

# THE ANGLICAN DIOCESE OF TANGA St.Augustine Muheza Institute of Health and Allied Sciences (SAMIHAS)

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# JOINING INSTRUCTIONS FOR ACADEMIC YEAR 2023/2024

# 1.0 INTRODUCTION

Saint Augustine Muheza institute of Health and Allied Sciences (SAMIHAS) is a Non-profit Faith Based Institution. It was established in 1939. It is owned by The Anglican Church of Tanzania. Its duties were and are still three: establishing self-support concept among individuals, families and communities; preaching the gospel; and perpetuating the healing ministry of Jesus Christ. To sustain the missions, the institute is engaged in training professionals, providing health and other communal services to the needy, conducting research and consultations, as well as grooming its students and workforce on faith matters.

# 2.0 OPERATION

St. Augustine Muheza Institute of Health and Allied Sciences operate under close supervision of The Anglican Diocese of Tanga. The institute is recognized by the Christian Social Services Commission (CSSC). It is registered by National Council for Technical and Vocational Education and Training (NACTVET) with registration number REG/HAS/088P and by TNMC license number 0081 and registration number 03-055.

# 3.0 LOCATION OF THE INSTITUTE

SAMIHAS is located within premises of St. Augustine Muheza Designated District Hospital (SAMDDH-TEULE) in Tanga Region. It is about 1.5 km from Muheza Bus Stand.

## 4.0 IMPORTANT NOTE

You are required to carefully read, understand and abide to the instructions stated in this joining instruction.

# 5.0 ENROLLMENT PROCESS

Your enrollment shall be conducted through NACTVET system within a specified frame of time. Thereafter, you shall not be accepted. For your information, this enrollment process shall be done at the beginning of each academic semester.

# 6.0 DATE OF REPORTING TO THE INSTITUTE

You shall strictly be required to report officially at the Institute on Monday 2<sup>st</sup>October, 2023 for Orientation program. However, you shall be informed if significant changes of the date occur. For more information, please contact the Admission Officer through the following email address <a href="mailto:staugustinemuheza@gmail.com">staugustinemuheza@gmail.com</a> or <a href="mailto:info@samihas.ac.tz">info@samihas.ac.tz</a> or mobile phone number 0743318653 / 0734145797

# 7.0 MEDICAL EXAMINATION

You shall be required to undergo full medical examination done by a Medical Doctor. The Doctor shall be required to complete the attached Medical Examination Form. The form should be signed, sealed with an official stamp, and submitted by hand to the Institute at the time of enrollment. Otherwise, without it, you shall not be enrolled. All charges associated with the medical examination should be met by the student/parent/sponsor/guardian.

# 8.0 IMMIGRATION

If you are a foreign applicant you shall be required to settle your residential status with the Immigration Service Department before reporting to the Institute. The institute shall not be responsible for any issues related to immigration.

# 9.0 RELEASE LETTER

If you are an In-service (employee) applicant, you shall be required to submit a release letter from your employer indicating course of study you have selected. The letter must be produced at the time of enrollment.

## 10.0 ACCOMMODATION AND MEALS

#### 10.1. Accommodation

You shall be provided with accommodation. Nevertheless, you shall be required to bring one mattress (4in.x 2<sup>1</sup>/<sub>2</sub>ft x 6ft), one blanket, four pink colored bed sheets, one white mosquito net, and adequate decent personal dresses.

#### 10.2. Meals

The institute does not provide meals to students. However, the institute has contracted the service to a private Chef whose minimal costs are 3,000/= per day.

## 11.0 FEE SPECIFICATIONS

### 11.1. Fee Structure

All payments should be done through account number as indicated in the fee structure attached. The original bank pay-in slip should be presented to the Account's Office for issuance of institute's receipt.

## 11.2. Modality of Payment

- Internal Examinations, Quality Assurance by NACTVET and CSSC, External Examinations by Ministry of Health, Identity Card, Uniform and fieldwork preparations shall be paid in full at the beginning of the year of study
- You shall be required to pay full tuition fee and accommodation, either once or in two installments per semester.

