

THE UNITED REPUBLIC OF TANZANIA



MINISTRY OF MINERALS MINERAL RESOURCES INSTITUTE

P. O. Box 1696, Dodoma

Tel: +255 26 2300472

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E-mail: principal@mri.ac.tz

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JOINING INSTRUCTIONS

Academic Year 2019/2020

**JOINING INSTRUCTIONS FOR A DIPLOMA COURSE FOR THE ACADEMIC YEAR
2019/2020**

(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 admission is 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

2.1 Dodoma Campus

Accommodation services are available at MRI Dodoma Campus premises. Interested students are required to apply for the services but allocations will be based on “**first come first served**” arena. 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 who reside in Dodoma or who can easily acquire accommodation through their relatives living in Dodoma.

2.2 Nzega Campus

Accommodation services are available at MRI Nzega Campus premises for all students who have been selected to join at Nzega Campus. It should be noted that, **ALL** students will stay in Campus, students are strictly not allowed to stay off-campus.

3. MEAL ALLOWANCES

Meal services is available at Institute's Cafeteria at both Dodoma and Nzega Campus. However, a student will incur his/ her own cost for this service. We advise parents, guardian or sponsor that meal allowances should range between **Tshs. 6,000/=** to **Tshs.10,000/=** per day per student. This allowance will be paid directly to student by his/her parent/sponsor/guardian.

4. NHIF

Students have to pay an annual fee of **TShs. 50,400/=** for NHIF. The institute will process the NHIF Card for every student who paid such fee. Those who already possess valid NHIF Card, are exempted from paying NHIF fee, instead they will have to submit original and copy of such card during registration. No student will be registered if he/she have not paid NHIF fee or does not possess Valid NHIF Card.

5. STUDY MATERIALS

Every student will bear his/her own expenses for books, stationery materials, scientific calculator, laboratory/ workshop/ field study, clothing and footwear etc. All study materials expenses will be paid directly to student by his/her parent/sponsor/guardian.

6. PERSONAL EXPENSES

Students are asked to come with sufficient amount of pocket money for their miscellaneous expenses during their stay at the Institute. Every parent/guardian/sponsor must make sure the student whom he/she sponsor has enough pocket money throughout the training session.

7. LIBRARY FEES

Students must pay an annual fee of **TShs. 10,000/=** for library membership. Access to the use of library facilities and services will strictly be limited to those who have paid this fee.

8. 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.

9. IDENTITY CARD

Each student shall be required to pay **Tshs. 10,000/=** (Ten Thousands only) for the production of the student's identity card.

10. INDUSTRIAL PRACTICAL TRAINING EXPENSES

Every end of semester II, there will be an Industrial Practical Training (IPT) for the period of 30 to 56 days (depending on the program). Students must prepare enough pocket money for their miscellaneous expenses (meal and accommodation) during Industrial Practical Training as stipulated in the Institute fee structure (**See MRI Form No. 2**). It is the responsibility of the parent/guardian/sponsor to make sure that the student have enough pocket money at an appropriate time and throughout the training session for smooth Industrial Practical Training. All IPT expenses will be paid directly to student by his/her parent/sponsor/guardian.

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 running all matters related to MRISO. This fee will be paid at the beginning of each new academic year.

12. SPORTS AND GAMES CONTRIBUTION FEE

There will be sports and games activities while you are at MRI in every academic year. Each student have to pay an annual fee of **TShs. 10,000/=** for all matters related to sports and game.

13. PROSPECTUS CONTRIBUTION

Every student will be issued with the prospectus after completing his/her registration which will provide guidance on all matters pertaining to academics including Examination Regulations. Therefore, each student has to pay a fee of **TShs. 25,000/=** for production of prospectus. This fee is paid only once, during the first registration as NTA Level 4 (First year) student.

14. NACTE QUALITY ASSURANCE FEE

MRI is registered by National Council for Technical Education (NACTE) and it is continuously monitored and evaluated by NACTE. All training programs are provided based on NACTE regulations and requirement. Therefore, each student have to pay an annual fee of **TShs. 15,000/=** for NACTE Quality Assurance and Quality Control.

15. SAFETY REQUIREMENTS

MRI is an accident free zone and we are highly sensitive to safety issues. 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 items 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!!!!

16. REPORTING DATE

Every selected student shall report to his/her scheduled campus and NOT otherwise. The reporting date is **Monday 7th October, 2019**. 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.

17. 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:

18. 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 as per fee structure which will be stipulated in every academic year.



