



UNITED REPUBLIC OF TANZANIA  
MINISTRY OF EDUCATION, SCIENCE AND TECHNOLOGY  
UNIVERSITY OF DAR ES SALAAM  
DAR ES SALAAM UNIVERSITY COLLEGE  
OF EDUCATION



**JOINING INSTRUCTIONS AND INFORMATION FOR UNDERGRADUATE  
DEGREE PROGRAMMES FRESHERS**

**OFFICE OF THE DEPUTY PRINCIPAL (ACADEMIC, RESEARCH AND  
CONSULTANCY)**

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## **LIST OF ABBREVIATIONS**

|         |   |
|---------|---|
| ACA     | Academic Advisor  |
| AIDS    | Acquired Immune Deficiency Syndrome                             |
| ARIS3   | Academic Registration Information System 3                      |
| CASFETA | Christ's Ambassadors Students Fellowship Tanzania               |
| CoICT   | College of Informatics and Communication Technologies           |
| DARUSO  | Dar es Salaam University Students Organization                  |
| DSS     | Directorate of Students Service                                 |
| DUCE    | Dar es Salaam University College of Education                   |
| DUS     | Director of Undergraduate Studies                               |
| HIV     | Human Immune Virus  |
| ID      | Identity Card   |
| MSAUD   | Muslim Students Association of University of Dar es Salaam      |
| NHIF    | National Health Insurance Fund                                  |
| NIDA    | National Identity Authority                                     |
| OMRS    | Online Membership Registration System                           |
| TCU     | Tanzania Commission of Universities                             |
| TMCS    | Tanzania Movement for Catholic Students                         |
| TTCL    | Tanzania Telecommunication Company Limited                      |
| TUCASA  | Tanzania University and Colleges Adventist Students Association |
| UDSM    | University of Dar es Salaam                                     |
| USCF    | University Students Christianity Fellowship                     |
| VCT     | Voluntary counseling and testing                                |

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## **1.0 INCOMING STUDENTS**

Congratulations to all newcomers! Welcome to the Dar es Salaam University College of Education, 2023/2024 intake! You are joining a long and storied academic journey and we are pleased to introduce you to the DUCE Community.

The Dar es Salaam University College of Education (DUCE) is pleased to communicate the following important information to all first-year students admitted into various undergraduate degree programmes offered at the College for the 2023/2024 Academic Year.

## **2.0 ORIENTATION WEEK**

Report at the College on Saturday 28<sup>th</sup> October 2023 ready for orientation week expected to start on Monday 30<sup>th</sup> October 2023. There will be addresses as per orientation timetable and registration process from 8.00 am to 4.00 pm at New Lecture Theatre "C" and Tents area. The College is located at Chang'ombe in Temeke Municipality, along Taifa Road, adjacent to the Benjamin Mkapa Stadium.

## **3.0 ADMISSION LETTERS**

Admission Letters can now be downloaded from Admission Account. You will need your username and password to access your account at <https://udsm.admission.ac.tz>

## **4.0 ARRIVING AT THE COLLEGE**

Prospective students selected to join DUCE Campus should report at the College on **28<sup>th</sup> October 2023.**

On arrival, prospective students at DUCE will have to observe the following:

- i. There will be Guides (in uniforms and name tag) at the campus' entry points/gates to assist you with directions.
- ii. The Guides and other Officials will be on duty from 8.00 am to 6.00 pm.

- iii. On the arrival day, prospective students are advised to avoid carrying heavy luggage so as to minimize inconveniences that may occur as they will have to move from one location to another for registration purposes.

## **5.0 PAYMENT COMPLIANCE**

The prospective Higher Education Students Loans Board (HESLB) and Private sponsored students must pay their due **tuition fees** and **direct costs** to complete their registration. All students under HESLB are required to pay full or half of their tuition fees corresponding to the amount remaining after the allocation made by the Loans Board for the whole year registration or semester registration, respectively.

Students should obtain **CONTROL NUMBERS** from their Academic Registration Information System 3 (ARIS3) account for payments. Pay the **TUITION FEE** and **DIRECT COSTS** before being allowed to register and access College facilities (*refer to section 6.0 for payment procedure*).

For more information on the allocated amount visit Student Individual Permanent Account (SIPA) available on Loans' Board website: [www.heslb.go.tz](http://www.heslb.go.tz) or Loan's Office at the College located at New Lecture Theatres Building, First Floor or contact 0766 592985.

The table 1 and 2 summarize the tuition fees for various undergraduate degree programmes and College direct costs.

## 5.1 Fee Structure for the 2023/2024 Academic Year

**Table 1: Fees Payable by Students**

| Degree Programme                                | Faculty                                 | Tuition Fee      |                  |
|---|---|------------------|------------------|
|   |   | Tanzanians (Tsh) | Foreigners (USD) |
| Bachelor of Arts with Education (BAED)          | Faculty of Humanities & Social Sciences | 1,000,000        | 2,100.00         |
| Bachelor of Disaster Risk Management (BADRM)    |   | 1,300,000        | 2,700.00         |
| Bachelor of Education in Arts (BEd. Arts)       | Faculty of Education                    | 1,000,000        | 2,100.00         |
| Bachelor of Science with Education (BSc. Ed)    | Faculty of Science                      | 1,300,000        | 2,700.00         |
| Bachelor of Education in Science (BEd. Science) | Faculty of Education                    |                  |                  |

**N.B:** In addition to the payment of tuition fees, all students are required to pay direct university costs amounting to Tshs **47,000/=** covering the following:

**Table 2. Direct University Costs (Payable to the University)**

| Cost Item           | Tanzanians (Tsh) | Foreigners (USD) |
|---------------------|------------------|------------------|
| Registration fee    | 5,000            | 100              |
| Examination Fee     | 12,000           | 120              |
| Identity Card       | 5,000            | 5                |
| Student's Union Fee | 5,000            | 15               |
| TCU Fees            | 20,000           | 10               |
| <b>Total</b>        | <b>47,000</b>    | <b>USD 250</b>   |

## 5.2 Direct Students' Costs

Prospective students should have a minimum annual budget to meet their living costs as per table 3.

**Table 3: Costs payable directly to students**

| <b>Cost Item</b>                  | <b>Cost (Tsh)</b> |
|-----------------------------------|-------------------|
| Books & Stationery Allowance      | 200,000           |
| Meals and Accommodation Allowance | 2,400,000         |
| <b>Total</b>                      | <b>2,600,000</b>  |

In addition, students are required to have sufficient funds to cater for Special Faculty requirements. Such requirements may be in the form of boots, overalls, compass sets, drawing boards, tracksuits, gloves, masks, etc. as well as funds for industrial/practical training or teaching practice depending on the programme. Applicants are urged to consult the latest University prospectus ([https://www.udsm.ac.tz//upload/20230210\\_120254\\_3-FEB-2023\\_UG\\_Prospectus\\_2023.pdf](https://www.udsm.ac.tz//upload/20230210_120254_3-FEB-2023_UG_Prospectus_2023.pdf))

## 6.0 REGISTRATION AND PAYMENTS OF FEES AND OTHER UNIVERSITY DIRECT COSTS PROCEDURES

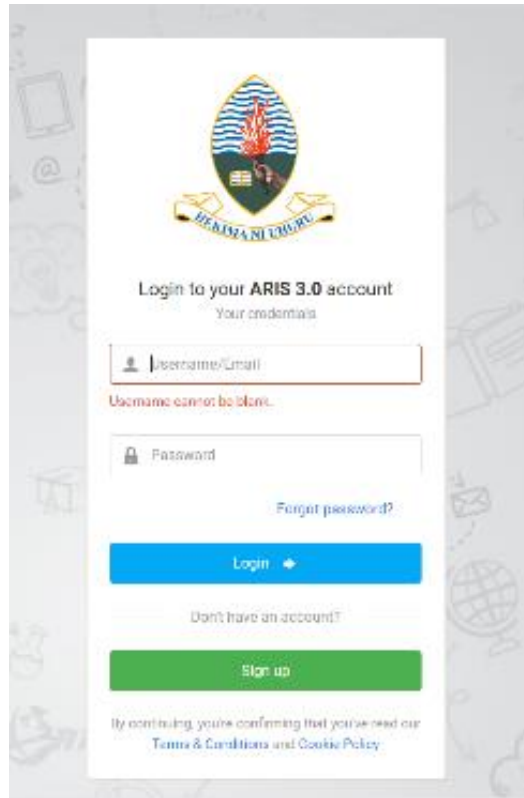
All undergraduate admitted students SHOULD NOTE that tuition Fees and other Direct University Cost payments are made by using CONTROL NUMBER which is obtained through ARIS3. The ARIS3 system is a web-based application and can be accessed through a web browser (an application you use to access the internet e.g. Internet explorer, Mozilla Firefox, Google Chrome, Opera, etc) when you have an Internet Connection. The system is flexible using desktops, laptops, and smart gadgets.

### 6.1 Creating ARIS3 account

**Step 1:** Open your web browser

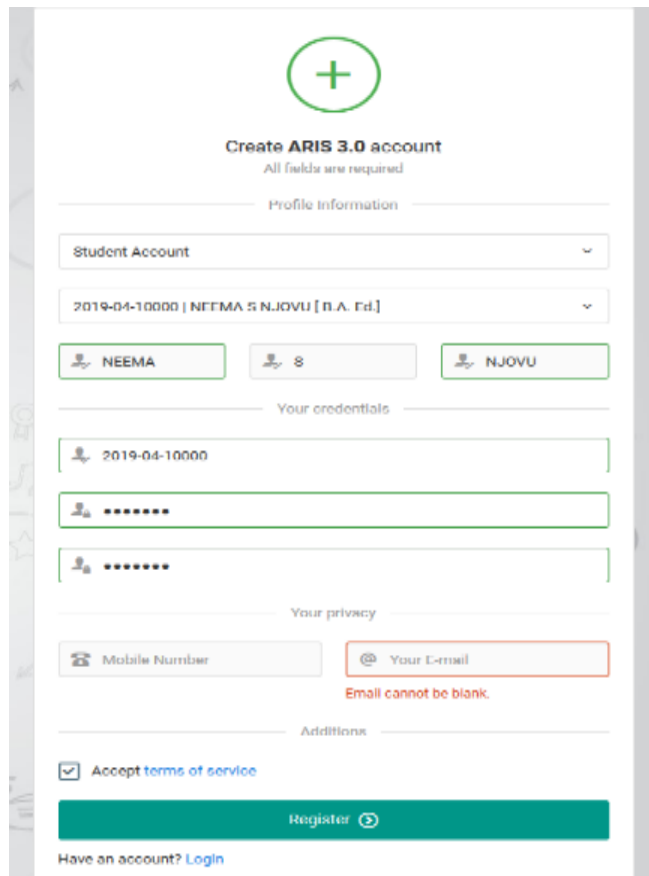


**Step 2:** In the address field type in the URL (address) of the ARIS3 <https://aris3.udsm.ac.tz/index.php> see login screen.



