

Ref. No: AC/A/1/Vol. XI /

Date: 05th October, 2018

Name of Student:.....

P.O.Box :.....

Email:.....

Course Selected to:

RE: JOINING INSTRUCTION FOR 2018/2019 ACADEMIC YEAR

I am pleased to inform you that you have been admitted at the College of African Wildlife Management, Mweka. The study will commence on 15th October, 2018 for lower courses and 29th October 2019 for Degree students. You are required to report to the College on the same date.

When reporting to the College bring along the following: - Original academic certificates, birth certificate, 2 passport size photo for Tanzanian and 8 passport size photo for non Tanzanian. You will be required to show the respective certificates to the College Chief Admission Officer for verification upon arrival.

Enclosed with this letter, find the following College brief information, that you are advised to read carefully before coming to the College:

- College joining instructions
- Programme fees and other expenses for 2018/2019 Academic Year
- Medical Examination Form

You are supposed to fill the Medical Examination Form and submit it on your arrival at the College. You will receive more information when you get to the College.

The College fees can be paid through Account No. **017105002480** at **NBC**, Swift Code: **NLCBTZTX** for foreign currency payments and Account No. **01J1039905500** at **CRDB Bank Ltd Moshi Branch** OR Account No. **4226600034** at **NMB Ltd Mawenzi Branch Moshi** for payments made in equivalent Tanzania Shillings.

You are warmly welcome to the College.

NOTE:

“ You should download this letter ,print and submit it on your arrival at the college.”



PROGRAMME FEES AND OTHER EXPENSES FOR 2018/2019 ACADEMIC YEAR

Table 1: College's Fees for Postgraduate Diploma; Bachelor Degree; Ordinary Diploma; Technician Certificates and Basic Technician Certificates

PROGRAMMES		TANZANIAN (TZS)	EAC & SADC (US \$)	FOREIGNERS (US \$)
Postgraduate Diploma in Wildlife Management		5,313,000	2,843	6,175
Postgraduate Diploma in Tourism Planning and Management		5,313,000	2,843	6,175
Bachelor Degrees in Wildlife Management (NTA 7 & 8)	1 st Year	4,673,000	2,549	5,768
	2 nd Year	4,268,000	2,362	5,395
	3 rd Year	4,718,000	2,569	6,175
Bachelor Degrees in Wildlife Tourism (NTA 7 & 8)	1 st Year	4,673,000	2,549	5,768
	2 nd Year	4,268,000	2,362	5,395
	3 rd Year	4,718,000	2,569	6,175
Ordinary Diploma in Wildlife Management (NTA 5 & 6)	1 st Year	3,798,000	2,149	5,765
	2 nd Year	4,208,000	2,337	6,123
Ordinary Diploma in Wildlife Tourism (NTA 5 & 6)	1 st Year	3,798,000	2,149	5,765
	2 nd Year	4,208,000	2,337	6,123
Technician Certificate in Wildlife Management (NTA 5)		3,798,000	2,149	5,765
Technician Certificate in Wildlife Tourism (NTA 5)		3,798,000	2,149	5,765
Basic Technician Certificate in Wildlife Management (NTA 4)		3,598,000	2,057	5,465
Basic Technician Certificate in Wildlife Tourism (NTA 4)		3,598,000	2,057	5,465

Table 2: Estimated Annual Compulsory Direct Costs to Students (Non-Tuition Costs)

Items		Tanzanian Students (US\$)	Other Students (US\$)
Cafeteria Costs		800-1500	800-1500
Accommodation	College property on campus (double shared rooms)	300	600
	College property on campus (self-contained shared quadrate rooms)	200	400
	College property on campus (self-contained non-shared rooms)	500	1000
	Off campus (private property outside the College campus)	400-800	400-800
Transport for off-campus students		400-600	400-600
Pair of binoculars*		50	50
Field guide books: Birds, Mammals and plants of East Africa		100	100
Scientific calculator*		10-20	10-20
Field waterproof note book, writing pad and pencil		10	10
Uniform (shoes, green shirt and trousers)*		50-70	50-70
Beddings*		20-30	20-30

* These costs are incurred once during the programme (except beddings)

Fees for accommodation in College properties (Table 2) must be paid in full, or in two installments of 50% at the beginning of each semester.

Description of the Tables above

Table 1 provides a summary of College's Fees paid directly to the College's Bank Accounts. These fees cover tuition, Students' Council (US\$ 20) and NACTE Annual Examinations (US \$ 40). These fees plus fees for accommodation on College's campus must be paid in full or in two instalments of 50% at the beginning of each semester. No student shall be allowed into the campus without paying College's Fees. College's Fees are subject to change annually to reflect changing economic and financial circumstances. Customers shall be informed accordingly.

