



JOINING INSTRUCTIONS (e-LEARNING DIPLOMA IN NURSING)

In order to be considered a bonafide student of Mikocheni School of Nursing (MSN) you will be required to register formally. Registration will take place in the first week of the academic session. After registration you will be issued with a Student Identity Card (SIC), which will give you access to the Academic sessions, the University's library, book bank, computing facilities and other university facilities. The issue of this card is dependent upon your successful completion of the Registration process, which includes providing the information detailed below.

1. Registration Requirements

1.1 Documentary Evidence of Your Qualifications

- Your original certificates and transcripts of your general education (Form IV and Form Six or equivalent), professional training (where applicable), and any other relevant documents which were presented with your application.
- Original copy of the Admissions Letter.

1.2 Proof of your identity

- 4-passport size photographs
- Passport (if you are a foreign student).
- Birth certificate

1.3 Payment or evidence of payment of fees.

A receipt or a bank deposit slip

1.4 Medical Examination

You will be required to produce a medical examination report to establish your physical and mental fitness before you begin your studies. (Medical Examination Record form is attached).

2. TUITION FEES AND LIVING EXPENSES.

2.1 Tuition fees

You will be required to pay the required fees as stated on the financial information form. No student shall be registered unless he/she has paid the required fees.

2.2 Living Expenses

Students residing in the University hostel will be responsible for their food and all other personal expenses (to be paid directly to student by the sponsor).

3. TRANSPORT

You will be responsible for your own transportation to and from Dar es Salaam and within Dar es Salaam throughout the period of your training.

4. ACADEMIC MATERIALS

4.1 Stationery

You need to have your own stationery throughout the period of your training.

4.2 Books

Core textbooks will be available at the University for Borrowing/purchasing from the book bank.

5. ACCOMMODATION

If you opt for the University accommodation you will be required to sign hostel agreement on registration.

5.1 Beddings

The University will provide bed, pillow and mattress 3.5”x 6”.

5.2 Cafeteria

HKMU runs a cafeteria where students’ can buy food and beverages at a reasonable price.

6. PERMISSION DURING SESSIONS

No permission will be granted to any student to go home to look for money in between a semester. Therefore, you are advised to bring enough money to last you to the end of a semester or academic year

7. DISCIPLINE, UNIVERSITY RULES AND REGULATIONS

On arrival to the University, you will be required to sign a contract with the University to declare the following:

- a). Obedience to the University and hospital authorities.
- b). To study diligently and earnestly.
- c). To observe the medical and human rights ethics.
- d). To abide to the existing University Constitution, regulations, policies and procedures and by-laws.
- e). To adhere to the school and Departmental rules throughout your period of stay at the MSN.

8. VISA , RESIDENT PERMIT AND EXEMPTION CERTIFICATE

All foreign students must have valid passports and entry Visa where applicable. In addition, they will be required to obtain residence permit to enable them to stay and pursue their studies. In order to obtain a residence permit (if applicable) you will be required to fill in immigration forms (TFI 1) obtained from the Admissions Office and attach them with US\$ 225, your recent five passport size photographs, curriculum vitae, photocopies of your passport, academic certificates, transcripts and admission letter.

MIKOCHENI SCHOOL OF NURSING



Financial Information (In-service Diploma in Nursing)

1. Fee Structure (TSH)

		Full Year
1	MSN fees	TSH
1.1	Tuition fee	601,000
1.2	Registration	50,000
1.3	Caution fees	40,000
1.4	Uniforms	100,000
1.5	Examination fee	63,000
1.6	Development fee	50,000
1.7	Student union	35,000
	Total Payable	939,000

Fee Structure (USD)

		Full Year
1.	MSN fees	USD
1.1	Tuition fee	601
1.2	Registration	40
1.3	Caution fees	50
1.4	Uniforms	80
1.5	Examination fee	60
1.6	Development fee	30
1.7	Student union	30
	Total Payable	891

2. Money payable to the MSN

All fees are compulsory.

Student Union fees are collected and paid to the HKMU Students' Union Association (HKMUSA).

Caution fees

University will refund caution money less by 20% at the end of your Programme.

3. Payment Options

- Payment in full before the start of the first semester will entitle you to a **2% discount** on the annual tuition fees. Students' who pay the fees in full after the semester has began will not be eligible for discount.
- All other fees (1.2 – 1.8) must be paid in full before the start of the first semester.
- A student will only be registered for each semester when all fees due for that semester have been paid in full.
- The registration period lasts up to **21 days** from the beginning of the semester. No student will be registered after expiry of the registration period.

4. Accommodation Fees

If accommodation is required and is available within the students' hostel, then payment can be made either in full at the start of the first semester, or in two instalments at the start of each semester. Accommodation is available in single, double and triple rooms. The annual cost per student for each type of room is shown in the box below.