**Step 2.1:** The student is required to Sign up for account creation. To create your account, Click **Sign up** button.

**Step 2.2:** Select Account Type (i.e. **Student Account**) then search for your details by typing your **REGISTRATION NUMBER** and then select it (Details will be populated automatically by the system), then create a password and check in **Accept terms of services**. Click **Register**.

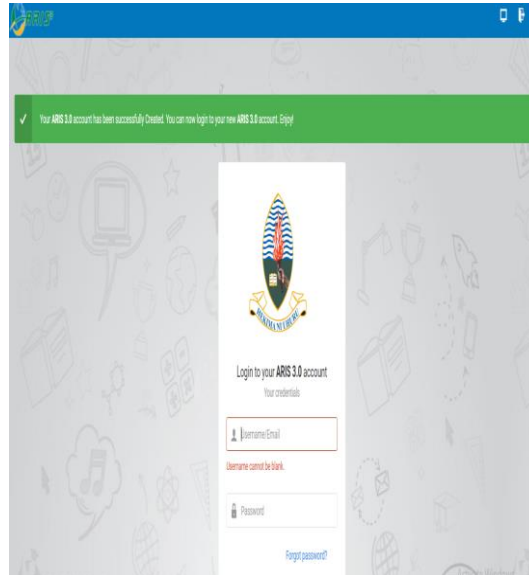


The image shows a web form titled "Create ARIS 3.0 account" with a green plus sign icon. Below the title, it says "All fields are required". The form is divided into sections: "Profile Information", "Your credentials", "Your privacy", and "Additions".

- Profile Information:** A dropdown menu is set to "Student Account". Below it, another dropdown menu shows "2019-04-10000 | NEEMA S NJOVU [ B.A. Ed.]".
- Your credentials:** Three buttons labeled "NEEMA", "S", and "NJOVU" are visible. Below these, there are three input fields: the first contains "2019-04-10000", the second and third contain masked characters (dots).
- Your privacy:** Two input fields are present: "Mobile Number" and "Your E-mail". The "Your E-mail" field has a red border and a red error message below it: "Email cannot be blank."
- Additions:** A checkbox labeled "Accept terms of service" is checked.

At the bottom of the form, there is a large green "Register" button with a right-pointing arrow. Below the button, it says "Have an account? [Login](#)".

**Step 2.3:** If the account is successfully created, then the student will receive a successful



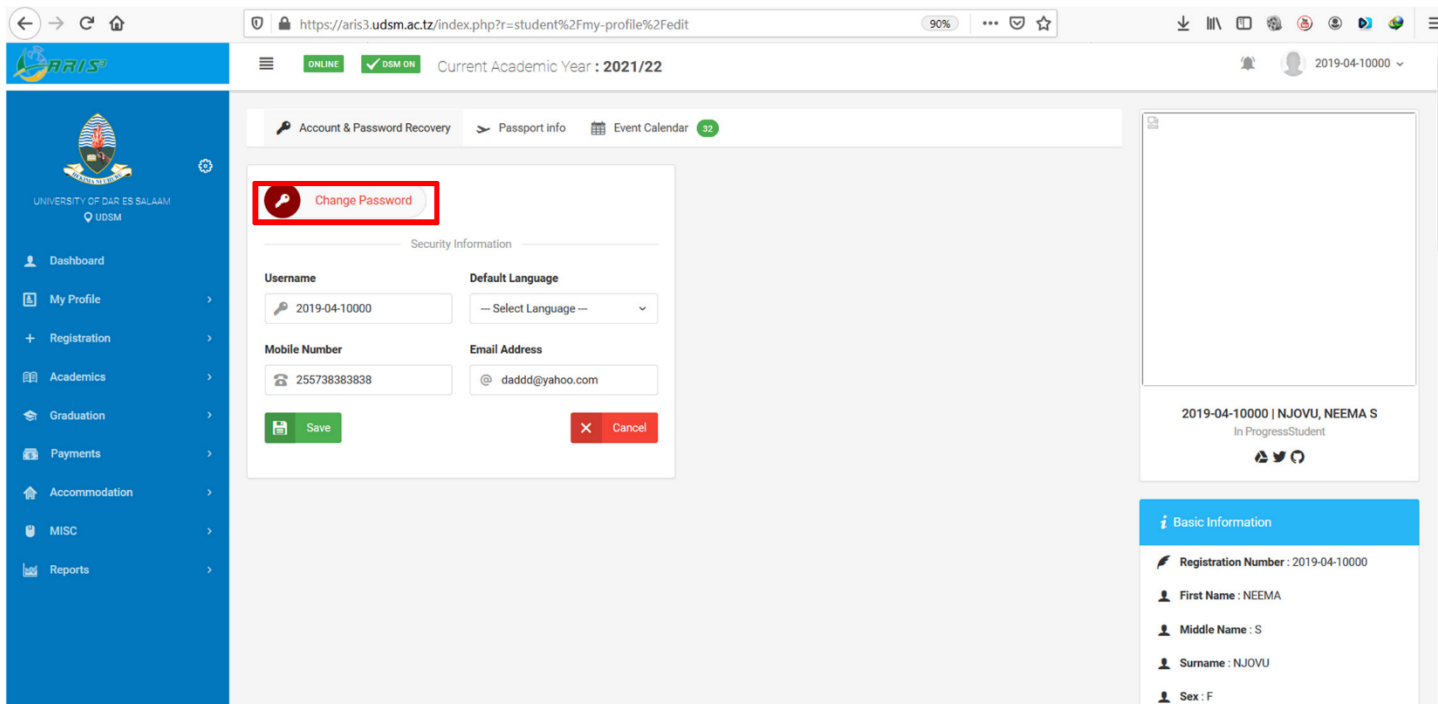
system notification.

**Step 2.4:** The activation link is sent to your e-mail open it and click the activation link to activate your account.

**Step 2.5:** Now, the student can log in using his/her **Registration Number** as username and the **password created in Step 2** as the login password.

## 6.2 Changing the Password

Changing account password is done by clicking **settings and then updating info**, student will have the ability to change the password.



### 6.3 Forgot Password

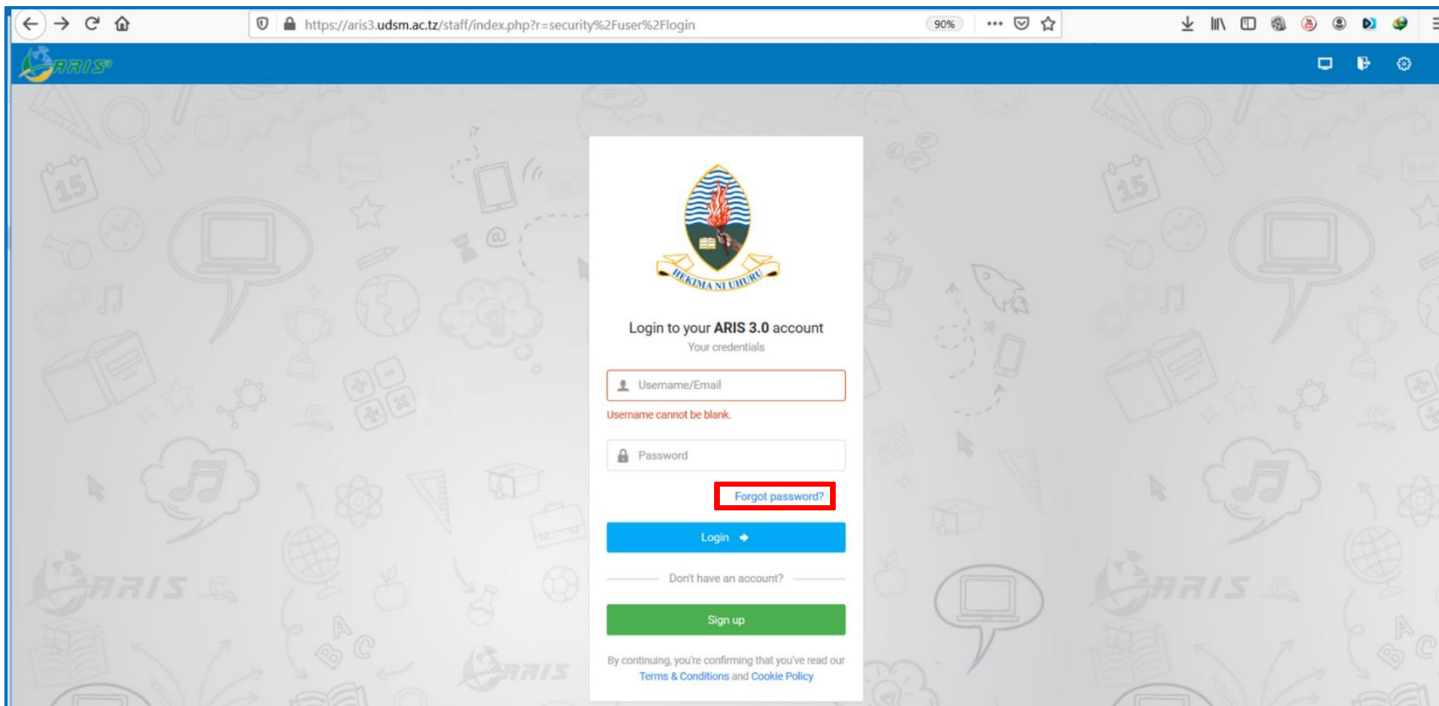
Students must initiate the process by clicking on **Forgot the Password?** Then the system will take four (4) important steps to recover the user account password as follows:

**Step 1:** User information verification, students must enter valid email address and phone number.

**Step 2:** User confirmation, student will receive a confirmation code number with four (4) digits through the email or phone number.

