Student
Welcome Guide

1. Welcome Note from Rector's desk

Congratulations on becoming a member of the College of Business Education Community (CBE).

On behalf of the CBE, I am delighted to welcome you to a place where your knowledge, experience, insights and creativity will be truly appreciated.

Being a CBE student is commitment, we sincerely hope that you will take advantage of all the opportunities that our college offers.

To help you familiarise with College activities, we have prepared the Welcome Guide that provides you with all the necessary information.

Wishing you the best in all your academic endeavors.

Prof. Lwoga, E.T.

0. About the College

The College of Business Education (CBE) was founded in 1965 through Act No. 31 of Parliament and operates under the Ministry of Industry and Trade. It has four campuses located in Dar es Salaam, Dodoma, Mwanza, and Mbeya.

Vision:
To be a leader in transforming and developing business education capabilities.

Mission:
To provide demand-driven and competence-based education, and offer quality public services through applied research and consultancies.

Key Information:
CBE has a total of **510 staff members** and over **20,000 students** across its campuses. The College offers **66 academic programs** that focus on Business, ICT, and Metrology fields. CBE is ranked 14th in Tanzania by Webometrics for 2022/2023. The institution is noted for its significant research output and has international collaborations across Europe, Asia, and Africa.

Contact Information:

- **Address:** Bibi Titi Mohamed Road, P.O. Box 1968, Dar es Salaam

- **Phone:** 0222211560

- **Email:** rector@cbe.ac.tz

- **Website:** www.cbe.ac.tz

0. Management of your CoSIS and NACTVET Accounts

- **CoSIS (CBE Online Student Information System)**: Access CoSIS for online registration, course information, and academic records.
- To register at the CBE CoSIS follow the steps to create an account insert the link.
- **NACTVET Registration**: Ensure that your details are correctly submitted to the **National Council for Technical Education (NACTVET)** system and your account is active all the time.

0. Ensure you have completed Course Registration

- Make sure that you complete your registration for the course you've been admitted to.
- Check your student information details for accuracy and ensure any required documentation is presented for verification.
- Be informed that only registered students are allowed to attend classes, take exams, and

access academic resources.

- Be informed that only students who hold Student ID Cards will be allowed to enter into the College premises.

0. **Understanding of the College Examination Rules 2023**

- **Familiarize yourself with the CBE Examination Rules (2023)**: It is essential to know the rules on Eligibility to Examination, Exam conduct, Grading and Assessment, Appeals, and any other academic regulations.
- You can find the detailed rules on the following link *rb.gy/1hdya9*

0. **Payment of College Fees**

- Pay your College fees promptly as stipulated in the Fee structure to avoid being blocked from accessing college services.
- In order to be registered you are obliged to pay a minimum of 50% of tuition fees for the academic year.
- Details of the fee structure and mode of payment are provided in the Joining Instructions and can be followed in the following link… (https://www.cbe.ac.tz/admission/join-instructions)

0. **Student Academic Habits**

- Go through College Prospectus **2024/2025** on the link https://www.cbe.ac.tz/admission/cbe-pro-spectus to know all modules you are allocated to study.
- Adopt good academic habits including attending the classes as per issued Lessons Timetable that should be collected from the Heads of Academic Departments. In case you face any difficulties don't hesitate to consult the respective allocated Instructor for the assistance.
- Make sure you participate in all issued teaching and learning activities and assessment to ensure timely completion of Continuous Assessment as per obligation.
- Make the use of the College library, and e-learning platforms to be enriched in assigned Module contents topics.

0. **Library Services**

The college library offers free services to CBE students.

In the library, you can find printed information and e-information.

Services offered

- Book lending and return by the use of Koha system
- E-information accessible through our e-resources, such as **EBSCO hos**t, **Emerald** and research for life
- Training on e-resources and referencing
- Internet services

Lending books

A student need to have the CBE student identity card to be able to borrow library books

Library opening hours

Monday-Friday: 08:00 am to 09:00 pm

Saturday: 08:00 to 04:00 pm

Urls for accessing different databases

Institutional repository: http://10.11.11.13.8080/xmlui

Research for life: Hinary: User name:TAN171   Password: 38201

EBSCO : https://search.ebsohost.com/login.aspx

EMERALD: https://www.emeraldinsight.com

0. **Access Online Materials and Tools**

Our LMS - Moodle is the central hub for all your courses. You'll use it to access materials, assignments, grades, and more. Will help you navigate our digital learning environment and ensure that you can easily access all online materials and tools. These resources are crucial to your academic success.

1) Accessing the Learning Management System (LMS - Moodle)

- **How to Access the LMS**:
    1. Go to **[LMS - Moodle URL: http://lms.cbe.ac.tz].**
    2. Log in using your student **USERNAME** and **PASSWORD**.
    3. Once logged in, you'll see your dashboard with all your courses listed.

- **LMS Features**:
  - View course announcements.
  - Access lecture materials, readings, and multimedia content.
  - Submit assignments and participate in discussion forums.

2)   Navigating Course Materials

Each course will have its materials organized within the LMS.

- **Where to Find Materials**:
  - Log into the LMS and click on a course.
  - Look for tabs such as **"Course Materials" or "Resources"** to find lecture notes, readings, or videos.
- **textbooks and Digital Readings**: Some courses may use textbooks or provide downloadable readings. Check the syllabus or announcements for instructions on how to access these.

3)   Submitting Assignments Online

Submitting assignments through the LMS - Moodle is easy and efficient.