Table 2 provides a summary of annual **estimated** costs to students on services and equipment that are not offered by the College.

Note that students will not be allowed to participate in the field training without standard uniforms that can be obtained at the College. Students shall also be required to bring their own beddings, if they opt to take College's accommodation.

Table 3: Modular Fees and Short Course (food costs and accommodation exclusive)

COURSE	Definition	Tuition Fee per student per week	Tuition & Accommodation per week
Modular Courses	Students joining ongoing long course modules	US\$ 200	US\$ 300
Tailor-made	On campus	US\$ 450	US\$ 500
Tailor made	Off campus – outreach	US\$ 750 plus transport and full board accommodation for participating lecturer(s)	Nil
Tailor made	On campus and field oriented	US\$ 600	US\$ 750

* In the event that the College offers courses in collaboration with other institutions or the courses include considerable field travel, these fees may vary.

BANK ACCOUNTS' DETAILS

<u>Tanzania Bank Account Details: (US\$ Account)</u>	<u>For payments made in equivalent Tanzanian Shillings</u>
Name of account : College of African Wildlife Management	Name of Account : College of African Wildlife Management
Account Number : 0171 0500 2480	Account Number : 01J1039905500
Banker : NBC Ltd – Moshi, Branch	Banker : CRDB Ltd Moshi Branch
Banker's address : P.O. Box 3030, Moshi, TANZANIA	OR
SWIFT code : NLCBTZTX orNLCBTZTXXXX	Name of Account: College of African Wildlife Management
	Account Number : 4226600034
	Banker : NMB Ltd Mawenzi Branch, Moshi

For Further Information or Application Forms Contact:

Rector

Attn: Chief Admission Officer

College of African Wildlife Management, Mweka

P.O. Box 3031 Moshi, Tanzania

Tel: 0692883333, 0766883333 +255 27- 2974128, 2974129, 2974130, 2974131, 2974132

Cell: +255 767 977 523 (Chief Admission Officer); +255 767 995 793 (Admission Secretary)

+255 767 400 272 (Public Relations Officer)

Fax: +255 27 2974133, Email: mweka@mwekawildlife.ac.tz Facebook: college of african wildlife management – cawm

Twitter: @ Mweka Wildlife Cg

Instagram: Mweka _wildlife College

Website: www.mwekawildlife.ac.tz



COLLEGE OF AFRICAN WILDLIFE MANAGEMENT, MWEKA



ESSENTIAL INFORMATION FOR STUDENTS JOINING THE COLLEGE

This document contains only the most important information you should have in advance of your training programme at this College.

A: COLLEGE YEAR

The College year usually runs from the first week of August to mid June, with about 20 days New Year and 7 days mid-term breaks respectively.

B: LOCATION

The College is situated in Mweka village on the Southern slopes of Mount Kilimanjaro in Tanzania at an elevation of 1400 meters above sea level. It lies 14 kilometers North of Moshi town in an agricultural country with coffee as the principal cash crop.

Despite of its tropical location, Mweka enjoys a semi-temperate climate due to its elevation. There are two rain seasons a year, the long rains in March and June and the short rains in October and November. The weather is generally sunny although June to September can be cloudy and relatively cool. The nights can be chilly, mean temperatures varying between 17°C and 30°C with low humidity. It may be advantageous for you to bring warm clothing.

C: TRAVEL TO MWEKA

Mweka can be reached by road from Kilimanjaro International Airport (KIA) or from Moshi town. From Moshi town public transport to Mweka is available and taxis, although taxis are relatively expensive.

D: RESIDENCE

The College provides accommodation facilities for both female and male students and a dispensary where medical services are offered to both students and staff. All complicated medical cases requiring special investigation and specialist's attention are referred to Kibosho Hospital or the Kilimanjaro Christian Medical Centre (KCMC), which is one of the four consultant hospitals in the country.

E: STUDENTS HAVE COMPLETE FREEDOM OF WORSHIP

The Tanzanian Constitution provides for freedom of religion, and the Government generally respects this right in practice. On its part, the College allows students organized religious groups to worship on campus provided they do not break College regulations or the laws of the country.

F: GAMES AND SPORTS

Available sports facilities for indoor and outdoor games include a soccer (football) pitch; courts for tennis, squash, basketball and volleyball, table tennis, darts, badminton etc. It will be rewarding to bring with you sports gears.

