



## COLLEGE OF BUSINESS EDUCATION

### DIRECTORATE OF POSTGRADUATE STUDIES

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## JOINING INSTRUCTIONS

### RE: ADMISSION & JOINING INSTRUCTIONS FOR POSTGRADUATE PROGRAMMES – OCTOBER, 2022/2023

**I. Masters Degree in; Business Administration Human Resource Management (MBA-HRM)/Business Administration Finance and Banking(MBA-F&B)/Business Administration Marketing Management(MBA-MKTM)/Information and Communication Technology for Development (ICT4D)/Information Technology -Project Management (ITPMGT)/International Business Management (MIBM)/Supply Chain Management (MSCM) and**

#### **II. Postgraduate Diploma Course**

It is a pleasure to inform you that you have been selected to join

..... 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 Course**

All candidates confirming acceptance of vacancy in this College must undertake to complete the course unless required to do otherwise by the College. Please sign the relevant sections of the enclosed form of acceptance of the vacancy, declaration of 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.

### 3. Course Commencement

Orientation and Registration will commence on **17<sup>th</sup> October, 2022**. 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 course and the vacancy will be filled by another candidate.

### 4. What to bring

- (i) Two Passport size photographs taken recently for registration.
- (ii) National Form Four Certificate (not Result slip)
- (iii) Certificate of Bachelor Degree Course
- (iv) Birth Certificate
- (v) Form IV or VI Leaving Certificate
- (vi) Any other relevant Certificates supporting your application.
- (vii) For MICT4D & MIT-PM, each candidate to bring his/her own laptop for use during learning.

#### NOTE:

- 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.
- **Students are required to have laptops for in-class note taking, accessing information, research, online assignments, and class presentations.**

### 5. 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.

### 6. FEE STRUCTURE FROM ACADEMIC YEAR 2022/2023

Students must ensure that their fees are paid in full by their sponsors during registration. Having considered the general economic hardships on the part of sponsors the College has allowed payment of fees to be made in three installments according to the following schedule:

#### **FEE STRUCTURE FOR MASTERS DEGREE PROGRAMMES**

##### **Mode of Payment**

All fees should be paid after obtaining Control Number from CBE Online Student Information System (CoSIS) that can be accessed at [www.cbe.ac.tz](http://www.cbe.ac.tz) using login information provided through E-mail/SMS. Fees must be paid in the following modes before qualifying for registration.

## TUITION FEES FOR MASTERS PROGRAMS

Programs	Tuition Fee(in TZS)	Other Contribution (in TZS)	Total (in TZS)	Foreigners (in USD)
Masters in Information and Communication Technology for development (ICT4D)	4,700,000	152,000	4,852,000	3,160.60
Masters in IT- Project Management (IT-PM)	4,700,000	152,000	4,852,000	3,160.60
Masters in Supply Chain Management (MSCM)	4,500,000	152,000	4,652,000	2,960.60
Masters in International Business Management (MIBM)	4,500,000	152,000	4,652,000	2,960.60

## INDICATIVE DIRECT STUDENTS COST FOR ACADEMIC YEAR 2021/2022

	Local (TZS)	Foreign (USD)
Stationery	400,000	250.00
Books	800,000	500.00
Research	3,500,000	1,800.00
Thesis production	200,000	125.00
Stipend	2,000,000	1,250.00
Medical Insurance	50,400	75.60
Accommodation	450,000	500.00
<b>Total</b>	<b>7,400,400</b>	<b>4,500.60</b>

*NB: These indicative fees can be negotiated with the sponsor*

## MODE OF PAYMENT

INSTALMENT	ITEMS	MASTERS COURSES		DEADLINE FOR PAYMENT
		MICT4D & ITPMGT	MIBM, MSCM, MBA F&B, HRM, MKT	
	Tuition Fees	1,409,000	1,409,000	
	<b>Other Contributions</b>			
	Registration Fees	15,000	15,000	
	Examination Fess	35,000	35,000	

1 <sup>ST</sup> INSTALMENT	Nacte Fees	20,000	20,000	31 <sup>ST</sup> JANUARY. 2023
	COBESO contribution	6,000	6,000	
	Student ID	10,000	10,000	
	Student Welfare Contribution	5,000	5,000	
	<b>Total</b>	<b>1,500,000</b>	<b>1,500,000</b>	
	<b>FOREIGN STUDENTS (US \$)</b>	<b>1,053</b>	<b>986</b>	
2 <sup>ND</sup> INSTALMENT	Tuition Fees	1,941,000	1,841,000	15 <sup>th</sup> May, 2023
	<b>Other Contributions</b>			
	Registration Fees	15,000	15,000	
	Examination Fess	35,000	35,000	
	COBESO contribution	6,000	6,000	
	Student ID			
	Student Welfare Contribution	5,000	5,000	
	<b>Total</b>	<b>2,002,000</b>	<b>1,902,000</b>	
	<b>FOREIGN STUDENTS (US \$)</b>	<b>1,053</b>	<b>986</b>	
3 <sup>rd</sup> INSTALMENT	Tuition Fees	1,350,000	1,250,000	21 <sup>st</sup> October, 2023
	<b>Other Contributions</b>			
	Registration Fees			
	Examination Fess			
	COBESO contribution			
	Student ID			
	Student Welfare Contribution			
	<b>Total</b>	<b>1,350,000</b>	<b>1,250,000</b>	
	<b>FOREIGN STUDENTS (US \$)</b>	<b>1,053</b>	<b>986</b>	

**NOTE:** - Payments may be made once or in installments as indicated above  
: - fee once paid is non-refundable.

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



**Prof. Emanuel A. Mjema**  
**RECTOR**



**COLLEGE OF BUSINESS EDUCATION**  
 (INCORPORATED BY ACT OF PARLIAMENT)  
**BIBI TITI STREE - DAR ES SALAAM**  
 P.O. BOX 1968 DAR ES SALAAM  
 FAX 0222150122 TANZANIA

**YOUR REF: OUR REF.TFC/TNC.2022/MBA-HRM/MBA-F&B/MBA-MKTM/MICT4D/MITPM/MSCM/MIBM/PGD**

**FULL TIME & NIGHT COLLEGE**

**ACCEPTANCE OF CBE PROGRAMME VACANCY**

**Part One**

I accept the vacancy as a student for the year 2022/2023 to pursue Masters

Degree/Postgraduate Diploma in:

.....

I promise that I will work hard during the course and will continue with my studies at the College for the entire period of the course 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 Masters Degree/Postgraduate Diploma in

.....

and that the College may refer me to do a fresh medical examination if it feels necessary notwithstanding the previous medical report.

Full Name .....

Signature .....

Witnessed by .....

Relationship.....

On behalf of .....

**Part Two**

**Employer's /Sponsor's Certificate**

We approve the Sponsorship of the above candidate to undertake the Masters Degree/Postgraduate Diploma course and confirm that he/she will be released from duties to attend the course

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.....

Phone No. ....

Date.....



**COLLEGE OF BUSINESS EDUCATION**  
**DAR ES SALAAM**

**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 Masters Degree/Postgraduate Diploma in

.....

.....

.....  
**Prof. Emanuel 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 Masters Degree/Postgraduate Diploma course stated above.

Date .....2022

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.

.....  
DEPONENT  
(STUDENT)