#### Semester 1

- First installment shall be paid on reporting at the institute by October 2023
- Second installment shall strictly be paid before end of December, 2023

#### Semester II

- Third installment shall be paid on reporting at the institute by April 2024
- Fourth installment shall strictly be paid before end of June, 2024

NOTE: Fees once paid to the institute shall neither be refundable nor transferable unless otherwise

# 11.3. Fee for Fieldwork and Research

- Fee for field work spelled out in the fee structure table is specifically for preparations done by the Institute.
- You shall be required to cover the costs for your meals, stationery, printing and other services during fieldwork and research activities.

# 12 TRAINING REQUIREMENTS

On reporting at SAMIHAS, you shall be required to present to Admission Officer the following items:

Students learning kit including Blood pressure machine, clinical thermometer, stethoscope, pen torch, patella hammer, and watch with seconds hand a pair of round ended scissors and a plastic apron (for Nursing and Midwifery; and Clinical Medicine students only)

Original bank pay-in-slip for all payments done

- A clinical medicine student shall be required to bring a pair of white short sleeved shirts and khaki colored trousers for boys and a white short sleeved gown for girls.
- A box of latex powered medical examination gloves per each year of study
- · A ream of A4 photocopy paper per each year of study

· Release letter for in-service student

# 13.0 AUTHENTICITY OF DOCUMENTS

- In case you are found to have present at any time documents that do not meet training standards, the Institute reserves the right to revoke (cancel) your enrollment or you shall be open for prosecution
- In case you postpone resignation or revocation (riot) your enrollment you shall be terminated from studies

## 14.0. CAUTION

· Fees once paid to the institute shall neither be refundable nor transferable

 The Institute does not have room to discuss an outlaw student. Therefore, if you are not abiding to national laws and governing training regulations of the Institute you shall be terminated from studies

# 15.0 HEALTH INSURANCE

- You shall be required to come with National Health Insurance Fund (NHIF) card in order to meet your health services.
- In case you don't have NHIF card, please come with Tshs. 50,400/= in cash and the
  institute shall make arrangement with NHIF office for your card.

## 16.0 CLOTHING

- Any female student identified wearing any kind of short, tight clothes or unformed clothes and unacceptable jewel sat any time and place shall be expelled from the institute.
- Any male student identified wearing any kind of female clothes, jewels and unformed clothes at any time and place shall be expelled from the institute.
- A student shall not be allowed to wear any other kind of dress over the Institute's uniform apart from white sweater (pullover)

#### 17.0 WORSHIP

 The Institute recognizes the individual's right of worshiping. However, it does not have any designated facilities other than Anglican Faith for that purpose. Nevertheless, students are allowed to worship according to their denominations

#### 18.0 DISCIPLINE

· A student is required to demonstrate good behavior within and outside the Institute's premises at all times

WISHING YOU THE BEST STUDIES WITH ST. AUGUSTINE MUHEZA INSTITUTE OF HEALTH AND ALLIED SCIENCES (SAMIHAS)

P. Q. Box b

Dr. Boniface Michael Pima Moneta - TANGA |21 PRINCIPAL

#### DECLARATION

I have read and understood contents of the joining instructions. I declare to comply with them all.

Name of Applicant	Signature	Date
		 an a
Name of Parent/Sponsor/Guardian	Signature	Date



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# REQUEST OF MEDICAL EXAMINATION

Dear Doctor,	
Please examine and ascertain her fitness of Mr./Miss	oblem
MEDICAL EXAMINATION REPORT	
(To be completed by the medical officer)	
Please examine the above named with regard to:	
1. Skin	
2. Eyes	
3. Ears	
4. Chest	
5. Spleen	
6. Abdomen	
7. Urine	
8. Stool	
9. Hemoglobin	
10. Epilepsy	
11. Pregnancy Test	
12. Other disease	
I certify that I have examine Mr./Missand found him/he	FIT
or UNFIT for the program as stipulated. I found that the applicant suffers from/is handicapp	ad by
and he/she IS or NOT fit to undergo the stipulated course.	eu by
Certified by:-	
Name:	
Qualification:	
MCT No:	
Signature:	
Address:	
Date:	
Hospital Official Stamp:	

