

THE UNITED REPUBLIC OF TANZANIA



MINISTRY OF MINERALS MINERAL RESOURCES INSTITUTE

P. O. Box 1696, Dodoma

Tel: +255 26 2300472

Fax: +255 26 2963003

E-mail: principal@mri.ac.tz

Website: www.mri.ac.tz



JOINING INSTRUCTIONS

Academic Year 2017/2018

**JOINING INSTRUCTIONS FOR A DIPLOMA COURSE FOR THE ACADEMIC YEAR
2017/2018**

(Please tick where appropriate)

1. **Geology and Mineral Exploration** { }
2. **Mining Engineering** { }
3. **Mineral Processing Engineering** { }
4. **Petroleum Geoscience** { }
5. **Environmental Engineering and Management in Mines** { }
6. **Land and Mine Surveying** { }

Dear Mr. /Miss.....

I am glad to inform you that you have been selected for admission to the Mineral Resources Institute where you will pursue a three year diploma course in the selected course above. Your actual admission will be subject to accepting and fulfilling the following conditions:

1. TRAVELLING COSTS

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

2. ACCOMODATION

Hostel accommodation services are available at the MRI premises. Interested students are required to apply for the services and the allocation will base on the “**first come first served**”.

The application form for accommodation services is attached to this document (**MRI FORM No. 6**). Students are also allowed to stay off-campus, especially those from Dodoma or those who can easily acquire accommodation through their relatives who live in Dodoma Municipality.

3. MEAL ALLOWANCES

Meal services is available at Institute’s Cafeteria. However, a student will incur his/ her own cost for this service. We advise parents, guardian or sponsor that meal allowances should not be less than **Tshs. 6,000/=** per day per student.

4. MEDICAL COSTS

Students have to pay an annual fee of **TShs. 40,000/=** for medical contribution. Access to the use of dispensary services which is available at Institute will strictly be limited to those who have paid this fee. The Institute will assist transport to patients intending to see physicians within the Dodoma Municipality. No health insurance identity cards are accepted.

5. STUDY MATERIALS

Stationery materials, scientific calculator, laboratory/ workshop/ field study, clothing and footwear etc will bear your own expenses.

6. PERSONAL EXPENSES

You have to come with enough pocket money for your miscellaneous expenses during your stay at the Institute.

7. LIBRARY FEES

Students have to pay an annual fee of **TShs. 5,000/=** for library membership. Access to the use of library facilities and services will strictly be limited to those who have paid this fee.

7. CAUTION MONEY

Each student shall be required to deposit **Tshs. 10,000/=** (Ten 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 no loss or damaged was committed by the student.

8. IDENTITY CARD

Each student shall be required to bring three recent passport size photos with blue background, and to pay **Tshs. 10,000/=** (Ten Thousands only) for the production of the student's identity card.

9. INDUSTRIAL PRACTICAL TRAINING EXPENSES

In each end of semester II, there will be an Industrial Practical Training for the period of 30 days up to 56 days (depending on the program). You have to prepare enough pocket money for your miscellaneous expenses (meal and accommodation) during your Industrial Practical Training.

10. TRAINING AND AWARDS.

Academic year consists of two semesters of seventeen (17) weeks each. The Industrial Practical Training (IPT) will be conducted at the end of each second semester. The Diploma course will be conducted in three years with optional exit points after each of the 1st and 2nd academic years and successful candidates will be given National Technical Awards (NTA) Level 4 – Basic Technician Certificate and NTA Level 5 – Technician Certificate respectively. NTA Level 6 – Ordinary Diploma will be awarded in the 3rd year. Sponsors are requested to meet training costs of each semester such as Tuition fees, Examination fees, Field excursions and Industrial practical training etc.

11. STUDENT'S UNION MEMBERSHIP FEES

There is a students' union known as Mineral Resources Institute Students Organization (MRISO). Your registration as a student of this Institute entitles you to automatic membership to this student union as well. You will, therefore, be obliged to contribute to this organization by paying a non-refundable fee of Tshs. 10,000/= (Ten thousands only for membership fee and annual subscription fee). For the second and third year, payment will be for annual subscription fee of Tshs. 10,000/= (Ten thousand only) paid at the beginning of each new academic year.

