

# NOTICE TO STUDENTS 2020/2021

## LETTER CHANNELS

S/N	LETTER CONTENT	ADDRESSEE	UFS
1	Permission to postpone studies	DVC (AC)	DUS, Principal, DPA CUS, Dean (medical reasons MD in-charge; Social ground DoS) Copy to HoD, AcA
2	Permission to postpone exams	Dean, Faculty	AcA, Copy to HoD
3	Permission to be away (e.g. bereavement)	Dean, Faculty	AcA, Copy to HoD, DoS
4	Permission to change degree programs (Currently in ARIS)	DUS	Principal, DPA, CUS Deans Copy to HoD
5	Request to correct/change name	DUS	Principal, DPA CUS, Dean (attach birth certificate) Copy to HoD
6	Appeal against unfair marking	Dean, Faculty	HoD, AcA
7	Appeal against exam grade (post-senate)	Chair, Senate	Principal, DPA, CUS, Dean, Copy to HoD
8	Appeal against discontinuation	Chair, Senate	Principal, DPA, CUS, Dean Copy to HoD
9	Request to resume studies (after postponement)	DVC (AC)	DUS, Principal, DPA CUS, Dean
10	Request for change of HESLB category / Loan Matters	Director, HESLB	DoS/Loan Officer
11	Refund (various overpayments)	DP (Adm)	DoS/Bursar
12	Accommodation matters	DoS	Accommodation Officer

**Key:**

1. ADA = Associate Dean, (Academic) relevant Faculty.
2. DUS = Director, Undergraduate Studies - UDSM
3. HoD = Head of Department
4. DoS = Dean of Students
5. CUS = Coordinator, Undergraduate Studies DUCE
6. DPA = Deputy Principal (Academic)
7. DP (PFA) = Deputy Principal (Administration)
8. DVC (AC)= Deputy Vice Chancellor Academic
9. AcA = Academic Advisor