# FEE STRUCTURE FOR NURSING AND MIDWIFERY STUDENTS IN ACADEMIC YEAR 2023/2024

					l	FIRST	YEAR				
		SEN	1ESTER	ONE	SEMESTER TWO			N.			
SN	SECTION	FIRST INSTALMENT	SECOND INSTALMENT	TOTAL AMOUNT	THIRD INSTALMENT	FOUTH INSTALMENT	TOTAL AMOUNT	TOTAL FEE PER YEAR	PAYING BANK ACCOUNT (NMB		
1	Tuition fee	425,000	425,000	850,000	425,000	425,000	850,000	1,700,000	A/C NAME	MUHEZA NURSING SCHOOL	
	Tutton lee	423,000	423,000	830,000	423,000	423,000	830,000	1,700,000	A/C No.	41906600155	
2	Accommodation	115,000	115,000	230,000	115,000	115,000	230,000	460,000	A/C NAME	MUHEZA SCHOOL OF CLINICAL MEDICINE	
2	Accommodation	115,000	115,000	230,000	115,000	115,000	230,000	460,000	A/C No.	41910002235	
3	Quality Assurance (NACTVET)	15,000		15,000				15,000			
	CSSC Contribution	5,000		5,000				5,000			
	External Examination (MOH)	150,000		150,000				150,000			
	Identity Card	20,000		20,000				20,000	A/C NAME	SAMIHAS SCHOOL OF CLINICAL MEDICINE	
	Uniform	120,000		120,000				120,000	A/C No.	41910002236	
	Leaving Certificate										
	Internal Examination	100,000		100,000	100,000		100,000	200,000			
	Fieldwork Preparation										
	SUB TOTAL	410,000		410,000	100,000		100,000	510,000			
	TOTAL	950,000	540,000	1,490,000	640,000	540,000	1,180,000	2,670,000			

	SECOND YEAR											
		SEN	1ESTER	ONE	SEMESTER TWO			AR				
SN	SECTION	FIRST INSTALMENT	SECOND INSTALMENT	TOTAL AMOUNT	THIRD INSTALMENT	FOUTH INSTALMENT	TOTAL AMOUNT	TOTAL FEE PER YEAR	PAYING BANK ACCOUNT (NME			
1	Tuition fee	425,000	425,000	850,000	425,000	425,000	850,000	1,700,000	A/C NAME	MUHEZA NURSING SCHOOL		
•	ruition ree	423,000	423,000	830,000	423,000	423,000	830,000	1,700,000	A/C No.	41906600155		
2	Accommodation	115,000	115,000	230,000	115,000	115,000	230,000	460,000	A/C NAME	MUHEZA SCHOOL OF CLINICAL MEDICINE		
	Accommodation	113,000	113,000	230,000	115,000	113,000	230,000	460,000	A/C No.	41910002235		
3	Quality Assurance (NACTVET)	15,000		15,000				15,000				
	CSSC Contribution	5,000		5,000				5,000				
	External Examination (MOH)	150,000		150,000				150,000				
	Identity Card								A/C NAME	SAMIHAS SCHOOL OF CLINICAL MEDICINE		
	Uniform								A/C No.	41910002236		
	Leaving Certificate											
	Internal Examination	100,000		100,000	100,000		100,000	200,000				
	Fieldwork Preparation				200,000		200,000	200,000				
	SUB TOTAL	270,000		270,000	300,000		300,000	570,000				
	TOTAL	810,000	540,000	1,350,000	840,000	540,000	1,380,000	2,730,000				