12. DEPARTMENTAL REQUIREMENTS

You must bring the under mentioned Personal Protective Equipments (PPE) for your safety during practical, field excursions and Industrial Practical Training:

- A pair of Safety Boots
- Helmet (Hard Hat)
- Reflector Cloth
- Reflective Coverall (Overall)
- Safety Glasses
- Raincoat

Sample of PPEs



Safety Boots



Hard Hat



Safety Glasses



Reflector Cloth



Reflective Coverall



Raincoat

NOTE: You are supposed to declare the above mentioned requirements during your registration. No registration will be granted in the absence of either of the above mentioned requirements. You will be prohibited to attend any practical, field excursion or Industrial Practical Training unless you wear PPEs. SAFETY FIRST!!!!

13. REPORTING DATE

The reporting date is on **Tuesday 2nd January, 2018**. If for any reason, you choose to postpone your admission to next academic year, put it into writing at least one week before the reporting date. Failure to do so will result into an automatic loss of your place at this Institute. Postponement of admission is allowed once i.e. one academic year. All correspondences should be addressed to the Principal.

14. PRE-ADMISSION FORMS

Make sure that the attached forms are dully filled in. Your registration to the Institute will be subject to having completely filled these forms:

MRI Form No. 2



MINISTRY OF MINERALS MINERAL RESOURCES INSTITUTE

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Email: principal@mri.ac.tz/registrar@mri.ac.tz

FOR FIRST YEAR STUDENTS

SNo.	Fee Item	Semester I	Semester II	Total Cost
1.	Tuition Fee (NMB)	150,000.00	150,000.00	300,000.00
2.	Registration Fee (NMB)	20,000.00	-	20,000.00
3.	Examination Fee (CRDB)	50,000.00	50,000.00	100,000.00
4.	Caution Money (CRDB)	10,000.00	-	10,000.00
5.	Library Fee (CRDB)	5,000.00	-	5,000.00
6.	Identity Card (CRDB)	10,000.00	-	10,000.00
7.	MRISO Fee (CRDB)	10,000.00	-	10,000.00
8.	Sports and Games Contribution (CRDB)	10,000.00	-	10,000.00
9.	Medical Contribution (CRDB)	20,000.00	20,000.00	40,000.00
10.	Prospectus Contribution (CRDB)	25,000.00	-	25,000.00
11.	Accommodation (NMB)	50,000.00	50,000.00	100,000.00
12.	NACTE Quality Assurance Fee (CRDB)	15,000.00	-	15,000.00
Total		375,000.00	270,000.00	645,000.00

NOTE:

- *For semester I, students are supposed to pay a lump-sum of 170,000/= to NMB bank Account and a lump-sum of 155,000/= to CRDB bank account and not otherwise,*
- *For semester II, students are supposed to pay a lump-sum of 150,000/= to NMB bank Account and a lump-sum of 70,000/= to CRDB bank account and not otherwise,*
- *Accommodation fee (50,000/=) will be paid after being offered a room at the Institute Hostel during registration for each semester.*

FOR SECOND AND THIRD YEAR STUDENTS

SNo.	Fee Item	Semester I	Semester II	Total Cost
1.	Tuition Fee (NMB)	150,000.00	150,000.00	300,000.00
2.	Examination Fee (CRDB)	50,000.00	50,000.00	100,000.00
3.	MRISO Fee (CRDB)	10,000.00	-	10,000.00
4.	Sports and Games Contribution (CRDB)	10,000.00	-	10,000.00
5.	Medical Contribution (CRDB)	20,000.00	20,000.00	40,000.00
6.	Accommodation (NMB)	50,000.00	50,000.00	100,000.00
7.	NACTE Quality Assurance Fee (CRDB)	15,000.00	-	15,000.00
Total		305,000.00	270,000.00	575,000.00

Mode of Payment:

Payments shall be made via **CRDB A/C 01J1082316900** of Madini Institute-Dodoma and **NMB A/C 50501000116** of Mineral Revenue Collection Account respectively as shown in each item in fee structure tables. **NO CASH AMOUNT** shall be received. The **original Bank** and copy of receipt of payment shall be submitted to Admissions Office – MRI during registration.

Note:

- (1) Accommodation (Hostel) fee of Tshs. 50,000/= per Semester must be paid at the beginning of each semester for those who will be offered an accommodation via **NMB A/C 50501000116** of Mineral Resources Revenue Collection Account.
 - Please **DO NOT PAY THE HOSTEL FEE** before being offered an accommodation.
 - Furthermore, do not deposit any amount of money out of the descriptions above e.g. Pocket money, etc because will not be refundable.
- (2) Students are required to pay their fees in full at the beginning of each semester before undertaking any studies and/or occupying a room in the Hostel. Part payment of fee is not allowed and no receipt shall be given to those who will pay **PART OF** Semester fee.
- (3) The fees once paid to the Institute are not refundable or transferable under any circumstances.
- (4) Fee can be reviewed from time to time depending on the change in training costs without prior notes.
- (5) **NO CASH AMOUNT** shall be received. The original Bank receipt of payment shall be submitted to Registrar of Students – MRI during registration.

