

**THE UNITED REPUBLIC OF TANZANIA  
MINISTRY OF EDUCATION, SCIENCE AND TECHNOLOGY  
AGENCY FOR THE DEVELOPMENT OF EDUCATIONAL MANAGEMENT**

Agency for the Development of  
Educational Management (ADEM)  
P.O. Box 71,  
BAGAMOYO – Coast Region  
Telephone: 023 – 2440022/2440216  
E-MAIL :adem@adem.ac.tz



Wakala wa Maendeleo ya Uongozi wa  
Elimu(ADEM),  
S.L.P. 71,  
BAGAMOYO - Pwani  
Simu:023 - 2440022/2440216  
E-MAIL :adem@adem.ac.tz

Our Ref. NO.AB.267/297/01/34

4<sup>th</sup> August, 2023

TO.....

.....

.....

**Re: JOINING INSTRUCTION FOR APPLICANTS SELECTED TO JOIN ORDINARY  
DIPLOMA IN EDUCATION LEADERSHIP, MANAGEMENT AND ADMINISTRATION  
(DELMA) IN THE ACADEMIC YEAR 2023/2024 AT ADEM-BAGAMOYO CAMPUS**

**1.0** I am pleased to inform you that you have been selected to join the two-year Ordinary Diploma in Education Leadership, Management and Administration (DELMA) course offered by Agency for the Development of Educational Management (ADEM)- **Bagamoyo Campus**. The programme will commence **on Monday 16<sup>th</sup> October, 2023** and you are required to report at ADEM-Bagamoyo Campus on **Sunday 15<sup>th</sup> October, 2023**.

**2.0** During the registration you are required to submit the following documents:

- 2.1** Release Letter from your employer (if employed)
- 2.2** Bank pay-in-slip or Receipt number of the paid fee (cash will not be accepted).
- 2.3** Medical examination report certified by Medical Officer from the recognized Government Hospital (**The medical examination form is enclosed, see Annex III**).
- 2.4** Academic certificates (Authenticity of all certificates will be verified by the National Examinations Council of Tanzania (NECTA). **Students found with fake or forged certificates shall be disqualified from studies and legal action taken.**
- 2.5** Two passport size photographs (Coloured in light blue background).

### **3.0 Payment of Tuition Fee**

Every student is required to pay an **annual tuition fee of Shillings 880,000/=**

#### **Payment of tuition fee modalities:**

- i. Pay a minimum of **shillings 500,000/=** in the First Semester
- ii. Pay the remaining amount in the Second Semester

**NB: Tuition fee does not include meals, accommodation and stationary.**

**Other expenses are shown in Annex II**

**All payments should be made through a CONTROL NUMBER provided.**

**Make all payments in Tanzanian shillings.**

### **4.0 Adherence to Rules and Regulations**

The Agency have Laws, Rules and Regulations which provides rights and responsibilities to both, students and staff. Kindly, the Agency wishes you to read and adhere with student by-laws, Examination Regulations and Public Service Guidelines.

**5.0** The Chief Executive wishes you happy stay at ADEM-Bagamoyo Campus. It is expected that all students will take this opportunity to benefit from the rich experiences of the ADEM Staff, visiting fellows, interacting with other students and from the rich history of Bagamoyo town. Carefully, read the Basic Information and other attachments provided in the **Annexes I - III.**

Once again you are warmly welcome at ADEM-BAGAMOYO CAMPUS.

Yours sincerely,



Dr. Siston Masanja Mgullah  
**CHIEF EXECUTIVE**

CHIEF EXECUTIVE  
Agency for the Development of  
Educational Management

## Annex I

**THE UNITED REPUBLIC OF TANZANIA  
MINISTRY OF EDUCATION, SCIENCE AND TECHNOLOGY  
AGENCY FOR THE DEVELOPMENT OF EDUCATIONAL MANAGEMENT**

Agency for the Development of  
Educational Management (ADEM)  
P.O. Box 71,  
BAGAMOYO – Coast Region  
Telephone: 023 – 2440022/2440216  
E-MAIL :adem@adem.ac.tz



Wakala wa Maendeleo ya Uongozi wa  
Elimu(ADEM),  
S.L.P. 71,  
BAGAMOYO - Pwani  
Simu:023 - 24400022/2440216  
E-MAIL :adem@adem.ac.tz

Our Ref. NO. AB.267/297/01/35

4<sup>th</sup> August, 2023

### BASIC INFORMATION

#### 1.0 TRAVELLING TO ADEM BAGAMOYO CAMPUS

- a. Bagamoyo is reachable by road transport (bus) with entry points in Dar es salaam, Mlandizi and Msata where bus transport to Bagamoyo is available. In Dar es Salaam, the bus stand to Bagamoyo is located at Tegeta-Nyuki, Tegeta-Kibo, Boko and Bunju sub-urban centres. On arrival at Bagamoyo Terminal bus stand you may hire a taxi for shillings 3,000/=; a tri-motorcycle (Bajaji) for shillings 2,000/= or a motor cycle (bodaboda/toyo) for shillings 1,000/= direct to ADEM, the old MANTEP. The cost of transport is borne by individual student from his/her residence to ADEM and return.
- b. On your arrival in Bagamoyo report at ADEM-BAGAMOYO CAMPUS.
- c. As soon as you arrive at ADEM-Bagamoyo Campus please, contact the **reception desk** where you will be officially registered and given all the necessary information regarding accommodation, meals, health and recreational facilities.

