

UNIVERSAL COLLEGE OF AFRICA



NHC Buildings - Temeke,
Opposite Uhuru Stadium,
Along Mandela Road,
P.O Box 31485, Dar es salaam.
Tel: 0652381328, 0762381328.
Email- info@ucatz.ac.tz
Website: www.ucatz.ac.tz

2024

Ndugu Mzazi / Mlezi / Mwanafunzi

Universal College of Africa (UCA), Dar es Salaam, ni chuo kilicho anzishwa mwaka 2010 chini ya sheria ya usajili wa makampuni Tanzania. Chuo kina ithibati ya,

1. NACTVET: kwa usajili namba REG/SAT/062

2. BODI YA WATAALAMU WA UGAVI NA MANUNUZI TANZANIA: T100-00018

Tangu kuanzishwa kwake chuo kimefanikiwa kutoa wahitimu bora na muhimu kwenye soko letu la ajira nchini. Baadhi ya wahitimu wetu wameajiriwa katika Sekta binafsi kwenye makampuni mbalimbali na kwenye sekta ya umma, wengine pia wamefanikiwa kuwa wajasiriamali kupitia mafunzo na elimu walioipata. Pia kupitia chuo hiki wanafunzi wengi wamepata nafasi za kujiendeleza na masomo ya ngazi za juu kwenye vyuo mbalimbali ndani na nje ya nchi. Chuo kinatoa mafunzo katika ngazi ya cheti na diploma kwa baadhi ya fani. Pia zipo fani za muda mfupi zitolewazo katika chuo chetu.

Mwanafunzi anaombwa kufika chuoni kuanzia tarehe.....mpaka akiwa na kianzio cha **ADA** kisichopungua shilingi **laki moja na elfu hamsini tu (Tsh 150,000)** ili kuanza masomo yake. Ada nyingine hulipwa kidogo kidogo hadi kukamilisha kwa muda uliopangwa. Tumeambatanisha fomu ya maelezo na sheria za chuo.

Kwa maelezo na maswali yoyote, unaombwa kuwasiliana nasi kwenye namba zetu hapo juu.

Wako Mwaminifu,

.....
PASCALIA ROBI MACHAGE
MKUU WA CHUO

MAELEKEZO YA KUJIUNGA

1. Ada hulipwa kwa awamu, lakini hautaruhusiwa kufanya mtihani bila kukamilisha kiwango cha ada kwa mhula husika.
2. **Ada pekee** italipwa kupitia akaunti ya chuo ya **CRDB namba 0150249168500** kwa jina la **UNIVERSAL COLLEGE OF AFRICA**.
3. **Michango mingine** italipwa kupitia akaunti ya chuo ya **NMB namba 20710080902** kwa jina la **UNIVERSAL COLLEGE OF AFRICA**.
4. Ada ikishalipwa hairudishwi wala kubadilishiwa mwanafunzi mwingine.
5. Ada haijumuishi malipo ya mazoezi wala vitabu na vifaa vya shule.
6. Siku ya kusajiliwa, njoo na nakala zako za vyeti vya taaluma, cheti cha kuzaliwa na picha tatu za paspoti.

**(NAKALA ZA VYETI ZIWE ZIMEGONGWA MUHURI
NA MWANASHERIA KWA UTHIBITISHO)**

Name of course	Fees per semester/stage			Sponsored fees (40%)	Total fees 100%	Entry Requirements:
<ul style="list-style-type: none"> ● Information, Communication and Technology (ICT) ● Business Operation Assistant(BOA) ● Full Secretarial Course ● Front office ● Tour guide ● House keeping 2 YEARS	NVA/STAGE 1 600,000	NVA/STAGE 2 500,000	NVA/STAGE 3 400,000	1,500,000	2,100,000	Should have completed form four with at least a pass
<ul style="list-style-type: none"> ● Information, Communication and Technology (ICT) ● Accountancy ● Tourism operations 3YEARS	NTA LEVEL 4 (CERTIFICATE) 700,000	NTA LEVEL 5 (DIPLOMA 1) 700,000	NTA LEVEL 6 (DIPLOMA 2) 600,000	2,000,000	2,800,000	Should have completed form four with at least FOUR passes
● UALIMU (malezi ya watoto chini ya miaka 5(miezi 9))	900,000					ATLEAST Four passes
SHORT COURSES (6 months) <ul style="list-style-type: none"> ● Tour guide ● Hotel(front office&house keeping) ● Clearing 	SEMESTER 1 450,000	SEMESTER 2 300,000		750,000	1,050,000	Should have completed form four with at least a pass
DIPLOMA IN PROCUREMENT AND SUPPLY 1 YEAR	DIPLOMA 1 400,000 6 months	DIPLOMA 2 300,000 6 months	Board registration and examination fees 500,000	1,200,000	1,680,000	Should have completed Basic 2,NVA3 /NTA level 4 from any registrerd college

MALIPO MENGINE:

Form	10,000
CAUTION MONEY (fedha ya tahadhari)	30,000
Usajiri/Registration	60,000
Malipo kwaajiliya field/ Field attachment fee	100,000 Isipokuwa kwa Fani za Hotel Management na Tourism ni 150,000 (hulipwa muhula wa pili kabla ya kwenda field)
Malazi /Accommodation (hostel)	BURE. (Atachangia 20,000 tu kwa mwezi) (Maji,umeme,taka,ulinzi)
Food/ Chakula	KUJITEGEMEA
NACTVET	Kila mwaka kuna gharama ya MITIHANI ya kitaifa ambayo hutolewa na mamlaka husika(Haipungui 25,000 na Haizidi 35,000 kwa mwaka.

