

JOINING INSTRUCTIONS
(Tanzanian Course Members)

2023/24

LIST OF ACRONYMS

1. CV - Curriculum Vitae.
2. DOS - Director of Studies.
3. DS Coord - Directing Staff Coordination.
4. DSTV - Digital Satellite Television.
5. FPT - Field Practical Training.
6. GMH - General Military Hospital.
7. IAG - Integrated Analysis Group.
8. INSTRS - Instructions.
9. NACTVET - National Council for Technical and Vocational Education Training.
10. NMB - National Microfinance Bank.
11. 'ndc' - *Prestigious Symbol for Successful Completion of the Course*
12. NDC - TZ - National Defence College - Tanzania.
13. NTA - National Technical Award.
14. PARA - Paragraph.
15. SDS - Senior Directing Staff.
16. TBA - To Be Announced.

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NATIONAL DEFENCE COLLEGE - TANZANIA

JOINING INSTRUCTIONS

INTRODUCTION

1. The **Twelfth Course - 2023/24** of the National Defence College – Tanzania (NDC - TZ) will commence on Monday 04th Sep, 2023 at 0900hrs and end on 27th Jul, 2024. The Course Members are to report at the College from 01st to 03th Sep, 2023.

AIM

2. The aim of these instructions is to introduce Course Members to the study-life at the NDC-TZ. In this regard, these instructions will highlight those aspects that are relevant to both academic and administrative matters. They will also give an overview of the main activities that will take place during the study period.

LOCATION

3. The College is located at Kunduchi Mtongani. When coming from Dar es Salaam City Centre, follow the **Bagamoyo Road** till **Mbuyuni-Silver Sands Junction**. Then take the **Silver Sands Road** to NDC -TZ (along Peacekeeping Training Centre Road) is about 2.6 kilometres from the junction.

ARRIVAL NOTIFICATION

4. Course Members are required to notify the College directly at least 72 hours prior to reporting date. This will facilitate cordial reception and other arrangements.

COMMENCEMENT OF THE COURSE

5. The **Twelfth Course - 2023/24** will commence on Monday 04th Sep, 2023 at 0900hrs. Upon arrival at the NDC - TZ, on 01st – 03th Sep, 2023 the Course Member(s) will be received by the Directing Staff Coordination (DS Coord) who will carry out the following:-

- a. Verification of particulars of each individual Course Member and formal admission.
- b. Issue Course Member's Documents File.
- c. Clarification of any doubts relating to these instructions.

ORIENTATION

6. Before opening the Course on Monday, 04th Sep, 2023, all Course Members are required to attend a one day Orientation Course. The course will be held on Friday, 01st Sep, 2023 and you are expected to arrive at College at 0800hrs.

DOCUMENTS AND KEY ITEMS REQUIRED

7. Course Members will be required to bring the following:-
 - a. Current Curriculum Vitae (**CV**).
 - b. Six passport size photographs with **blue** background.
 - c. **Valid passport and Vaccination Card (Yellow Fever Vaccination Card)** for the purpose of records and for travelling outside Tanzania during FPT.
 - d. Medical examination report from a recognized government hospital including **Covid-19** Vaccination Certificate.
 - e. Original Certificates of all levels from Secondary School and academic transcripts of academic qualifications. In addition, the Course Members should bring the certified photocopies of certificates and transcripts.
 - f. Certificates that are not in English the Course Member should bring both the original and the certified translation.
 - g. Tanzania Commission for Universities (TCU) certification for the higher learning qualifications obtained outside Tanzania.

PRE-COURSE READING MATERIALS

9. The College has an adequately stocked library that Course Members will find quite useful during the academic year. In addition, a list of books recommended for Course Members' preparations is included at **Annex "A"**.

THE NDC - TZ CURRICULUM

10. The NDC - TZ curriculum is designed for senior defence officers, security organs, their equivalent senior civil servants and other officials from the private sector and friendly countries. Its composition is therefore diverse.

COMPUTER LITERACY

11. The College is computerized; and hence it would be to Course Members' great advantage to be computer literate. This will inevitably enhance their research work through taking charge of typing and the use of the internet. Course Members are advised to come with their own laptops and printers to ease their research works. The College will activate and allocate to them e-mail address for their correspondence.