NB: The fees once paid to the Institute are not refundable or transferable under any circumstances.

MRI Form No. 3

MINISTRY OF MINERALS
MINERAL RESOURCES INSTITUTE

STATEMENT OF AKNOWLEDGEMENT AND COMMITMENT BY PROSPECTIVE
STUDENT

1. I acknowledge receipt of the joining instructions and confirm my acceptance of study at the Mineral Resources Institute.

2. I accept registration to the Ordinary Diploma course in: *(Tick applied course for training)*.
 - a) Geology and Mineral Exploration []
 - b) Mining Engineering []
 - c) Mineral Processing Engineering []
 - d) Petroleum Geoscience []
 - e) Environmental Engineering and Management in Mines []
 - f) Land and Mine Surveying []

3. I confirm that my admission to the Mineral Resources Institute is on the understanding that I will complete the course I have been registered for, unless required otherwise by the Institute.

4. I confirm that during my course of study, any contributions to study costs will be paid by my; parent guardian sponsor *(please tick where appropriate)*

5. I understand that I shall be required to promise solemnly to seek the truth, to study diligently, to live circumspectly, to obey the Principal of the Institute and those to whom my obedience is required, to comply with the Rules and Regulations of the Institute, and in all situations, to uphold a positive image of the Institute to the public.

Names (in capital letters).....

Date.....

Signature

MINISTRY OF MINERALS
MINERAL RESOURCES INSTITUTE

PRE-ADMISSION FORM FOR THE 2017/2018 ACADEMIC YEAR

INTRODUCTION:

I: You will be admitted at the Mineral Resources Institute after filling in this form and fulfilling or promising to fulfill the conditions specified on this form.

PERSONAL PARTICULARS

1. NAME (SURNAME):
MIDDLE NAME(s)
FIRST NAME:
DATE OF BIRTH: ____/____/____ (dd/mm/yy)

SEX: Male
Female

2. FORM IV CERTIFICATE INDEX NUMBER.....YEAR.....
3. O-LEVEL SECONDARY SCHOOL COMPLETED.....
4. FORM VI CERTIFICATE INDEX NUMBER.....YEAR.....
5. A-LEVEL SECONDARY SCHOOL COMPLETED.....
6. COURSE SELECTED FOR:
7. PERMANENT HOME ADDRESS (PLACE OF RESIDENCE)
.....
.....
VILLAGE / STREET.....
MOBILE NO.
Email:

II. Conditions for admission and study at the Institute

You are being admitted to the Mineral Resources Institute on the following conditions:

1. That you will abide with the Institute authorities' lawful orders and regulations and amendments made to the regulations. Neither will you interfere, in any way, in the general management of the Institute.
2. That you will not, under any circumstances, disrupt or encourage others to disrupt Institute's activities both academic and non-academic, (e.g. boycotting classes, politics, field activities, sports activities, etc).
3. That you will not, in any way, carry out any social/ sexual harassment to any of your fellow students during your stay at the Institute.
4. That male student(s) will not enter a room accommodating female students and vice versa.
5. That you will be responsible for properly laid down procedures in submitting your request(s), demand(s) and/or grievances.
6. That you will be responsible for proper care of the Institute's properties entrusted under your custody.
7. That you will participate fully in keeping the Institute compound environment clean (especially the halls of residence and their surroundings).
8. That if you choose to live off-campus, you will be responsible for your own transport to and from the Institute.
9. You will read and abide by Students Regulations (By-Laws) and Examination Regulations once fully registered at the institute.

NB: PROPER INSTITUTE DRESSING CODE MUST BE ADHERED ALL THE TIME ONCE FULL REGISTERED AT THE INSTITUTE

If you accept the above stated conditions, please sign the declaration given below. On your arrival at the Institute you will be required to submit this form before you do any formal registration.

DECLARATION

I (Name in full)do accept the conditions stated above. Violation of anyone of which, Student Regulations or Examination Regulations by my side will amount to punishment by the Institute's Management.

.....

SIGNATURE

.....

DATE

MRI Form No. 5

MINISTRY OF MINERALS
MINERAL RESOURCES INSTITUTE

MEDICAL REPORT

Admission to the Mineral Resources Institute is conditional upon receipt of a satisfactory medical report from a Medical Doctor (Practitioner) on the candidate as required in the form. This report should then be submitted to the admission office before undertaking any formal registration.

