

**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 187,
MBEYA
Telephone: +255 25 2957424
E-MAIL :ademby@adem.ac.tz



Wakala wa Maendeleo ya Uongozi wa
Elimu (ADEM),
S.L.P. 187,
MBEYA
Simu: +255 25 2957424
E-MAIL :ademby@adem.ac.tz

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

4th 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-MBEYA 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 the Agency for Development of Educational Management (ADEM)- **Mbeya Campus**. The programme will commence **on Monday 16th October, 2023** and you are required to report at ADEM-Mbeya Campus on **Sunday 15th 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 stationery. 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 Services Guidelines.

5.0 The Chief Executive wishes you happy stay at ADEM-Mbeya 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 Mbeya City. Carefully, read the Basic Information and other attachments provided in the **Annexes I - III.**

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

Yours sincerely,



CHIEF EXECUTIVE
Agency for the Development of

Dr. Siston Masanja Mgullah
CHIEF EXECUTIVE

Annex I

**THE UNITED REPUBLIC OF TANZANIA
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BASIC INFORMATION

1.0 TRAVELLING TO ADEM-MBEYA CAMPUS

- a. Mbeya is reachable by Air and surface transport from different points of the Country. ADEM-Mbeya is located at New Forest Area (Kihumbe building) in Mbeya City, opposite to Mbeya Regional Hospital.
- b. As soon as you arrive at ADEM-Mbeya Campus, please, contact the **reception desk** where you will be officially registered and given all the necessary information regarding classroom sessions, accommodation, meals, health and recreational facilities.

2.0 Accommodation

The Agency does not provide accommodation. Students are advised to seek accommodation in the nearby residences or at the convenience place.

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, etc for all students.

8.0 Health Care and Services

The Agency do not have health facility. All medical cases are referred to the nearby Health Centres and Hospitals in Mbeya City. 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

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AN OVERVIEW OF THE TRAINING COST IN 2023/2024

1.0 PAYMENT MODALITIES

1.0 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	NACTVET 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
TOTAL (SHILLINGS)		880,000.00	1,130,000.00

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
TOTAL	880,000.00	1,130,000.00

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

2.0 RECOMMENDED INDIRECT COST (PAYABLE DIRECTLY 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
TOTAL(SHILLINGS)		2,300,000.00

Annex III

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PART A: MEDICAL EXAMINATION FORM

The Medical Officer

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.....
.....

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: 4th August, 2023

Signature. .....
CHIEF EXECUTIVE CHIEF EXECUTIVE
Agency for the Development of Educational Management

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**