DISSERTATION/ RESEARCH PAPER/ COMMANDANT'S PAPER AND ARTICLES

12. One topic will be allocated to each Course Member before the end of September 2022 after consultations with Director of Studies (DOS). During the course, Course Members will be required to write an article for the College's *Newsletter* and an academic paper to be published in the College's *Journal*. It is therefore prudent for every Course Member to visualize this requirement and prepare himself/herself accordingly.

CALENDAR OF EVENTS

13. In order to assist Course Members to plan their year at the College, a provisional calendar of the main activities is shown below:-

1. Term One (6 Weeks)	<ul style="list-style-type: none">▪ 04th September, 2023 – 15th October, 2023.
2. Term Two (16 Weeks)	<ul style="list-style-type: none">▪ 16th October, 2022 – 21st January, 2024.▪ It includes:<ul style="list-style-type: none">* Economy Tourism Field Practical Training (1 week).* End of Year Break (2 weeks).* Socio-Political, Economy, Agriculture and Industry FPT (2 week).
3. Term Three (14 Weeks)	<ul style="list-style-type: none">▪ 22nd January, 2024 – 05th May, 2024.▪ It includes Immediate and Strategic Neighbourhood FPT (1 week).▪ Tour of the Defence and Security Organs (1 Week).
4. Term Four (11 Weeks).	<ul style="list-style-type: none">▪ 06th May, 2023– 27th July, 2024.▪ It includes:<ul style="list-style-type: none">* Foreign Countries FPT (2 Weeks).* The Valedictory function – 27th July, 2024.

COUNTRY PRESENTATIONS

14. All Course Members will be required to make individual presentations of their countries to the whole Course. Course Members are advised to prepare accordingly, participate and cover the expenses.

ACCREDITATION AND ACADEMIC AWARD

15. The College is registered under National Council for Technical and Vocational Education Training (NACTVET) programme to award a Master's Degree/Diploma in Security and Strategic Studies (NTA Level 9/ NTA Level 6). This is in addition to the primary the prestigious symbol '*ndc*'.

SOCIAL PROGRAMMES

16. These will be programmed in detail covering the whole period of stay at NDC - TZ, and will be given to Course Members during the first week of the Course. The aim of the social programmes is to facilitate the Course Members to take time off the formal curriculum and socialize with the faculty, family and the community at large.

SECURITY

17. It is assumed that Course Members are aware of the “**National Security Act 1970**” and have undertaken to abide by its requirements. Course Members are required to familiarize themselves with the **College Security Instructions**, a copy of which will be issued to Course Members on arrival. Only open and unclassified materials will be used for instructions. If a Course Member had access to classified materials in his/her previous appointments, he/she should ensure that knowledge is not carelessly used during discussions. A Course Member will be held personally responsible for all classified documents issued to him/her or prepared by him/her in the course of stay at the College. All classified materials that are issued, must be returned to the DS Coord at the end of the Course.

18. No **personal** or **institutional firearms** should be brought into the College under any circumstances as there will be no requirement to use firearms for training or recreation during the entire duration of the course.

WORKING ROUTINE

19. The College Administration remains operational from 0800hrs to 1700hrs in all working days. The daily Course Programme is as follows:-

a. **Term One**

- | | |
|-------------------------------|--------------------|
| (1) IAG Discussion | - 0800 – 0900 Hrs. |
| (2) Tea Break | 0900 – 0930 Hrs |
| (3) Lecture | - 0930 – 1100 Hrs |
| (4) Health Break | - 1100 – 1130 Hrs |
| (5) Lecture | - 1130 – 1300 Hrs |
| (6) Lunch Break | - 1300 – 1430 Hrs |
| (7) Individual Study/IAG Work | - 1430 – 1700 Hrs |
| (8) Physical Exercises | – 1700 – 1800 Hrs |

b. **Term Two to Term Four**

- | | |
|---|-------------------|
| (1) IAG Discussion | - 0830 – 1000 Hrs |
| (2) Tea Break | 1000 – 1030 Hrs |
| (3) Lecture Period | - 1030 – 1300 Hrs |
| (a) Lecture | - 1030 – 1130 Hrs |
| (b) Health Break | - 1130 – 1200 Hrs |
| (c) Q & A Session | - 1200 – 1300 Hrs |
| (d) Lunch Break | - 1300 – 1430 Hrs |
| (4) Lecture/ Individual Study/ IAG Discussion | - 1430 – 1700 Hrs |
| (5) Physical Exercises | – 1700 – 1800 Hrs |

