

- *Our Vision is to be centre of excellence in health training, research and consultancy* -

MINISTRY OF HEALTH

TOP ONE COLLEGE OF HEALTH AND ALLIED SCIENCES

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Registration: REG/HAS/184

JOINING INSTRUCTION FORM FOR ORDINARY DIPLOMA IN CLINICAL MEDICINE

To:

Date:

Mobile:

Dear Applicant

RE: SELECTED TO JOIN ORDINARY DIPLOMA IN CLINICAL MEDICINE AT TOP ONE COLLEGE OF HEALTH AND ALLIED SCIENCES

Kindly refer to the heading above.

I am pleased to inform you that you have been selected to join the Ordinary Diploma in Clinical medicine at Top one college of health and allied sciences (TOCOHAS) for the academic year 2023/2024. The institute is located at Msamala area, Songea Town, Ruvuma Tanzania and that the course you have been selected is for three years.

Please read carefully the information provided in the joining instructions. You are expected to report to the college for registration starting from 26th September to 14st of October 2023 from 8.00 am. You are requested to confirm acceptance of this offer and pay in advance the required School fees (First instalment) before reporting.

Fees payable are indicated in the fees structure section of the joining instructions.

On behalf of Top one college of health and allied sciences, I congratulate you for being selected to join our college



DR.NICKSON SESEMKWA
PRINCIPAL TOP ONE COLLEGE OF HEALTH AND ALLIED SCIENCES

JOINING INSTRUCTIONS FORM FOR THE ACADEMIC YEAR: 2023/2024

Dear Student,

We congratulate you to be successfully selected to Pharmaceutical sciences training course to be held at Top one college of health and allied sciences. It is a three years for diploma course. We need your confirmation on your coming before Two weeks (2) by writing or phoning and your required to pay in advance first instalment fee to confirm that your will take position and that we should not give this position to someone else. The Vacancy may be given to another Applicant if you report late than the above mentioned time. We wish you good Journey to Top one college.

A) BRIEF DESCRIPTION ABOUT US

Welcome to Top one college of health and allied sciences (TOCOHAS) an institution with a unique true vision and ability to produce quality health professionals. It is the private institution which has been registered by NACTE with registration number REG/HAS/184; it offers health and allied Sciences programmes to Diploma levels.

The greatest obligation of the College is to provide the best possible education for our students, developing their intellect, equipping them with the appropriate knowledge and skills and preparing them for lifetime learning so that they become what the society needs.

TOCOHAS aims to be one of the best and most developed institution locally and internationally. We are providing quality teachings with experienced tutors and learning environment is conducive for students. The Institution is also building health professionals who devotes in provision of equity, safe and confidential services.

You are highly welcome to our college

P.O.BOX 761 SONGEA

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DESCRITPTIONS OF FEE STRUCTURE FOR CLINICAL MEDICINE THIRD YEAR

SN	CATEGORY	AMOUNT	PAYMENTS BY INTALLMENT				REMARKS
			LAP 1 Immediate after reporting	LAP 2 Before CA I	LAP 3 Before ESE	LAP 4 Immediate of 2nd Semester	
1	Tuition Fee	1,300,000	325,000	325,000	325,000	325,000	LIPA KUPITIA A/C Number: 61810035331 A/C Name: TOP ONE COLLEGE OF HEALTH Bank: NMB EXAMINATION FEE and Students Organization A/C Number: 300207000228 A/C Name: TOP ONE COLLEGE OF HEALTH Bank: TPB
2	Local Examinations	150,000	150,000	0	0	0	
3	End of Sem II Qualifying examinations	150,000	0	0	0	150,000	
4	Quality assurance	45,000	45,000				
5	Medical Insurance	55,000	55,000				
6	Caution Money	15,000	15,000				
7	Rotation	100,000	50,000			50,000	
8	Students organization	10,000	10,000				
9	Registration charges (paid every year)	50,000	50,000				
TOTAL		1,875,000	700,000	325,000	325,000	525,000	



C) FAILING END OF SEMESTER I or II EXAMINATIONS

The student, who will fail End of Semester I or II Examination (s), shall manage other additive costs of supplementary examination. Currently the cost for supplementary examination is 10,000/- per supplemented Theory modules and Tsh 15,000/- per supplemented Practical modules. Also 50,000/= for special examination (when the student didn't sit for exam without any permission)

D) FIELD ATTACHMENT/CLINICAL ROTATIONS

- i. The Institute shall be responsible to find and allocate all students into various health facilities based on institute policy. The students shall depend on him or her on other running cost during this period.
- ii. When comes a student wants to conduct field practice outside facilities organized by institution, then;
 - a. He/she will be Responsible to find such facility on him/her-self and by his/her cost
 - b. He will inform The office of Academic the Name and Mobile Number of Facility In charge and Pharmacist in charge
 - c. The student will be responsible for paying for transportation, accommodation and food to his / her Supervisor where he/she is required to be inspected.
 - d. The hospital that will be accepted is of District, Regional, National or Referral level only and not otherwise.
 - e. If all of the above (a) – (d) criteria met, without missing even one, then College principal will write Introduction letter to such person and he/she will present this letter to the hospital authority as required.
 - f. Failure to follow these directives will lead to loss of your practice point and No indoor Assessor will assess your practice, hence you will not be able to sit for End of Semester examinations.
- iii. At this college, only academic office is the overall in-charge of the field practice and rotational activities not otherwise. In this context there is No any other person, staff, student, board or committee that can interfere performance of Academic office in regarding to overall flow of field practice. If any person comes across, then it will be termed as breach of conduct and appropriate measures will be taken to that person as laws and regulations requires
- iv. Any person who is not willing to pay this shall find by himself/herself own permission from Director of the council of a respective city, Permission from R.M.O or D.M.O that directs him/her to conduct field at a respective hospital, and then submit these permission to Academic office.