CONDITIONS OF YOUR ADMISSION TO THE COLLEGE

1. Your admission was based on the academic qualification you submitted on your application forms which is subject to satisfactory verification. On your arrival you will be required to present your original academic certificates to be checked against the photocopies you attached on your application forms. If you have lost your original certificate(s) you must produce adequate statement to support your claim.
2. You should also bring with your PASSPORT SIZE PHOTOGRAPHS, EIGHT for non- Tanzanians and TWO for Tanzanians to be presented to the Course Coordinator on the registration date.
3. A minimum payment of 50% of long course fees must be paid before a student can be admitted to the course. The remaining balance must be paid no later than the start of the second semester or the student will be suspended until payment is received. If fees is paid by the sponsor, the College must have written evidence from your sponsor.
4. Fees once paid shall not be refunded except for conditions found in the College Fee Refund Policy. Students are advised to operate personal bank accounts for their personal use. Payments for personal expenses made through College Bank account will be charged Management fee of 15% of such amount.
5. The College has limited accommodation facilities which are offered on first come first served basis. Students opting or missing accommodation on campus have to acquire accommodation outside the College at a cost between US\$ 400 and US\$ 800 per annum and meet their daily travel expenses to the College and back to base.
6. The College does not offer cafeteria services. However, students may obtain cafeteria services at an outsourced College cafeteria and any other places outside the College premises.
7. You will be required to take all course subjects as required by the College for the entire period of your study.
8. NAME: Your name should be registered exactly as it appears on your passport or academic records (first name in full, middle name(s), and surname in capital and in full). These names will appear on all permanent records at the College.
9. There is a Students' Council, which all students belong. The students' Council is the official body for the organization of students' affairs and is the official organ of representation of the student body.
10. While you are a student at this College, you are free to use the College's address.
11. While you are a student at this College, you will not present yourself in any manner as an employee or representative of the College.
12. You should possess a health Insurance cover all the time while at the College, in order to access medical services. If you don't have you will be required to fill NHIF registration forms available at the College.
13. You will be required to put on field uniform all the time while in the field. The field uniform will be provided by the College after taking your cloth/shoe measurements (sizes).
14. Foreign students are required to report to the Dean of Students office as soon as they arrive at the College in order to process the study permits (Immigration).



COLLEGE OF AFRICAN WILDLIFE MANAGEMENT, MWEKA



MEDICAL EXAMINATION FORM 2018/2019

NOTES

The candidate is likely to undergo prolonged physical exertion at high temperatures in remote areas. He/she must be capable of walking considerably distances and must have full use of both legs, arms and hands all fingers.

INSTRUCTIONS

1. The medical Examiner must be a duly registered Medical Practitioner.
2. This form should be completed using BLOCK LETTERS.
3. This form, once completed, should be sealed by the Medical Examiner separately from the Application Form

PART A: PERSONAL DETAILS *(to be completed by the applicant)*

1. SURNAME OR FAMILY NAME)
2. OTHER NAMES.
3. SEX.
4. DATE OF BIRTH
5. NATIONALITY
6. MAILING ADDRESS

PART B: DECLARATION *(to be completed by the applicant in presence of the Medical examiner)*

I certify that I am not to my knowledge, suffering from any physical disability of which I have informed the Medical Examiner and that the statements made and information given by the Medical Examiner are correct

(Applicant's Signature)..... (Date).....

PART C: MEDICAL EXAMINATION FORM *(to be completed by the Medical examiner)*

1. Body weight. Height.....
2. Blood Analysis.

Total WBC...../mm ³	LYMPHOCYTES.....%
NEUTROPHIL.....%	EUSINOPHIL.....%
MONOCYTES.....%	E.S.R.mm/hr
3. CARDIOVASCULAR SYSTEM

Pulse Rate./Min. Rhythm.

BP.mm/Hg

4. RESPIRATORY SYSTEM
X-Ray

5. ABDOMEN

Spleen. Liver. Kidney.....

6. NEVEOUS SYSTEM

Any Mental Disorders YES/NO

7. EYES

Normal YES/NO

Visual. Acuity left Eye..... Right Eye.....

8. EARS

Normal YES / NO

Any Discharge YES / NO

9. URINE ANALYSIS

Urine Sed.

Urine Proteine.

10. STOOL ANALYSIS

Stool for ova YES / NO

11. PHYSICAL DISABILITIES (given details).

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NAME:

SIGNATURE:

DESIGNATION:

OFFICIAL STAMP: DATE: