

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

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When replying please quote:



Livestock Training Agency
P. O. Box 2866,
DODOMA
Date

Ref. No:

Dear Candidate,

**RE: JOINING INSTRUCTIONS FOR BOARDING/DAY STUDENTS, FOR THE ACADEMIC YEAR 2023/
2024**

1. I am glad to inform you that you have been selected by the Livestock Training Agency - LITA to study at Campus for **NTA LEVEL 4 to 6** course that will lead to **ORDINARY DIPLOMA IN ANIMAL HEALTH AND PRODUCTION**.

2. Please take note of the following instructions:

Date of Arrival:

Semester One academic calendar will start on **16/10/2023**. 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 16/10 to 20/10/2023*. The last date to report to the campus is on **13/11/2023**.

Travel arrangements:

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

3. **Location of the Campuses**

LITA Campuses are located in different agro-ecological zones as follows

- | | |
|-------------|--|
| 1. Tengeru | Arumeru district – Arusha (Northern Zone) |
| 2. Mpwapwa | Mpwapwa district – Dodoma (Central Zone) |
| 3. Morogoro | Morogoro Municipal (Eastern Zone) |
| 4. Madaba | Madaba district - Ruvuma (Southern Highlands Zone) |
| 5. Buhuri | Tanga Municipal (North Eastern Zone) |
| 6. Mabuki | Misungwi district – Mwanza (Lake Zone) |
| 7. Kikulula | Karagwe district – Kagera (Lake Zone) |

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

Table 1: Fee structure for animal Health and Production and Range Management & Tsetse control Programs

Installments	NTA Level 4		NTA Level 5 & 6	
	Tuition Fee	Accommodation	Tuition Fee	Accommodation
Semester I	600,000.00	61,250.00	600,000.00	61,250.00
Semester II	385,000.00	61,250.00	510,000.00	61,250.00
Grand Total	1,107,500.00		1,232,500.00	

Tuition and accommodation 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 on arrival at the respective campus. No cash payments will be accepted. **Fee must be paid in two/four instalment as indicated in the table below.**

Table 2: TUITION FEES PAYMENT SCHEDULE

Course Type		SEMESTER I		SEMESTER II		
Animal Health & Production and DRMTC Courses	Level of Study	Phase One by Nov	Phase Two by Jan	Phase Three by May	Phase Four by June	Total
	NTA Level 4	400,000.00	200,000.00	400,000.00	107,500.00	1,107,500.00
	NTA Level 5/6	400,000.00	222,500.00	400,000.00	210,000.00	1,232,500.00

Table 3: Fees paid directly to the student by the sponsor/parents/ guardians (These are indicative fees that the sponsor may wish to pay) for NTA Level 4 – 6

S/No	Direct cost payable to the students	Tanzanian (Tshs.)			Foreigners (USD)
		Semester I	Semester II	Sub Total	
1.	Meal allowance	1,190,000.00	1,190,000.00	2,380,000.00	5,950
2.	Book and stationery allowance	120,000.00	-	120,000.00	300
3.	Field practical cost (For NTA Level 5 and 6)	560,000.00	-	560,000.00	1400
4.	Course requirements	60,000.00	-	60,000.00	150
5.	Medical Expenses(NHIF)	50,400.00	-	50,400.00	126
	Grand Total	1,980,400.00	1,190,000.00	3,170,400.00	8,232

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 payment should be done through LIVESTOCK TRAINING AGENCY account using** an electronic control number which can be requested from the respective campus using respective campus mobile phone numbers in **Appendix 1 below**.

- i. **Direct student cost for meal, medical, stationery, field practical, course requirements and accommodation – Table 3 above.** Estimated **Direct student cost** for meal, medical, stationery, field practical, course requirements and medical **should be paid directly to student Bank Account. However, students are encouraged to apply for loan through loan board.**

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

- ii. Student shall pay fee for certificate and transcript as may be prescribed by NACTVET/LITA 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 **direct student cost** to **LITA Account will be subject 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: The amount of Tsh. 50,400/= for processing of NHIF-card 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) Bedding materials: bed sheets, blankets, pillow, mosquito net and pillow cases.
- b) Sports gear.
- c) Stationery i.e. exercises books, pen, pencil, ruler, calculator etc.
- d) Six (6) recent passport size photographs (Colored with blue background) for processing of identity cards and other official uses.
- e) Practical gears: **White Gumboots**, overall – blue colour/light blue/green, white overcoat, stethoscope, thermometer,
- 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 (a)** 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**.

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 Certificate 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 **LITA** Campuses.

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	0783982122	0752918942, 0756727405, 0733370950	0763890510
Mpwapwa	0756074967, 0712898394	0733198144, 0754746782	0762066759, 0620365734
Morogoro	0713599371	0762422070	0752185594
Madaba	0754772375	0733344944, 0765126225	0764573807
Buhuri	0755061343, 0713501781	0733333947, 0718266587, 0693159423	0672924129, 0754799293
Mabuki	0767495481	0733333218, 0713677469, 0689333091	0713677469
Temeke	0787770077	0763320080	0765763339
Kikulula	0764227584	0754768877	0767835237, 0716070207

Appendix 2 Rules & Regulations

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 strictly 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 weekends 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 commitment 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

From Campus

.....
.....

RE: MEDICAL EXMINATION 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)

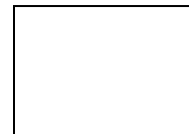
I have examined the above and consider *her/him physically fit/unfit for studies at Livestock Training Agency

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.