#### 2.0 Accommodation

The Agency has sufficient chances of accommodation for all first year students. The Agency will provide students with a bed and mattress for Campus accommodation after payment of **Tsh.150,000/= in a semester or Tsh.300,000/= per year**. Control number for accommodation will be provided during the registration after reporting.

#### 3.0 Cleanliness

All students are required to keep Classrooms, Library and the surrounding areas clean.

#### 4.0 Dress:

There is no prescribed uniform except on Friday or whenever there is special occasion, but students are expected to be smart and dress decently according to the dressing code addressed by the Public Service Circular.

**5.0 Student's Conduct:**

Every student is expected to conduct himself/herself in a manner that will not tarnish the good image of the Agency. Disciplinary action will be taken in respect of any misconduct.

**6.0 Associations**

There is ADEM Students Organisation (ASO) at the Agency. You are required to take part in all activities conducted by this organization. Please note that ASO membership is compulsory.

**7.0 The Library**

ADEM have a library rich in books, journals, newspapers, internet service, for all students, located in the Administration Block.

**8.0 Health Care and Services**

The Agency do not have health facility. All medical cases are referred to the nearby Health Centre and Hospitals in Bagamoyo town. You are reminded to come with your Health Insurance Card. To combat pandemic diseases like Covid- 19, the Agency provides water and soap for handwashing. Students are advised to come with nose and mouth cover (mask) for emergency purposes.

**9.0 Stationery**

The Agency does not provide stationery for personal use, therefore you should bring adequate stationery and other classroom materials.

## Annex II

**THE UNITED REPUBLIC OF TANZANIA  
MINISTRY OF EDUCATION, SCIENCE AND TECHNOLOGY  
AGENCY FOR THE DEVELOPMENT OF EDUCATIONAL MANAGEMENT**

Agency for the Development of  
Educational Management (ADEM)  
P.O. Box 71,  
BAGAMOYO – Coast Region  
Telephone: 023 – 2440022/2440216  
E-MAIL :adem@adem.ac.tz



Wakala wa Maendeleo ya Uongozi wa  
Elimu (ADEM),  
S.L.P. 71,  
BAGAMOYO - Pwani  
Simu:023 - 24400022/2440216  
E-MAIL :adem@adem.ac.tz

Our Ref. NO. AB.267/297/01/36

4<sup>th</sup> August, 2023

### AN OVERVIEW OF THE TRAINING COST IN 2023/2024

#### 1.0 PAYMENT MODALITIES

##### 1.1 AMOUNT PAYABLE TO ADEM IN THE ACADEMIC YEAR 2023/2024

SN	ITEM	DELMA	
		First Year (Shs)	Second Year (Shs)
1	Tuition Fee per year (including registration, examination and Identity card)	830,000.00	830,000.00
2	Field Attachment Supervision	-	200,000.00
3	NACTE Fee	15,000.00	15,000.00
4	Graduation and Transcript Fee		50,000.00
5	ADEM Students' Organisation (ASO)	35,000.00	35,000.00
<b>TOTAL(Shillings)</b>		<b>880,000.00</b>	<b>1,130,000.00</b>

##### 1.2 PAYMENT PROCEDURES

SEMESTERS	DELMA I	DELMA II
Semester I	500,000.00	600,000.00
Semester II	380,000.00	530,000.00
<b>TOTAL</b>	<b>880,000.00</b>	<b>1,130,000.00</b>

**\*Fees and other charges paid will not be refunded**

#### 2.0 RECOMMENDED INDIRECT COST (PAYABLE DIRECT TO A STUDENT)

SN	ITEM	AMOUNT (SHILLINGS)
1	Book allowance	150,000.00
2	Stationery allowance	150,000.00
3	Meal allowance	1,500,000.00
4	Accommodation	300,000.00
5	Field Allowance	200,000.00
<b>TOTAL (SHILLINGS)</b>		<b>2,300,000.00</b>

Annex III

THE UNITED REPUBLIC OF TANZANIA  
MINISTRY OF EDUCATION, SCIENCE AND TECHNOLOGY  
AGENCY FOR THE DEVELOPMENT OF EDUCATIONAL MANAGEMENT

Agency for the Development of  
Educational Management (ADEM)  
P.O. Box 71,  
BAGAMOYO – Coast Region  
Telephone: 023 – 2440022/2440216  
E-MAIL :adem@adem.ac.tz



Wakala wa Maendeleo ya Uongozi wa  
Elimu (ADEM),  
S.L.P. 71,  
BAGAMOYO - Pwani  
Simu:023 - 24400022/2440216  
E-MAIL :adem@adem.ac.tz

Our Ref. NO. AB.267/297/01/37

4<sup>th</sup> August, 2023

**PART A: MEDICAL EXAMINATION FORM**

The Medical Officer

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

**REQUEST FOR MEDICAL EXAMINATION**

\*Mr/Mrs/Miss.....

Please examine the above named as to \* his/her fitness for further studies. In addition,  
prescribe any disability which demands special attention during the studies.

Date: 4<sup>th</sup> August, 2023

Signature

CHIEF EXECUTIVE  
Agency for the Development of  
Educational Management

**CHIEF EXECUTIVE**

**PART B: MEDICAL CERTIFICATE**  
(To be completed by a Medical Officer)

I have examined the above and consider that \*he/she is physically fit/unfit for further  
studies. In addition, the disability/impairment found to the person  
is.....

Kindly, attach with a prescription form/certificate.

Date: .....

Signature: .....

Station:.....

Designation:.....

**\* Delete where necessary**