account using electronic control number which is provided by the respective campus. The Original Bank pay in slip** should be presented by the student upon arrival at the respective campus. No cash payments will be accepted.

NB: Accommodation spaces at campus hostels are **limited for male students**. Therefore each student is required to pay accommodation fee after securing the accommodation space upon arrival at the Campus. The accommodation fee is **122,500/= per academic year. The accommodation payment should be done through LIVESTOCK TRAINING AGENCY account using** an electronic control number to be requested from the respective campus using respective campus mobile phone numbers in **Appendix 1 below**.

ii. **Meal allowance**

Estimated meal allowance per each semester is Tsh. 600,000/= and should be paid directly to student Bank Account.

However, the stated amount for meal allowance is the minimum indicative figure.

NB: Student costs for medical, meal, transport, stationery and pocket money must be paid to **individual student Bank Account**.

iii. Student shall pay certificate and transcript fee as prescribed by NACTE upon completion of the course.

Note that:

1. Tuition fee is non-refundable to students whenever he / she fail to continue with the course.
2. Wrongly deposited meal allowances and Pocket Money to **LITA Account will be subjected to 10% deduction.**

5. MEDICAL EXPENSES

Medical expenses are not covered by the Institute. Each student MUST therefore process his/her own Health Insurance before reporting to the respective campus. For those who do not have NHIF medical coverage, can be processed at the campus level, whereby each student is required to report to the respective campus management with Tsh. 50,400/= for processing of his/her own NHIF-card.

NB: This amount i.e. Tsh. 50,400/= should NOT be deposited to LITA Account; student without 50,400/= or Health Insurance card will not be registered in any of LITA Campuses.

6. Other requirements:

- a) Pocket money to carter for incidental expenses such as medical care etc.
- b) Sports gear.
- c) Stationery i.e. exercises books, pen, pencil, ruler, calculator etc.
- d) Six (6) recently taken passport size photographs (Colored with blue background) for processing of identity cards and other official uses.
- e) Practical gear: Laboratory white overcoat, laboratory safety shoes and medical gloves.
- f) Medical examination report (From Government hospital) **Appendix 3**

7. Accommodation:

The Campus provides a room with bed and mattress only. Other items associated with accommodation (as in **6 (b)** above) are met by the student. Students are advised to equip themselves with heavy clothing and blankets in case of cold weather. Electrical appliances (heaters, cookers and irons) are strictly not allowed in hostels. Ironing is allowed in the laundry room only.

8. Discipline:

Every student must abide to the rules and regulations of the Campus. **See Appendix 2**

9. Registration documents

Each student must present original documents (i.e. Birth Certificate, Leaving Certificate and **Academic certificates**) at registration. **Failure to** which the student **will not be admitted**.

10. Education for self-reliance:

In accordance with the LITA objectives, every student is required to participate fully in various production activities at his/her respective Campus.

Lastly, on behalf of LITA, I wish you a safe journey and success in your studies at ***Temeke Campus***.

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For CHIEF EXECUTIVE OFFICER LITA

Appendix 1.**LITA Campuses Phone Numbers**

| Campuses | Mobile phone No.1 (Accounts) | Mobile phone Head office | Mobile phone Academics |
|-----------------|---|-------------------------------------|-----------------------------------|
| Tengeru | 0734293405 | 0734293406 | 0734293407 |
| Mpwapwa | 0762066759 | 0762422070 | 0659727926 |
| Morogoro | 0713599371 | 0621128339 | 0765126225 |
| Madaba | 0763643157 | 0620272580 | 0764573807 |
| Buhuri | 0755919724 | 0757954229 | 0713677469 |
| Mabuki | 0767495481 | 0787482823 | 0712946724 |
| Temeke | 0787770077 | 0768098723 | 0765172297 |
| Kikulula | 0764227584 | 0762249190 | 0767835237 |

Appendix 2
Rules & Regulation

2 Lecture and Practical Sessions:

- 2.1 All lectures and practical sessions are compulsory; and punctuality must be observed at all times. It will be up to the student to produce supporting document(s) in case of lateness or absenteeism. A student reporting late for lectures or practical session will not be allowed to join the ongoing lecture / practical so as to avoid disturbance (Refer to disciplinary code and penalties 7.1)
- 2.2 All students must report to the Warden / Matron/ Head of student Affairs office on the date of arrival and departure, for semester breaks and leave of absence. Students reporting late to the Campus without proper reason will have violated this rule and will be reprimanded accordingly.
- 2.3 Each student must participate fully in all production activities and any other compulsory activities during his/her stay at the campus.
- 2.4 Each student is expected to fully participate in sports, games, and social activities. It will be the responsibility of the student to take care and use of the borrowed sports gears/games equipment and facilities as expected.
- 2.5 Smoking in public premises is prohibited.
- 2.6 Unnecessary noises are not allowed in the Campus premises.
- 2.7 Cleanliness and appropriate clothing must be observed at all times.