A. SURNAME

B. OTHER NAMES:

C. AGE:

D. PERSONAL HISTORY

Has the examinee ever suffered, or is a victim of any of the following medical cases? (*delete whichever is inapplicable*)

- 1. Tuberculosis Yes/No
- 2. Epilepsy Yes/No
- 3. Asthma Yes/No
- 4. Anaemia Yes/No
- 5. Peptic Ulcers..... Yes/No
- 6. Leprosy Yes/No
- 7. Bronchial asthma..... Yes/No
- 8. Hypertension Yes/No
- 9. Dysmenorrhea Yes/No
- 10. Diabetes Mellitus..... Yes/No
- 11. Psychosis Yes/No
- 12. Sickle cells Yes/No

E. PHYSICAL HISTORY

- 1. Heightcm
- 2. WeightKgs
- 3 Skin disease.....
- 4. Please state condition of:
 - Ears (if any discharge)
 - Mouth and throat
 - Nose

5. Respiratory system:

Any abnormality? Yes/No. If yes, briefly explain

.....

.....

.....

.....

6. Cardiovascular system:

Blood pressure:

Systolic

Heart: Any Murmur?

Arteries and Veins

7. Eye sight: Right:

Left:

8. Any physical abnormality / Defect Yes/No. If yes, explain nature of abnormality or defect

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

9. Abdomen:

Hernia

Hydrocele

Masses

Liver

Spleen

Kidney

Rectal

Any clinical evidence of hyperacidity or gastric-duodenal ulcer?

.....

F: LABORATORY

1. Urine: Albumin

Sugar:

Leucocytes

Bilharzia

2. Stools

Special emphasis on Hookworm or Bilharzia

3. Blood Examination:

Haemoglobin

Differential count: Total WBC

(a) Neutrophils.....

(b) Eosionophils.....

(c) Bascophils.....

(d) Monocytes.....

(e) ESR.....

G: OTHERS

Please confirm if

- (a) The examinee has a history of prolonged health problems, which need attention.
Yes/No. If yes briefly explain.....
- (b) The examinee has any history of backbone / mental stress or any other problem which may require him/her to be exempted from the courses offered at the Institute Yes/No. If yes, briefly explain
.....
.....
.....
.....

H: CONCLUSION

I confirm that I have examined Mr/Miss/Mrs.....from my findings based on my professional expertise, I declare that he/she is fit/not fit (delete whichever is inapplicable) to pursue the course he/she has been admitted to take at Mineral Resources Institute.

Name:
 Qualifications:.....
 Date:

Title:
 Signature:
 Official Stamp:

NOTE: This report is binding and the Institute will not accept any claim of prolonged medical problem, which is not indicated in this report.

MRI Form No. 6

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APPLICATION FOR HOSTEL ACCOMMODATION AT MINERAL RESOURCES
INSTITUTE

Application for Hostel Accommodation for the year 2017/2018

Semester I

Surname: _____ First/Second Name(s): _____

Date of Birth: ____/____/____ (dd/mm/yyyy)

Sex: Male

Female

<input type="checkbox"/>
<input type="checkbox"/>

Home address:

Town or City: _____ Mobile No: _____

Other Mobile No: _____ E-mail: _____

Course: _____ Year of studies: _____

Disability/Health Problem if any: _____

I accept the following conditions:

- ⊕ I won't occupy any room in the hostel before being authorized by the Institute (MRI).
- ⊕ Application for Hostel accommodation and associated Meals services will be treated on first come first served basis.
- ⊕ I understand that consideration of my preferences is restricted to availability of accommodation.
- ⊕ My signature indicates that I agree to my personal data being used solely by MRI for administration purposes only.
- ⊕ If false information is given this can result into being given an immediate notice of non-compliance.

- ⊕ If admitted, I agree and accept to make use of the Hostel and Dining Hall and hence I undertake to adhere to related rules and regulations. I understand that non-observance may lead me to be expelled from the hostel and termination of residence.
- ⊕ I acknowledge and agree that payments will be per semester and not per day
- ⊕ I will hand over to the Institute (MRI) a key to my room immediately at the end of the semester.
- ⊕ I won't leave any personal belongings in my room at the end of the semester i.e. at the expiry of this agreement.
- ⊕ This agreement is for Semester I, 2017/2018.

Date

Signature of Applicant

For Official Use Only

Application No. _____

Application received on: _____/_____/_____

Application Accepted: Yes

No

Room Allocated

Dean of Students

Date _____/_____/_____

Registrar

Date _____/_____/_____