20. Note that most of the afternoon sessions are designated as “*Individual Study/ Integrated Analysis Group (IAG) Work*” to enable Course Members to carry out research workS or preparations for the following day or for *IAG* work.

DRESS CODE

21. The following table shows the dress code to be used by Course Members during the Course. However, in the case of a special event(s) the appropriate Dress Code(s) will be intimated in the programme otherwise **smart casual** will be worn.

Ser	Dress Code	Description
a.	NDC Formal 1	<ul style="list-style-type: none"> • Plain Black Suit, White Shirt, NDC - TZ Tie and Black shoes. • Lady Course Members to wear Plain Black Suit, White Blouse+ NDC - TZ Scarf and Black shoes.
b.	NDC Formal 2	<ul style="list-style-type: none"> • Any Dark Colour Suit, Shirt, NDC - TZ Tie and Black shoes. • Lady Course Members: Dark Colour Suit + NDC - TZ Scarf.
c.	Smart Casual	<ul style="list-style-type: none"> • Any Trouser/ skirt, Shirt/ Blouse, Jacket, & Tie. • Any Trouser/ skirt, Shirt/ Blouse with or without Tie. • Safari Suit/ Kaunda Suit. • Any Trouser with Mandela/Kitenge Shirt, <i>(All attires should go with low shoes of any colour except red)</i> • Lady Course Members to be suitably attired.
d.	Uniform	<ul style="list-style-type: none"> • As per National or Defence and Security Organs Dress standards. • Course Members from Civil Service to put on NDC Formal 1.

DRESS ROUTINE

22. During the opening and closing ceremonies, all uniformed Course Members will put on Uniform (TPDF Officers will put on No. 2 Dress); while civilian Course Members will put on **NDC - TZ Formal 1**. During classes on special days, **NDC - TZ Formal 1 and NDC - TZ Formal 2** are to be worn by Course Members. Normal working dress and camouflage for uniformed Course Members will also be required for use during Local, Regional and International Field Practical Training (FPT). During the study tours of the defence and security organs all uniformed Course Members are required to put on uniform, while the Civilians will put on **NDC - TZ Formal 2**.

23. In the Officers Mess the attire for male Course Members will be jacket and tie and smart dress for female Course Members daily. Tracksuits, short pants, hats, jeans, sports and open shoes are not allowed in the Officers Mess.

ACCOMMODATION

24. The College has self-contained single rooms within its premises. The rooms will be provided to all Course Members. Private **Guests** are not to be entertained in the rooms.

MEDICAL FACILITIES

25. The College has a small Medical Reception Station (MRS) to cater for minor medical cases. The General Military Hospital (GMH) at the neighbouring Lugalo Barracks will offer additional medical care, if need arises. It is therefore important that Course Members notify the College Medical Staff of their medical status to ensure their medical care is appropriately attended to.

SPORTS / GAMES

26. The College encourages sporting activities and Course Members are advised to enthusiastically take part as necessary. Course Members are expected to bring with them their necessary sports gears. The College has a small fitness centre. Course Members are encouraged to use the facility.

27. However, the College has a collective Physical Exercise Programme in every week.

MESSING

28. Messing facilities are available at the NDC - TZ Officers Mess. Meals will be charged on daily or monthly basis to individual Course Members. Payment for meals consumed is strictly on **cash basis**. In addition there are some facilities provided in Course Members' rooms for preparing meals.

COLLEGE LOCKER NUMBERS

29. At the beginning of the Course, each Course Member will be allocated with NDC Locker Number and Registration Number. All correspondences such as personal papers, course materials, etc. will bear the Locker Number throughout the Course duration and will be placed in the locker for one to collect. Course Members are advised to be clearing their lockers frequently.

