

# CATHOLIC DIOCESE OF KIGOMA



KABANGA COLLEGE OF HEALTH AND ALLIED SCIENCES

P.O BOX 42, KASULU, KIGOMA.

REG/HAS/023 (FBO)

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## JOINING INSTRUCTION FOR OERDINARY IN CLINICAL MEDICINE IN SERVICE PROGRAM SEPTEMBER 2025/2026

Dear: .....

Please be informed that you have been selected to join at kabanga collage of health and allied sciences to pursue the program of Ordinary Diploma in Clinical medicine

**You are required to report between 4<sup>th</sup> up to 26<sup>th</sup> of October 2025**

This document have the following information:

1. Joining instructions form
2. College regulations and by laws
3. Fee structure which also shows phases of fee payment

### REQUIREMENTS

**On arrival you are supposed to report to admission officer for registration with the following**

1. Evidence of tuition and other fee payment
2. A duly filled medical examination form
3. The letter/form of invitation to join the collage.
4. Original "O" level academic certificate **not a copy**
5. National identity card (NIDA) this is needed for health insurance card
6. Original birth certificate
7. All payments should be done through NMB bank account number. **51403500108 (KABANGA NURSES AND MIDWIVES TRAINING SCHOOL)**

### ANNUAL TUTION FEES:

**8. The annual fee is one million seven hundred thousand Tanzanian Shillings**

**(TZS 1,600,000.00), payable in four installments.**

8. Additional student requirements for the year are only seven hundred and sixty thousand Tanzanian Shillings **(TZS 760,000.00)**, as specified in the table on the last page. These funds are payable upon the student's reporting to the college through the above mentioned account.

10. The student will be accepted into the college after paying the first installment of the fee, which is six hundred thousand Shillings (**TZS 600,000.00**), and an additional of four hundred thousand Shillings (**TZS 400,000.00**) for other contributions, totaling one million Tanzanian Shillings (**TZS 1,000,000.00**).

**ACCOMODATION:**

Accommodation is free for all student but for in-service student is allowed to be out campus (Day) if she/he wishes to do so

**The following is a list of student requirements upon arrival at the college:**

1. Black leather shoes without heels, especially on the heel, and white socks.
2. For students who require a sweater, it should be white.
3. Two bed sheets:
  - i. Navy blue for boys
  - ii. Pink for girls
4. Mosquito net
5. Bucket for bathing
6. Three (3) reams **Double "A"**
7. Sports attire
8. Wristwatch with a second hand – **mandatory**
9. Health insurance card (if available)
10. Tools for clinical work:
  - i. Blood pressure machine 1 – (**Manual, not digital**)
  - ii. Stethoscope 1
  - iii. Thermometer1(**Manual,not digital**)
  - iv. File
  - v. Tape measure
  - vi. Pen torch
  - vii. Patella hammer



A handwritten signature in blue ink, appearing to read "Jumanne A. Baluhya", written over a horizontal dotted line.

**JUMANNE A. BALUHYA**  
**PRINCIPAL TUTOR**

# CATHOLIC DIOCESE OF KIGOMA



## KABANGA COLLEGE OF HEALTH AND ALLIED SCIENCES

P.O.BOX 42, KASULU, KIGOMA.

Mobile No.0762437780

Email:kabanganursing@gmail.com

Website: [www.kcohas.or.tz](http://www.kcohas.or.tz)

### TRAINING REGULATIONS.

#### 1. MEALS

- a) No food shall be taken out of the dining hall/cafeteria, except on special grounds approved by the head of the HTI.
- b) No student is allowed to cook or possess any cooking utensils within the institution's premises

#### 2. CLEANLINESS

Students are responsible for the cleanliness of their institutional environment and surroundings such as rooms, toilets, bathrooms, classrooms, dining, and the like as prescribed by the institution. Pasting of newspapers and pictures in rooms is not allowed.

#### 3. DRESSING CODE

- a) Authorized uniform must be worn properly by all students when on duty in the hospital/practicum site, classroom activities, and any other official functions as may be deemed necessary.
- b) All students must dress decently, and neatly and be clean all the time.
- c) Female students shall have their hair neatly plaited or well combed. Lipsticks, nail polish, long nails, earring, tattooing, non-wedding rings, the colouring of hair, wearing of a bracelet, neck chain, and ankle chain are not allowed during the training period.
- d) Male students, the following are not allowed during the training period: keeping beards, whiskers, and colouring of hair, wearing of bracelets, earring, neck chains, long nails, and tattooing, non-wedding rings, tight and loose trousers.

#### 4. ILLNESS:

- a) All sick students should report to the warden or class tutor before attending any clinic for medical attention and must show an authorized sick-sheet, and return it to head of training institution/warden.
- b) No student is permitted to approach any doctor for treatment without a sick sheet from the warden unless it is an emergency.
- c) Students should not decide to stay off duty/class without getting proper permission. Excused duties must be reported to the class tutor/warden or head of institution.

