

# TEOFILO KISANJI UNIVERSITY



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***“TRAINING FOR BETTER LIFE”***

## JOINING INSTRUCTIONS FOR POSTGRADUATE DIPLOMA IN EDUCATION (PGDE) FOR 2024/2025 ACADEMIC YEAR

Ref. No: TEKU/01/PS/ .50/VOL. 5/13-4

Date:

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### **RE: ADMISSION TO THE POSTGRADUATE DIPLOMA IN EDUCATION PROGRAMME**

*May I congratulate you for joining Teofilo Kisanji University!*

I am pleased to inform you that you have been admitted to Teofilo Kisanji University (TEKU) for the 2024/2025 academic year to pursue a full-time one year programme of study leading to the award of a **POSTGRADUATE DIPLOMA IN EDUCATION (PGDE)**. You are requested to register at the **Higher Degrees Unit**.

This offer is provisional as it is subject to satisfactory verification by the **Higher Degrees Unit** at the time of registration of the qualifications you have stated in the application form. For the purpose of registration, you must bring with you the following: -

1. Original Certificates of Secondary Education Examinations, “O” and “A” level – (CSEE, ACSEE) and Diploma/Degree.
2. Two up-to-date coloured passport-size photographs indicating your name and Programme of study at the back.
3. Original Birth certificate or affidavit certificate.
4. Letter of confirmation from your sponsor, for those who are not self-sponsored.
5. Letter of release from your employer, for those who are employed

**Caution: *It should be noted that it is an offence to submit false information.***

In addition to the above information, all students should also carefully observe the following:

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### **1. Correspondence**

All correspondences to the University should be routed through the **Coordinator of Higher Degrees Unit** at TEKU. You should also quote your programme of study and registration number as shown on your identity card.

### **2. Orientation and Registration**

You are required to report at Teofilo Kisanji University for the orientation and registration that will start on 16<sup>th</sup> October, 2023. Late registration means paying a late registration fee of Tshs 50,000.

### 3. Fees and other expenses

#### POSTGRADUATE DIPLOMA IN EDUCATION (PGDE)

**TABLE 3.1: FEE STRUCTURE FOR THE 2024/2025 ACADEMIC YEAR**

S/N	Direct Costs payable to the University	Year 1		Total in Tsh	Total Cost in US \$
		Cost in Tsh			
		Semester 1	Semester 2		
1	Application fee	30,000		30,000	13
2	Registration	30,000		30,000	13
3	Tuition fee	1,100,000	1,100,000	2,200,000	957
4	Examination fee	100,000		100,000	43
5	Caution money	30,000		30,000	13
6	Identity Card	10,000		10,000	4
7	Students' Organisation (TEKUSO)	15,000		15,000	7
8	TEKU Development fund	80,000	80,000	160,000	22
9	Research paper supervision		200,000	200,000	87
10	TCU (Quality Assurance)	20,000		20,000	9
11	Teaching practice		100,000	100,000	43
12	Graduation fee		100000	100,000	43
13	Transcript		50000	50,000	22
	<b>Total payable to the University</b>	<b>1,415,000</b>	<b>1,630,000</b>	<b>3,045,000</b>	<b>1,276</b>

SN	INDIRECT COSTS PAYABLE TO STUDENT	COST IN TSH	TOTAL COST IN TSH	TOTAL COST IN US\$
1	Accommodation	500,000	500,000	217
2	Books allowance	500,000	500,000	217
3	Meals allowance	3,000,000	3,000,000	1,304
4	Internet allowance	100,000	100,000	43
5	Field Research fund	500,000	500,000	217
6	Dissertation production	300,000	300,000	130
7	Stationeries	300,000	300,000	130

	<b>Total payable to Student direct</b>	<b>5,200,000</b>	<b>5,200,000</b>	<b>2,261</b>
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**Tuition fee should be paid by using control Number but students Organisation fee (Tsh 15,000) should be paid through account number shown below**

S/N	Name of Bank	Bank Account Number	Account Name
1	CRDB	Request Control Number from Bursars office	TEOFILO KISANJIUNIVERSITY FOR TUITION FEE
2	NMB	Request control number from TEKUSO office	TEOFILO KISANJI UNIVERSITY STUDENTS ORGANIZATION

Hostels Name	Cost per academic year
Uzima hostels	210,000.00
Hekima and Aman hostels	264,000.00

#### **4.0 Registration:**

Registration will be made on payment of at least the following amount:

- i. Application fee..... 30,000
- ii. Registration fee..... 30,000
- iii. Caution money ..... 30,000
- iv. Identity Card ..... 10,000
- v. Tuition fees .....1,100,000
- vi. Examination Fee..... 100,000
- vii. Student Union .....15,000
- viii. TEKU Development fund.... 80,000
- ix. TCU (Quality Assurance) ..... 20,000

**Total        1, 385,000/=**

(b) The total tuition fee for the programme is Tshs 2,250,000/= (see attached fee structure).

(c) In the third week, after the start of the semester you must pay at least one-half of the total programme tuition fee, so that you can be allowed to do University Examination

(d) The Research Project Supervision fee Tsh 200,000 should be paid in the second semester.

**NOTE: Tuition fee and other direct costs should be paid by using control number that will be generated by the Accountant office (phone 0629057779) but students Organisation fee (Tsh 15,000) should be paid through account number**

*Please come with the original bank pay-in slip to the cashier for a University receipt.*

**NB:** Make sure that your pay-in Slip has the following information:

- (i) Your official first name, Middle Name and Surname.
- (ii) Programme study (i.e. PGDE)
- (iii) Purpose of payment (e.g. Tuition Fee)

## **5. CHANGE OF NAMES**

No change of names will be allowed during the course of the study. Students will be allowed to use only those names that appear on their certificates.

## **6. POSTPONEMENT OF STUDIES**

Postponement of studies is not allowed except under special circumstances, e.g. sickness, serious social problem or severe sponsorship problem. Postponement of Studies should be done in writing to the Deputy Vice-Chancellor, Academic Affairs. In some cases, a Studies Postponement fee of Tshs. 50,000 per academic year may be imposed.

## **7. CONTACT**

In case of any problems/questions or details, please contact the Office of Deputy Vice Chancellor Academic Affairs or the Coordinator of **Higher Degrees Unit** (CHDU).

We wish you a peaceful and enjoyable stay at TEKU.

Yours Sincerely,

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**Deputy Vice-Chancellor Academic Affairs.**

Cc: - DVCPFA

- CPS