



COLLEGE OF BUSINESS EDUCATION

DAR ES SALAAM/DODOMA/MWANZA/MBEYA

**FULLTIME...../NIGHT COLLEGE..... OCTOBER,
2018/BBA/BACC/BPS/BMKT/BBSE/BICT/BMET**

TO.....
P.O.BOX

RE: ADMISSION & JOINING INSTRUCTIONS- FULL TIME & NIGHT COLLEGE

**THREE –YEAR BACHELOR DEGREE PROGRAMMES IN
BUSINESS ADMINISTRATION/ACCOUNTANCY/PROCUREMENT AND SUPPLY
MANAGEMENT/MARKETING/ BUSINESS STUDIES WITH
EDUCATION/INFORMATION AND COMMUNICATION TECHNOLOGY/LEGAL AND
INDUSTRIAL METROLOGY.**

It is a pleasure to inform you that you have been selected for a Bachelor Degree Programme in at the College of Business Education.

The College is located along Bibi Titi Mohamed Road, Dar es Salaam adjacent to Dar es salaam Institute of Technology (DIT)

The following are necessary conditions for admission:

1. Declaration Regarding Completion of the Programme.

All candidates confirming acceptance of selection at this College must undertake to complete the programme unless required to do otherwise by the College. Please sign the relevant sections of the enclosed form of acceptance of the selection, declaration on Dress code and medical certificate. Completed forms must be returned to the College during Registration

2. Medical Examination.

Admission into the College is conditional upon a satisfactory medical report being received by the College. Students are therefore asked to undergo medical examination by registered medical practitioners. Use the enclosed form which should be brought with you duly filled and signed. Students, who report to the College without their medical reports, will have to undergo medical examination at their own expenses before admission into the College.

Programme Commencement.

Registration will start on **23rd October 2018**. The course will commence on **30th October, 2018**. If you cannot report on this date for any reason please inform us immediately otherwise we shall assume that you have opted not to attend the programme.

3. What to bring.

- (i) Two Passport size photographs taken recently for registration.

- (ii) National form IV Certificate (not Result slip)
- (iii) National form VI Certificates (or Result slip for those who completed form six in 2018 only).
- (iv) Birth Certificate
- (v) Form (four) Leaving Certificate
- (vi) Form six Leaving Certificate
- (vii) Any other relevant Certificates supporting your qualifications.

NOTE: - At the time of registration all certificates must be original (not photocopy) any candidate without original certificates will not be registered.

-Submission of forged certificates or any false document is a criminal offence and will be dealt according to the law.

4. Discipline.

Students admitted to this College are expected to observe and abide by the students By-Laws of the College, Examination Regulations or any other lawful orders given by the Rector, lecturers or any other person in authority. Failure to observe or comply with any lawful order may lead to summary dismissal from the College.

5. FEE STRUCTURE PAYABLE TO THE COLLEGE FOR BBA/BACC/BPS/BMKT/BBSE/BICT/BMET

Mode of Payment

All fees should be paid after obtaining an invoice number from Student Academic Register Information System (SARIS) that can be accessed at www.cbe.ac.tz using login information provided through email/SMS.

Fees must be paid in the following modes before qualifying for registration

INSTALMENT	ITEMS	BACHELOR DEGREE PROGRAMS (FIRST YEAR)				DEADLINE FOR PAYMENT
		BA, BMK, BBA, BPS	BICT	BBSE	BLM	
1 ST INSTALMENT	Tuition Fees	490,000	500,000	440,000	500,000	23 rd November. 2018
	Other Contributions					
	Registration Fees	6,000	6,000	6,000	6,000	
	Examination Fess	26,000	26,000	26,000	26,000	
	Nacte Fees	20,000	20,000	20,000	20,000	
	COBESO contribution	6,000	6,000	6,000	6,000	
	Student Welfare Contributid	5,000	5,000	5,000	5,000	
	Total	553,000	563,000	503,000	563,000	
FOREIGN STUDENTS (US \$)	840	906	812	880		
2 ND INSTALMENT	Tuition Fees	960,000	1,005,600	960,000	1,000,000	15 th May, 2019
	Other Contributions					
	Registration Fees	6,000	6,000	6,000	6,000	
	Examination Fess	25,000	25,000	25,000	25,000	
	COBESO contribution	6,000	6,000	6,000	6,000	
	Student Welfare Contributid	5,000	5,000	5,000	5,000	
	Total	1,002,000	1,047,600	1,002,000	1,042,000	
	FOREIGN STUDENTS (US \$)	840	906	812	880	

Indicative Direct students cost for Bachelor degree Programmes

ITEMS	Local (TZS)	Foreign (USD)
College Hostel	450,000.00	500.00
Books and Stationery Allowance	200,000.00	223.00
Meal Allowance	1,660,000.00	1,845.00
Field Work	620,000.00	780.00
Total	2,930,000.00	3,348.00

These indicative fees can be negotiated with the sponsor

PLEASE NOTE:

- *All candidates are required to use invoice number provided in SARIS during payments*
- *No student will be registered without paying the relevant fees.*

Contribution of Tshs 50,400 for NHIF (NATIONAL HEALTH INSURANCE FUND) shall be compulsory and shall be paid through Invoice Number to NMB.

NB: It is expected that every sponsor will adhere to the above payment schedule. Failure to adhere to this schedule will amount to the respective sponsee to be barred from attending classes or sitting for tests/examinations.