#### 5. TIMING

- a) All in-campus students should be in the institute premises by 7.00pm. Gate passes can be issued by the head of the institution/warden for those who wish to return later than 8.00pm.
- b) All security lights should be on during night, in dormitories/classes lights may be on whenever necessary. During the day all lights shall be put off.
- c) All students must be in their respective dormitories at 10.00pm unless permitted by the institution authority.
- d) Students are obliged to return from leave on time.

#### 6. EXTRA CURRICULAR ACTIVITIES

Every student must participate fully in sports and institutional activities as laid down by institution authority

#### 7. VISITORS

- a) All visitors must be registered in a visitor's book indicating visitor's name, identity card, contact address, name of student visited, relationship, aim of the visit, date, time in and time out.
- b) All visitors shall be entertained in the special area as specified by the institution.

- c) Visitors are not allowed to see students during classes, laboratories or practicum site sessions.
- d) In case a visitor wants to visit and see the institution premises, permission must be given by head of institution.
- e) Male students are not allowed to visit female dormitories/rooms and vice versa
- f) All visitors must be out of institution premises by 6.00 pm.

**8. ALCOHOL CONSUMPTION, DRUG AND SUBSTANCE ABUSE**

- a) Drinking alcohol is not allowed throughout the training period.
- b) Students are not allowed to use medicines without prescription from an authorized medical practitioner
- c) Unlawful possession or use of controlled substance is strictly prohibited.
- d) Students are not allowed to smoke/snuffle tobacco in the hospital, institutional premises or while on duty

**9. NOISE AND BEHAVIOUR**

Noises of any kind are not allowed in the institutional premises, classrooms, laboratories, dining, hostel or hospital. Students are expected to have good manners and behave decently according to professional ethics

**10. EQUIPMENT/FURNITURE/BUILDINGS**

- a) All students are responsible for the good care of equipment, furniture and building at the institute, hospital or any other practicum/learning site.

**11. WEAPONS**

Students are not allowed to possess firearms or any other weapons.

**12. ABSENTEEISM**

- a) Institutional activities All students must be present and on time at specific activities of the institution and remain present during the whole activity.
- b) Secondment Students should not abscond from school. They can render in their resignation to the head of the institution in writing and leave gracefully. A student not seen in the institutional premises after 24 hours without permission shall be considered as absconded.
- c) Leave of absence/ postponement Absence from the institution and postponement from the studies may be granted on request upon evidence of agreement from the parent/guardian/sponsor. However, reasons and address where a student is intending to go should be disclosed to the head of training institution in writing. The student shall not exceed the time allowed by the head of training institution. Also a student should not leave the institutional premises before being granted permission

**13. USE OF ABUSIVE OR OBSCENE LANGUAGE**

The use of abusive or obscene language of any form is not allowed at all times.

**14. PREGNANCY**

Pregnant student shall not be allowed to continue with studies. It is the obligation of a student to disclose her pregnant status to the institution leadership. However, a pregnant student should be allowed to join the next possible academic year only after notifying institutional authority on her being fit as evidenced by the registered medical doctor to resume studies after delivery.

**15. SEXUAL MISCONDUCT**

- a) Sexual activities are prohibited throughout the period of study
- b) Sexual exploitation, harassment, abuse and assault is prohibited
- c) Rape is strictly prohibited

If student is caught with such misconduct shall be dismissed

**16. THEFT**

Stealing of any kind is strictly prohibited. If student is caught with such behaviour will be dismissed from studies

**17. UPRISING**

Riot, strikes, boycotts, looting and unlawful demonstrations are strictly prohibited

**18. FIGHTING AND ASSAULT**

Fighting or assault is strictly prohibited. If a student is caught with such misconduct, they shall be dismissed.

**19. RELIGIOUS /SOCIAL ACTIVITIES**

Any social or religious function/activity shall have the approval of the head of the training institution and shall not in any way interfere with the institutional or training activities.

**20. POLITICAL ACTIVITY**

Political activity shall not be entertained at the learning and teaching premises.

**21. TRAVELLING**

Students are allowed to travel outside the institution and hospital not less than 8km and should write in the dispatch book stating to where they are going. Any student who wishes to travel outside the district/region to which the institution should have a written permission from the head of the institution.

**22. USE OF ELECTRONIC DEVICES**

- a) The use of electronic devices like laptops, mobile phones, tablets, other devices of such kind and their gadgets during class and/or clinical session is prohibited. Permission to use these devices will only be granted by a tutor/clinical instructor if they are considered to facilitate learning.
- b) Students should not possess the electrical equipment at the training site. However, computers, mobile devices, iron which are allowed should be reported to the warden.
- c) Students are not allowed to use any device to take a photograph or record another person on institutional premises, hostel and practicum site at any time without that person's authority or permission.
- d) Dangerous electrical appliances/devices like water heaters and others as may be determined by respective HTIs are prohibited in the institution premises.

**23. FRAUD**

- a) Students are not allowed to accept or offer or facilitate any kind of bribery for whatever intent in all learning environments.
- b) Collecting or charging money from any student, students groups, patients or staff members without permission from the authority is not allowed.

**24. REPORTING OF MISCONDUCT**

Whenever a student(s) witness, spot, observe and/or hear any misconduct that breaches this Disciplinary Code of conduct and other prescribed regulations, such student (s) must report the misconduct to the institution authority.