	THIRD YEAR												
		SEN	1ESTER	ONE	SEN	1ESTER	TWO	AR					
SN	SECTION	FIRST INSTALMENT	SECOND INSTALMENT	TOTAL AMOUNT	THIRD INSTALMENT	FOUTH INSTALMENT	TOTAL AMOUNT	TOTAL FEE PER YEAR	PAYING BANK ACCOUNT (NMB				
1	Tuition fee	425,000	425,000	850,000	425,000	425,000	850,000	1,700,000	A/C NAME	MUHEZA NURSING SCHOOL			
	Tultion lee	423,000	423,000	830,000	423,000	423,000	830,000	1,700,000	A/C No.	41906600155			
2	Accommodation	115,000	115,000	230,000	115,000	115,000	230,000	460,000	A/C NAME	MUHEZA SCHOOL OF CLINICAL MEDICINE			
	Accommodation	113,000	113,000	230,000	113,000	113,000	230,000	460,000	A/C No.	41910002235			
3	Quality Assurance (NACTVET)	15,000		15,000				15,000					
	CSSC Contribution	5,000		5,000				5,000					
	External Examination (MOH)	150,000		150,000				150,000					
	Identity Card								A/C NAME	SAMIHAS SCHOOL OF CLINICAL MEDICINE			
	Uniform								A/C No.	41910002236			
	Leaving Certificate					30,000	30,000	30,000					
	Internal Examination	100,000		100,000	100,000		100,000	200,000					
	Fieldwork Preparation				200,000		200,000	200,000					
	SUB TOTAL	270,000		270,000	300,000	30,000	330,000	600,000					
	TOTAL	810,000	540,000	1,350,000	840,000	570,000	1,410,000	2,760,000					

# FEE STRUCTURE FOR CLINICAL MEDICINE STUDENTS IN ACADEMIC YEAR 2023/2024

	FIRST YEAR												
		SEN	1ESTER	ONE	SEMESTER TWO			۱R					
SN	SECTION	FIRST INSTALMENT	SECOND INSTALMENT	TOTAL AMOUNT	THIRD INSTALMENT	FOUTH INSTALMENT	TOTAL AMOUNT	TOTAL FEE PER YEAR	PAYING BANK ACCOUNT (NMB				
1	Tuition fee	425,000	425,000	850,000	425,000	425,000	850,000	1,700,000	A/C NAME	MUHEZA NURSING SCHOOL			
	Tuttion rec	423,000	423,000	030,000	423,000	423,000	030,000	1,700,000	A/C No.	41906600155			
2	Accommodation	115,000	115,000	230,000	115,000	115,000	230,000	460,000	A/C NAME	MUHEZA SCHOOL OF CLINICAL MEDICINE			
	Accommodation	115,000	113,000	250,000	113,000	113,000	230,000	460,000	A/C No.	41910002235			
3	Quality Assurance (NACTVET)	15,000		15,000				15,000					
	CSSC Contribution	5,000		5,000				5,000					
	External Examination (MOH)	150,000		150,000				150,000					
	Identity Card	20,000		20,000				20,000	A/C NAME	SAMIHAS SCHOOL OF CLINICAL MEDICINE			
	Uniform	80,000		80,000				80,000	A/C No.	41910002236			
	Leaving Certificate												
	Internal Examination	100,000		100,000	100,000		100,000	200,000					
	Fieldwork Preparation												
	SUB TOTAL	370,000		370,000	100,000		100,000	470,000					
	TOTAL	910,000	540,000	1,450,000	640,000	540,000	1,180,000	2,630,000					