ADMINISTRATION AND WELFARE

30. Nominated Course Members are to forward to the College their full names by **30th June, 2023**. Course Members are also requested to indicate their choice of the name they would wish to appear on Course Member's name tag. This requirement is necessary to allow the College time to prepare the name tags so that they are ready before reporting date. The College e-mail is info@ndctz.go.tz which can be used to facilitate this requirement.

FIELD PRACTICAL TRAINING

31. The College will provide all **services** to Course Members in all **Field Practical Training**. However it is the College's discretion to pay allowances to Course Members.

REPORTING SICK

32. When one is sick and unable to attend the College lectures, he/she will ensure that the SDS Sponsor and the College Secretary are informed at the earliest opportunity.

LEAVE

33. No leave will be granted during the course unless considered absolutely necessary. The Commandant shall be the sole authority to judge circumstances under which leave could be granted. No Course Member will proceed on leave unless the Commandant has approved it in writing and the applicant will be informed by the DS Coord. No member of the Staff is authorized

to process leave. In an emergency situation, however, a Course Member may get the Commandant's verbal approval through his or her SDS Sponsor. **Leave that exceeds fourteen days** (14 days) in succession or in total will automatically render the Course Member **ineligible to proceed with the Course**. Application for leave should be made before 48 hours except for emergency cases.

TRANSPORT

34. The College has a limited number of vehicles which are only adequate to meet the training requirements. The College transport will therefore be utilized for training purposes and any emergency on request.

35. There is a parking space reserved for Course Members. All cars are to be parked within the demarcated areas. Parking bays for the Commandant and staff are to be avoided.

VISA

36. All Course Members should pay **VISA costs** during Immediate Strategic Neighbourhood Field Practical Training and Foreign Countries Field Practical Training according to the requirements of respectively countries.

CULTURAL DAY – As Culmination of Country Presentations

37. All Course Members should be prepared for the Cultural Day preparations and Display of Cultural items which will cost **TZS 700,000.00**.

TRAINING ALLOWANCES AND DISSERTATION FEES

38. **Training Allowance**. The responsibility of payment for **Living, Project, Books, Transport and Meal** allowances, remains the sole duty of one's Ministry or Department. Course Members are required to ensure that this matter is resolved prior to coming for the Course.

39. **Research Paper Fees.** Course Members who pursue Masters Degree/Diploma Programme or 'ndc' (Prestigious symbol) will be required to pay an additional **Dissertation Fee of TZS 700,000.00 or TZS 500,000.00** respectively to meet costs for external supervisors and examiners.

OFFICIAL PUBLIC HOLIDAYS

40. The following are the Official Public Holidays in Tanzania:-

- | | | | |
|----|-------------------------|---|----------------------------|
| a. | New Year | - | 1 st January. |
| b. | Zanzibar Revolution Day | - | 12 th January. |
| c. | Maulid | - | TBA. |
| d. | Good Friday | - | TBA. |
| e. | Easter Monday | - | TBA |
| f. | Karume Day | - | 7 th April. |
| g. | Union Day | - | 26 April. |
| c. | Labour Day | - | 1 st May. |
| j. | Saba Saba | - | 7 th July. |
| k. | Nane Nane | - | 8 th August. |
| l. | Eid el Fitr | - | TBA. |
| m. | Eid El Hajj | - | TBA. |
| n. | Mwalimu Nyerere Day | - | 14 th October. |
| o. | Independence Day | - | 9 th December. |
| p. | Christmas day | - | 25 th December. |
| q. | Boxing Day | - | 26 th December. |

TUITION FEES

41. The actual cost to run the course per each individual is TZS 68,382,660.00. However, the course members pay only 41,825,800.00. The deficit amounting to TZS 26,556,860.00 is compensated from funds provided by DFHQ as operating cost (see Annex 'B').

