



**THE UNITED REPUBLIC OF TANZANIA
MINISTRY OF LIVESTOCK AND FISHERIES
FISHERIES EDUCATION AND TRAINING AGEN**



(FETA)

JOINING INSTRUCTION FOR 2023/2024

Mr/Ms... ..
.....
.....

1.0 Dear prospective student,

We are pleased to confirm that you have been selected for admission in

.....
Certificate/Diploma Course 2023/2024 for the NTA level at.....Campus. The academic year will commence on **09th October 2023** and you are requested to report promptly without delay that date. It should be understood that applicants meeting entrance requirement are selected and placed on the program waitlist and accepted on the “First-come, first-served” basis. The following instructions are provided as guidance and are necessary for you to note before coming to FETA Campuses for admission process.

1.1 REGISTRATION (USAJILI UNAPOFIKA CHUONI)

On arrival you will be required to report to the College admission’s office for registration with the following documents;

- i. Pay slip showing that you have paid all(semester) fees as shown in the College fee structure.
- ii. Original birth certificate.
- iii. A duly filled ‘Medical Examination Form from FETA.(Attached to this joining instruction)
- iv. Original academic certificates/Result slip/transcripts for verification.
- v. Three Passport size photographs for registration purposes.

Note that:

- a. No student will be registered unless he/she has paid all fee as fee structure mode ofpayment. as shown in Table1. (**‘Mwanafunzi ambaye hajalipa ada hatapokelewa Chuoni’**)
- b. Presentation of forged certificates is an offence that will be dealt with according to the Institute regulations and relevant criminal laws and penal code of the country.
- c. During registration and the entire period of the course, the College will not permit **any change of names and programme of study a student has been selected.** The names shall be as per certificate of secondary education examination (CSEE) only.
- d. In-complete information shall result into all or any of the following:
 - i. Not being accepted for studies.
 - ii. Termination of studies (for continuing students)
 - iii. Failure to register within the first three weeks from the official opening date will lead to
 - iv. Cancellation of admission by the College.

1.2 STUDENT IDENTITY CARD

- a. Each student is required to pay for an electronic identity card at a cost of Tsh. 10,000/-

in each academic year and as indicated on the fee structure table 1.

- b. Replacement of a lost Identity Card will be done upon submission of a letter from the Police to justify the loss and payments of Tsh. 10,000/= as “replacement costs”

1.3 STUDENTS’ ORGANISATION

Every student shall be a member of FETA Students Organisation (FETASO) and she/he is required to pay membership fee of Tsh.10,000/= in each year, as indicated on the fee structure Table1.

1.4 HOSTEL FACILITIES

- a. The Institute provides hostel accommodation at Mbegani, Nyegezi and Kigoma campuses although the accommodation facilities at Kigoma are private owned (Accommodation rates may change according to the rates provided by the owner).
- b. Female students will be given first priority.
- c. Students are required to bring with them the following: Bed sheets, Mosquito net, Laundry & Toilet soaps and Towel. (Mattresses and beds shall be provided by college upon payment of required semester fee)
- d. Students accommodated in the College’s Hostels must observe rules and regulations pertaining to students conduct and discipline (By-laws).

1.5 PROGRAMME REQUIREMENTS AND ADDITIONAL INFORMATION

Each student is required to bring the course requirements stipulated in the specific selected program below. These items will be inspected during Admission at the institute.

s/n	Course/program	Items to bring/ course requirement
1	Basic Technician Certificate in Aquaculture Technology	A hoe, swimming costume, Scientific Calculator, Wader boots.
2.	Basic Technician Certificate in Environment and Aquatic Resource Management	Slasher, swimming costume, gum-boots, Scientific Calculator,
3.	Basic Technician Certificate in Master fisherman	Swimming costume, Overalls (Dark-blue), Safety boots, fishing gloves, safety helmet, eye goggles, Scientific Calculator, Skippers dressing code (White cadet shirt, white, black and Ocean blue trousers)
4.	Basic Technician Certificate in Fish processing, Quality Assurance and Marketing	Slasher, swimming costume, White Overcoat, gum-boots, Scientific Calculator,
5.	Basic Technician Certificate in Marine and Refrigeration Engineering	swimming costume, Overalls (Dark Blue), safety boots, Scientific Calculator, Safety Helmet, Ear Muffler.
6.	Basic Technician Certificate in Fisheries Management and Technology.	Slasher, Swimming costume, Overalls, Safety boots, Scientific Calculator and Wader boots. Note: Classes for this course will be located near Mwanza City and hence