**25. DISOBEDIENCY AND TARNISHING INSTITUTIONAL IMAGE**

Disrespect to authority including institution staff, hospital staff, and students' leaders and bringing the good name/image of the institution into disgrace is prohibited.

**DECLARATION FORM OF SCHOOL REGULATION**

To be filled by parents/guardian/ employer of the candidate and to be returned during reporting to college

1. I (parent/guardian or employer).....

I have read and understood school regulation of Kabanga College of health and allied sciences

I declare and I accept these regulations and I am ready for my son/daughter to be sanctioned if she/he breaches these regulations

Parent's/guardian's/employer's signature.....Date.....

2. I (student) ..... I have read and understood school regulations from KCOHAS and I agree to be sanctioned in case I breach these regulations

Student's signature.....Date.....

3. Kindly confirm if your son/daughter will report to college. Failure to do so your chance will be offered to another candidate. This can be done via returning declaration form, email address or by phone call number 0762437780.

I (students) name .....

I declare that I will come to join the college, please preserve my chance

Students signature.....

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**KABANGA COLLEGE OF HEALTH AND ALLIED SCIENCES P.O.BOX 42 KASULU**

**REG/HAS/023 (FBO)**

**MEDICAL EXAMINATION FORM:**

Candidate Name .....

Home address.....

Please examine the followings:

**Findings**

- |  |       |
|--|-------|
| 1. ESR   | ..... |
| 2. Hb  | ..... |
| 3. Stool   | ..... |
| 4. Urine   | ..... |
| 5. Full physical Examination   | ..... |
| 6. Vision  | ..... |
| 7. Hearing   | ..... |
| 8. B/P   | ..... |
| 9. Lungs   | ..... |
| 10. Others   | ..... |
| 11. Previous chronic diseases eg Asthma, Heart diseases, Allergy, Psychosis..... |       |
| 12. Pregnancy Test for female students.....                                      |       |

\_\_\_\_\_  
**Signature of the examining Doctor and Official stamp.**

**THE CATHOLIC DIOCESE OF KIGOMA  
KABANGA COLLEGE OF HEALTH AND ALLIED SCIENCES  
SCHOOL FEE STRUCTURE FOR ORDINARY DIPLOMA IN CLINICAL MEDICINE - IN  
SERVICE YEAR 2025/2026**

S/N	ITEM DESCRIPTION	HOSTEL	FULL DAY
1	TUITION FEE	1,600,000	1,600,000
	<b>TOTAL</b>	<b>1,600,000</b>	<b>1,600,000</b>
	1. First phase at the beginning of academic year	600,000	600,000
	2. Second phase in January	400,000	400,000
	3. Third phase in April	300,000	300,000
	4. Fourth phase in July	300,000	300,000
	<b>GRAND TOTAL</b>	<b>1,600,000</b>	<b>1,600,000</b>
	<b>OTHER STUDENT DIRECT COST</b>		
2	ACCOMODATION FEE	<b>FREE</b>	<b>FREE</b>
3	REGISTRATION FEE	50,000	50,000
4	COST SHARING FOR EXAMINATION SEMESTER	300,000	300,000
5	COST SHARING FOR MEDICAL SUPPLIES DURING PRACTICAL	200,000	200,000
10	INTERNET FEE	60,000	60,000
11	STATIONARY	100,000	100,000
12	MAINTANANCE FEE	50,000	50,000
12	SCHOOL LEAVING CERTIFICATE	10,000	10,000
	<b>TOTAL</b>	<b>760,000</b>	<b>760,000</b>
	<b>STUDENT DIRECT COST SHOULD BE PAID IN THREE PHASES AS SHOWN BELOW</b>		
	5. First phase at the beginning of academic year	400,000	400,000
	6. Second phase in January	180,000	180,000
	7. Third phase in April	180,000	180,000
		<b>760,000</b>	<b>760,000</b>
<p><b>NB: A student will not be allowed to continue with studies if she/he fails to pay school fees in time.</b></p> <ol style="list-style-type: none"> <li>1. MINISTRY OF HEALTH NATIONAL EXAMINATION FEE 150,000 paid during second semester</li> <li>2. QUALITY ASSURANCE FEE(NACTE) 20,000 paid at the beginning of the year</li> <li>3. TREATMENT FEE – NHIF 50,400 paid every year</li> <li>4. Meals are also available at the college canteen, between Tsh. 1,000 – 3,000 for breakfast and between Tsh. 1,000 – 4,000 for meal.</li> </ol>			



### OTHER STUDENT EXPENSES

It should be paid direct to school

S/NO	ITEM DESCRIPTION	NTA LEVEL 6
1	RESEARCH	100,000
2	HOSPITAL ATTACHMENT	200,000
3	IDENTITY CARD	10,000
4	PROCEDURE BOOK CMT	60,000
5	STUDENT UNION FEE	20,000
		<b>390,000</b>

**NB: ALL THESE MONEY SHOULD BE PAID AT THE BEGINNING OF THE ACADEMIC YEAR AT THE SCHOOL**



**JUMANNE A.BALUHYA**