42. Therefore, each Tanzanian Course Member is required to Pay a Tuition Fee amounting to TZS **Forty One Million Eight Hundred Twenty Five Thousand Eight Hundred Only (41,825,800.00)** directly to the National Defence College account whose details are as shown below:-

a. Bank:	NMB MBEZI BRANCH
b. Swift Code:	NMBTZZ
c. Account No:	A/C 23110001287
d. Currency:	Tanzanian Shillings
e. Account Name:	Commandant National Defence College
f. Details of Remitter:	Name of Remitter and Ministry of origin MUST be indicated

43. A consolidated state of the Financial Terms and Conditions for Course Members of NDC – TZ Twelfth Course – 2023/24 is given at **Annex “B”**.

45. Tuition fees should be fully paid before December, 2023. Failure to pay may lead to the termination from the course.

TUITION FEE REFUND POLICY

44. The policy sets out the arrangements and calculation relating to tuition fee refunds in the event of cancellation/non-attendance or formally withdrawing from the course.

25% Retained	50% Retained	100% Retained
a. Cancellation within 21 – 25 days before commencement of the course	Cancellation within 14 days before commencement of the course	Cancellation within 07 days before commencement of the course
b. Non-attendance with notice 21 – 25 days before commencement of the course	Non-attendance with notice within 14 days before commencement of the course	Non-attendance without or with notice within 07 days before commencement of the course or without notice
c. Withdrawal from the course within 07 days after commencement of the course	Withdrawal from the course within 14 days after commencement of the course	Withdrawal from the course within 21 – 25 days after commencement of the course

STAR TIMES AND DSTV SERVICES

45. TV charges depending on the selected service package is to be paid monthly by Individual Course Members to the service provider. The College may provide necessary assistance in this regard on request.

48. The Star Times TV Charges include:-

- a. Star Times - Nyota (TZS 4,000.00);
- b. Star Times - Mambo (TZS 12,000);
- c. Star Times - Uhuru (TZS 24,000);
- d. Star Times - Kili (TZS 36,000); or

46. The DSTV Charges are as follows:-

- a. DSTV Family (TZS 19,700).
- b. DSTV Compact (TZS 82,500).
- c. DSTV Compact plus (TZS 122,500).
- d. DSTV Premium (TZS 184,000).

47. The College has facilities for the Star Times TV in each Course Members room. However, if the Course Member opt for DSTV services then he/she will be required to bear the cost for new installation and any other costs involved.

GRADUATION ROBES

48. After the successful completion of the Course Members programme shall be required to hire academic gown from the College for Graduation Ceremony. The graduation gown will be hired at a reduced cost of **TZS 50,000**. The money should be paid directly to the College Finance Office.

VACATING THE ROOMS

49. All Course Members shall be obliged to vacate the rooms within **Seven Days** after the Graduation Ceremony.

CONCLUSION

50. It is our expectation that the instructions will enable the course members' timely and adequate preparations prior to reporting to the College. NDC - TZ welcomes all Course Members to learn, reflect and share knowledge and experience through learning and exchanging of views.

ANNEX “A” TO
JOINING INSTRS FOR NDC - TZ 2023/24
REFERS TO PARA 8

PRE-COURSE READING MATERIALS

For Pre-course reading, the following list of books is recommended. Course Members are encouraged to read the following books:

1. Buzan Barry and Ole Waever. (7th ed). Regions and Powers: The Structure of International Security. Cambridge University Press, Cambridge, 2010
2. Cloette, F. Wissink and Deconing. Improving Public Policy: From Theory to Practice. Van Schaik Publishers, Pretoria; 2006.
3. John Baylis, Steve Smith and Patricia Owens. (5th ed). The Globalisation of World Politics: An Introduction to International Relations. Oxford University Press, Oxford, 2011.
4. Christopher Clapham. Africa and International System: The Politics of State Survival. Cambridge University Press, New York, 1996.
5. Ndilo, Muna. (ed). Democratic Reform in Africa: It's Impact on Governance & Poverty Alleviation. James Currey. Oxford; 2006.
6. UN - Global Outlook 2000: Economic Social Environment
7. Weimer, David Leo and Vining, Aidan R. (5th ed) Policy analysis. Longman, (Boston); 2011.
8. Brig Gen T.R. Phillips. (ed). Roots of Strategy: The 5 Greatest Military Classics of All Time. Stackpole Books, Mechanicsburg, 1985.
9. Chava Frankfort – Nachmias and David Nachmias. (7th ed). Research Methods in the Social Sciences. Worth Publishers, New York, 2008.
10. Dennis M. Drew and Donald M. Snow. Making strategy: an introduction to national security processes and problems. Air University Press, Washington DC; 1943.
11. Theo Farnell. (ed). Security Studies: Critical Concepts in International Relations, Vol. I – Theoretical Debates. Rout ledge – Taylor and Francis Group, London, 2010.