		advised to seek private accommodation near the city. BUT if you need to stay at the campus Hostels you will be required to pay 800 per day as the cost of public transport (go and Return) to attend Classes.
7.	Basic Technician Certificate in Fisheries Science and Technology.	Slasher, Swimming costume, gum-boots, Safety boots, Scientific Calculator and Wader boots.
8.	Technician Certificate in Aquaculture Technology	swimming costume, Lab coat (White) Wader boots, gum-boots, Scientific Calculator,
9.	Technician Certificate in Environment and Aquatic Resource Management	swimming costume, gum-boots, Scientific Calculator,
10.	Technician Certificate in Master fisherman	swimming costume, Overalls (Dark Blue), safety boots, Scientific Calculator,
11.	Technician Certificate in Fish processing, Quality Assurance and Marketing	swimming costume, White Overcoat, gum-boots, Scientific Calculator,
12.	Technician Certificate in Marine and Refrigeration Engineering	swimming costume, Overalls (Dark Blue), safety boots, Scientific Calculator, Safety Helmet, Ear Muffler.
13.	Technician Certificate in Fisheries Science and Technology	Swimming costume, gum-boots, Scientific Calculator, Lab Coat (white) and Wader boots.
14.	Technician Certificate in Fisheries Management and Technology	Swimming costume, Overalls, Safety boots, scientific Calculator, Lab Coat (White) and Wader boots.

1.6 COLLEGE FEE STRUCTURE AND OTHER EXPENSES

1.6.1 The Fees Payable Direct to the Institution

These costs are paid direct to the Institution (Table 1); a student will be admitted into respective semester after paying the described Tuition Fee for the respective semester.

Table 1: Fees/cost paid directly to FETA by students.

SN	Description	Tanzanian Student (TZS)			Foreign Student (USD)		
		FIRST SEMESTER (MUHULA WA KWANZA)					
		1 st year	2 nd year	3 rd year	1 st year	2 nd year	3 rd year
1	Registration Fee	20,000	20,000	0	25	25	0
2	Tuition Fees	450,000	450,000	450,000	1,250	1,250	1,250
3	NACTE Fees	20,000	20,000	20,000	25	25	25
4	Examination Fee	25,000	25,000	25,000	30	30	30
5	Student's identity Card	10,000	10,000	0	10	10	0
6	NHIF contribution *	50,400	50,400	50,400	25	25	25
7	Accommodation (Hostel), Except for Kigoma Campus (100,000).	63,000	63,000	63,000	150	150	150
8	Application form**	20,000	20,000	0	20	20	0
9	FETASO fee	10,000	10,000	10,000	10	10	10
	Sub-Total	668,400	668,400	618,400	1545	1545	1490
SECOND SEMESTER							
10	Tuition Fee	450,000	450,000	450,000	1,250	1,250	1,250
11	Examination Fee	25,000	25,000	25,000	30	30	30
12	Hostel	63,000	63,000	63,000	150	150	150
	Sub-Total	538,000	538,000	538,000	1,430	1,430	1,430
	Grand Total	1,206,400	1,206,400	1,156,400	2,975	2,975	2,920

* Applicable to those students without membership with National Health Insurance Fund (NHIF).

**Applicable to students who didn't pay their application fee during application process. OR-TAMISEMI students are not concerned with this payment.

1.6.2 Direct Student Costs.

Table 2: Direct Student Costs. These costs are paid by guardian or sponsor direct to the student.

SN	Description	Tanzanian student (TZS)	Foreign Student (USD)
1	Industrial Practical Training (IPT) (for students going for their industrial training at their NTA 4 or 5)	300,000	300
2	Book/stationary costs-per year	50,000	100
3	Meals/Food Per Year (Tsh 4000 Per day out of 32 weeks)	896,000	500

1.6.3 PAYMENT MODALITY:

- a. A student selected to join FETA and who has confirmed his/her availability to NACTVET as per set conditions is required to obtain “CONTROL NUMBER” available online through www.feta.ac.tz OR at FETA Accounts office via contacts provided.
- b. Keep the ‘pay in slip’ obtained after payments and submit the same upon arrival at the College as evidence of fee payments during registration.
- c. Cash payment is not accepted, except for FETASO fee contribution.

