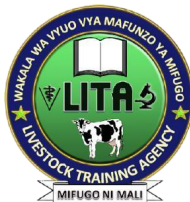


THE UNITED REPUBLIC OF TANZANIA
MINISTRY OF LIVESTOCK AND
FISHERIES
LIVESTOCK TRAINING AGENCY - LITA

Telegram: "Mifugo"
Phone: 2833479
Email: lita.hq@lita.go.tz
Website <http://www.lita.go.tz>
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 2024/
2025**

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

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

Date of Arrival:

Semester One academic calendar will start on **07/10/2024**. You are therefore required to report to the Campus you have been selected to join one or two days before the beginning of an orientation week. The orientation week will take place from **07/10 to 11/10/2024**. The last date to report to the campus is on **30/10/2024**. **Late comers will not be accepted, and vacancies will be replaced by candidates from the waiting list.**

Travel arrangements:

You are responsible for covering all logistics of your 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) |
| 8. Temeke | Temeke District - Dar es Salaam (Eastern Zone) |

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

Table 1: Fee structure

Na.	Course Type	Mode of Study	Level of Study	Tuition fee	Accommodation	Total
1	Animal Health & Production and DRMTC Courses	Boarding	NTA Level 4	990,000	122,500	1,112,500
			NTA Level 5/6	1,105,000	122,500	1,227,500
		Day	NTA Level 4	990,000	-	990,000
			NTA Level 5/6	1,105,000	-	1,105,000
2	Veterinary Laboratory Technologies Course	Boarding	NTA Level 4	1,190,000	122,500	1,312,500
			NTA Level 5/6	1,305,000	122,500	1,427,500
		Day	NTA Level 4	1,190,000	-	1,190,000
			NTA Level 5/6	1,305,000	-	1,305,000

Tuition and accommodation fees MUST be paid in the respective semester through the **LIVESTOCK TRAINING AGENCY** account using an **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 installments as indicated in the table below.**

Table 2: Tuition Fees Payment Schedule

Na.	Course Type	Mode of Study	Level of Study	Phase One by Nov	Phase Two by Jan	Phase Three by May	Phase Four by June	Total
1	Animal Health & Production and DRMTC Courses	Boarding	NTA Level 4	400,000	200,000	400,000	112,500	1,112,500
			NTA Level 5/6	400,000	222,500	400,000	205,000	1,227,500
		Day	NTA Level 4	400,000	200,000	390,000	-	990,000
			NTA Level 5/6	400,000	200,000	400,000	105,000	1,105,000
2	Veterinary Laboratory Technologies Course	Boarding	NTA Level 4	400,000	200,000	400,000	312,500	1,312,500
			NTA Level 5/6	400,000	322,500	400,000	305,000	1,427,500
		Day	NTA Level 4	400,000	200,000	400,000	190,000	1,190,000
			NTA Level 5/6	400,000	200,000	400,000	305,000	1,305,000

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/N	Direct cost payable to the students	Tanzanian (Tshs.)			Foreigners (USD)
		Semester I	Semester II	Sub Total	
1.	Meal allowance	1,190,000	1,190,000	2,380,000	5,950
2.	Book and stationery allowance	120,000	-	120,000	300
3.	Field practical cost (For NTA Level 5 and 6)	560,000	-	560,000	1400
4.	Course requirements	60,000	-	60,000	150
5.	Medical Expenses(NHIF)	50,400	-	50,400	126
	Grand Total	1,980,400	1,190,000	3,170,400	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’s Bank Account. However, students are encouraged to apply for loan through loan’s board.**

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

- ii. New entrants for NTA level 5/6 will have to pay NACTVET verification fee Tsh. 10,000.
- iii. 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 fails 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.

The management insists for those who do not have NHIF medical coverage to process NIDA ID for easy processing of health insurance on arrival at the respective Campus.

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 gears.
- 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 – dark blue colour, white overcoat, stethoscope, thermometer
- f) Medical examination report with official stamp (From Government hospital only) - **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, hair dryers and irons) are **strictly prohibited 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	0762066759	0733198144, 0754746782	0753210184, 0765939394, 0759343121
Morogoro	0713599371	0762422070 0783750184	0752185594 0657481242
Madaba	0754772375	0733344944, 0765126225	0764573807 0752304676
Buhuri	0766346896	0733317947, 0755061343	0672924129,
Mabuki	0613140953	0733333218, 0713677469, 0689333091	0625812664
Temeke	0787770077	0763320080	0769870762
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 in inappropriate place
 - Shorts, pants
 - Unbuttoned shirts
 - High and short clothes
 - Tight trousers and dresses
 - Peddo
 - High heel shoes
 - Tight trousers
- 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:

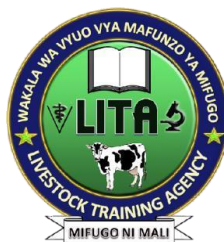
- 3.1 **Students are responsible for the cleanliness of the hostels and their surroundings.**
- 3.2 Students are not allowed to enter rooms of fellow students of the opposite sex at all times.
- 3.3 **Students are strictly prohibited from allowing visitors into their rooms.**
- 3.4 Electrical appliances 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 public 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 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 offense 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
 THE UNITED REPUBLIC OF TANZANIA
MINISTRY OF LIVESTOCK AND FISHERIES
LIVESTOCK TRAINING AGENCY - LITA



MEDICAL EXAMINATION FORM
(To be completed by a Medical Officer)

PART A: BIODATA

First Name Middle name Surname.....
 Age..... Sex Marital Status.....
 Home Address: Village Ward.....
 District..... Region

PART B: PERSONAL HISTORY

Is the examinee suffering from any of the following? Indicate Yes or No. If Yes give the results:

- | | |
|--------------------------------|--|
| 1. Tuberculosis | 14. Epilepsy |
| 2. Pneumonia | 15. Any other serious disorder..... |
| 3. Pleurisy | 16. Serious accidents..... |
| 4. Asthma..... | 17. Major or Minor Operation..... |
| 5. Rheumatic fever..... | 18. Malaria/other tropical Diseases..... |
| 6. Allergic disorder..... | 19. Gynaecological disorder..... |
| 7. Heart disease..... | 20. Anemia..... |
| 8. Gastric or duodenal..... | 21. Skin diseases..... |
| 9. Recurrent indigestion | 22. Ear, Nose/Throat Disorder..... |
| 10. Jaundice..... | 23. Eye disorder..... |
| 11. Dysentery..... | 24. Psychiatric..... |
| 12. Varicose Veins..... | 25. Deformity |
| 13. Diabetes..... | |

PART C: PHYSICAL EXAMINATION

Height..... Weight BP: /.....

HB:RBG: Cardiovascular System:

Urine Analysis:

Stool analysis: Special emphasis on Hookworm or Bilharzia

- a) Neutrophils..... c) Basophiles..... e) Monocytes.....
- b) Eusinophils..... d) Lymphocytes..... f) ESR.....

Serology: Widal test..... VDRL.....

Pregnancy Test (Female only)Hepatitis B:

PART D: CONCLUSION

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.....