



UNITED REPUBLIC OF TANZANIA



MINISTRY OF EDUCATION, SCIENCE AND TECHNOLOGY

SCHOOL OF LIBRARY, ARCHIVES AND DOCUMENTATION STUDIES

To: Mr/Mrs/Ms/Miss/

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**JOINING INSTRUCTIONS FOR TECHNICIAN CERTIFICATE IN LIBRARY, RECORDS AND INFORMATION STUDIES (NTA LEVEL 5) 2023/2024**

**1.0 Dear applicant,**

We are pleased to inform you that, you have been selected to pursue **TECHNICIAN CERTIFICATE IN LIBRARY, RECORDS AND INFORMATION STUDIES (NTA Level 5)**, offered at the School of Library, Archives and Documentation Studies (SLADS), Congratulations.

The following instructions are provided for your guidance. Please be informed also that the School will be opened on 09<sup>th</sup> October, 2023 for registration and other directives. Classes will begin on 23<sup>rd</sup> October, 2023.

**BACKGROUND**

The School of Library, Archives and Documentation Studies (SLADS) is a Government owned Institution under the Ministry of Education, Science and Technology and run by the Tanzania Library Services Board. SLADS is fully registered by the National Council for Technical Education (NACTE) with number REG/PWF/006.

**1.2 HOW TO GET TO SLADS**

**1.2.1. Bagamoyo Campus**

The school is located at UKUNI along the Dar es Salaam - Bagamoyo Road, two kilometers from Bagamoyo Bus Stand.

There are daily public bus services shuttling between Dar es Salaam and Bagamoyo. The current fare is T.Shs. 2,500/= . To get to Bagamoyo you need to board a bus from mbezi mwisho Bus stand in Dar es Salaam.

**1.2.2. Dar es Salaam Campus**



Dar es Salaam Campus is located at National Central Library buildings (Maktaba Kuu ya Taifa) along Bibi Titi Mohamed Road near the Kisutu Court.

### **1.1 . TRAVEL COSTS**

Your parent/ guardian or sponsor will be responsible for your travel costs to and from the school and in connection with holiday travel and fieldwork expenses. (See item 1.9 below for full information on field work attachment).

### **1.2 REGISTRATION**

Registration will take place for two (2) weeks from 09/10/2023 to 20/10/2023. You are strongly encouraged to register within the first week to avoid distress.

**Please bring with you original certificates for verification and two (2) passport size photograph for official use. *Presentation of false certificates will be treated as a criminal offence.***

### **1.3 HOSTEL FACILITIES**

For candidates interested to study at Bagamoyo Campus, there are hostels organized by students organization (SLADSSO). Students are encouraged to live in these hostels for suitable learning environment and safety. For those who will live in hostels you are advised to bring with you the following things for hostel use:-

Bucket, pillow and pillow cases, bed sheets, towels, mosquito net, mattress 3" x 6", canvas shoes and T-shirts for sports. **(See detailed budget on item 2.1 below)**

### **1.4 MAINTAINANCE FEE**

At the time of reporting you will be required to pay Tshs. 10,000/= as maintenance fee. (Included in item 2.1 below)

### **1.5 MEDICAL FACILITIES**

Medical facilities are available at the Bagamoyo District Hospital and other private hospitals/dispensaries. Students are encouraged to register and use National Health Insurance Fund which cost Tsh.**50,400/=** per year.

### **1.6 MEDICAL EXAMINATION**

You are required to be medically examined by a practitioner from a **Government recognized hospital** as to your fitness to undergo the course. Return the enclosed Medical forms duly completed on your arrival.

### **1.8 DRESS**

There is no prescribed uniform. However, students are expected to put on descent clothes while at the School. Tight or hanging trousers (mlegezo), skintight, transparent/backless, excessive slit (mpasuo), min -skirts, earrings and plaintiff for men are not allowed.

### **1.9 FIELD AND PRACTICAL WORK ATTACHMENT**

Field practical work is compulsory for **NTA 4 AND 5** students and it forms part of the final examinations. Parent/guardian or Sponsors will be responsible for providing financial assistance for 6 weeks at the prevailing rate plus return travel costs to a



destination within Tanzania. Every student should submit his/her budget to the Parent/guardian or sponsor well in advance so that the agreed fund is available at the right time.

## 2.0 FEES STRUCTURE AND OTHER EXPENSES

The total fees for one academic year is Tshs. **1,015,400/=** This amount excludes accommodation, meal and stationery expenses which are directly payable to the student by the sponsoring institution /parent/guardian or sponsor.

Details of the fees for both programmes and other capitation are as detailed below:-

### 2.1 FEE DIRECTLY PAYABLE TO SCHOOL

<b>2.1.1 Direct costs</b>			
<b>S/N</b>	<b>Fee Type</b>	<b>Cost Item</b>	<b>Amount(TZS)</b>
1	Direct Costs	Registration fee	30,000.00
2		Maintenance fee	10,000.00
3		Quality Assurance Fee	15,000.00
4		Students' Government Fee	20,000.00
5		Student ID	10,000.00
		Medical capitation	50,400.00
<b>Total</b>			<b>135,400.00</b>

<b>2.1.2 Tuition Fee</b>			
<b>S/N</b>	<b>Fee Type</b>	<b>NTA Level</b>	<b>Amount(TZS)</b>
1	Tuition Fee	NTA Level Five (5)	880,000.00

#### Note:

- i. Accommodation fee is excluded and option to students at Bagamoyo Campus
- ii. Direct costs in **2.1.1** above must be paid in full on the first day when the student report at the School.

