



Student Welcome Guide

2026 / 2027

Registration • Learning • Welfare • Health • Student Life

1. Welcome Note from the Rector

Dear Student,

On behalf of the Governing Body, Management and staff of the College of Business Education (CBE), I warmly congratulate you on your admission and welcome you to the CBE community.

For more than six decades, CBE has prepared competent professionals in business, information and communication technology, and metrology and standardisation for Tanzania and beyond. You are now part of that proud tradition, and we are confident that your knowledge, experience and creativity will enrich our learning community.

Being a CBE student is a commitment. I encourage you to make full use of the academic, leadership, sports, health, welfare and personal-development opportunities available across our four campuses.

This Welcome Guide has been prepared to help you settle in quickly. It explains how to register, pay fees, use College systems, obtain accommodation and health services, and where to seek help when you need it. Please read it carefully, keep copies of your important documents, and follow all official notices issued by the College.

Your success will depend on regular attendance, active participation, integrity and good time management. Do not hesitate to seek help early whenever you face academic, financial or personal challenges; our staff are ready to support you.

I wish you a rewarding and successful academic journey at CBE.

Prof. Edda Tandi Lwoga

Rector



Prof. Edda Tandi Lwoga

Rector

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2. About the College

The College of Business Education (CBE) was established in 1965 by Act of Parliament No. 31 and is now governed by the College of Business Education Act, Cap. 315 R.E. 2023. It operates under the Ministry of Industry and Trade and serves students through four campuses in Dar es Salaam, Dodoma, Mwanza and Mbeya.



Vision

"To be a resourceful world-class College recognised for excellence in applied business education, research, and public services."

Mission

"Delivering industry-aligned business education, applied research, and high-impact consultancy services."

Core values

Academic Freedom • Professionalism and Pursuit of Excellence • Integrity and Accountability • Teamwork and Collegiality • Service Orientation and Customer Care • Equity and Inclusivity

CBE at a glance

Item	Details
Students	More than 24,000 students across four campuses
Staff	More than 520 academic and administrative staff
Fields of study	Business, Information and Communication Technology (ICT), and Metrology and Standardisation
Levels of study	Basic Technician Certificate (NTA Level 4) to Master's Degree
Campuses	Dar es Salaam (Main Campus), Dodoma, Mwanza, Mbeya

What CBE expects from every student

- Take responsibility for your learning, registration, payments, personal records and deadlines.
- Act with integrity and respect the rights, dignity, safety and property of others.
- Use College systems, facilities and information responsibly.
- Seek support early when academic, financial, health or personal difficulties arise.
- Take part constructively in College life, including leadership, sports, clubs, cultural and community activities.

Contact information

- Address: Bibi Titi Mohamed Road, P.O. Box 1968, Dar es Salaam
- Telephone: +255 22 215 0177 | Call Centre: +255 22 221 1560
- Email: rector@cbe.ac.tz | Website: www.cbe.ac.tz

3. Key Dates for 2026/2027

The following dates are drawn from the CBE Almanac 2026/2027 and the Joining Instructions. Please note them and check CoSIS and the College website regularly for any changes.

Date	Activity
Mon 12 October 2026	Registration and orientation begin – Certificate and Diploma (NTA Levels 4–6)
Wed 14 October 2026	Nyerere Day (public holiday)
Mon 19 October 2026	Classes begin – NTA Levels 4–6 Registration and orientation begin – Bachelor and Postgraduate (NTA Levels 7–9)
Tue 20 October 2026	Library Day
Mon 26 October 2026	Classes begin – NTA Levels 7–9
Wed 18 November 2026	Deadline for the first fee instalment – Bachelor Degree programmes
Wed 9 December 2026	Independence Day (public holiday)
1 – 9 February 2027	End of Semester I examinations – NTA Levels 4–6
8 – 18 February 2027	End of Semester I examinations – NTA Levels 7–9
Mon 22 February 2027	Semester II classes begin – NTA Levels 4–6
Mon 8 March 2027	Semester II classes begin – NTA Levels 7–9 International Women's Day activities (all campuses)
Sun 28 March 2027	Deadline for the second fee instalment – Bachelor Degree programmes
Fri 9 April 2027	CBE Gender Day – all campuses (Dar es Salaam, Dodoma, Mwanza, Mbeya)
Fri 7 May 2027	CBESO General Elections
Fri 14 May 2027	CBE Career Fair (Career, Incubation and Apprenticeship Day) – Dodoma Campus
7 – 14 June 2027	End of Semester II examinations – NTA Levels 4–6
21 June – 1 July 2027	End of Semester II examinations – NTA Levels 7–9
21 June – 30 July 2027	Field practice – NTA Levels 4–6

CBE Gender Day - 9 April 2027

Organised by the Gender Desk and the Dean of Students Office on all campuses. The day features awareness programmes, exhibitions and recognition of contributions to gender equality and the prevention of gender-based violence. Students are welcome to join the Gender Club at any time.