**Step 3:** Change Password student must type the new password and re-type the password.

**Step 4:** Password Recovery Successfully system notification.

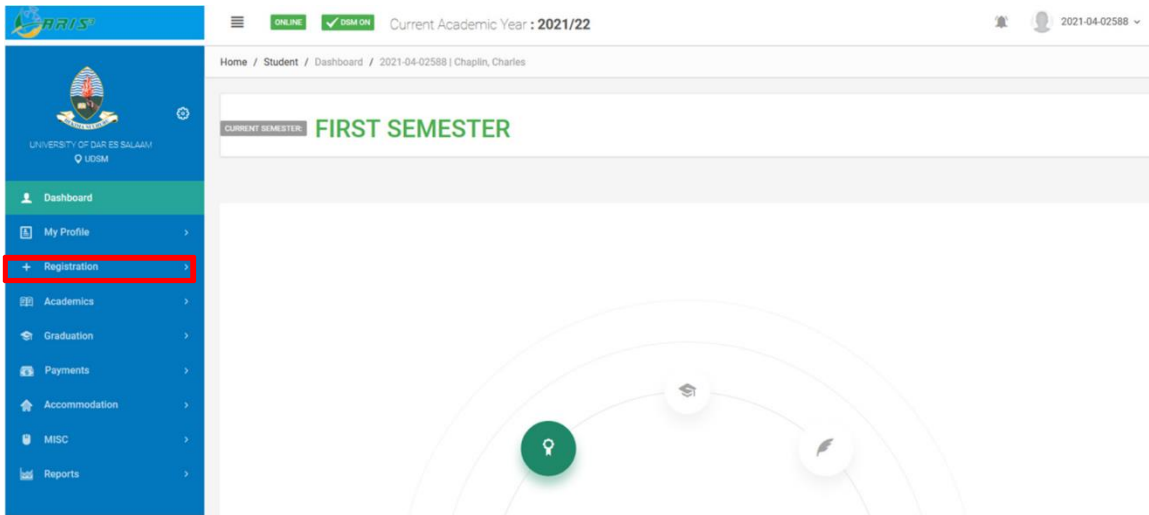


## 6.4 Registration

To open the registration module window:

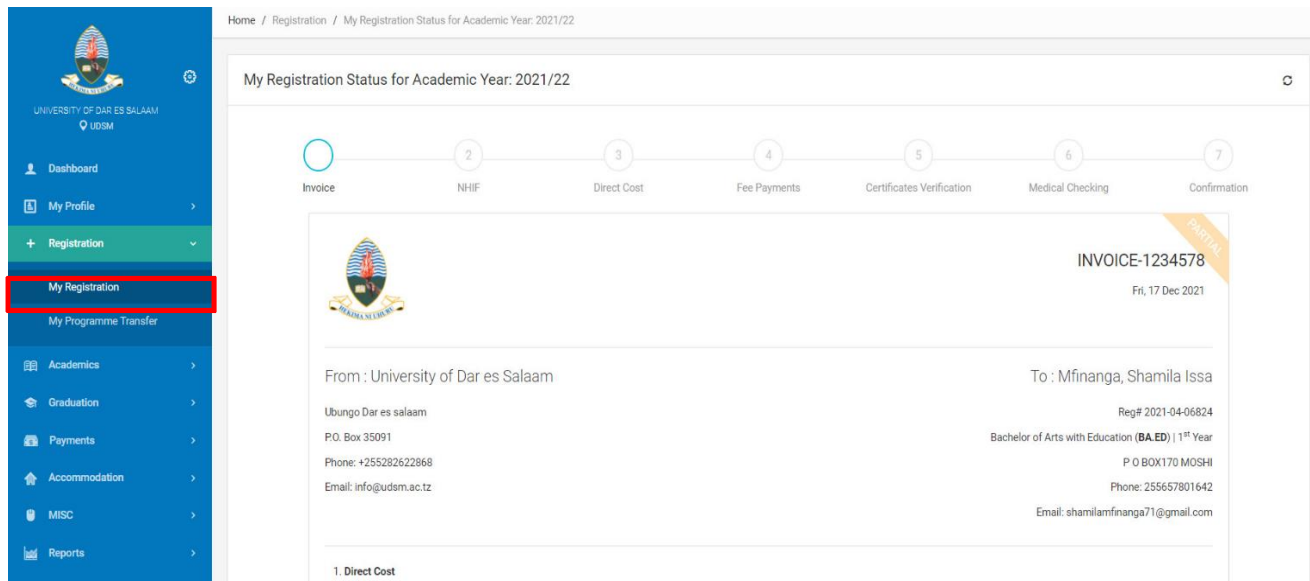
- i. Click on the Registration tab displayed in the main menu. A drop-down menu will appear listing the current Modules provided by ARIS3.
- ii. Click on the My Registration option.

## Step 1: Click Registration



1


## Step 2: Select My Registration



1

After selecting my registration the student will be able to view the invoice as shown below;

**Step 3: View the billed Invoice**



**UNPAID**

**INVOICE-1234578**

Fri, 17 Dec 2021

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**From :** University of Dar es Salaam

Ubungu Dar es salaam  
P.O. Box 35091  
Phone: +255282622868  
Email: info@udsm.ac.tz

**To :** Theophil, Asela Abela

Reg# 2020-04-12117  
Bachelor of Arts with Education (Chinese and English Language) (BAED(Chin & Eng Lang)) | 2<sup>nd</sup> Year  
Phone: (Not Set)  
Email: (Not Set)

---

**1. Direct Cost**

| # | Item                      | Original Amount | Waived Amount | Sponsored Amount | Transferred Amount | Total Amount             | Control#            |
|---|---------------------------|-----------------|---------------|------------------|--------------------|--------------------------|---------------------|
| 1 | Student Union Fee         | 5,000.00 TZS    | 0.00 TZS      | 0.00 TZS         | 0.00 TZS           | 5,000.00 TZS             | (No bill was found) |
| 2 | Examination Fee           | 12,000.00 TZS   | 0.00 TZS      | 0.00 TZS         | 0.00 TZS           | 12,000.00 TZS            | (No bill was found) |
| 3 | Quality Assurance/TCU FEE | 20,000.00 TZS   | 0.00 TZS      | 0.00 TZS         | 0.00 TZS           | 20,000.00 TZS            | (No bill was found) |
| 4 | Registration Fee          | 5,000.00 TZS    | 0.00 TZS      | 0.00 TZS         | 0.00 TZS           | 5,000.00 TZS             | (No bill was found) |
| 5 | Identification Card       | 5,000.00 TZS    | 0.00 TZS      | 0.00 TZS         | 0.00 TZS           | 5,000.00 TZS             | (No bill was found) |
|   |                           |                 |               |                  |                    | Subtotal : 47,000.00 TZS |                     |
|   |                           |                 |               |                  |                    | Discount : 0.00 TZS      |                     |
|   |                           |                 |               |                  |                    | Total : 47,000.00 TZS    |                     |

**2. Fee Payments**

| # | Item        | Original Amount | Waived Amount | Sponsored Amount | Transferred Amount | Total Amount              | Control#            |
|---|-------------|-----------------|---------------|------------------|--------------------|---------------------------|---------------------|
| 1 | Tuition Fee | 500,000.00 TZS  | 0.00 TZS      | 500,000.00 TZS   | 0.00 TZS           | 0.00 TZS                  | (No bill was found) |
|   |             |                 |               |                  |                    | Subtotal : 500,000.00 TZS |                     |
|   |             |                 |               |                  |                    | Discount : 500,000.00 TZS |                     |
|   |             |                 |               |                  |                    | Total : 0.00 TZS          |                     |

---


**NOTE:** Please make sure the following are in order before you proceed to generate your bill:

1. **ORIGINAL AMOUNTS:** The original cost of an item (as per current fee structure) before any reliefs/discounts to be applied
2. **SPONSORSHIPS:** Approved sponsorship amounts on particular item(s)
3. **TRANSFERS:** Applied Payment transfer from previous over payment(s)
4. **WAIVERS:** Approved Waived amounts on particular item(s)
5. **TOTAL AMOUNT:** The remaining amount (after applying Sponsors, Transfers and Waivers) which you are about to generate a bill

Total : 547,000.00 TZS

Discount : 500,000.00 TZS

**Grand Total : 47,000.00 TZS**



After the invoice has displayed, then you will be able to click **generate control number** button so that it can be viewed on payments option.



**Step 3.1** NHIF Verification if Student have valid card. If No, student should apply for card.

Home / Registration / My Registration Status for Academic Year: 2021/22

My Registration Status for Academic Year: 2021/22

Progress: Invoice (1) - NHIF (2) - Direct Cost (3) - Fee Payments (4) - Confirmation (5)

Hello Daudi, Veneranda Melickzedeck (2020-04-01425), please help us to answer the following question

What type of NHIF Card do you have?

- I have my own dependant NHIF Card (I did not get it from University of Dar es Salaam)
- I already have NHIF Card and I got it from University of Dar es Salaam
- I do not have NHIF Card

[Proceed](#)

[Previous](#) [Next](#)

My Registration Status for Academic Year: 2021/22

Progress: Invoice (1) - NHIF (2) - Direct Cost (3) - Fee Payments (4) - Confirmation (5)

Hello Daudi, Veneranda Melickzedeck (2020-04-01425), please help us to answer the following question

What type of NHIF Card do you have?

- I have my own dependant NHIF Card (I did not get it from University of Dar es Salaam)
- I already have NHIF Card and I got it from University of Dar es Salaam
- I do not have NHIF Card

[Proceed](#)

Please activate your NHIF Card using the form below.

| Form Four Index Number | Marital Status | Mobile Number | Card Number  |
|------------------------|----------------|---------------|--------------|
| S2530-0102-2015        | Single         | 255684861687  | 101102436754 |

[Activate](#) [Load Feedback](#)

[Previous](#) [Next](#)

Home / Registration / My Registration Status for Academic Year: 2021/22

### My Registration Status for Academic Year: 2021/22

**Congratulations, Your NHIF Card Application Request has been accepted**

- Batch Number: 4000820/2021/2022/491183118
- Identification Number: 702501205
- Card Number: 101702501205
- Control Number: 994000804594
- Payment Amount: TZS50,400
- Is Paid: no [Load Feedback](#)

[Previous](#) [Next](#)