	SECOND YEAR												
		SEN	1ESTER	ONE	SEMESTER TWO			٩R					
SN	SECTION	FIRST INSTALMENT	SECOND INSTALMENT	TOTAL AMOUNT	THIRD INSTALMENT	FOUTH INSTALMENT	TOTAL AMOUNT	TOTAL FEE PER YEAR	PAYING BANK ACCOUNT (NMI				
1	Tuition fee	425,000	425,000	850,000	425,000	425,000	850,000	1,700,000	A/C NAME	MUHEZA NURSING SCHOOL			
_							,		A/C No.	41906600155			
2	Accommodation	115,000	115,000	230,000	115,000	115,000	230,000	460.000	A/C NAME MUHEZA	MUHEZA SCHOOL OF CLINICAL MEDICINE			
	Accommodation	113,000	113,000	230,000	113,000	113,000	230,000	400,000	A/C No.	41910002235			
3	Quality Assurance (NACTVET)	15,000		15,000				15,000					
	CSSC Contribution	5,000		5,000				5,000					
	External Examination (MOH)	150,000		150,000				150,000					
	Identity Card								A/C NAME	SAMIHAS SCHOOL OF CLINICAL MEDICINE			
	Uniform								A/C No.	41910002236			
	Leaving Certificate												
	Internal Examination	100,000		100,000	100,000		100,000	200,000					
	Fieldwork Preparation				200,000		200,000	200,000					
	SUB TOTAL	270,000		270,000	300,000		300,000	570,000					
	TOTAL	810,000	540,000	1,350,000	840,000	540,000	1,380,000	2,730,000					

	THIRD YEAR												
		SEN	1ESTER	ONE	SEMESTER TWO			AR					
SN	SECTION	FIRST INSTALMENT	SECOND INSTALMENT	TOTAL AMOUNT	THIRD INSTALMENT	FOUTH INSTALMENT	TOTAL AMOUNT	TOTAL FEE PER YEAR	PAYING BANK ACCOUNT (NMB				
1	Tuition fee	425,000	425,000	850,000	425,000	425,000	850,000	1,700,000	A/C NAME	MUHEZA NURSING SCHOOL			
1	ruition ree	425,000	425,000	850,000	425,000	425,000	850,000	1,700,000	A/C No.	41906600155			
2	Accommodation	115,000	115,000	230,000	115 000	115 000	230,000	460,000	A/C NAME	MUHEZA SCHOOL OF CLINICAL MEDICINE			
2	Accommodation	115,000	115,000	230,000	115,000	115,000	230,000	460,000	A/C No.	41910002235			
3	Quality Assurance (NACTVET)	15,000		15,000				15,000					
	CSSC Contribution	5,000		5,000				5,000					
	External Examination (MOH)	150,000		150,000				150,000					
	Identity Card								A/C NAME	SAMIHAS SCHOOL OF CLINICAL MEDICINE			
	Uniform								A/C No.	41910002236			
	Leaving Certificate					30,000	30,000	30,000					
	Internal Examination	100,000		100,000	100,000		100,000	200,000					
	Fieldwork Preparation				200,000		200,000	200,000					
	SUB TOTAL	270,000		270,000	300,000	30,000	330,000	600,000					
	TOTAL	810,000	540,000	1,350,000	840,000	570,000	1,410,000	2,760,000					

# FEE STRUCTURE FOR COMMUNITY DEVELOPMENT STUDENTS IN ACADEMIC YEAR 2023/2024

	FIRST YEAR												
		SEN	1ESTER	ONE	SEN	IESTER	TWO	AR					
SN	SECTION	FIRST INSTALMENT	SECOND INSTALMENT	TOTAL AMOUNT	THIRD INSTALMENT	FOUTH INSTALMENT	TOTAL AMOUNT	TOTAL FEE PER YEAR	PAYING BANK ACCOUNT (NMB)				
1	Tuition fee	170,000	170,000	340,000	170,000	170,000	340,000	680,000	A/C NAME	MUHEZA NURSING SCHOOL			
1	ruition ree	170,000	170,000	340,000	170,000	170,000	340,000	080,000	A/C No.	41906600155			
2	Accommodation	115,000	115,000	230,000	115,000	115,000	230,000	460,000	A/C NAME	MUHEZA SCHOOL OF CLINICAL MEDICINE			
2	Accommodation	113,000	113,000	230,000	113,000	113,000	250,000	400,000	A/C No.	41910002235			
3	Quality Assurance (NACTVET)	15,000		15,000				15,000					
	CSSC Contribution	5,000		5,000				5,000					
	Identity Card	20,000		20,000				20,000	A/C NAME	SAMIHAS SCHOOL OF CLINICAL MEDICINE			
	Uniform	120,000		120,000				120,000	A/C No.	41910002236			
	Leaving Certificate												
	Internal Examination	100,000		100,000	100,000		100,000	200,000					
	Fieldwork Preparation		200,000	200,000									
	SUB TOTAL	260,000	200,000	460,000	100,000		100,000	560,000					
	TOTAL	545,000	485,000	1,030,000	385,000	285,000	670,000	1,700,000					