PLEASE NOTE:

- i. You will not be allowed to sit for Semester Examination without full payment of the respective semester fee.
- ii. A fee once paid is not refundable for registered applicants.
- iii. Tuition fees and other charges quoted are subject to changes without notice. FETA cannot be held responsible for any loss or any possible adverse effect resulting from such change.
- iv. Students should be aware that there will be extra curricula activities at the campus according to their curriculum.
- v. Your sponsor will be responsible for meeting your travel costs to and from the campus and in connection with holidays travel and field work expenses.
- vi. You will be required to meet all costs of your field–work, Industrial Training /Study tours.
- vii. The campuses have basic operating health centers; however, you will be required to join National Health Insurance Fund (NHIF) for students after paying respective fees. This does not affect those covered by the National Health Insurance scheme. If you fall under this category, please bring your Health insurance card.
- viii. Your study placement is **valid for 14 days** from the date of commencing study, thereafter will be given to reserved applicants.
- ix. The institute has its own policy and procedures on discipline which you will be obliged to comply without fail.
- x. Membership to NHIF is mandatory to all students.

1.7 ENQUIRIES

In case of any difficulties/clarification please call the following numbers from Monday to Friday during working hours (from 8:00 - 16:00 hrs.). Any call outside the mentioned time shall not be attended.

CONTACT ADMISSION OFFICE:

Mbegani: 0620 324 142, 0716 755 531, 0763 569 989

E-mail: admission.mbegani@feta.ac.tz

Nyegezi: 0768289087, 0767303847, 0768945654

E-mail: admission.nyegezi@feta.ac.tz

Kigoma: 0717154843, 0758390788

E-mail: admission.kibirizi@feta.ac.tz

ACCOUNTS (UHASIBU) OFFICE:

Mbegani: 0713312458, 0767701069

0672085962

Nyegezi: 0766729714

Kigoma: 0752165549

I take this opportunity to welcome you all to FETA for a fruitful stay and professional pursuit.

Eileen S. Nkondola

DIRECTOR OF TRAINING, RESEARCH AND CONSULTANCY

**THE UNITED REPUBLIC OF TANZANIA
FISHERIES EDUCATION & TRAINING AGENCY**

REQUEST FOR MEDICAL EXAMINATION

PART A:

TO THE MEDICAL OFFICER FROM.....(DESIGNATION)
.....(MINISTRY)
.....(DIVISION)
.....(STATION)

MR/MRS/MS.....

Please examine the above named as to *his/her fitness for appointment/re- engagement as a.....(Insert title of post) on *temporary/permanent and pensionable terms, student.

Date..... Signature.....

1. PERSONAL HISTORY

Has examine 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] Cardiac disease:
- d] Castro-intestinal disease:
- e] Renal or Genoto Urinary disease:
- f] Syphillis or Gonohorrea:
- g] Emotional disease or psychosis:

h] Serious Injuries:

j] Any operations:

k] Any fits:

l] Leprosy:

2. PHYSICAL EXAMINATION

A] Height:Weight:

B] Skin disease:

C] Eyes.....

i)Conjunctive:

ii)Pupils:

iii)Rights:

iv) With Glasses

Please state condition of:

D] Ears (if any discharge):

E] Mouth and Throats:

F] Nose:

G] Respiratory System: Any abnormality?

H] Cardiovascular System:

Blood Pressure:

i)Systolic:

ii)Diastolic:

Heart:

i) Any Murmur:

ii) Arteries and Veins:

l] Abdomen:

i)Sears (Operation):

- ii)Hernis:
- iii)Hydrocele:
- iv)Masses:
- v)Kidney:
- vi)Rectum:
- v)Any clinical evidence of hyperacidity or gastric duodenal ulcers:

J] Any Problem Associated with swimming/working in water.

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3. LABORATORY

A] Urine: Albumin:

Sugar:

Leucocytes:

Bilharzia:

B] Stool:

Special emphasis on Hookworm and

Bilharzia **C] Blood Examination**

Haemoglobin:

Different Count:

i) Neutrophils:

ii) Eusophils:

iii) Basophils:

iv) Lymphocytes:

v) Monocytes:

vi) E.S.R.

D] Sputum if indicated:

4. X-RAY EXAMINATION

X-Ray chest (send the X-Ray Film)

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5. MEDICAL CERTIFICATE

I have examined the above and consider that *he/she is physically *NOT/fit for appointment/re-engagement as above.

Date..... Signature.....

Station..... Designation.....

NB – it should be noted that submitting false information will lead into disqualification of applicant from studies