## Step 3.2 View Direct Cost

Home / Registration / My Registration Status for Academic Year: 2021/22

### My Registration Status for Academic Year: 2021/22

| #            | Item                      | Original             | Min Payable          | Waived          | Sponsored       | Transferred     | Required             | Paid                 | Balance         |   |
|--------------|---------------------------|----------------------|----------------------|-----------------|-----------------|-----------------|----------------------|----------------------|-----------------|---|
| 1            | Application Fee           | 0.00 TZS             | 0.00 TZS             | 0.00 TZS        | 0.00 TZS        | 0.00 TZS        | 0.00 TZS             | 0.00 TZS             | 0.00 TZS        | ✓ |
| 2            | Student Union Fee         | 5,000.00 TZS         | 5,000.00 TZS         | 0.00 TZS        | 0.00 TZS        | 0.00 TZS        | 5,000.00 TZS         | 5,000.00 TZS         | 0.00 TZS        | ✓ |
| 3            | Examination Fee           | 12,000.00 TZS        | 12,000.00 TZS        | 0.00 TZS        | 0.00 TZS        | 0.00 TZS        | 12,000.00 TZS        | 12,000.00 TZS        | 0.00 TZS        | ✓ |
| 4            | Quality Assurance/TCU FEE | 20,000.00 TZS        | 20,000.00 TZS        | 0.00 TZS        | 0.00 TZS        | 0.00 TZS        | 20,000.00 TZS        | 20,000.00 TZS        | 0.00 TZS        | ✓ |
| 5            | Registration Fee          | 5,000.00 TZS         | 5,000.00 TZS         | 0.00 TZS        | 0.00 TZS        | 0.00 TZS        | 5,000.00 TZS         | 5,000.00 TZS         | 0.00 TZS        | ✓ |
| 6            | Identification Card       | 5,000.00 TZS         | 5,000.00 TZS         | 0.00 TZS        | 0.00 TZS        | 0.00 TZS        | 5,000.00 TZS         | 5,000.00 TZS         | 0.00 TZS        | ✓ |
| <b>TOTAL</b> |                           | <b>47,000.00 TZS</b> | <b>47,000.00 TZS</b> | <b>0.00 TZS</b> | <b>0.00 TZS</b> | <b>0.00 TZS</b> | <b>47,000.00 TZS</b> | <b>47,000.00 TZS</b> | <b>0.00 TZS</b> |   |

Total : 47,000.00 TZS  
Discount : 0.00 TZS  
Grand Total : 47,000 TZS

[Previous](#) [Next](#)

### Step 3.3 View Fee Payment Details

Home / Registration / My Registration Status for Academic Year: 2021/22

My Registration Status for Academic Year: 2021/22

Progress: Invoice (1) - NHIF (2) - Direct Cost (3) - Fee Payments (4) - Certificates Verification (5) - Medical Checking (6) - Confirmation (7)

| #            | Item        | Original         | Min Payable      | Waived   | Sponsored      | Transferred | Required       | Paid           | Balance        |
|--------------|-------------|------------------|------------------|----------|----------------|-------------|----------------|----------------|----------------|
| 1            | Tuition Fee | 1,000,000.00 TZS | 1,000,000.00 TZS | 0.00 TZS | 200,500.00 TZS | 0.00 TZS    | 799,500.00 TZS | 198,000.00 TZS | 601,500.00 TZS |
| <b>TOTAL</b> |             | 1,000,000.00 TZS | 1,000,000.00 TZS | 0.00 TZS | 200,500.00 TZS | 0.00 TZS    | 799,500.00 TZS | 198,000.00 TZS | 601,500.00 TZS |

Total: 1,000,000.00 TZS  
Discount: 200,500.00 TZS  
Grand Total: 799,500 TZS

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### Step 3.4 Certificate Verification

Home / Registration / My Registration Status for Academic Year: 2021/22

My Registration Status for Academic Year: 2021/22

Progress: Invoice (1) - NHIF (2) - Direct Cost (3) - Fee Payments (4) - Certificates Verification (5) - Medical Checking (6) - Confirmation (7)

| # | Document Name                           | Verification Status |
|---|---|---------------------|
| 1 | Birth Certificate                       | ✓ Verified          |
| 2 | Ordinary Level Certificate/Equivalent   | ✓ Verified          |
| 3 | Advanced Level Certificate/Equivalent   | ✓ Verified          |
| 4 | Ordinary Diploma/Equivalent Certificate | ✗ Not Applicable    |

Previous Next

### Step 3.5 Medical Verification

Home / Registration / My Registration Status for Academic Year: 2021/22

My Registration Status for Academic Year: 2021/22

Invoice NHIF Direct Cost Fee Payments Certificates Verification Medical Checking Confirmation

| # | Document Name            | Verification Status |
|---|--------------------------|---------------------|
| 1 | Medical Examination Form | ✓ Verified          |

Previous Next

### Step 3.7 Confirmation

To confirm registration process, you click **I confirm my registration** check box which is slightly below the declaration note and then you click proceed button to confirm your registration

Home / Registration / My Registration Status for Academic Year: 2021/22

My Registration Status for Academic Year: 2021/22

Invoice NHIF Direct Cost Fee Payments Certificates Verification Medical Checking Confirmation

**Declaration Note**

> I DO HEREBY UNDERTAKE to study diligently and to seek the truth of knowledge.

> I DO HEREBY UNDERTAKE to obey all lawful authorities in the University, to observe the regulations of the University, TO EXERCISE DISCIPLINE and also to promote the good name of the University

I confirm my registration

Proceed

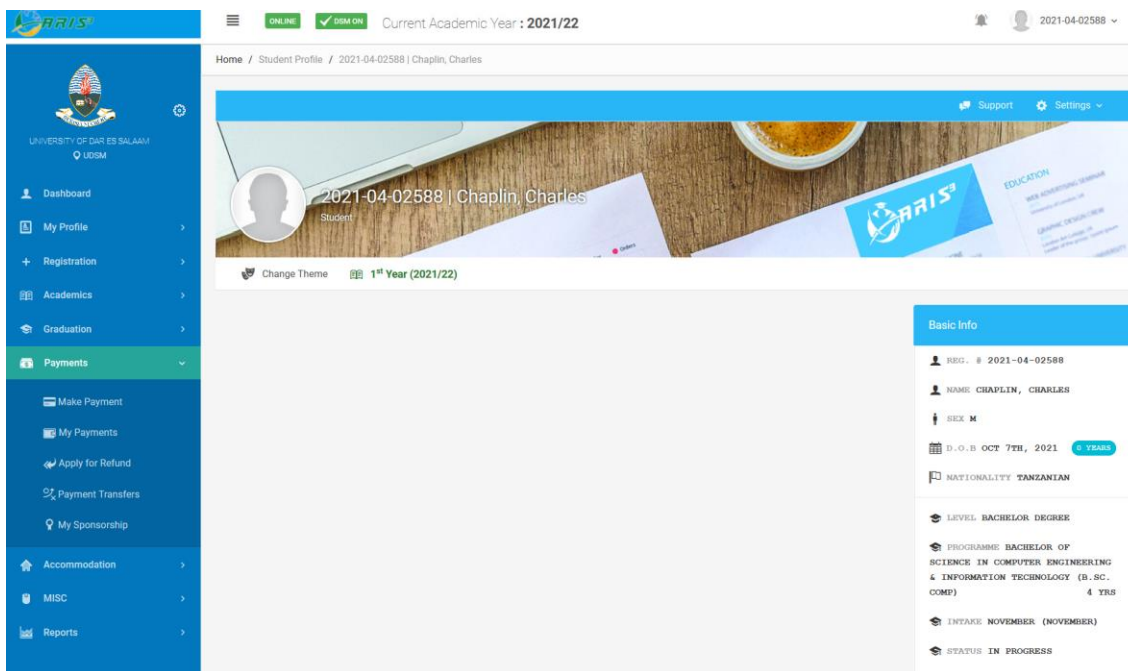
Previous Done

## 6.5 Payments

To open the Payment Module window:

- i. Click on the Payments tab displayed in the main menu. A drop down menu will appear listing the current sub-modules provided by Payments Module.
- ii. Click on the **Make Payments** option.

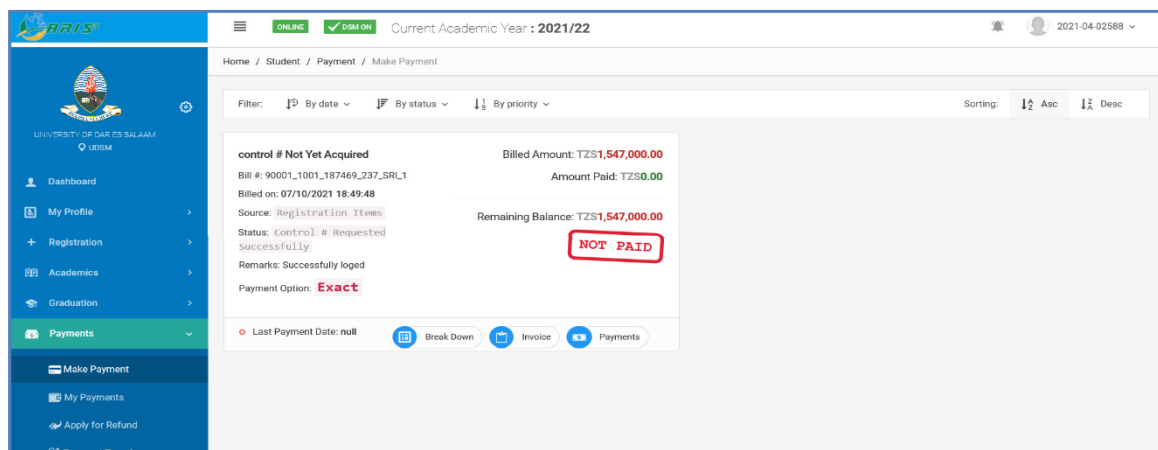
### Step 1: Click Payments



The screenshot shows the FAIRIS student profile page for Charles Chaplin (ID: 2021-04-02588). The left sidebar menu is open, showing the 'Payments' section with a dropdown menu containing 'Make Payment', 'My Payments', 'Apply for Refund', 'Payment Transfers', and 'My Sponsorship'. The main content area displays the student's basic information, including their name, sex, date of birth, nationality, level, program, intake, and status.

| Basic Info  |  |
|-------------|--|
| REG. #      | 2021-04-02588  |
| NAME        | CHAPLIN, CHARLES   |
| SEX         | M  |
| D.O.B       | OCT 7TH, 2021 <span>0 YEARS</span>   |
| NATIONALITY | TANZANIAN  |
| LEVEL       | BACHELOR DEGREE  |
| PROGRAMME   | BACHELOR OF SCIENCE IN COMPUTER ENGINEERING & INFORMATION TECHNOLOGY (B.S.C. COMP) 4 YRS |
| INTAKE      | NOVEMBER (NOVEMBER)  |
| STATUS      | IN PROGRESS  |

### Step 2: Click on Make Payment



The screenshot shows the 'Make Payment' page in the FAIRIS system. The page displays a bill for a student with ID 2021-04-02588. The bill amount is TZS1,547,000.00, and the amount paid is TZS0.00, resulting in a remaining balance of TZS1,547,000.00. The bill is marked as 'NOT PAID'. The page also shows the bill details, including the bill number, date, source, status, and payment option.

