



UNITED REPUBLIC OF TANZANIA

MINISTRY OF EDUCATION, SCIENCE AND TECHNOLOGY
TANZANIA LIBRARY SERVICES



SCHOOL OF LIBRARY, ARCHIVES AND DOCUMENTATION STUDIES

To: Mr/Mrs/Ms/Miss/

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JOINING INSTRUCTIONS FOR ORDINARY DIPLOMA IN LIBRARY, RECORDS AND INFORMATION STUDIES (NTA LEVEL 6) 2023/2024

1.0 Dear applicant,

We are pleased to inform you that, you have been selected to pursue **ORDINARY DIPLOMA IN LIBRARY, RECORDS AND INFORMATION STUDIES** 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 09th October, 2023 for registration and other directives. Classes will begin on 23rd October, 2023.

1.1 HOW TO GET TO SLADS

1.1.1. 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 at mbezi mwisho Bus stand in Dar es Salaam.

1.1.2. 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.

1.2 TRAVEL COSTS

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

1.3 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.

1.4 HOSTEL FACILITIES

For candidates interested to study at Bagamoyo Campus, there are hostels hired by the School. Students are encouraged to live in hostels hired by the school for suitable learning environment and safety. 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)**

1.5 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)

1.6 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 (NHIF) which cost **Tsh.50, 400/=**per year.

1.7 MEDICAL EXAMINATION

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

1.7 DRESS

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

1.8 RESEARCH PROJECT

There will be a compulsory research report writing for NTA 6 students which will be part of the final examinations. Students will be required to produce a comprehensive research report on any aspect of Library, Records, Archives, Documentation and Information.

Sponsors will be responsible for providing financial assistance for this project at the prevailing costs. Every student should submit his/her budget to the 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. **1,005,400/=**. 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

2.1.1 Direct costs			
S/N	Fee Type	Cost Item	Amount(TZS)
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		Medical capitation	50,400.00
Total			125,400.00

2.1.2 Tuition Fee			
S/N	Fee Type	NTA Level	Amount(TZS)
1	Tuition Fee	NTA Level Six (6)	880,000.00

Note:

- Accommodation fee is excluded and option to students at Bagamoyo Campus
- 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:-

S/N	Cost Item	Amount(TZS)
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/=
Total		1,520,000/=

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. **565,400/=**

S/N	Fee Type	Semester 1	Semester 2
1	Tuition Fee	440,000	440,000
2	Direct Cost	125,400	-
TOTAL		565,400	440,000

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 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 or use mobile Nos. **0714 - 259997 / 0753 - 643020 / 0718 - 432102** for more information.

Congratulations and welcome at the School.



Dkt. A. J. Nchimbi
PRINCIPAL

C.C: Sponsor/Employer



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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