Accommodation fee	Double	Triple
TSH	850,000	600,000
USD	850	600
Hostel Security fee (TSH) non refundable	40,000	40,000
Hostel Security fee (USD) non refundable	30	30

No student will be allocated a room without making payment. Payments should be made to the University account specific for accommodation as stated below:

HUBERT KAIRUKI MEMORIAL UNIVERSITY
 ACCOUNT NO: **02041110006**
 NDC BRANCH
 BOA BANK (TANZANIA) LTD

Any accommodation inquiries should be directed to:

The **Hostel Manager:** Mr. Alex Gabriel,
 Hubert Kairuki Memorial University
 P.O. Box 65300
 alexbmg@yahoo.com
+255 0713 - 22 71 70, +255 0786 - 22 71 71, +255 0767 - 22 71 70

There will be no refunds given when students travel for electives, fieldwork or otherwise during the academic year.

Keys to the rooms must be surrendered at the end of the academic year.

Students who wish to remain in the hostel during the short breaks and long vacations must pay daily fees for the number of days they occupy the rooms.

We encourage sponsors to pay these directly to students, and not through HKMU. If a sponsor does wish to make these payments through the university, then the following conditions apply:

- The sponsor must provide a written letter of authority to allow us to pay the money to the student. The letter must clearly state the amount to be paid.
- Payment can only be made after our bank has confirmed that the payment from the sponsor has cleared in our account.
- We will charge an administration fee of Tshs 50,000 /or its equivalent in USD.
- We will only make payment to the student by crossed cheque, in the currency in which we received the money from the sponsor.

5. Payment Methods

Payment should be made directly into our bank account, by cash, cheque or telegraphic transfer.

If payment is made by an overseas cheque, then all bank charges must be borne by the drawer/ sponsor.

Our bank account details are as follows:

HUBERT KAIRUKI MEMORIAL UNIVERSITY
ACCOUNT NO: **0200721004** (FOR TSHS) AND **0200721012** (FOR USD)
BOA BANK (TANZANIA) LTD
NDC DEVELOPMENT HOUSE
KIVUKONI/OHIO STREET
P.O. BOX 3054
DAR ES SALAAM
TANZANIA

SWIFT CODE: EUAFTZTZ

A bank deposit slip or telegraphic transfer instructions should be presented to the Bursar as proof of payment.

Please note that MSN does not accept direct cash payments to the Bursar's office .

HUBERT KAIRUKI MEMORIAL UNIVERSITY (HKMU)

Tel: 255-22-2700021/4

Fax: 255-22-2775591

E-mail: info@hkmu.ac.tz or secvc@hkmu.ac.tz



322 Regent Estate

P. O. Box 65300

Dar es Salaam.

Tanzania

web: www.hkmu.ac.tz

FINANCIAL GUARANTEE FORM

NAME OF THE APPLICANT _____
(Hereafter called the applicant)

ADDRESS _____

COURSE APPLIED FOR _____

APPLICATION NUMBER _____

1. I, THE **UNDERSIGNED**, HEREBY **GUARANTEE** to the Hubert Kairuki Memorial University (HKMU) that the payment of all monies which may from time to time hereafter become due to it in respect of tuition fees, accommodation charges and other charges properly debited to the account of the Applicant but so that my liability is in no event to exceed the sum of _____
2. I, **AGREE** that the University (i.e. HKMU) is at liberty to grant to the Applicant such extension of credit or time for payment or other indulgences as it may think proper without discharging or impairing my liability hereunder
3. **THIS GUARANTEE** is to be a continuing guarantee and is to continue to be binding until all debts due from the Applicant to the Hubert Kairuki Memorial University have been fully discharged.
4. **IN THE EVENT** of my intervening death, any obligation, which I may have agreed, to discharge under this guarantee shall be equally binding upon my personal representative.

5. **THIS CONTRACT** shall be governed by the construed in accordance with Tanzanian Law.

SIGNATURE OF GUARANTOR_____

FULL NAME OF GUARANTOR_____

FULL ADDRESS_____

RELATIONSHIP TO APPLICANT (if any)_____

DATED THIS _____ DAY OF _____ 2007.

SWORN BEFORE_____

(Notary public or commissioner for oaths)

OFFICIAL STAMP_____

The following certificate must be completed by the Guarantor's Bankers

I, having regard to the dealing of Guarantor with this bank over the last 3 years, certify that he/she is able to fulfill the financial obligations entered into on the above applicant's admission to the Hubert Kairuki Memorial University.