| Bill Details                             |                                    |
|--|------------------------------------|
| control # Not Yet Acquired               | Billed Amount: TZS1,547,000.00     |
| Bill #: 90001_1001_187469_237_SRL_1      | Amount Paid: TZS0.00               |
| Billed on: 07/10/2021 18:49:48           | Remaining Balance: TZS1,547,000.00 |
| Source: Registration Items               |                                    |
| Status: control # Requested Successfully |                                    |
| Remarks: Successfully logged             |                                    |
| Payment Option: Exact                    |                                    |

After receiving your control number from ARIS3, you will have two payment options:

- i. You can go to the NEAREST BANK/BANK AGENCIES to make Payment (Cashier will request for a control Number and the amount you obtained in ARIS3)
- ii. You can make Payment by Mobile - Money:

**For those with Vodacom Number,**

- **Vodacom Number**

- i. Open your M-pesa by dialing \*150\*00#
- ii. Then choose 4: Pay by M-Pesa (Lipa kwa Mpesa)
- iii. Then choose 5: Government Payment (Malipo ya Serikali)
- iv. Then choose 1: Reference Number (Weka namba ya kumbukumbu)
- v. Enter the Reference number( Ingiza number ya kumbukumbu ya malipo): 9947XXXXXX

**NB:** Reference number (control Number) should be taken from your aris3 system account at *'the make payment' button* eg. Reference no **9947XXXXXX**

- **Tigo Number**

- i. Open your Tigo-Pesa Number dialling \*150\*01#
- ii. Choose 4: PAY bill/(LIPA Bili,)
- iii. Choose 5: Malipo ya Serikali
- iv. Enter Reference number/ (Tafadhali ingiza namba ya malipo): 9947XXXXXX

**NB:** Reference number (control Number) should be taken from your aris3 system account at *'the make payment' button* eg. Reference no **9947XXXXXX**

- **Airtel Number**

- i. **Airtel Money Number dialling \*150\*60#**
- ii. **Choose 5: (Lipia bili)**
- iii. **Choose 5: Malipo ya Serikali**
- iv. **Enter Reference number/Namba ya kumbukumbu ya malipo: 9947XXXXXX**

**NB:** Reference number(control Number) should be taken from your aris3 system account at *'the make payment' button* eg. Reference no **9947XXXXXX**

**NOTE:** If Payments are successfully received, then System will automatically show that you have paid in your ARIS3 account.

| #            | DATE                | RECEIPT #  | CONTROL #    | CURRENCY | PAID AMOUNT       | ACTIONS     |
|--------------|---------------------|--|--------------|----------|-------------------|-------------|
| 1            | 2021-11-09 11:15:27 | 96F645B76FC74125B87421A190522575<br>Payment method: GePG | 991270398076 | TZS      | 245,000.00        | Get Receipt |
| 2            | 2021-11-05 21:04:04 | EC101107962515<br>Payment method: GePG                   | 991270375614 | TZS      | 10,000.00         | Get Receipt |
| 3            | 2021-11-05 20:51:43 | EC101107953332<br>Payment method: GePG                   | 991270367761 | TZS      | 63,000.00         | Get Receipt |
| <b>TOTAL</b> |                     |  |              |          | <b>318,000.00</b> |             |

## 7.0 REGISTRATION AT THE COLLEGE

### 7.1 Registration Requirements

You will be required to complete two sets of Registration Forms, each with copies of your birth; O-level and A-level/Diploma certificates. University registration will be conducted by the respective Faculties where you will submit two sets of registration forms for verification and authenticity of certificates. Registration forms are available in your admission account.

All students should have the following during registration:

- i. Two colored passport-size photographs (blue background)
- ii. Admission letter indicating students' registration number and form IV index number,
- iii. Two copies of registration forms duly filled with students' information,

- iv. The Names appearing on the Registration Forms should match the ones appearing in the O-level and A-Level/Diploma Certificates as well as the Admission Letter. No additional names will be accepted.
- v. International students should bring certificates issued by their respective examination Boards and not testimonials from their Secondary School Headmasters/Headmistresses.

### **7.3 Medical Examination**

You will be required to go for Medical Examination/Verification at the College Dispensary located just adjacent to the College main entrance gate, along Taifa Road, or any other Government Hospital. Duly filled medical examination forms shall be presented during registration. The College Dispensary offers Medical Examination service at a cost of 5,000/= which is payable to the University Account as per instructions from the office of Finance. Duly filled medical examination forms from other accredited Health facility should be submitted to the College Dispensary for verification without payment. The form can be downloaded from your admission account. Students with critical medical issues and / or disabilities are advised to see the Medical Officers-in-Charge for guidance.

### **7.3 Registration of Courses**

Registration of courses in various academic units will be conducted during Orientation Week in the respective Faculties.

## **8.0 CHANGE OF DEGREE PROGRAMMES**

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 the condition that:

- i. The student is registered,
- ii. There is a vacancy in a programme of interest,



- iii. The student has met the criteria and cut-off points used to select students for the programme,
- iv. The transfer can take place no later than Friday of the fourth week after the beginning of the first semester,
- v. The application is done online at <https://aris3.udsm.ac.tz>
- vi. Transfers from Education programmes are not entertained.

**NOTE:** HESLB beneficiaries will not get any additional funds from the Board if they opt to transfer to programmes with higher fees.

## **9.0 DEFERMENT OF STUDIES**

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

**NOTE:** In case of any inquiries, please contact the Admissions Office located at Administration Building, First Floor, Room No. 120. or call number 0787423178.

## **10.0 POSTPONEMENT OF STUDIES**

No students will be allowed to postpone studies after the effective commencement of an academic year except under special circumstances. Permission to postpone studies will be considered after producing a satisfactory reason for the postponement. Special circumstances shall include health and psychosocial problems (each case to be considered on its own merit).

**NOTE:** A student may qualify for postponement after completing registration process.

## **11.0 STUDENT IDENTITY CARDS**

All students are supposed to present their admission letters to the Identity Card Unit for photograph taking. Please note that immediately after receiving admission

letter, students around Dar es Salaam may come at DUCE and take photos for ID at the College Smart Card unit located at Kijiji B. Students from upcountry will take photos on arrival during the orientation week. Student Identity Card will be issued after completion of University registration formalities.

**NOTE:** Students are advised to be in official dressing code during photo taking exercise.

## **12.0 MEDICAL SERVICES**

Success in your academic life at DUCE depends on several factors including your physical, mental, and social wellbeing. The Dispensary has been established to provide you with quality healthcare services within easy reach. It serves students, staff, and the surrounding communities. Our main focus is the prevention, diagnosis, and treatment of communicable and non-communicable diseases.

The services provided are Outpatient Care, Patient Observation Services, Diagnostic Laboratory, Pharmacy, 24hrs Ambulance Services, Customized Health Check-ups, Special Youth Programmes, Medical Examination services, Community Outreach Services, Reproductive and Child Health services, VCT for HIV/AIDS. The payment scheme is by CASH or HEALTH INSURANCE. Currently, we ONLY serve members under the National Health Insurance Fund (NHIF). For more information on how to become NHIF member kindly refer to section 19.1.3 of this document.

### **12.1 Postponement of Academic Activities on Medical ground**

In case you fall sick and you are unable to attend academic activities and/or admitted outside DUCE, do the following:

- i. Report the matter to the Medical Officer In charge immediately. In case of an emergency, you can be assisted by your fellow students or family members to report on your behalf.
- ii. A medical report must be availed to support the claim.

- iii. All this information must be channeled through the office of the Medical Officer-In-Charge.
- iv. Late or retrospective information is STRICTLY not acceptable.

**NOTE**

- i. You are advised to strictly avoid drug abuse and excessive use of alcohol as this affects your academic performance and leads to serious consequences.
- ii. HIV and AIDS remain one of the world's most significant public health challenges; all age groups are affected by the disease but the group aged 15-49 years is mostly affected. Current data shows that more than 50% of HIV new infection occurs in youth aged 19-24 years of age. Abstaining from sex, being faithful, limiting the number of the sexual partner to one who is not infected, and consistent and correct use of condoms are some of the measures that can prevent HIV transmission.
- iii. The Dispensary offers free Voluntary Counseling and Testing (VCT), as well as treatment and care (CTC) for HIV/AIDS, Non-Communicable Diseases, and Youth Health Friendly Services and confidentiality is highly maintained.

**13.0 LOANS OFFICE**

The Unit is responsible for coordinating financial matters for students that receive support from the government through loan boards.

**13.1 Submission of Bank Particulars**

No Loan shall be paid in Cash. Loan Beneficiaries are required to open their own Bank Accounts, and fill and submit provided Bank particulars form to the Loans Office. The Bank Account name should be the same as the names that appear in the HESLB Database. Before submission of Bank Particulars confirm with the Bank if the Account is Active. Upon disbursement of funds from HESLB, all loan beneficiaries are required to sign within 30 days from the disbursement date.

### **13.2 Loan Disbursement**

Payments are made through Digital Disbursement Solution (DiDiS), which you shall be required to register after receiving quarter one Meals and Accommodation Allowance (MA).

Tuition fees (TU) shall be paid to the College while Payments for Meals and Accommodation (MA), Books and Stationery (BS), Field Practice Training (FPT), Special Faculty Requirement (SFR), and Research (RES) shall be paid directly to students. All payments shall be effected after the students sign the funds from HESLB. In case a student does not sign within 30 days from the disbursement date, the Loan shall be **RETURNED** to HESLB. The amount returned shall not be paid back to a student and shall not be part of the beneficiary debt.

### **13.3 Postponement/Resumption and Inter-University/Internal Transfers**

All beneficiaries who postponed or resumed studies, changed degree programs or transferred from another Higher Learning Institution to DUCE should inform the Loans Officer for guidance.

### **13.4 Appeal Against Loan Allocation**

Students who are not satisfied with the allocations may appeal as per HESLB guidelines as shall be provided on their website at [www.heslb.go.tz](http://www.heslb.go.tz)

**NOTE:** Students with inquiries or complaints are advised to visit the Loans office for clarification and can be referred to HESLB for further clarification if necessary. For more information on Loan allocations visit the HESLB website at [www.heslb.go.tz](http://www.heslb.go.tz)

### **14.0 ACADEMIC ADVISORS**

You will be assigned an Academic Advisor from your teaching programme who will provide guidance on academic issues. You will be required to report to your Academic Advisor within the first month of reporting at the College. Make full use of your Academic Advisor for success in academic life.

## **15.0 SPECIAL EDUCATION UNIT**

The College recognizes its responsibility to ensure that facilities, programs, services, and activities are accessible to all students with Special Needs and disabilities. The support services provided by the Special Education Unit target students who are verified by authorized specialists/ medical practitioners. The Special Education Unit is under the Faculty of Education, located at the Faculty Building ground floor.