KOZI NDEFU

FANI	MALIPO YA ADA KWA HATUA				
	Wakati Wa Kujiunga	Jaribio La Kwanza	Jaribio La Pili	Mtihani Wa Mhula	Jumla
ICT/BOA/FS/TG/HK/FRO NVA 1	150,000	150,000	150,000	150,000	600,000
ICT/BOA/FS/TG/HK/FRO NVA 2	150,000	150,000	100,000	100,000	500,000
ICT/BOA/FS/TG/HK/FRO NVA 3	100,000	100,000	100,000	100,000	400,000
ICT/TOP/AC/MALEZI WATOTO-NTA4	150,000	200,000	200,000	150,000	700,000
ICT/TOP/AC/MALEZI WATOTO-NTA 5	150,000	200,000	200,000	150,000	700,000
ICT/TOP/AC/MALEZI WATOTO-NTA 6	150,000	150,000	150,000	150,000	600,000

KOZI FUPI

FANI	Wakati wa kujiunga	Jaribio la Kwanza	Mtihani wa mhula	Jumla
TG/HM/CF 1	150,000	150,000	150,000	450,000
TG/HM/CF 2		150,000	150,000	300,000

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RULES AND REGULATIONS

As a student of the Universal College of Africa, you are required to read, understand and append your signature on the rules and regulations herein under as your commitment to abide by them.

DRESSING CODE: The College has a strict dress code. Dress code that is prohibited can be found on the entrance of the college. Students found dressed in clothes that are prohibited will not be allowed in the college premises. You will also be required to be in the college t-shirt on Mondays and Fridays. You will not be allowed in the college premises on these two days if not in the college t-shirt.

NB: Students are required to put on these t-shirts from their homes. Any student caught dressing putting on their t-shirt from the college premises will have their t-shirt confiscated and they will have to buy a new one. **The t-shirts should be worn with black skirts or trousers, white & black hijabu are also allowed.**

STUDENT CONDUCT

- a) *You are required to observe a high degree of silence while in the college. Unnecessary shouting and any disturbance in the form of noise making is strictly prohibited while in the college. Any student found to disturb the college in noise making will be liable for a suspension from the college.*
- b) *You are required to observe high levels of respect for lecturers and staff of the college. Any student that will be found to have disrespected any of the staff of the college will be liable for a suspension from college awaiting a disciplinary hearing when they return to college to discuss the fate of the student with respect to their study in the college.*
- c) *No fighting is allowed in the college premises. Students engaged in fighting will be liable for a suspension from college awaiting disciplinary hearing upon their return.*
- d) *Incitement to strike or violence by any student will warrant a discontinuation from studies.*
- e) *Before entering any office, you are required to pass by the secretary and be allowed to enter the office.*
- f) *Students caught in any sexual misconduct or indecent behavior in the college compound will have their studies discontinued.*

COLLEGE PROPERTY: College properties should be taken care of. Any student who destroys or breaks any of the properties belonging to the college will pay for the costs of repair or replacement.

CLASS ATTENDANCE: You are required to avail yourself for classes during lecture periods. In case you are sick or have an emergency, ensure permission is sought from the Secretary of the college and that information is also made available to the lecturer of the subject you will not attend as well as your class representative.

Any student who absconds classes without notification or permission will be liable for a suspension from the college. Students whose class attendance in a semester will not reach 75% will not be allowed to sit for end of semester examinations.

EXAMINATIONS: The College issues four sets of examinations in every semester;

- a) Individual assignments which carry 10 marks
- b) Group assignments which carry 10 marks
- c) Continuous assessment tests which carry 20 marks
- d) End of semester examination which carry 60 marks

For assignments, students who fail to show up on the day the assignment is given will be required to answer to their respective lecturers of the subject in question. Upon the discretion of the said lecturer, they may or may not be given an assignment to compensate.

For continuous assessment tests, once they are issued, there are no make-up tests. Once a student does not sit for these tests when they are issued for one reason or the other, they forfeit the 20 marks. However, special consideration will be given to information that reaches the administration concerning a student who is critically ill on the day or week of the tests and therefore cannot be able to sit for these tests upon the day or week they are issued.

For end of semester exams, students who do not sit for these exams for one reason or the other will be allowed to sit for special exams when they are offered by the college.

NB: Students who do not attain a pass mark of 60% will not be allowed to sit for Competence Based Assessment (CBA) exams offered by VETA, for NVA courses.

Students who are caught in any form of examination irregularities (including but not limited to cheating, personification) will be discontinued from sitting for remaining exams. If they will have done any other exams in the same week prior to the irregularities, these exams will also be revoked. The student will be suspended immediately and upon their return, a date will be set when they will be offered these exams. If they are involved in another irregularity in the special exams offered, their studies will be discontinued by the college.

FEES PAYMENT: Parents/guardians/students are required to pay their fees in time. No student will be allowed to sit for exams before they have paid their fees for the semester in which they are.

FIELD ATTACHMENT: The College does not provide field attachment. However, the management has permitted lecturers of various courses to help their students in getting fields. The costs for these field attachments will be met by the student/guardian/parent.

STUDENT DECLARATION:

I acknowledge that I have read and understood all the information above and hereby make a declaration to abide.

Date

Signature.....