E) PERSONAL BELONGING

- a) **1 ream per semester (2 reams per year)**
- b) **Complete set of medical equipment for clinical rotation (stethoscope, thermometer, patellar hammer, tape measure, sphygmomanometer etc) – 160,000**
- c) Sportswear (For both hostel and day scholars)
- d) Scientific Calculator (For both hostel and day scholars)
- e) Blue tracksuit for Boys (For hostel scholars)
- f) Green tracksuit for Girls. (For hostel scholars)
- g) 1 Bucket (For hostel scholars)
- h) 1 Blanket (For hostel scholars)
- i) 2 Bed sheets (For hostel scholars)
- j) 7 or More Counter books 3 quire (For both hostel and day scholars)
- k) Pen, Pencil, Ruler, Ream papers with lines for group presentation (For both hostel and day scholars)
- l) 1 pillow, cup for tea, Plates, Spoon, Treated mosquito bed net (For hostel scholars)
- m) Bed mattress size 21/2 by 6
- n) Winter coat (For both hostel and day scholars) N.B
- o) A student is advised to have enough pocket money for stationery activities as most of notes are provided in soft copies they need to be printed out as hardcopies
- p) Smart phone or laptop for online studies

F) REGISTRATION INFORMATION

- i. You will not be registered if you fail to Pay first Instalment fee.
- ii. It is better to deposit the fee to our Bank Account and bring pay in slip with you.
- iii. Students from Countries other than Tanzania are expected to confirm to all Immigration formalities in their countries before they depart to Tanzania, and obtain a resident permit from a nearest Tanzanian Embassy. Fee paid will not be refunded if a student joins with the Institute without permissions.
- iv. Continuing student must complete registration formalities within the first week of the academic year. Student shall commit themselves in writing to abide by the Institute's Rules and Regulations
- v. Student shall be issued identification Card: Loss of it should be reported to the office of Dean of Students with submission of Police Loss Report as an evidence of incidence where a new one can be obtained, after paying an appropriate fee of T.shs. 10,000/=
- vi. A student will be given all required registration documents at the time of admission.

G) OTHER REQUIREMENTS

- i. You are needed to bring the original form IV and/or VI Certificate from the National Examination Council of Tanzania or any other Certificate relevant for this course from a recognized Institute.

H) SPORTS ACTIVITIES

- i. Students are encouraged to participate fully in sports and games activities.
- ii. The Institute participates in various sports competitions: Football, Volley ball and indoor games. Students are advices to come with sport gear.

I) MEDICAL EXAMINATION

You should undergo a medical examination and bring a certified copy from a registered medical practitioner who works in a registered hospital, showing that your medical fitness is ready to pursue a 3 years course. Use our form attached a with this Joining instruction

J) ELIGIBILITY FOR ALL INTERNAL EXAMINATIONS (CA I, CA II, ES)

- i. A student must have been present for at least 90% of the classes to be allowed to sit for any continuous assessment.
- ii. A student who fails to meet a minimum of 90% attendance in a particular semester with compelling reasons as determined by the academic committee shall be allowed to repeat the semester otherwise he/she shall be discontinued from studies.
- iii. No student shall be allowed to sit for any next examination unless his/her average continuous assessment in each module is 50% or higher.
- iv. A student who fails to complete assignment(s) or research work in the scheduled time shall not be allowed to sit for continuous assessment.
- v. Where a student who fails to fulfil the eligibility requirements stipulated, sits for the end of semester examinations, his/her examination results shall be null and void.
- vi. No student shall be allowed to SIT for continues assessment if he/she has got No examination number
- vii. A student will be given examination Number only if he/she shall comply with the following financial provisions;-
 - a. In Continuous assessment one (1), student must pay **instalment I fee (100%)** and at least 10% of **Instalment II**. A student who will not meet this financial provision shall not be eligible to get examination Number.

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- b. In Continuous assessment two (2), student must pay **instalment I fee (100%)** and at least 10% of **Instalment III**. A student who will not meet this financial provision shall not be eligible to get examination Number.
- c. For End of Semester I Examination, student must pay **instalment I fee (100%), instalment II fee (100%) and instalment III fee (100%)**. A student who will not meet this financial provision shall not be eligible to get examination Number
- d. For End of Semester II Examination, student must pay **instalment I fee (100%), instalment II fee (100%) instalment III fee (100%) and instalment IV fee (100%)**. A student who will not meet this financial provision shall not be eligible to get examination Number

K) INSTITUTE FEE POLICY

- i. All above fees are subject to change by the institute governing boards. When this happens, all concerned parties shall be notified in writing.
- ii. GENERALLY, NO REFUND of FEE is permitted on account of withdrawal/absence from college or any other reasons once a student is admitted to any course of study.
- iii. A refund claim may, however, be admitted on merits after due consideration of the request by the Institute. If approved, the amount to be refunded shall be within the limits stated below:
 - a. Any time 10 days before the date of commencement of classes: Total fees will be refunded excluding the processing fees of 500,000 TZS (Five Hundred Thousand Only).
 - b. Anytime within 14 days from the date of commencement of classes: 50% of the first Semester fees.
 - c. After 14 days from the date of commencement of classes: No refund.
 - d. Any amount deposited into the Institution account will be treated as part of the fee and will be remitted to any of the unsettled fee within a semester, academic year or after the end of the semester.

L) MEDICAL TREATMENT POLICY

The College in partnership with the National Health Insurance Fund (NHIF), offers medical treatment to every student, where every student who does not have health insurance will be given an ID card health insurance for treatment without adding any cost.