## **16.0 COLLEGE LIBRARY**

The Library is Learning Resource Center that provides a diverse University community with the information resources and services fundamental to learning, teaching, consultancy, and the general pursuit of knowledge. Generally, the library is charged with the responsibility of providing information services needed by DUCE Community and surrounding community. It has three sections namely: Readers Service, Acquisition and Technical Service.

### **NOTE**

- i. Lost Books must be reported immediately
- ii. A lost book replacement fee (current price of the book) plus a processing fee of Shs. 10,000/= is billed to the borrower.
- iii. If the book is found before payment only the accumulated overdue fine is charged.
- iv. No refund if a book is found after payment.

### **16.1 Books Handling**

- i. Photocopy the pages you need.( only 10 pages per book allowed to be photocopied)
- ii. Do not mutilate, tear or steal books.
- iii. Do not write, underline or highlight on library materials.
- iv. Eat and drinks are not allowed in the library.
- v. Report damages such as torn or loose pages to Library staff.

## 17.0 WELFARE SERVICES

### 17.1 The Directorate of Students' Services (DSS)

The Directorate is in charge of all matters that involve students' life at the College. Units under DSS include the Accommodation, Guidance and Counselling, Health and Catering, Students Governance; and Sport and Recreation. You can visit the Directorate of Students' Services which is located at House No. 1 at Kijiji "B" or call 0735468768 for more details.

#### 17.1.1 Accommodation Unit

The College offers a range of quality accommodations in the Hall of Residence on-campus and off-campus. Given that DUCE has limited accommodation facilities on campus; priority will be given to students with disabilities and the sick students. Moreover the College owns comfortable hostels located at Mtoni Kijichi where students are encouraged to apply for accommodation. Table 4 below indicates the available accommodation facilities and their charges.

**Table 4: Available student hostels and charges at DUCE**

| S/N | Hostels and Halls of Residence               | Costs per day   |                     |
|-----|--|-----------------|---------------------|
|     |  | Tanzanian (Tsh) | Non-Tanzanian (USD) |
| 1.  | Halls of Residence (Hall I, II, III, and IV) | 800             | 3                   |
| 2.  | Kijichi Hostels                              | 500             | 3                   |

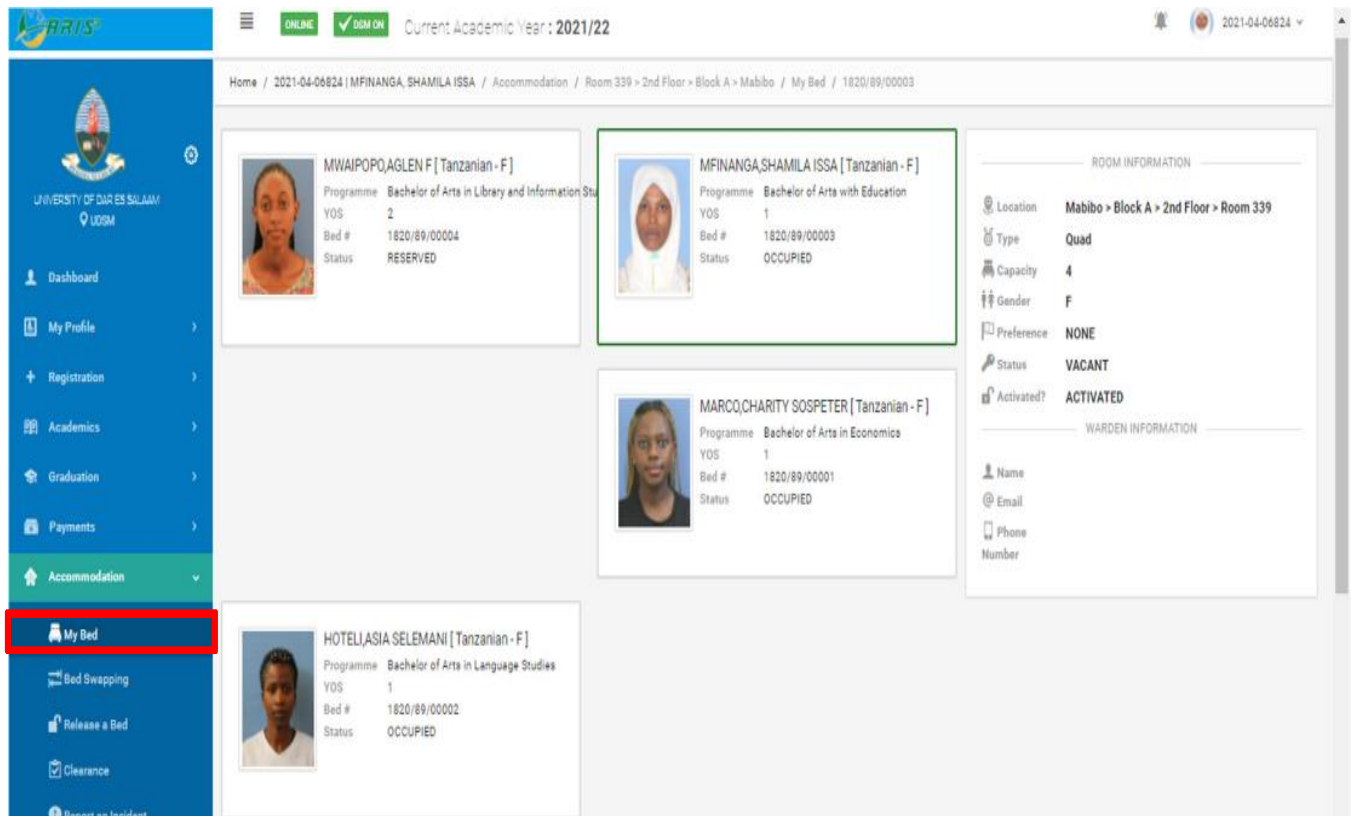
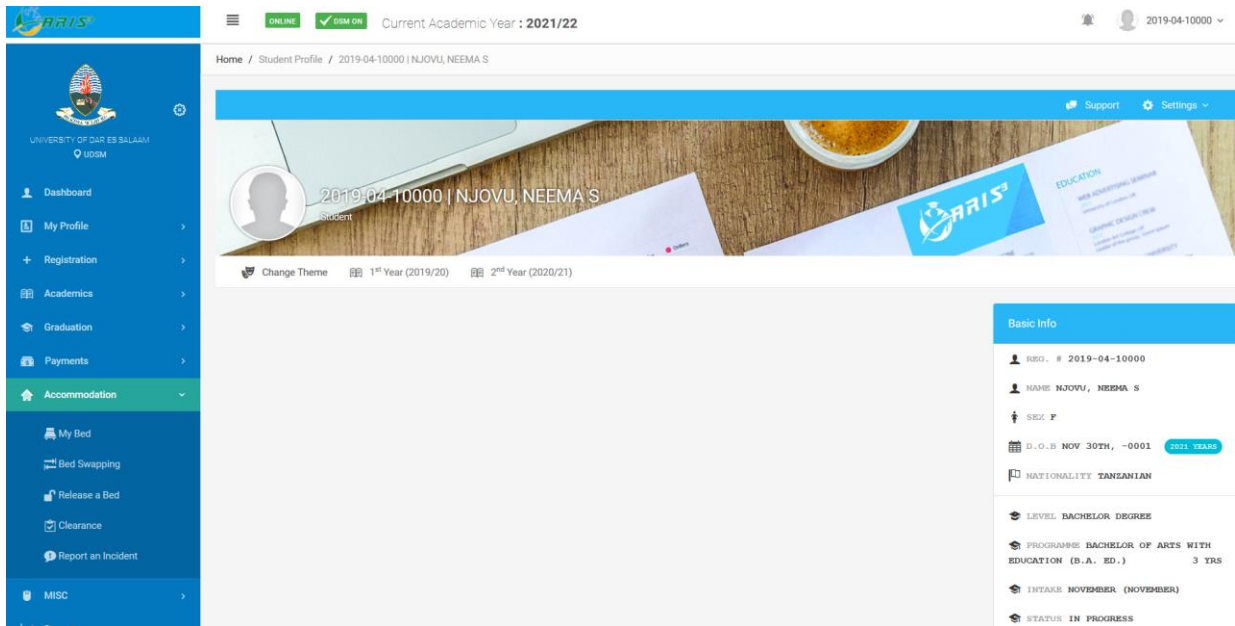
#### NOTE:

- i. Students are urged to shop for rooms through ARIS3
- ii. Students can opt for their own accommodation outside the College campus where DARUSO and the College have arranged some off-campus private accommodation rooms which range from Tshs 35,000/= to Tshs 60,000/= per head per month. For more details contact accommodation officer 0714010066.

For room allocation verification, students have to undergo the following:

- i. Login to your ARIS3 account
- ii. open the accommodation module window

- iii. Click on the **Accommodation** tab displayed in the main menu. A drop-down menu will appear listing the current Modules provided by ARIS3.
- iv. Click on the **My Bed** option.



### **17.1.2 Guidance and Counselling Unit**

The Counselling Unit provides personal, academic, career and spiritual counseling services to individuals and groups. Para-counseling services can also be offered at the respective Faculties by students' academic advisors, wardens in the Halls of Residence or Peer Educators depending on the issue at hand. Specialist counseling such as spiritual, medical, and psychiatric problems can be arranged by the Medical Officer-In-Charge and/or Dean of Students. Please, feel free to approach any of these persons in case of any challenge.

**NOTE:** You can visit the Guidance and Counseling Unit located at, Kijiji "B" House No. 2 or call 0788571559.

### **17.1.3 Students Health and Catering Unit**

The unit oversees all matters related to Student Health and Catering. It assists sick students in collaboration with the College Dispensary to find medical treatment. Also ensures that students have medical insurance under the National Health Insurance Fund (NHIF). All students are required to have NIDA number in order to join NHIF by registering through their **ARIS3** account (*refer to section 6.4*). Students have to create the **control number** on NHIF section and pay the required amount of **Tshs 50,400/=** as annual contribution. Those dependents who are 21 years and above are required to visit NHIF office with Admission letter and pay the amount of **Tshs. 50,400/=** in order to activate their membership.

Also, the Unit oversees catering services on campus. There are several companies recommended by the College to provide food services which are quality and affordable to all students. Students are urged to utilize them accordingly and avoid skipping meals which is very unhealthy.

### **17.1.4 Sports, Games and Recreation Unit**

The College has out-door playgrounds for football, netball, basketball, tennis and volleyball as well as indoor games facility for table tennis. For other recreation facilities, the Lecture Hall can be used for drama, films, and dances. The campus halls/hostel of residence has a common room, fitted with chairs; internet, and TV



facilities. Kindly take advantage of these facilities for recreation.