**ANNEX “B” TO
JOINING INSTRS FOR NDC 2023/24
REFERS TO PARA 42**

**SUMMARY OF FINANCIAL TERMS AND CONDITIONS
FOR COURSE MEMBERS OF NDC 2023/24 FOR ELEVEN MONTHS**

S/No.	Financial Terms and Conditions	Amount (TZS) Payable Directly to the College Account	Amount (TZS) Payable to Individual Course Member
1.	Expenses for Overseas Study Tours (Immediate/Strategic Neighbourhood and International Study Tours)	39,501,390.00	0.00
2.	Domestic Study Tours (Socio-political and Economy Study Tours)	4,765,020.00	0.00
3.	Honoraria, Quality Assurance and Stationery	11,000,000.00	0.00
4.	Furnished Single Accommodation per Month (TZS 335,250.00).	3,687,750.00	0.00
5.	Service and Rental Charges for House-hold Items and Maintenance per Month (TZS 111,750.00).	1,229,250.00	0.00
6.	House Keeper/Maid Servant Charges (If Aailed) per Month (TZS 156,450.00).	0.00	1,720,950.00
7.	Unlimited Wireless Internet Service per Month (TZS 111,750.00).	1,229,250.00	0.00
8.	TV Charges (to be Paid Monthly by Individual Course Member to the Service Provider) Depending on Selected Package:		
	• Star Times - Nyota (TZS 4,000.00);	0.00	Actual
	• Star Times - Mambo (TZS 12,000);	0.00	Actual
	• Star Times - Uhuru (TZS 24,000);	0.00	Actual
	• Star Times - Kili (TZS 36,000); or	0.00	Actual
	• DSTV Family (TZS 19,700).	0.00	Actual
	• DSTV Compact (TZS 82,500).	0.00	Actual
	• DSTV Compact plus (TZS 122,500).	0.00	Actual
	• DSTV Premium (TZS 184,000).	0.00	Actual
9.	Gas per Month (TZS 111,750.00)	0.00	1,229,250.00
10.	Daily, Research and Other Allowances Entitled to the Tanzania Course Members.	6,970,000.00	0.00
11.	Cost of Major Surgery if Available is to be Borne by TPDF and respective Ministry, Institution or Organization.	0.00	Actual
12.	Meals/Mess Bills	0.00	Actual
13.	Training allowance	0.00	Actual
	Total	68,382,660.00	

NON- TUITION FEES

S/No.	Financial Terms and Conditions	Amount (TZS) Payable Directly to the College Account	Amount (TZS) Payable to Individual Course Member
1.	Dissertations Fee		
	<ul style="list-style-type: none"> • For Supervision and Examination <ul style="list-style-type: none"> • Master's Programme • Diploma Programme • Commandant's Paper 	<p>0.00</p> <p>0.00</p> <p>0.00</p>	<p>700,000.00</p> <p>500,000.00</p> <p>500,000.00</p>
	<ul style="list-style-type: none"> • For Printing, Editing, Typesetting and Binding for both Master's, Diploma Programme and Commandant's Paper 	0.00	550,000.00
2.	Quality Assurance Fee		
	<ul style="list-style-type: none"> • Master's Programme • Diploma Programme • Commandant's Paper 	<p>0.00</p> <p>0.00</p> <p>0.00</p>	<p>20,000.00</p> <p>20,000.00</p> <p>20,000.00</p>
	Total		
	<ul style="list-style-type: none"> • Master's Programme • Diploma Programme • Commandant's Paper 	<p>0.00</p> <p>0.00</p> <p>0.00</p>	<p>1,150,000.00</p> <p>950,000.00</p> <p>950,000.00</p>
3.	Country Presentations and Cultural Day Fee	0.00	700,000.00