



UNIVERSITY OF DAR ES SALAAM
OFFICE OF THE DEPUTY VICE CHANCELLOR
ACADEMIC
DIRECTORATE OF UNDERGRADUATE STUDIES

FRESHERS' JOINING INSTRUCTIONS
2017/2018 ACADEMIC YEAR

1. CORRESPONDENCE

All correspondences to the University Administration should be routed through your Head of Department and Principal of College/Dean of School/Director of teaching Institutes. You should also quote your year of study, course and registration number as shown on your Identity Card.

2. ORIENTATION WEEK

All freshers (for Mwalimu J.K. Nyerere Mlimani Campus, the School of Journalism and Mass Communication and College of Information and Communication Technologies are required to report at the Mwalimu J.K. Nyerere Mlimani Campus on Saturday 28th October, 2017 for the orientation and registration which begins on Monday 30th October, 2017. Freshers admitted into the Dar es Salaam University College of Education (DUCE) and Mkwawa University College of Education (MUCE) are required to report directly at their Colleges on the same date. Once you report at the University you will be expected to conform entirely to University regulations.

3. ORIENTATION WEEK PROGRAMME

Obtain a copy of the programme from the Dean of Students' offices on arrival.

4. RESIDENCE

Accommodation at all the campuses is available on application at the cost of 800/= per day on the University Mwalimu J.K. Nyerere Mlimani Campus and 500/= per day for Mabibo Hostel (for Tanzanian nationals). The rate for non-Tanzanian nationals is USD 3.00 per day for all the three campuses. All accommodation queries should be directed to the University Students Accommodation Bureau (USAB) Manager, Hall V, Chief Kunambi Road No. 7 or at the respective Colleges. Adhering to the accommodation agreement/contract is a must. Cooking is strictly prohibited in the Halls of Residence.

5. FEES AND OTHER EXPENSES

The University will only register students who have either paid all their fees, be it for semester or per year. Fees paid will not be refunded.

6. REGISTRATION

You will be required to register at the University and College/School/Institute levels. You will therefore be required to complete two sets of Registration Forms, each with copies of Birth, O-level and A-level certificates. University registration will be conducted by the respective Colleges/Schools/Institutes where you will submit the two sets of registration forms for verification of payment of tuition and other University fees and authenticity of certificates. University Registration will last for two weeks from the first day of the Orientation Week. Registration of first year students will be closed formally on Friday 4th November, 2017. **Students are encouraged to download the registration forms from the UDSM website. Photocopied forms will not be accepted.**

7. MEDICAL EXAMINATION

You will be required to go for Medical Examination at the University Health Centre or any other Government Hospital. Dully filled medical examination forms shall be presented during

registration. **The form can be downloaded from the UDSM website.** Students with medical problems are advised to see the Deputy Director of Medical Services at the Mwalimu J.K. Nyerere Mlimani Campus and the Medical Officers-in-Charge at DUCE and MUCE.

8. IDENTITY CARD

Only students who have completed University registration will be issued with the University of Dar es Salaam Student Identity Cards.

9. DEFERREMENT OF STUDIES

Students who have been selected but cannot join the University for any reason cannot defer the admission to the next year. Such students need to apply afresh for the coming year.

10. CHANGE OF COURSE

No student will be permitted to change the degree he/she has been selected to pursue without the approval of the Senate. The procedures for changing a course will be on condition that:

- (i) There is a vacancy;
- (ii) The student has met the criteria and cut-off points used to select students to the course;
- (iii) The transfer can take place not later than the Friday of the fourth week after the beginning of the first semester; and
- (iv) The application letter is addressed to the Director of Undergraduate Studies through the Principal/Dean/Director of the host and the receiving Colleges/Schools/Institutes.
- (v) Transfers from Education programmes are not entertained.

Furthermore, those who are HESLB sponsored will not get any additional fund from the sponsor if they opt to transfer to programmes which have higher fees than the one initially sponsored.

11. CHANGE OF NAME

No change of names will be allowed during the course of study. Students will be allowed to use only those names which appear in their certificates.

12. POSTPONEMENT OF STUDIES

Postponement of studies is not allowed except under special circumstances, e.g. sickness, serious social problems or severe sponsorship problems.

13. PHYSICAL FITNESS MEDICAL EXAMINATION

B.Ed. (PESS) students are required to bring with them the following items for the physical fitness test:

- (i) Track suit
- (ii) A pair of shorts
- (iii) A pair of training shoes
- (iv) A pair of football boots
- (v) T-Shirt

14. CONTACT

In case of any problems/questions, please contact the Admissions Office, Room No. 105, and Administration Building, at the Mwalimu J.K. Nyerere Mlimani Campus.

WE WISH YOU AN ENJOYABLE STAY AT THIS UNIVERSITY

Prof. A.R. Mushi
Director of Undergraduate Studies