Inappropriate clothing include:-

- Sandals /slippers,
- Boots worn inappropriate place
- Shorts, pants
- Unbuttoned shirts
- High and short clothes
- Tight trousers and dresses
- Peddo
- High heel shoes

- 2.8 Cleanliness in and around classroom, dormitories, compounds etc. is the responsibility of students.
- 2.9 Mobile phones should be switched off during theory / practical sessions while Mobile phones and smart watch strictly prohibited during examinations.

3 Hostels:

- 3.1 Students are responsible for the cleanliness of the hostels and their surroundings.
- 3.2 Students are not allowed to enter rooms of fellow students of the opposite sex at all times.
- 3.3 Students are prohibited from allowing visitors into their rooms.
- 3.4 Electrical appliances e.g. TVs, record players, ironing and cooking devices are not allowed in dormitories.

- 3.5 Musical instruments and radio can only be used during free time up to 10.00 pm. The volume should be low at all times.
- 3.6 Intoxicating drinks/drugs and weapons are prohibited.
- 3.7 Fittings and installations should not be tampered with and must be left intact.
- 3.8 Boarding students are not allowed to be outside the Campus compounds after 7.00 pm during week days and 9:00 pm. during week ends and holidays.

4 General:

- 4.1 Visitors can only be entertained in the students' common room/entertainment areas up to 6.00 pm within the campus premises.
- 4.2 All students are responsible for the proper care and use of equipment issued during training and any other public property. Examples of misuse include, leaving lights or water taps on, damage of government properties like chairs, glass windows, doors, books, bicycles etc.
- 4.3 Drunken behavior and misuse of drugs are not allowed in the Campus premises.
- 4.4 Possession of any drugs and medicines without any valid prescription from a physician is prohibited.
- 4.5 Students will have to seek for permission when leaving the campus for medical or any other matters.
- 4.6 Abusive language; verbal, non-verbal or written is prohibited at all times.
- 4.7 Pregnancy during training is not allowed. Pregnant students shall postpone the course for two years, and automatically loses the government sponsorship.
- 4.8 Male student responsible for pregnancy of female student shall be liable to same treatment in 4.7 above.
- 4.9 Abortion during training is not allowed and is a criminal offence.
- 4.10 Sexual harassment, rape and or sex-torsion is a criminal offence.
- 4.11 Fighting and or causing bodily injury is prohibited and is a criminal offence.
- 4.12 Theft is prohibited and is a criminal offence.
- 4.13 Assault by a student to a staff member or a member of his/her family is prohibited and is criminal offense.
- 4.14 Staff quarters and staff common rooms are out of bound to all students at all times unless on specific authorization by the Warden/Matron with exception of student leaders on specific duty.
- 4.15 Any social religious functions and meetings should be channeled through the Warden/Matron and approved by the Campus Manager

- 4.16 Any student who is proved to collaborate with another student in the commission of an offence or makes conditions for the offence or makes conditions conducive for offence shall be regarded as having also committed an offence and shall be punished accordingly.
- 4.17 Insubordination is prohibited.
- 4.18 Involvement in riots and unlawful demonstrations are prohibited
- 4.19 Riots, strikes, unlawful demonstrations are prohibited and any student who is proved to be ring leader shall be liable to severe punishment.

Appendix 3
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REQUEST FOR MEDICAL EXAMINATION

PART A

TO: THE MEDICAL OFFICER

FromCampus

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RE: MEDICAL EXAMINATION FOR

Please examine the above named student for *his/her fitness to attend course of study at Livestock Training Agency Campus.

Date.....

Signature.....

For **CEO LITA**

PART B

MEDICAL CERTIFICATE

(To be completed by a Medical Officer)

I have examined the above and consider *her/him physically fit/unfit for studies at Livestock Training Agency

Name of the Medical Officer

Signature.....

Designation.....

Official stamp



Date.....

Station.....

*Delete as necessary

Note: Medical Examination should be exhaustive by specifying systems/condition/disease/allergic reaction to be examined.