CBE Career Fair - 14 May 2027

Brings together employers, alumni and industry partners to engage students on careers, internships, apprenticeships and business incubation, and includes student business pitches. Students are encouraged to prepare a professional CV early.

Important. Students who do not complete registration within the stated period, without prior notice to the College, may forfeit their admission to another candidate.

4. Before You Report

Read your admission letter and the Joining Instructions for your programme carefully. Requirements may differ slightly by level and campus.

Documents to bring

- Admission letter and the signed **Acceptance of CBE Programme Vacancy** form.
- Original and copies of your academic certificates: Form Four certificate, Form Six certificate (or result slip for 2026 candidates), and any other entry qualification.
- Birth certificate and two recent passport-size photographs.
- Signed dress-code declaration and any other programme-specific forms.
- The **Medical Certificate** form supplied with the Joining Instructions. It is completed by a qualified medical practitioner **at the College** during registration (see Section 12).
- Your National Identification Number (NIN), required for registration and NHIF enrolment.

Protect your admission

- Report and register within the announced period. If you cannot report on time, notify the College through an official channel.
- Presenting forged certificates or false documents is a criminal offence and will be dealt with in accordance with the law.
- Do not pay agents or individuals who claim they can secure registration, accommodation, marks, loans or other College services.

5. Management of Your CoSIS and NACTVET Accounts

- **CoSIS (CBE Online Student Information System)** is the official platform for registration, control numbers, payments, accommodation requests, module records and results. Access it at <https://cosis.cbe.ac.tz/users/>.
- Follow the CoSIS Student User Manual to create and manage your account:
<https://www.cbe.ac.tz/admission/cosis-student-user-manual>.
- Check that your names, registration number, programme, campus, photograph, NIN and phone number are correct. Report errors immediately.
- **NACTVET registration:** make sure your details are correctly submitted to the National Council for Technical and Vocational Education and Training (NACTVET) and that your account stays active throughout your studies.
- Never share your CoSIS password or one-time codes with anyone.



6. Registration and Student Identity Card



- Complete registration for the programme you were admitted to, within the announced period.
- Present your documents for verification and complete the medical examination at the College.
- Generate the correct control number in CoSIS and pay through an authorised government payment channel.
- Confirm that your registration, payment and modules are correctly shown in CoSIS before you leave the registration desk.
- Only registered students are allowed to attend classes, sit examinations and use academic resources.
- Only students holding a valid **Student ID Card** are allowed into College premises. Do not lend or alter your ID, and report loss immediately.

7. Tuition Fees and Payments

- Pay your fees promptly as stated in the fee structure to avoid being blocked from College services.
- **Tuition fees and NHIF contributions must be paid, and registration completed, within 30 days of the start of the semester.** Registration will not be permitted after this period.
- Fees are paid only through a **control number generated in CoSIS**. The College does not receive cash for tuition, hostel, NHIF or any other official charge.
- Keep your receipt and transaction reference, and confirm that the payment appears in CoSIS.
- Full fee details for each programme level are provided in the Joining Instructions:
<https://www.cbe.ac.tz/admission/join-instructions>.

Approved tuition fees for 2026/2027

The fees below apply from the 2026/2027 academic year. They include the revised NACTVET Quality Assurance Fee, which is not charged as a separate item.

Programme	First year (TZS)	Continuing years (TZS)
Basic Technician Certificate (NTA Level 4)		
Information Technology (BTCIT)	1,245,600	-
Metrology and Standardization (BTCMS)	1,245,000	-
Other Basic Technician Certificate programmes	1,035,000	-
Ordinary Diploma (NTA Levels 5-6)		
Diploma in Information Technology (DIT)	1,425,600	1,415,600
Diploma in Metrology and Standardization (DMES)	1,425,000	1,415,000
Other Diploma programmes	1,315,000	1,305,000
Bachelor Degree (NTA Levels 7-8)		
Bachelor of Information Technology (BIT)	1,675,600	1,665,600

Bachelor of Metrology and Standardization (BMETS)	1,620,000	1,615,000
Other Bachelor Degree programmes	1,570,000	1,560,000
Postgraduate		
Postgraduate Diploma programmes (online)	1,930,600	-
Master's in ICT for Development (MICT4D) / IT Project Management (MITPM)	4,767,000	-
Other Master's Degree programmes	4,667,000	-

NACTVET Quality Assurance Fee (included above): TZS 20,000 for Certificate and Diploma students; TZS 25,000 for Undergraduate and Postgraduate students.