	SECOND YEAR											
		SEN	1ESTER	ONE	SEMESTER TWO			۱R				
SN	SECTION	FIRST INSTALMENT	SECOND INSTALMENT	TOTAL AMOUNT	THIRD INSTALMENT	FOUTH INSTALMENT	TOTAL AMOUNT	TOTAL FEE PER YEAR	PAYING BANK ACCOUNT (NMB)			
1	Tuition fee	212,500	212,500	425,000	212,500	212,500	425,000	850,000	A/C NAME	MUHEZA NURSING SCHOOL		
_	Tultion lee	212,300	212,300	423,000	212,500	212,300	423,000	830,000	A/C No.	41906600155		
2	Accommodation	115,000	115,000	230,000	115,000	115,000	230,000	460,000	A/C NAME	MUHEZA SCHOOL OF CLINICAL MEDICINE		
	Accommodation	113,000	113,000	230,000	113,000	113,000	230,000	400,000	A/C No.	41910002235		
3	Quality Assurance (NACTVET)	15,000		15,000				15,000				
	CSSC Contribution	5,000		5,000				5,000				
	Identity Card								A/C NAME	SAMIHAS SCHOOL OF CLINICAL MEDICINE		
	Uniform								A/C No.	41910002236		
	Leaving Certificate											
	Internal Examination	100,000		100,000	100,000		100,000	200,000				
	Fieldwork Preparation		200,000	200,000				200,000				
	SUB TOTAL	120,000	200,000	320,000	100,000		100,000	420,000				
	TOTAL	447,500	527,500	975,000	427,500	327,500	755,000	1,730,000				

	THIRD YEAR													
		SEN	1ESTER	ONE	SEN	SEMESTER TWO								
SN	SECTION	FIRST INSTALMENT	SECOND INSTALMENT	TOTAL AMOUNT	THIRD INSTALMENT	FOUTH INSTALMENT	TOTAL AMOUNT	TOTAL FEE PER YEAR	PAYING BANK ACCOUNT (NMB					
1	Tuition fee	212 500	212 500	435 000	212 500	212 500	425 000	850,000	A/C NAME MUHEZA NURSING SCHOOL					
1	ruition ree	212,500	212,500	425,000	212,500	212,500	425,000	850,000	A/C No.	41906600155				
2	Accommodation	115,000	115,000	230,000	115,000	115,000	230,000	460,000	A/C NAME	MUHEZA SCHOOL OF CLINICAL MEDICINE				
	Accommodation	113,000	113,000	230,000	113,000	113,000	230,000	400,000	A/C No.	41910002235				
3	Quality Assurance (NACTVET)	15,000		15,000				15,000						
	CSSC Contribution	5,000		5,000				5,000						
	Identity Card								A/C NAME	SAMIHAS SCHOOL OF CLINICAL MEDICINE				
	Uniform								A/C No.	41910002236				
	Leaving Certificate					50,000	50,000	50,000						
	Internal Examination	100,000		100,000	100,000		100,000	200,000						
	Fieldwork Preparation		200,000	200,000				200,000						
	SUB TOTAL	120,000	200,000	320,000	100,000	50,000	150,000	470,000						
	TOTAL	447,500	527,500	975,000	427,500	377,500	805,000	1,780,000						