

# Tanzania Public Service College (TPSC)



**P.O. Box 2574,  
Dar es Salaam.**

**Date:.....**

*In Reply please quote*

**Ref. No: .....**

**Student Address**

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## **RE: ADMISSION AND JOINING INSTRUCTIONS**

I am pleased to inform that your application to join Tanzania Public Service College (TPSC) was successful and you have been provisionally admitted to pursue Basic Technician Certificate course (*One year*) and then Ordinary Diploma course (*Two years*) in \_\_\_\_\_. You will report at \_\_\_\_\_ Campus to pursue your studies for the academic year(s) scheduled to commence in **16<sup>th</sup> October, 2023**.

Being a form IV leaver, the duration of your course is three years. This course requires a minimum of 360 credit hours to complete and is divided into three levels, NTA 4, 5 and 6 having 120 credit hours each. Please note that each level has two semesters and it is independent by itself. After successful completion of NTA level 4 (*two semesters*), a student shall be awarded **Basic Technician Certificate**; on the other hand after successful completion of NTA level 5 (*two semesters*), a student shall be awarded **Technician Certificate** and after successful completion of NTA level 6 (*two semesters*) a student shall be awarded an **Ordinary Diploma** in the respective area of study. *“Please note that, NTA level 5 is part and parcel for the award of Ordinary Diploma.”*

The College is fully registered by the National Council for Technical and Vocational Education and Training (NACTVET) and all students are required to be registered by the council and comply with required statutory guidelines, rules and regulations as issued by NACTVET. (*Procedures and regulations will be distributed to all students during orientation week*).

### **1. COURSE STRUCTURE**

NACTVET accredited courses are linked to the National Technical Awards (NTA). TPSC is accredited to offer semi-professional awards. Semi-professional awards cover NTA level 4, 5 and 6.

It should be noted that, all Form Four must be holders of Certificates of Secondary School – CSEE and should start at NTA level 4, while Form Six (i.e. holders of Advanced Certificate of Secondary School - ACSEE) should start at NTA level 5.

### **2. TERMS AND CONDITIONS OF ADMISSION**

The opening date of the college for first semester shall be **16<sup>th</sup> October, 2023**. Before registration, **you will be required to pay all the required fees**. Please note that the fee for NTA level 4 is **TZS 800,000/=**

and that of **NTA level 5 & 6** course fees are **TZS. 1,015,000.00/= per annum**. However, arrangements can be made to pay by installments as follows:-

Level	Amount and time to for the payment
NTA level 4 (Basic Technician Certificate)	<ul style="list-style-type: none"> <li>1<sup>st</sup> Semester TZS 400, 000/=; payable before 16<sup>th</sup> October, 2023</li> <li>2<sup>nd</sup> Semester TZS 400,000/=; payable before 25<sup>th</sup> March, 2024</li> </ul>
NTA Level 5 (Technician Certificate)	<ul style="list-style-type: none"> <li>First Semester TZS 515, 000/= payable before 15<sup>th</sup> October, 2024</li> <li>Second Semester TZS 500,000/= payable before 24<sup>th</sup> March, 2025</li> </ul>
NTA 6 Level (Ordinary Diploma)	<ul style="list-style-type: none"> <li>Third Semester TZS 515, 000/= payable before 14<sup>th</sup> October, 2025</li> <li>Fourth Semester TZS 500,000/= payable before 14<sup>th</sup> March, 2026</li> </ul>

Fees should be paid directly to College using **GePG** through **Control number** to be obtained from TPSC accounts Office, and thereafter present the Bank-Pay in Slip to the College Accounts Office for issuance of official College receipt. **No cash** will be accepted, all payments should be done using the control number provided. Below are contacts for our Accounts offices in various Campuses.

Campus Name	Contacts	Campus Name	Contacts
Dar es Salaam	0716577494	Singida	0713920857
Tabora	0719350997	Tanga	0714806908
Mtwara	0717597780	Mbeya	0713500382

## 2.1. DIRECT COST PAYABLE TO THE COLLEGE

### 2.1.1. NTA level 4: Basic Technician Certificate level

Fees component	Semester 1	Semester 2	Total
Tuition Fee	360,000	400,000	760,000
Registration Fee ( Once)	15,000		15,000
Examination administration Fee	25,000		25,000
<b>Total (TZS)</b>	<b>400,000</b>	<b>400,000</b>	<b>800,000</b>

### 2.1.2. NTA level 5 & 6: Ordinary Diploma level

Fees component	First year (in TZS)			Second Year (in TZS)		
	Semester1	Semester2	Total	Semester3	Semester4	Total
Tuition Fee	460,000	500,000	960,000	460,000	500,000	960,000
Registration Fee	15,000		15,000	15,000		15,000
Examination administration Fee	40,000		40,000	40,000		40,000
<b>Total (TZS)</b>	<b>515,000</b>	<b>500,000</b>	<b>1,015,000</b>	<b>515,000</b>	<b>500,000</b>	<b>1,015,000</b>