International students pay fees in US dollars as stated in the Joining Instructions (Bachelor programmes: BIT USD 1,867.60; BMETS USD 1,759.60; other programmes USD 1,680.60).

Instalment schedule (Bachelor Degree)

Programme	1st instalment by 18 Nov 2026	2nd instalment by 28 Mar 2027	Total (TZS)
BIT	845,000	830,600	1,675,600
BMETS	817,500	802,500	1,620,000
Other Bachelor programmes	792,500	777,500	1,570,000

Other charges. Students without health insurance pay TZS 50,400 for one year of NHIF cover (Section 12). Hostel fees are listed in Section 11. Instalment schedules for other programme levels are provided in the respective Joining Instructions.

8. Examinations and Academic Conduct

Know the CBE Examination Rules, 2023

You are expected to know the rules on eligibility for examinations, examination conduct, grading and assessment, and appeals. The Rules are available on the College website (www.cbe.ac.tz).

- Confirm that you are registered for the correct modules and meet attendance, continuous-assessment and fee requirements before examinations.
- Arrive early with a valid student ID and only permitted materials, and follow invigilators' instructions.
- Cheating, impersonation, unauthorised help and tampering with marks or systems are serious offences.
- Do not pay anyone who promises to change results or records.



Good academic practice

- Read the **College Prospectus 2026/2027** at <https://www.cbe.ac.tz/admission/cbe-prospectus> to know the modules in your programme.

- Obtain the teaching timetable from your Head of Academic Department and attend all scheduled classes. Consult your module lecturer whenever you face difficulty.
- Take part in all teaching, learning and assessment activities so that your continuous assessment is completed on time.
- Use the library and the e-learning platform to deepen your understanding of module content.
- Submit your own work and acknowledge sources. Use artificial intelligence (AI) tools only in the ways your lecturer and College rules allow.

9. Library Services

The College Library provides free services to all registered students, with both printed and electronic information resources.

Services offered

- Book lending and return through the Koha library system.
- E-resources such as EBSCOhost, Emerald and Research4Life.
- Training on e-resources, research skills and referencing.
- Internet services.



Borrowing books

You need a valid CBE student identity card to borrow library books. Observe the borrowing period and return dates.

Opening hours (Dar es Salaam Campus)

- Monday – Friday: 08:00 – 21:00
- Saturday: 08:00 – 16:00

Hours may differ at other campuses and during examinations or public holidays. Confirm with your campus library.

Accessing databases

Resource	Access
CBE Institutional Repository	http://dspace.cbe.ac.tz:8080/xmlui/
EBSCOhost	https://search.ebscohost.com/login.aspx
Emerald	https://www.emerald.com/insight/
Research4Life (Hinari and others)	Login details are issued by library staff

Keep access details private. Usernames and passwords for subscribed databases are given by library staff and must not be posted or shared on social media.

10. Online Learning (Moodle LMS)

The College Learning Management System (Moodle LMS) is the central platform for your modules. You will use it to access learning materials, submit assignments, take part in discussions and view feedback.

Accessing the LMS

1. Go to **<http://lms.cbe.ac.tz>** (also available through the quick links on the College website).
2. Log in using your student username and password.
3. Your dashboard will list all the courses you are enrolled in.

On the LMS you can view course announcements, access lecture notes, readings and multimedia, submit assignments and take part in discussion forums.

Finding course materials

- Open a course and look for sections such as "Course Materials" or "Resources" for notes, readings or videos.
- Some courses use textbooks or downloadable readings; check the course outline or announcements for instructions.

Submitting assignments

1. Go to the "Assignments" section of your course.
2. Select the assignment and click "Add submission".
3. Upload your file in the required format (for example .doc, .docx or .pdf).
4. Check that the submission status shows your work as submitted.

Submit on time. Late submissions may be penalised under the Examination Rules, and a technical problem does not automatically extend a deadline, so inform your lecturer promptly and keep evidence.

Collaborating with classmates

Use course discussion boards to ask questions and share ideas. For group work you may use tools such as Google Docs, Microsoft Teams or Zoom.

Technical support (ICT Helpdesk)

- Email: eunice.jengo@cbe.ac.tz and mafuru.mweroro@cbe.ac.tz
- Phone: +255 718 628 132 and +255 712 533 488
- Hours: Monday – Friday, 08:00 – 17:00
- Support covers LMS login problems and difficulty accessing course materials.

