

TEOFILO KISANJI UNIVERSITY



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"TRAINING FOR BETTER LIFE"

Ref. No: TEKU/DRCPPS.50/VOL. 5/13-4

Date:

Mr.....

P.O Box

RE: ADMISSION TO THE PhD PROGRAMME: DOCTOR OF PHILOSOPHY IN THEOLOGY - 2024/2025 ACADEMIC YEAR

May I congratulate you for joining Teofilo Kisanji University!

I am pleased to inform you that you have been admitted to Teofilo Kisanji University (TEKU) for the 2023/2024 academic year to pursue a full time three years programme of study leading to the award of **DOCTOR OF PHILOSOPHY IN THEOLOGY.** You are requested to register at the **Higher Degrees Unit.**

This offer is provisional, subject to satisfactory verification by the **Higher Degrees Unit** at the time of registration of the qualifications you have stated in the application form. For the purpose of registration, you must bring with you the following: -

1. Original Certificates and Transcripts of Secondary Education Examinations, "O" and "A" level – (CSEE, ACSEE) and Diploma/Degree.
2. Two up-to-date coloured passport-size photographs indicating your name and Programme of study at the back.
3. Original Birth certificate or an affidavit certificate.
4. Letter of confirmation from your sponsor, for those who are not self-sponsored.
5. Letter of release from your employer, for those who are employed

Caution: Please note that it is an offence to submit false information.

In addition to the above information, all students should also carefully observe the following:

1. Correspondence

All correspondences to the University should be routed through the **Coordinator of Higher Degrees Unit** at TEKU. Also, you should quote your programme of study and registration number as shown on your identity card.

2. Orientation and Registration

You are required to report at Teofilo Kisanji University for the orientation and registration that will start on 16th October, 2023 and ends 2 weeks after this date. You must have registered by this time. Late registration means paying a late registration fee of Tshs 50,000.

3. Fees and Other Expenses

HIGHER DEGREES UNIT: DOCTOR OF PHILOSOPHY IN THEOLOGY

Table 3.1: FEE STRUCTURE FOR THE 2023/2024 ACADEMIC YEAR

S/N	Item	Year 1		Year 2		Year 3		Total cost in Tshs for 3 Years	Total cost for in US\$ for 3 Years
		Cost in Tsh		Cost in Tshs		Cost in Tsh			
		Semester 1	Semester 2	Semester 1	Semester 2	Semester 1	Semester 2		
1	Tuition fee	1,250,000	1,250,000	1,250,000	1,250,000	1,250,000	1,250,000	7,500,000	3,261
2	Registration	40,000		40,000		40,000		120,000	52
3	Research proposal presentation	500,000						500,000	217
4	Thesis supervision	416667	416667	416667	416667	416667	416667	2,500,000	1,087
5	Thesis defence					1,100,000	1,100,000	2,200,000	957
6	Caution money	100,000						100,000	43
7	TCU (Quality Assurance)	20,000		20,000		20,000		60,000	26
8	Student Organisation (TEKUSO)	15,000						15,000	7
9	Identity Card	10,000						10,000	4
10	TEKU development fund	80,000		80,000		80,000		240,000	22
11	Graduation fee					100,000		100,000	43
12	Transcript						50000	50,000	22
	Total payable to the University	2,431,667	1,666,667	1,180,667	1,666,667	3,006,667	2,816,667	13,395,000	5,741

Tuition fee should be paid by using control Number but students Organisation fee (Tsh 15,000) should be paid through account number shown below

Table 3.2: Bank Information

S/NO	NAME OF BANK	BANK ACCOUNT NUMBER	ACCOUNT NAME
1	CRDB	Request Control Number from Bursars office	TEOFILO KISANJI UNIVERSITY FOR TUITION FEE
2	NMB	Request control number from TEKUSO office	TEOFILO KISANJI UNIVERSITY STUDENTS ORGANIZATION

Table 3.3: Housing Information

Hostels Name	Cost per Academic Year
Uzima hostels	210,000
Hekima and Amani hostels	264,000

NB: If you need University housing, please contact the University Estate Manager at 0753451205

4.0 Registration

Registration will be made on payment of at least the following:

- (i) Registration fee 40,000
- (ii) Caution money 100,000
- (iii) Identity Card 10,000
- (iv) Tuition fees 1, 250,000
- (v) Student Organisation 15,000
- (vi) TEKU Development fund 80,000
- (vii) TCU Quality Assurance fee 20,000
- (viii) Research proposal presentation 500,000
- (ix) Thesis supervision 416,667

Total payable to the University 2,431,667

(b) The total amount of tuition fee for the programme is T.shs 7,500,000, excluding Tshs 2,500,000 for dissertation/ thesis supervision fee and other direct cost (see the attached fee structure).

NOTE: Tuition fee and other direct costs should be paid by using control number that will be generated by the University Accountant office but students Organisation fee (Tsh 15,000) should be paid through the provided account number.

Please come with the original bank pay-in slip to the cashier for a University receipt.

(c) Please, see the appendix which shows the breakdown of how you may pay the tuition fee for the three semesters.

NB: Make sure that your original bank pay-in slip has the following information:

- (i) Your official First name, Middle name and Surname
- (ii) Programme of study (i.e PhD in Theology)
- (iii) Purpose of payment (e.g. Tuition Fee or any type of fee).

4. CHANGE OF NAMES

No change of names will be allowed during the course of the study. Students will be allowed to use only those names that appear on their submitted academic certificates.

5. POSTPONEMENT OF STUDIES

Postponement of studies is not allowed except under special circumstances, e.g. sickness, serious social problem or severe sponsorship problem. Postponement of Studies should be done in writing to the Deputy Vice-Chancellor, Academic Affairs. In some cases, a Studies Postponement fee of Tshs. 50,000 per academic year may be imposed. However, postponement of studies cannot exceed one year.

6. CONTACT

In case of any problems/questions or details, please contact the Office of Deputy Vice Chancellor Academic Affairs or the Coordinator of **Higher Degrees Unit** (CHDU).

We wish you a peaceful and enjoyable stay at TEKU.

Yours Sincerely,

.....
Deputy Vice-Chancellor Academic Affairs.

Cc: - DVCPFA
- CHDU