OFFICIAL STAMP

Signed _____ Date_____

Position_____

Address _____

(FILL THE APPROPRIATE SPACES WITH CAPITAL LETTERS)



Student Registration

1. Name of student:

First name: _____

Middle name: _____

Surname name: _____

2. Programme: (Pse Tick) Certificate _____
In Service Diploma in nursing _____
Pre Service Diploma in nursing _____
E-Learning Diploma in nursing _____

Faculty: Nursing _____

Date of commencement of training: _____

Date of completion of training: _____

Student signature: _____

Date: _____

OFFICIAL USE ONLY

Extension:

The identity expiry date to be extended up to: _____

Name: _____ Signature: _____ Title: _____

Date: _____

HKMU STUDENT MEDICAL EXAMINATION FORM

PARTICULARS OF THE APPLICANT (STUDENT)

Surname: _____ Other Names: _____

Date of Birth: (dd/mm/yy) ____ / ____ / ____ Gender: _____

Faculty: _____

PART A: MEDICAL HISTORY

Seizures:

Chronic Illness:

Allergies:

Medications:

Significant Historical Information:

PART B: PHYSICAL EXAMINATION

General Appearance	Normal	Abnormal	Height (cm)		
Skin			Weight (kgs)		
Chest			Hearing	R	L
Heart			Vision	R	L
Abdomen			BP (mmHg)	Systolic	Diastolic
Genitalia					

Explain Abnormal Exam:

PART C: LABORATORY INVESTIGATIONS

1. Urinalysis	Sugar		Leucocytes		Protein	
2. Stool for ova						
3. Full Blood Count	Hb		Hct		TWBC&Diff	
4. Blood Group						

PART D: CHEST X-RAY EXAMINATION

X-Ray Report

PART E: AUTHORIZED PRACTITIONER

I have examined Mr./Miss/Ms _____ and consider that he / she
is _____

Name of Examiner: _____ **Title of examiner:** _____

Signed: _____ **Date:** _____

Official Stamp

Address: _____ **Telephone:** _____

AGREEMENT FOR ADMISSION INTO THE MIKOCHENI SCHOOL OF NURSING

This AGREEMENT is made on the..... day of2014 BETWEEN MIKOCHENI SCHOOL OF NURSING of Post Office Box Number 65300, Dar es Salaam (hereinafter referred to as the "university") of one part.

AND

..... of P.O. Box (Hereinafter referred to as the "student") of the other part.

AND WHEREAS the University enrolled a student to undergo CERTIFICATE/ PRE-SERVICE DIPLOMA/IN-SERVICE DIPLOMA Programme for a duration of three/ four/ five academic years, commencing on

AND WHEREAS the student is willing to accept such a place for the said purpose and for the terms hereinafter contained.

NOW THIS AGREEMENT WITNESSES as follows:

1. The School hereby covenants with the student as follows: -
 - a) To provide school education of the highest standard.
 - b) Not to terminate this agreement without good cause and prior notice to the student.
2. The student hereby covenants with the School as follows:-
 - a) To pay for her/his annual required fees herself/himself or sponsor in full amounting to Tshs/ USD to cover tuition fees and any other expenses as stated in the fee structure (the fees for other academic years may be reviewed to suit the prevailing conditions).
 - b) As a condition to be admitted to the Mikocheni school of Nursing to be bound by the following terms during the whole duration of her/his studies:-
 - i) To adhere to the School Charter together with its rules, policies and procedures, students; rules and all other University guidelines.
 - ii) To cater for his/her transport to and from the school during the holidays.
 - iii) To be personally responsible for buying his/his own food.
 - iv) To be allowed to continue with studies for the rest of the academic years only after passing appropriate examinations and payment of the required fees.
 - v) If student personally decided to terminate studies and or due to the case of abrogation of university rules and regulation his/her fees will not be refunded.

- vi) To make sure that his/her sponsor pays in full the required fee and that any internal agreement between the sponsor and her will not alter his/her obligation to the university.
- vii) To be insured against major illness by the sponsor.
- viii) To abstain from any political activity or unlawful assembly.
- ix) To attend lectures, clinical duties and all university activities without failure.
- x) In case his/her performance is not satisfactory, then, the university authority may take an action against him/her ranging from the repetition of a year or complete discontinuation from the School.
- xi) Not to reveal confidential reports of the patients or hospital during or after completion of his/her studies.
- xii) To replace any university property damaged or destroyed by her/him accordingly.
- xiii) To observe and respect the nursing and medical ethics, the school Constitution and the Hospital standing orders.

3. The school and the student mutually agree as follows:-

- a) During the duration of this agreement each party may terminate this agreement by issuing a 21 days notice to the other party, unless it is an act of great misconduct on the part of the student where further stay at the university endangers the rest of the university or hospital community. In such a case, 24 hours notice will be given.
- b) Any amendment or changes to this agreement shall be agreed by both parties and shall appear to this agreement as annexes.
- c) Should there arise any complaint or dispute from either party, then such a dispute shall be amicably settled by the parties through reconciliation by the school bodies as set out in the university Constitution.
- d) This agreement will be governed by the Tanzania laws.

IN WITNESS WHEREOF the parties hereto have set their hands on the day and year first above written.

SIGNED for and on behalf of the said MIKOCHENI SCHOOL OF NURSING by (the school):

Name: SIIMA KAIRUKI MUJEMULA

Signature: _____

Address: P.O. Box 65300
Dar es Salaam, TANZANIA

Position: CORPORATE COUNSEL

Date: _____

SIGNED AND DELIVERED by (the student):

Name: _____

Signature _____

Address: _____

Date: _____