Stay safe online. Use strong passwords, never share one-time codes or PINs, and report suspicious links, messages or unauthorised changes to your accounts immediately.

11. Accommodation

Students are responsible for arranging their own accommodation. The College offers limited shared hostel space, mainly for first-year students in need, on a first-come, first-served basis. Admission does not guarantee a hostel room.

College hostels

Priority is given to:

- i. Students with disabilities or special needs;
- ii. International students;
- iii. First-year students from outside the campus region; and
- iv. A selected number of student leaders.

Campus	Hostel fee per academic year (TZS)
Dar es Salaam	450,000
Dodoma	300,000
Mwanza	300,000
Mbeya	Private hostels under MoU with the College (see below)

- Complete registration first; hostel payment is made only after registration.
- Submit your accommodation request through CoSIS. Requests are reviewed and approved by the Office of the Dean of Students.
- After approval, a control number is issued in CoSIS. Pay the full fee through banks or mobile money. No cash is received.
- After payment, report to the Social Welfare Officer (Matron/Warden) for room allocation and residence orientation.

Private off-campus hostels

- Because demand is high, the College works with private hostel providers near each campus. At Mbeya Campus, students are accommodated in private hostels that hold a Memorandum of Understanding (MoU) with the College; at Mwanza, the College has added hostel capacity and inspects off-campus hostels each year.
- During the registration period, the Dean of Students Office, working with CBESO leaders, assists new students to identify safe off-campus accommodation.
- Visit any hostel in person before paying. Check security, water, electricity, sanitation, distance, total cost and refund terms.
- Deal only with the verified owner or authorised manager, and get a written agreement or receipt. Do not send money to unverified contacts.
- Off-campus hostel information: <https://www.cbe.ac.tz/hostel-information>. For any accommodation problem, contact the Dean of Students Office.

12. Medical Examination and Health Insurance

Medical examination at the College

Every newly admitted student must undergo a medical examination by a qualified medical practitioner **at the College** as part of registration. The examination establishes your health status and identifies any care or reasonable support you may need during your studies.

- Bring the Medical Certificate form from your Joining Instructions. It is completed and signed only after the examination at the College; do not obtain advance endorsement elsewhere.
- Report to the screening point on the date and venue announced during registration, and allow enough time.
- Students who need further assessment or care will be guided to an appropriate health facility. Medical information is handled confidentially.

National Health Insurance Fund (NHIF)

All students without existing health insurance must enrol with NHIF. The contribution is **TZS 50,400**, covering medical services for one academic year.

- Students aged 18 and above enrol using their NIN. Students without a NIN will be assisted by the College in coordination with NIDA.
- Make sure your photograph, admission number and NIN are correct in CoSIS. The Insurance Officer will then issue a control number for payment.
- Students below 18 years receive NHIF cover after registration once their photograph is uploaded in CoSIS; a control number is then generated for payment.
- Students with NHIF cover through parents or another institution still enrol using their NIN. Those covered by another recognised insurer should present evidence for verification.
- After paying, confirm that your insurance has been activated, and report any NIN, photograph or payment problems to the campus insurance desk.

13. Student Loans (HESLB)

Eligible students apply for loans from the Higher Education Students' Loans Board (HESLB) online through the official HESLB portal. Application guidelines and eligibility criteria are published at **www.heslb.go.tz**.

Loan beneficiaries must:

- i. Complete College registration and obtain a College registration number.
- ii. Have an active bank account in their own name, exactly as it appears on the Form Four certificate. Those without an account must open one.
- iii. Register in the Digital Disbursement Solution (DiDiS), with support from College loan officers and HESLB officials.
- iv. Check the Student's Individual Permanent Account (SIPA) regularly for allocation, corrections and disbursement status.
- v. Sign for meals and accommodation, tuition and other allocations within the period set by HESLB. Funds not signed for in time are returned to HESLB and the claim is lost.

Financial safety. Never share SIPA, DiDiS, bank or mobile-money passwords, PINs or one-time codes. Do not pay anyone who claims to speed up allocation, signing or disbursement. Report mismatched names, bank details or allocations to the College loan desk immediately.

14. Student Support Services and CBESO

The Directorate of Students' Services (DSS), through the Dean of Students Office at each campus, supports your welfare, health, counselling, accommodation, leadership and personal development. Asking for help early is a responsible step.