## 2.2. RECOMMENDED DIRECT STUDENT EXPENSES (PAYABLE DIRECTLY TO STUDENTS)

SN	ITEM	AMOUNT (TZS)	DURATION
i.	Book Allowance	150,000	Per semester
ii.	Stationary Allowance	150,000	Per semester
iii.	Minimum Meal Allowance	10,000	Per day
iv.	Field attachment/Research	250,000	During field Attachment period
v.	Accommodation (hostel)	150,000-200,000	Per semester
vi.	Identity Card fee	10,000	Once
vii.	Transcript fee	10,000	Upon passing examinations
viii.	Graduation Scarf	10,000	Upon passing examinations
ix.	Medical Insurance Card (If not available)	50,400	Per year/annum

**NOTE:** The amounts shown from items **No. (i) to No. (v)** are merely recommendations and therefore, do not overrule official allowances whenever such rates are applicable to an organization or sponsor.

### 3. REGISTRATION STATUS

The Candidate will be required to register for the programme offered to him/her by producing the following:

- i. Present:
  - a. relevant original certificates of secondary Education C.S.E.E /A.C.S.E.E or the equivalent
  - b. original **Leaving Certificates** of secondary school (s),
  - c. original NTA level 4 Transcripts and Certificates or equivalent (recognized by NACTVET) for those applying NTA level 5 using C.S.E.E and Basic Technician Certificate qualification and,
  - d. other relevant certificates from recognized training institutions;
  - e. Birth certificate or affidavit.
- ii. Bring two photographs (Stamp Size);
- iii. Bring your own stationery and writing materials;
- iv. Have at least two pairs of executive suits from the recommended colors of Black or Dark blue (Please note that this is applicable to both **Male** and **Female**)
- v. Proof of payment of the required fees; and
- vi. **Medical insurance Identification card.**

### 4. ACCOMMODATION AND MEALS

- 4.1. **Accommodation:** It is the responsibility of the students to cater for their own accommodation. In some Campuses hostels are insufficient; however, limited Private hostels are available at affordable rate nearby College with price ranging from 150,000/- to 200,000/- per semester. Allocation of rooms is on a “First Come-first serve” basis.
- 4.2. **Meal:** It should also be noted that it is the responsibility of the sponsor / parent / guardian to provide meal allowances for their students. Students can also arrange their own cooking facilities. Caterers are available at nearby college and hostels.

### 5. MEDICAL EXPENSES

Medical expenses and personal liabilities are not covered by the College. It is advised that sponsors and parents provide Medical insurance for their staff/student.

### 6. RULES AND REGULATIONS

Students admitted into the College are expected to abide to the rules and regulations governing the College. A student shall be dismissed from studies or face other disciplinary actions stipulated in the college rules and regulations if he/she is involved in misconducts such as;

- 6.1. Engaging in any unlawful activities or student strikes.
- 6.2. Committing rape or other forms of sexual abuse;
- 6.3. Insulting or committing perjury
- 6.4. Disrespecting College staff, through insult or physical abuse;
- 6.5. Failure to observe examination regulations
- 6.6. Not attending 80% of classes without valid reasons
- 6.7. Stealing public or College property
- 6.8. Not **adhering** to NACTVET rules and regulations.

Students **must** abide to the College dress code and must wear **uniforms (Executive suits described in part 3 (iv) above)** during their stay at the college. Sandals are not part of the uniform and are

strictly not allowed. Uniform must be worn all time during class hours and after classes students have to dress decently as described in government directive for proper dress code of public servants.

*Moreover, kindly read the College Examination Regulations and Students Bylaws revised Edition 2020 available online at [www.tpsc.go.tz](http://www.tpsc.go.tz)*

**7. IMPORTANT NOTICE:**

- 7.1. Field attachment is an integral part of each training programme offered at the college. Sponsors/Parents are requested to support the students during this period by paying to the students' allowances to meet field expenses. The duration of the attachment is Forty five (45) days.
- 7.2. An academic year has two semesters of 17 weeks each.
- 7.3. Tuition fee includes Sports Union TZS 5,000 and Student Union fee of TZS 5,000.
- 7.4. Fees once paid are not refundable.
- 7.5. The college reserves the right to change fees payable to itself as deemed fit.
- 7.6. Money for private use/incidental expenses should not be deposited into the college's bank account. If it happens, 20% charge will be levied. The refund will be processed after registration process completed.

Finally, we thank you for choosing Tanzania Public Service College and hope that you will commit yourself to your studies at the College.

Thank you.

**Dr. Ernest Mabonesho(PhD)  
AG. RECTOR AND CHIEF EXECUTIVE OFFICER**

I ..... accept the terms and conditions stated above in this admission letter and promise to abide to the rules, procedures and regulations of the college and understand that upon breaching the rules I may be discontinued from the studies.

Signature.....

Date.....