There are also sports and recreational facilities at UDSM (Mwl. J.K. Nyerere Mlimani Campus), Mabibo Hostels as well as at the College of Informatics & Communication Technologies (CoICT), Kijitonyama Campus (previously TTCL Hostels).

**NOTE:** For more information, contact the Sports Tutor at the Directorate of Students Service (DSS) in Hall 1 through mobile number 0735945293.

#### **17.1.5 Students' Associations Governance Unit**

Students' Association Governance Unit deals with students' leadership and other students' Social Associations recognized by the College under the umbrella of the Dar es Salaam University Students Organization (DARUSO-DUCE). DARUSO-DUCE is represented in all College organs from the Halls of residence to the Governing Board and its membership is compulsory.

The unit also supervises the implementation of Student By-Laws, guide, counsel, and coordinate the organizations' activities to ensure that they are fairly run with integrity and mutuality among students by taking into consideration gender balance.

#### **17.2 Safety and Security**

Necessary measures have to be taken to stay safe in a big city like Dar es Salaam. Your safety while at the College is very important to us. DUCE has an Auxiliary Police Department, which assists the Tanzania Police Force in maintaining peace and order and safeguarding public safety and community property. In order to reduce the risk of being mugged, it is strongly advised that when you venture outside the College especially in the evening make sure that you are not alone. It is everyone's duty to take the necessary precautions to avoid any security risks. **"Your safety comes first"**

#### **NOTE:**

- i. Keep off all activities such as the use of alcohol and drug abuse, theft, sexual harassment, gender-based violence and the like.
- ii. Feel free to report any suspicious person wandering around the campus to the

Auxiliary Police immediately for appropriate actions. For inquiry call Auxiliary Police Commandant 0739096969, police toll free number 112. or visit Auxiliary Police Office located at Kijiji "B" House number 7

### **17.3 Transport Services**

Students residing at the Kijichi Hostels will be served by shuttle busses available daily. Commuter buses (Daladala) from Vikunai to Temeke Mwisho via Kilwa Road and from Vikunai to Gerezani via Kilwa Road.

### **17.4 Worship Services**

Students have complete freedom of worship. At present, there are no facilities available for any religious group. However, there are arrangements for students to get such services within the College. These services can be offered in recognized/approved groups namely Christ's Ambassadors Students Fellowship Tanzania (CASFETA), University Students Christianity Fellowship (USCF), Muslim Students Association of University of Dar es Salaam (MSAUD), Tanzania Movement for Catholic Students (TMCS), and Tanzania University and Colleges Adventist Students Association (TUCASA).

You are advised to affiliate with faith group of your choice for your spiritual growth. For more information on the worshiping days, time and venue please contact mobile number 0735945293.

## Appendix

### LETTER CHANNELS

| No. | LETTER CONTENT  | ADDRESSEE        | UFS  | COPY                   |
|-----|---|------------------|--|------------------------|
| 1.  | Permission to postpone studies (POS)                      | DVC (AC)         | DUS(UDSM), Principal, DP (ARC), DUS (DUCE), Dean Faculty, for medical reasons MD in-charge; for Psychosocial Issues DoS; | HoD and ACA            |
| 2.  | Permission to postpone exams (PEX)                        | Dean Faculty     | MoI (for medical reasons, DoS (for Psychosocial Issues)  | HoD and ACA            |
| 3.  | Teaching Practice (TP)                                    | Dean Faculty     | TP Coordinator; MoI (for Medical ground), DoS (for Psychosocial Issues)  |                        |
| 4.  | Permission to be away (e.g. bereavement) during week days | Dean Faculty     |  | HoD, DoS, ACA          |
| 5.  | Permission to be away (e.g. bereavement) during weekends  | Dean of Students |  | Dean Faculty, DoS, ACA |
| 6.  | Request to correct/change name                            | DUS (UDSM)       | Principal, DP (ARC), DUS (DUCE), Dean Faculty (attach birth certificate)   | HoD                    |
| 7.  | Appeal against unfair marking                             | Dean Faculty     | HoD  |                        |
| 8.  | Appeal against exam grade (post-senate)                   | Chair, Senate    | Principal, DP(ARC), DUS (DUCE), Dean Faculty   | HoD                    |
| 9.  | Appeal against discontinuation                            | Chair, Senate    | Principal, DP(ARC), DUS (DUCE), Dean Faculty   | HoD                    |
| 10. | Request to resume studies (after postponement)            | DVC (AC)         | DUS (UDSM), Principal, DP (ARC), DUS (DUCE), Dean Faculty, MoI ( For Medical issues) and DoS (for Psychosocial Issues)   |                        |
| 11. | Refund various overpayments                               | DP (PFA)         | DoS (for accommodation issue)<br>Loan Officer (for Loan issues)  |                        |
| 12. | Accommodation matters                                     | DoS              | MoI (for Medical Ground)   |                        |

#### Key:

1. DUS = Director, Undergraduate Studies – UDSM/ DUCE
2. HoD = Head of Department
3. DoS = Dean of Students
4. DP (ARC) = Deputy Principal (Academic, Research and Consultancy)

5. DP (PFA) = Deputy Principal (Planning, Finance, and Administration)
6. DVC (AC) = Deputy Vice-Chancellor Academic
7. ACA = Academic Advisor

**NB:** You are advised to consult your Academic Advisor before channeling any of the above letters.

### IMPORTANT CONTACT FOR ASSISTANCE

| No. | Department/Unit                           | Contact Person   | Mobile No. |
|-----|---|--|------------|
| 1.  | Director of Undergraduate Studies         | Dr. Hezron Onditi  | 0735070269 |
| 2.  | Faculty of Education                      | i. Dr. Katherine Fulgence –Head Dept. of Education Foundation, Management and Life Long Learning (EFMLL) | 0737480010 |
|     |   | ii. Dr. Florence Kyaruzi – Head Dept. of Educational Psychology and Curriculum Study                     | 0755566335 |
| 3.  | Faculty of Science                        | i. Dr. Neema Moga - Head Dept. of Biological Sciences  | 0744801436 |
|     |   | ii. Dr. James Mghaya- Head Dept. of Chemistry  | 0753390858 |
|     |   | iii. Dr. Ryoba Michael – Head Dept. of Timetable Coordinator PMI   | 0755203208 |
| 4.  | Faculty of Humanities and Social Sciences | i. Dr. Frank Jonas Mateng'e - Head Dept. of History Political Science and Development (HPD)              | 0784383711 |
|     |   | ii. Dr. Loveluck Philip –Head Dept. of Literature and Language(LL)                                       | 0754754813 |
|     |   | i. Dr. Evaline Mcharo– Head Dept. of Geography and Economics (GE & EC)                                   | 0782247390 |
| 5.  | Coordinator of Teaching Practice          | Dr. Conrada Haule  | 0717154099 |
| 6.  | College Library                           | Dr. Dativa Shilla  | 0759593885 |
| 7.  | Diversity Unit                            | Dr. Ikupa Moses  | 0713401760 |
| 8.  | Dispensary                                | Dr. Sangeti Saning'o   | 0755255212 |
| 9.  | Auxiliary Police                          | Assistant Inspector. Ally Njiku  | 0739096969 |
| 10. | Special Education                         | Mr. Benigno Kumpanga   | 0735692270 |
| 11. | Loan Office                               | Mr. Salmon Daudi   | 0766592985 |
| 12. | Admission Office                          | Mr. Augustine Mtaki /Mr. Watson Ntiluva  | 0749990196 |
| 13. | Smart Card                                | Mr. Kuwa Myamani   | 0784431283 |
| 14. | Finance                                   | Mr. Lameck Makoye  | 0714494822 |
| 15. | Directorate of Students' Service          | Mr. Halfan Andekisye   | 0735945293 |
|     |   | Ms. Philipina Kaguruki   | 0788571559 |

|     |                    |                                      |            |
|-----|--------------------|--------------------------------------|------------|
| 16. | DARUSO-DUCE        | Mr. Roghate Samwel Ombay – President | 0768862136 |
|     |                    | Mr. Braiton Suluti- Prime Minister   | 0683883593 |
| 17. | ARIS3 IT Personnel | Ms. Naomi Mushi                      | 0753010010 |
| 18. | Health (NHIF)      | Ms. Herieth Urassa                   | 0787772444 |
| 19. | Accommodation      | Ms. Agripina Swai                    | 0714010066 |

**UNIVERSITY OF DAR ES SALAAM**  
**DAR ES SALAAM UNIVERSITY COLLEGE OF EDUCATION**

**2023/2024 ACADEMIC YEAR ORIENTATION PROGRAM**

| DATE  | TIME              | ACTIVITY   | RESPONSIBLE PERSON                 | VENUE                      | PARTICIPANTS                          |
|---|-------------------|--|------------------------------------|----------------------------|---------------------------------------|
| <b>Saturday<br/>28<sup>th</sup><br/>Oct,<br/>2023</b> | 8.00am - 8:30am   | Arrival and Registration                               | All First Year Students            | New Lecture Theatre "C"    | All First Year Undergraduate Students |
|   | 08.30am – 10.00am | Address – Counselling Services and other Announcements | DOS                                | New Lecture Theatre "C"    |                                       |
|   |                   | Address - Payments and Registration Procedure          | Bursars' Office/ARIS Coordinator   | New Lecture Theatre "C"    |                                       |
|   | 10.00am – 04:30pm | Attending Admission Issues                             | Admission Officers/ARIS Help Desk  | Tents Area (Outside NLTs)  |                                       |
|   |                   | University Registration                                | Faculty Administrators             | Tents Area (Outside NLTs)  |                                       |
|   |                   | Submission of Account Numbers                          | Loans Officer                      | Loans Officer's Office     |                                       |
|   |                   | Medical Examination/ Clearance                         | Medical Doctors                    | DUCE Dispensary            |                                       |
|   |                   | Photograph and ID taking                               | Smart Card Unit official           | DUCE Smart Card Office     |                                       |
|   |                   | Attending NHIF and ARIS Issues                         | NHIF Officials/DoS/ ARIS Help Desk | Tents Area (Outside NLTs)  |                                       |
| <b>Sunday,<br/>29<sup>th</sup><br/>Oct,<br/>2023</b>  | 8.00am - 8:30am   | Arrival and Registration                               | All First Year Students            | New Lecture Theatre "C"    | All First Year Undergraduate Students |
|   | 8.30am -10.00am   | Address – Counselling Services and other Announcements | DOS                                | New Lecture Theatre "C"    |                                       |
|   |                   | Address - Payments and Registration Procedure          | Bursars' Office/ARIS Coordinator   | New Lecture Theatre "C"    |                                       |
|   | 10.00am - 04:30pm | Attending Admission Issues                             | Admission Officers/ARIS Help Desk  | Tents Area (Outside NLTs)" |                                       |
|   |                   | University Registration                                | Faculty Administrators             | Tents Area (Outside NLTs)  |                                       |
|   |                   | Submission of Account Numbers                          | Loans Officer                      | Loans Officer's Office     |                                       |
|   |                   | Medical Examination Clearance                          | Medical Doctors                    | DUCE Dispensary            |                                       |
|   |                   | Photograph and ID taking                               | Smart Card Unit official           | DUCE Smart Card Office     |                                       |
|   |                   | Attending NHIF and ARIS Issues                         | NHIF Officials/DoS/ ARIS Help Desk | Tents Area (Outside NLTs)  |                                       |