- **Dean of Students Office:** welfare, accommodation, counselling, student leadership, health insurance support, discipline support and referrals.
- **Social Welfare Officers and Counsellors:** help with adjustment to College life, academic, financial, family and personal challenges.
- **First aid:** first-aid services are available on campus, with referral to hospital where needed.
- **Gender Desk:** receives gender-related concerns, including sexual harassment and gender-based violence, and offers guidance, counselling and referral in confidence.
- **Students with disabilities or special needs:** inform the Dean of Students Office early so that reasonable support can be planned.
- **Students' Welfare Fund:** supports approved emergencies such as first aid, emergency referral transport and bereavement, in line with College procedures.
- **Health and life-skills seminars:** seminars on reproductive health and HIV/AIDS, substance use, non-communicable diseases, financial literacy and interpersonal relationships are held during the year.



CBESO - the Students' Organization

The College of Business Education Students' Organization (CBESO) is the students' government of the College. It represents student interests, promotes communication between students and Management, and runs activities such as sports, Afya (Health) Week and clubs. CBESO operates under its Constitution, as amended in 2026, and holds general elections each May. Student leaders support, but do not replace, formal academic, welfare and disciplinary procedures.

15. Students' Disciplinary Rules

Students are governed by the **College of Business Education Students' Disciplinary Rules, 2024** (Government Notice No. 365 of 2024), as amended in 2025. The Rules set the standards of

conduct, disciplinary offences and penalties. Key points include:

- **General conduct:** comply with College rules and lawful instructions, carry your ID card at all times, and settle all dues in order to receive certificates.
- **Disciplinary offences:** include violence and threats, damage to property, fraud and dishonesty, impersonation, unauthorised meetings, use of drugs and prohibited substances, sexual harassment and sexual misconduct, and misuse of College systems or records.
- **Dress code:** students must dress decently. Torn or revealing clothing, and earrings worn by male students, are prohibited; penalties range from a warning to suspension.
- **Procedures:** offences are reported to the Dean of Students and handled by the Students' Disciplinary Committee. The student is informed of the allegation and given a chance to respond.
- **Appeals:** may be made to the Disciplinary Appeals Committee within the grounds and time set in the Rules.
- **Penalties:** include warnings, fines, suspension or expulsion, depending on the offence.
- **Residence rules:** misconduct in hostels, such as subletting, illegal residence or hosting unauthorised guests, leads to eviction or fines.

This is a summary only. Students are required to read the full Rules, which prevail in case of any difference.

16. Safety and Emergencies

- Report fire, injury, violence, electrical hazards, unsafe water or sanitation and suspicious activity immediately to campus security or the Dean of Students Office.
- Follow emergency instructions, assembly points and directions from security officers.
- In a medical emergency, seek care immediately and inform campus security or the first-aid room.
- Observe road safety, especially when using motorcycle taxis (bodaboda): always wear a helmet and use licensed operators.
- Keep emergency contacts of your family and campus offices saved on your phone.

17. Contacts and Registration Checklist

Where to get help

Issue	First contact
Admission, registration, results	Directorate of Academic Support Services / campus academic office
Fees and payment reflection	Finance office / registration support desk
CoSIS, LMS and account access	ICT support desk
Library and e-resources	Campus library
Hostel, welfare, counselling	Dean of Students Office / Social Welfare Officer
Medical examination, first aid, NHIF	Campus health or insurance desk
HESLB, SIPA, DiDiS	College loan desk
Gender-related concerns	Gender Desk / Dean of Students Office

Campus inquiries

Campus	Contacts
Dar es Salaam	admission@cbe.ac.tz +255 22 221 1560 +255 777 151 323
Dodoma	dir.dodoma@cbe.ac.tz +255 26 232 1200 +255 734 330 104 / +255 692 659 357
Mwanza	dir.mwanza@cbe.ac.tz +255 759 091 221 / +255 767 692 558
Mbeya	dir.mbeya@cbe.ac.tz +255 674 415 629 / +255 769 525 293

Final registration checklist

- ☐ Documents verified and personal details correct in CoSIS and NACTVET
- ☐ Medical examination completed at the College and Medical Certificate signed
- ☐ Fees paid using a valid control number and reflected in CoSIS
- ☐ Programme and module registration completed
- ☐ Photograph taken and Student ID Card processed
- ☐ NHIF activated, or existing insurance verified
- ☐ Accommodation confirmed or safe private arrangements made
- ☐ LMS (Moodle) accessed and courses visible
- ☐ HESLB, SIPA and DiDiS details checked (loan beneficiaries)
- ☐ Examination Rules, Disciplinary Rules and timetable read

Where this guide differs from an official rule, joining instruction, fee schedule or notice, the official instrument prevails. Confirm time-sensitive information through CoSIS or www.cbe.ac.tz.

WELCOME TO CBE

We wish you a successful and fulfilling 2026/2027 academic year.

Issued by the Directorate of Students' Services, College of Business Education, October 2026