.....
Prof. Emmanuel A. Mjema
RECTOR



COLLEGE OF BUSINESS EDUCATION

(INCORPORATED BY ACT OF PARLIAMENT)

YOUR REF:
REF. TFC/TNC.. 2017/BBA/BACC/BMKT/BPS/BMET

BIBI TITI STREE - DAR ES SALAAM OUR
TELEPHONE 0222150177
P.O. BOX 1968 DAR ES SALAAM
FAX 0222150122 TANZANIA

FULL TIME & NIGHT COLLEGE

ACCEPTANCE OF CBE VACANCY

Part One

I accept the selection as a student for the year 2018/2019 to pursue the Bachelor Degree Programme in Business Administration/ Procurement & supplies management/Accountancy/Marketing/Legal and Industrial Metrology/Information and Communication Technology / Business Studies with Education at the College of Business Education, Dar es Salaam/Dodoma. I promise that I will work hard during the study and I will continue with my studies at the College for the entire period of the Programme unless I am dismissed by the Rector or any other person holding authority duly given to him by the Governing Body of the College. I declare that I have made no other commitments which can disrupt my studies at the College during the coming one year.

I confirm that I will abide by the standing students By-Laws of the College, Examination Regulations/Rules or any legal orders given by the Rector, lecturers or any other person in authority. I further affirm that I am the same person who applied to admittance to the College under this name.

I also undertake to produce at the time of admission a medical report, from any Government or recognized medical doctor stating clearly that I am physically fit to undergo the three-year Bachelor Degree Programme in Business Administration/Accountancy/Procurement & supplies/Marketing/Legal and Industrial Metrology/Information and Communication Technology or Business Studies with Education and that the College may refer me to do a fresh medical examination if it feels necessary notwithstanding the previous medical report.

Full Name (Student)

Signature

Witnessed (Parent/guardian).....

Relationship.....

On behalf of

Part Two.

Employer's /Sponsor's Certificate

We approve the Sponsorship of the above candidate to undertake the Bachelor Degree Programme and confirm that he/she will be released from duties to attend the Programme

We further confirm that this /Company/Organization/Ministry/Family will sponsor the student and pay the College fees. We also know that fees once paid will not be refunded under any circumstances.

Name

Signature

Relationship.....

Address.....

.....

Date.....



**COLLEGE OF BUSINESS EDUCATION
DAR ES SALAAM/DODOMA/MWANZA/MBEYA**

REQUEST FOR MEDICAL EXAMINATION

PART A:

To the Medical Officer

.....
.....
.....

From: Rector

College of Business Education
P.O. Box 1968

DAR ES SALAAM

Mr./Mrs./Miss (student).....

Please examine the above named as to his/her fitness for undergoing the three -year Bachelor Degree Programme in Business Administration/Accountancy/Procurement & supplies/Marketing/Legal and Industrial Metrology/Information and Communication Technology or Business Studies with Education

.....
Prof. Emmanuel A. Mjema
RECTOR

PART B:

MEDICAL CERTIFICATE

(To be completed by Medical Officer)

I have examined the above and consider that he/she is physically fit/unfit to undergo the Bachelor Degree Programme stated above.

Date2018

Signature

Station

Designation



STUDENT'S DRESS CODE

COLLEGE OF BUSINESS EDUCATION

1.0 INTRODUCTION

The College of Business Education (CBE) like many other institutions of higher learning is committed to nurture and empower students to emerge as educated, responsible, service-oriented and respected members of the society.

The dress and manners of any student reflect the general image of an institution. With such realization, students are expected at all times to dress properly befitting the status of the College.

In an effort to curb socially undesirable and indecent dressing, this dress code must be read and observed by all students.

2.0 STUDENT'S DRESS CODE

Students are expected to appear neat, uphold high standards of conduct and behavior both on and off campus. They should portray moral and ethical behavior, conducting themselves with pride and respect.

Alongside the public Service Circular NO. 3 ON Dress Code, 2007, students are strictly not allowed to wear the following: -

- a) Jeans with holes
- b) Mesh type of see-through clothes
- c) Trousers hanging under the buttocks (Mlegezo)
- d) Very tight trousers, skirts, blouses
- e) Dress/skirts with excessive slit (mpasuo)
- f) Any dress that leaves the stomach, waist, chest, and or back open
- g) Shorts or skirts that do not cover the knees when seated
- h) Earnings for men
- i) Unbuttoned shirts
- j) Any type of dress that cover the entire face
- k) Pajamas, flip flops or slippers outside the residence halls
- l) Any kind of dressing that leaves underwear visible
- m) Any kind of dressing that leaves the breasts open/visible.
- n) Hats or caps worn back ward
- o) Clothes with inappropriate or unsuitable graphics/slogans or obscene/abusive language
- p) Inappropriate hair style for men e.g. plating
- q) Any kind of dressing that College Official may deem inappropriate.

3.0 DISCIPLINARY MEASURES FOR IMPROPER DRESSING

To maintain the good image of the College, all students are required to be properly attired in a manner that is socially desirable. Students who choose to violate the Dress Code are liable for disciplinary actions by contravening By-Law 9(1) (ii) of the College of Business Education By-Laws. The following disciplinary measures will be taken against any culprit:

- 3.1 **First offence:** Once a Student commits an offence shall be denied access to services from college staff, not allowed to enter lecture theatres, library, offices, laboratories, and attend college meetings. He/she will be given verbal and written warning.

- 3.2 **Second offence:** The alleged student will have to appear before Students' Disciplinary Committee for further action.

- 3.3 **Powers of the Students' Disciplinary Committee:** As per By-Law 40 of the College of Business Education By-Laws, the Students' Disciplinary Committee will impose any disciplinary actions it deems proper.

I (Student) accept the College Students' Dress Code and Disciplinary Measures for violating the dress code and I will accept any action taken by the College.

.....
STUDENT'S SIGNATURE.

I(parent/guardian/sponsor) of
..... accept the College Students' Dress Code and Disciplinary Measures for violating the dress code and I will accept any action taken by the College against a student.

.....
PARENT'S/GUARDIAN'S SIGNATURE