- **How to Submit**:
  1. Navigate to the **"Assignments"** section of your course.
  2. Select the relevant assignment and click **"Submit Assignment."**
  3. Upload your file in the required format (e.g., .doc, .pdf).
  4. Double-check that your submission is complete.
- **Deadlines**: Make sure to check deadlines and submit your work on time. Late submissions may be penalized according to Examination Rule and Regulation.

4)   Collaborating with Classmates

Staying connected with your classmates is crucial in an online environment. Here's how to collaborate:

- **Discussion Boards**: Each course has a discussion area where you can post questions, participate in group discussions, and share ideas.
- **Group Work**: Some courses may assign group projects. Use tools like Google Docs, Microsoft Teams, or Zoom to collaborate effectively.

5)   Getting Technical Support

If you experience any technical issues, our support team is here to help.

- **Tech Support Contact Information**:
    - o **Email**: eunice.jengo@cbe.ac.tz and mafuru.mweroro@cbe.ac.tz
    - o **Phone**: [Tech Support Mobile Number: 0718 628 132 and 0712 533 488]
    - o **Hours**: Monday–Friday, 8 AM–5 PM
- **Common Issues We Can Help With**:
    - o LMS login problems.
    - o Difficulty accessing course materials.

0. **On College Resources for Students**

Request for Accommodation in College Hostels

The College has limited hostel space. Room allocation is on a first-come, first-served basis, with priority given to:

i)   Students with special needs.

ii)   International students.

iii)   First-year students from upcountry.

iv)   A selected number of student leaders

- Students must first complete the registration process to secure accommodation.

- Accommodation requests are submitted through the College Student Information System (CoSIS).

- Requests are reviewed and approved by the Office of the Dean of Students.

- After approval, a control number is generated and made available via CoSIS.

- Students must pay the hostel fee (TZS 450,000) in lump sum using approved government payment methods such as banks, and mobile network money. No cash is received for such purposes.

- Upon settling payment, students must report to the (Social Welfare Officer) Matron for room allocation.

Accommodation in private off-campus hostels

- Due to the high demand for accommodation, the college has partnered with external providers offering privately owned hostels near or relatively accessible from the college.

- Please refer to the attached list for details on these hostels' locations, charges, and contact information. We strongly recommend that students visit the hostels in person before confirming any bookings.

- Should you encounter any accommodation-related issues, the Dean of Students Office is available to assist.

- Comprehensive information about off-campus hostels can be accessed via the following link: https://www.cbe.ac.tz/hostel-information.

0. **Payment of NHIF**

All students without existing health insurance coverage are required to enroll in the **National Health Insurance Fund (NHIF)** for medical coverage.

- **Students aged 18 and above** must use their **NIDA number** for NHIF enrollment. If they do not possess a NIDA number, the College will coordinate with **NIDA officials** to facilitate their registration.

- After their NIDA number is integrated into the **CoSIS system**, the designated **Insurance Officer** will issue a **Control Number**. Once the Control Number is received, students must make the necessary payment to activate their insurance services.

- **Students below 18 years** will be provided with an **NHIF card** after completing their registration, and their photo is uploaded onto their CoSIS profile. The Insurance Officer will then generate a Control Number, which they can use to make the required payment for NHIF coverage.

- Students who already have an **NHIF card** from another educational institution or through their parents will still need to use their NIDA number for enrollment in NHIF. The Insurance Officer will provide them with a Control Number for payment, granting access to NHIF services.

0. **Loan Process and Application (for Bachelor Students only)**

Application for loans from the **Higher Education Students' Loans Board (HESLB)** is conducted online via the official **HESLB portal**. Detailed guidelines for loan applications are issued by HESLB and can be accessed on their website at **www.heslb.go.tz**.

For students who have already secured loans, the following steps must be followed:

i) Complete **college registration** and obtain a **college registration number**.

ii) The loan beneficiary must have an active **bank account** registered under their name as it appears on their **Form Four certificate**. If they do not have an account, they are required to open one.

iii) Register in the **Didis system**, with facilitation provided by **loan officers** and HESLB officials.

iv) Regularly check the **SIPA system** to monitor the status of the loan disbursement and application.

v) Sign off on the **disbursement** for meals, accommodation, and tuition fees within **30 days**. Failure to do so will result in the funds being returned to HESLB, and the student will forfeit any claim to them.

0. **Briefing on Students' Disciplinary Rules 2024**

The *Students' Disciplinary Rules 2024* of the College of Business Education outline the standards of conduct, disciplinary offences, and penalties for students. Key points include:

General Conduct: Students must comply with College rules, carry ID cards, and settle all dues to receive certificates.

Disciplinary Offenses: Offenses include violence, damage to property, fraud, dishonesty, unauthorized meetings, drug use, and sexual misconduct.

Dress Code: Inappropriate attire such as ripped clothing, revealing outfits, and men's earrings are prohibited, with penalties ranging from warnings to suspension.

Disciplinary Procedures: Offenses are reported to the Dean of Students, and cases are handled by the Students' Disciplinary Committee. Appeals can be made to the Disciplinary Appeals Committee.

Penalties: Penalties include warnings, suspensions, or expulsion, depending on the offense.

Residence Rules: Misconduct in hostels, like subletting or illegal residence,

leads to eviction or fines.

For further assistance,

- Contact the Directorate of Academic Support Services Office,
- visit the College website (www.cbe.ac.tz) or
- Call our call Center **Telephone: +255 22 221 1560**

We wish you a successful and fulfilling academic year!