### 2.2 OTHER EXPENSES - DIRECTLY PAYABLE TO THE STUDENT BY THE SPONSOR/EMPLOYER ARE AS FOLLOWS:-

<b>S/N</b>	<b>Cost Item</b>	<b>Amount(TZS)</b>
1	Accommodation fee	300,000/=
2	Meal allowance(7,500/= x 120 days)	900,000/=
3	Books	100,000/=
4	Stationery	100,000/=
5	Transport(Daily (1,000/=x120/=)	120,000/=
	<b>Total</b>	<b>1,520,000/=</b>

#### Note:

**i) Accommodation services are organized by SLADS students organization(SLADSSO) for more information please contact number**

**0689 598030**



ii) **Our estimates are minimal; sponsors are free to pay their employee or sponsored student(s) more than what is estimated per item.**

## **2.2 METHOD OF PAYMENT**

Tuition fee may be paid fully or in installments at the beginning of the academic year. The first installment (first semester) is Tshs. **575,400/=**

<b>S/N</b>	<b>Fee Type</b>	<b>Semester 1</b>	<b>Semester 2</b>
1	Tuition Fee	440,000	440,000
2	Direct Cost	135,400	-
<b>TOTAL</b>		<b>575,400</b>	<b>440,000.00</b>

This fee should be paid to the "SCHOOL OF LIBRARY, ARCHIVES AND DOCUMENTATION STUDIES (SLADS)" through a control number that has to be generated by student on **Online Payment Gateway Portal**.

To get control number visit School website [www.slads.ac.tz](http://www.slads.ac.tz) then click on **Online Payment Gateway**. Payment can be at any NMB Bank Plc branch, NMB Bank Plc Agent and/or through Mobile Networks Operators (Tigo pesa, M-pesa, Airtel Money, Halo pesa e.tc)

**Any inquiries for assistance please call the following mobile numbers. 0717659015 or 0655558877**

Kindly visit the School website [www.slads.ac.tz](http://www.slads.ac.tz) or use mobile Nos. **0714 - 259997 / 0753 - 643020 / 0718 - 432102** for more information.

Congratulations and welcome to the School.



Dkt. A. J. Nchimbi

PRINCIPAL

C.C: Sponsor/Employer





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TANZANIA LIBRARY SERVICES

SCHOOL OF LIBRARY, ARCHIVES AND DOCUMENTATION STUDIES

**MEDICAL EXAMINATION FORM**

Admission to SLADS is conditional, subject to receipt of a satisfactory medical report from a recognized medical practitioner who will hand it to the applicant in a sealed envelope addressed to:

**THE PRINCIPAL  
SLADS  
P.O. BOX 227  
BAGAMOYO**

SURNAME: \_\_\_\_\_

OTHER NAMES: \_\_\_\_\_

AGE: \_\_\_\_\_ SEX: \_\_\_\_\_ MARITAL STATUS: \_\_\_\_\_

**PERSONAL HISTORY**

Has the examinee suffered from any of the following? If YES indicate date and diagnosis. If not please write "NO" in appropriate space.

- a) Tuberculosis: \_\_\_\_\_
- b) Other respiratory diseases: \_\_\_\_\_
- c) Cardial disease: \_\_\_\_\_
- d) Gastro-intestinal disease: \_\_\_\_\_
- e) Emotional disease or Psychosis: \_\_\_\_\_
- f) Serious injuries: \_\_\_\_\_
- g) Allergies: \_\_\_\_\_
- h) Any operations: \_\_\_\_\_

**PHYSICAL EXAMINATION**

1. Height: \_\_\_\_\_ 3. Eye: Conjunctive: \_\_\_\_\_



Weight: \_\_\_\_\_ Pupils: \_\_\_\_\_  
Right: \_\_\_\_\_

2. Skin disease: \_\_\_\_\_ Left: \_\_\_\_\_

With Glasses: \_\_\_\_\_

Please state conditions of:

Ears (if any discharge): \_\_\_\_\_

Mouth and Throat: \_\_\_\_\_

4. Cardiovascular system:

Blood Pressure: systolic: \_\_\_\_\_

Blood Pressure: diastolic: \_\_\_\_\_

5. Heart: Any murmur: \_\_\_\_\_

6. Arteries and Veins: \_\_\_\_\_

7. Abdomen:

Any clinical evidence of hyperacidity or gastric duodenal ulcers:  
\_\_\_\_\_

Hernia: \_\_\_\_\_

Hydrocele: \_\_\_\_\_

Masses: \_\_\_\_\_

Spleen: \_\_\_\_\_

Kidneys: \_\_\_\_\_

### LABORATORY

1. Urine Albumin: \_\_\_\_\_

Sugar: \_\_\_\_\_

Leucocytes: \_\_\_\_\_

2. Blood Examination:

Heamoglobin: \_\_\_\_\_

Differential count: \_\_\_\_\_

a) Neutrophils: \_\_\_\_\_

b) Eusophils: \_\_\_\_\_

c) Basophiles: \_\_\_\_\_

d) Lymphocytes: \_\_\_\_\_

e) Monocytes: \_\_\_\_\_

f) E.S.R.: \_\_\_\_\_

g) White Blood count: \_\_\_\_\_

h) Blood Group: \_\_\_\_\_

### CONCLUSION:

I have examined Mr/Mrs/Miss: \_\_\_\_\_

And consider that He/She is FIT/NOT to be admitted to SLADS for higher studies.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Title: \_\_\_\_\_ Qualification: \_\_\_\_\_

(Official Stamp) Date: \_\_\_\_\_

\* Delete whichever is not applicable