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FEE STRUCTURE FOR NEW INTAKE IN ACADEMIC YEAR 2019/2020

PART A: COMPULSORY FEE ITEMS

SNo.	Fee Item	NTA LEVEL 4 (1 ST YEAR)			NTA LEVEL 5 & 6 (2 ND & 3 RD YEAR)		
		Semester I	Semester II	Total Cost	Semester I	Semester II	Total Cost
1.	Tuition Fee	450,000.00	450,000.00	900,000.00	450,000.00	450,000.00	900,000.00
2.	Registration Fee	10,000.00	-	10,000.00	-	-	-
3.	Examination Fee	50,000.00	50,000.00	100,000.00	50,000.00	50,000.00	100,000.00
4.	Caution Money	10,000.00	-	10,000.00	-	-	-
5.	Library Fee	10,000.00	-	10,000.00	10,000.00	-	10,000.00
6.	Identity Card	10,000.00	-	10,000.00	-	-	-
7.	MRISO Fee	10,000.00	-	10,000.00	10,000.00	-	10,000.00
8.	Sports and Games Contribution	10,000.00	-	10,000.00	10,000.00	-	10,000.00
9.	Prospectus Contribution	25,000.00	-	25,000.00	-	-	-
10.	NACTE Quality Assurance Fee	15,000.00	-	15,000.00	15,000.00	-	15,000.00
Total		600,000.00	500,000.00	1,100,000.00	545,000.00	500,000.00	1,045,000.00
For Non Tanzanian (Foreign)		US\$780	US\$650	US\$1430	US\$710	US\$652	US\$1362

PART B: OTHER CHARGES

SNo.	Fee Item	NTA LEVEL 4 & 5 (1 ST & 2 ND YEAR)			NTA LEVEL 6 (3 RD YEAR)		
		Semester I	Semester II	Total Cost	Semester I	Semester II	Total Cost
1.	Meal Allowance (payable to student)	1,190,000.00	1,190,000.00	2,380,000.00	1,190,000.00	1,190,000.00	2,380,000.00
2.	NHIF	50,400.00	-	50,400.00	50,400.00	-	50,400.00
3.	Accommodation Fee	100,000.00	100,000.00	200,000.00	100,000.00	100,000.00	200,000.00
4.	Industrial Practical Training Costs (payable to student)	-	560,000.00	560,000.00	-	-	-
5.	Final Year Project (payable to student)	-	-	-	50,000.00	50,000.00	100,000.00
Total		1,340,400.00	1,850,000.00	3,190,400.00	1,390,400.00	1,340,000.00	2,730,400.00
For Non Tanzanian (Foreign)		US\$1748	US\$2413	US\$4161	US\$1813	US\$1747	US\$3560

NOTE:

- *For semester I, every student is supposed to pay a lump-sum of 600,000/= to the Institute through control number which will be provided to each student and not otherwise,*
- *For semester II, every student is supposed to pay a lump-sum of 500,000/= to the Institute through control number which will be provided to each student and not otherwise,*
- *For those who are interested to stay at MRI hostel (especially those who have selected to join at Dodoma Campus), accommodation fee (100,000/=) will be paid to the Institute through control number which will be provided after being offered a room at the Institute Hostel during registration in each semester.*
- *For students who have been selected to join at Nzega Campus, rooms will be available for all students therefore they must pay accommodation fee (100,000/=) to the Institute through control number which will be provided before being registered in each semester.*
- *For those who do not have NHIF Card, they must pay Tshs. 50,400/= to the Institute through control number which will be provided as the fee for processing their NHIF Identity Card before being registered.*

Mode of Payment:

Payments shall be made via **CONTROL NUMBER** which will be provided to each student before registration. 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. 100,000/= per Semester must be paid at the beginning of each semester for those who will be offered an accommodation;
 - For students who have been selected to join at Dodoma Campus, 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 student will be registered if he/she will not pay his/her fee in full.
- (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.

**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, Dodoma/Nzega Campus (please, delete which is not applicable to you).

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 Geosciences | [] |
| e) Environmental Engineering and Management in Mines | [] |
| f) Land and Mine Surveying | [] |

3. I confirm that my admission to the Mineral Resources Institute, Dodoma/Nzega Campus 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 2019/2020 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.

IMPORTANT NOTE: 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

**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.

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APPLICATION FOR HOSTEL ACCOMMODATION AT MINERAL RESOURCES
INSTITUTE

Application for Hostel Accommodation for the year 2019/2020

Semester I

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

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

Female

Campus: _____

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, 2019/2020.

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 _____ / _____ / _____