|  |                                    |  |   |                           |                                       |
|--|------------------------------------|--|---|---------------------------|---------------------------------------|
| <b>Monday, 30<sup>th</sup> Oct, 2023</b> | 8.00am - 8:30am                    | Arrival and Registration                               | All First Year Students   | New Lecture Theatre "C"   | All First Year Undergraduate Students |
|  | 8.30am - 10.00am                   | Address – Counselling Services and other Announcements | DOS   | New Lecture Theatre "C"   |                                       |
|  |                                    | Fees Payments and NHIF Registration Procedure          | Bursars' Office, ARIS Coordinator & NHIF Officers                                 | New Lecture Theatre "C"   |                                       |
|  | 10.00am – 10.40am                  | Address by Banks                                       | All invited Banks   | New Lecture Theatre "C"   |                                       |
|  | 10:40am – 04:30pm                  | Attending Admission Issues                             | Admission Officers/ARIS Help Desk   | Tents Area (Outside NLTs) |                                       |
|  |                                    | University Registration                                | Faculty Administrators  | Tents Area (Outside NLTs) |                                       |
|  |                                    | Submission of Account Numbers                          | Loans Officer   | Loans Officer's Office    |                                       |
|  |                                    | Photograph and ID taking                               | Smart Card Unit Officials   | DUCE Smart Card Office    |                                       |
|  |                                    | Medical Examination Clearance                          | Medical Doctors   | DUCE Dispensary           |                                       |
| Attending NHIF and ARIS Issues           | NHIF Officials/DoS/ ARIS Help Desk | Tents Area (Outside NLTs)                              |   |                           |                                       |
| <b>Tuesday 31<sup>st</sup> Oct, 2023</b> | 08.00am – 8.30am                   | Arrival and Registration                               | All First Year Students   | New Lecture Theatre "C"   | All First Year Undergraduate Students |
|  | 8.30am – 09.30am                   | Address – Counselling Services and other Announcements | NHIF Officials/DoS/ ARIS Help Desk  | New Lecture Theatre "C"   |                                       |
|  |                                    | Address - Payments and Registration Procedure          |   |                           |                                       |
|  | 09.30am – 10.00am                  | Address on DARUSO Issues                               | President DARUSO  | New Lecture Theatre "C"   |                                       |
|  | 10.00am – 10.40am                  | Address on Security Issues                             | Auxiliary Police/ Mkuu wa Kituo - Kilwa Road/ Mwenyekiti Serikali ya Mtaa wa Keko | New Lecture Theatre "C"   |                                       |
|  | 10.40am – 11.10am                  | Address from PCCB                                      | PCCB Temeke   | New Lecture Theatre "C"   |                                       |
|  | 11.10am – 11.30am                  | Address on Gender Issues (GBV, Sexual Harassment)      | Head Gender Unit/Gender Club  | New Lecture Theatre "C"   |                                       |
|  | 11.30am – 11.50am                  | Address on Special Education Unit                      | Head-Special Education Unit   | New Lecture Theatre "C"   |                                       |
| 11.50am– 12.10 pm                        | Introducing Religious services     | Students' Religious Groups Leaders                     | New Lecture Theatre "C"   |                           |                                       |

|   |                    |  |   |                           |                                       |
|---|--------------------|--|---|---------------------------|---------------------------------------|
|   | 12.10pm – 04:30pm  | Attending Admission Issues   | Admission Officers/ARIS Help Desk   | Tents Area (Outside NLTs) |                                       |
|   |                    | University Registration  | Faculty Administrators  | Tents Area (Outside NLTs) |                                       |
|   |                    | Submission of Account Numbers  | Loans Officer   | Loans Officer's Office    |                                       |
|   |                    | Photograph and ID taking   | Smart Card Unit Officials   | DUCE Smart Card Office    |                                       |
|   |                    | Medical Examination/Clearance  | Medical Doctors   | DUCE Dispensary           |                                       |
|   |                    | Attending NHIF and ARIS Issues   | NHIF Officials/DoS/ ARIS Help Desk  | Tents Area (Outside NLTs) |                                       |
| <b>Wed. 1<sup>st</sup> Nov, 2023</b>                                | 8.00am – 8.30am    | Arrival and Registration   | All First Year Students   | New Lecture Theatre "C"   | All First Year Undergraduate Students |
|   | 08.30am – 9.30am   | Address – Counselling Services and other Announcements   | DOS   | New Lecture Theatre "C"   |                                       |
|   |                    | Address - Payments and Registration Procedure  | Bursars' Office   | New Lecture Theatre "C"   |                                       |
|   | 9.30am -10.30am    | Address on Health Issues (Youth Friendly Services) and National Health Insurance Fund Services | Medical Doctor In charge – DUCE and Director National Health Insurance Fund | New Lecture Theatre "C"   |                                       |
|   | 10.30am – 11.30am  | Address on Loans Board   | Executive Director Loans Board (HESLB)                                      | New Lecture Theatre "C"   |                                       |
|   | 11.30am– 04.30pm   | Attending Admission Issues   | Admission Officers/ARIS Help Desk   | Tents Area (Outside NLTs) |                                       |
|   |                    | University Registration  | Faculty Administrators  | Tents Area (Outside NLTs) |                                       |
|   |                    | Submission of Account Numbers  | Loans Officer   | Loans Officer's Office    |                                       |
|   |                    | Photograph and ID taking   | Smart Card Unit Officials   | DUCE Smart Card Office    |                                       |
|   |                    | Medical Examination Clearance  | Medical Doctors   | DUCE Dispensary           |                                       |
| Attending NHIF and ARIS Issues                                      |                    | NHIF Officials/DoS/ ARIS Help Desk   | Tents Area (Outside NLTs)   |                           |                                       |
| <b>Thur. 2<sup>nd</sup> Nov, 2023</b><br><b>LIBRARY ORIENTATION</b> | 8.00am – 8.30am    | Arrival and Registration   | All First Year Students   | New Lecture Theatre "C"   | All First Year Undergraduate Students |
|   | 08.30am – 09.00 am | Address – Counselling Services and other Announcements   | DOS   | New Lecture Theatre "C"   |                                       |
|   |                    | Address - Payments and Registration Procedure  | Bursars' Office   | New Lecture Theatre "C"   |                                       |
|   | 09.00am- 09.30am   | Adress on Human Rights and Good Governamce   | Human Rights Officer  | New Lecture Theatre "C"   |                                       |



|   |                   |  |  |  |  |   |
|---|-------------------|--|--|--|--|---|
|   | 09.30am - 10.00am | Library Orientation  | Director, Library                      | New Lecture Theatre "C"                    | All First Year Students from FoHSS <b>(BAED)</b><br>All First Year Students from FoS <b>(BSC)</b> and FoED <b>(BAED,BED)</b> |   |
|   | 10.00am - 04.30pm | Library Tour for FoHSS   | Director, Library                      | DUCE Library                               |  |   |
|   |                   | Attending Admission Issues   | Admission Officers/ARIS Help Desk      | Tents Area (Outside NLTs)                  |  |   |
|   |                   | University Registration  | Faculty Administrators                 | Tents Area (Outside NLTs)                  |  |   |
|   |                   | Submission of Account Numbers  | Loans Officer                          | Loans Officer's Office                     |  |   |
|   |                   | Photograph taking /Follow up of IDs and IDs distribution   | Smart Card Unit Officials              | DUCE Smart Card Office                     |  |   |
|   |                   | Medical Examination Clearance  | Medical Doctors                        | DUCE Dispensary                            |  |   |
|   |                   | Attending NHIF and ARIS Issues   | NHIF Officials/DoS/ ARIS Help Desk     | Tents Area (Outside NLTs)                  |  |   |
| <b>Friday 3<sup>rd</sup> Nov., 2023</b> | 8.00am – 08.30am  | Arrival and Registration   | All First Year Students                | New Lecture Theatre "C"                    | All First Year Undergraduate Students  |   |
|   | 08.30am - 9.10am  | Address on teaching professionalism for student teachers   | Dean Faculty of Education              | New Lecture Theatre "C"                    |  |   |
|   | 09.10am - 10.00am | General Academic Rules and Regulations   | Director Undergraduate Studies         | New Lecture Theatre "C"                    |  |   |
|   | 10.00am - 2.30pm  | Faculty Programmes   | Dean Faculty of Education              | New Lecture Theatre A                      |  | Faculty of Education (BED Arts/BED Sc.)     |
|   |                   |  | Dean Faculty of Humanities             | New Lecture Theatre C                      |  | Faculty of Humanities (B.A. with Education) |
|   |                   | Dean Faculty of Science  | New Lecture Theatre B                  | Faculty of Science (B. Sc. Ed.)            |  |   |
| <b>LIBRARY DAY</b>                      | 2.30pm – 04:30pm  | Library Tour for Students from Faculty of Education (BED Arts/BED Sc.) and Faculty of Science (B. Sc. Ed.) | Library Administration                 | Library                                    | All First Year Students from Faculty of Education and Science Late Arrivals from Faculty of Humanities and Social Sciences   |   |
|   |                   |  |  |  |  |   |
|   |                   | <b>Other Students,</b><br>Photograph taking for ID / Medical Examination Clearance                         | Smart Card/Faculty/<br>DUCE Dispensary | DUCE Smart Card Office/Responsible Faculty | All First Year Undergraduate Students  |   |

|   |                    |                                |                                     |                                |  |
|---|--------------------|--------------------------------|-------------------------------------|--------------------------------|--|
|   |                    | Submission of Account Numbers  | Loans Officer                       | Loans Officer's Office         |  |
|   |                    | University Registration        | Faculty Administrators              | NLT A, B and C                 |  |
|   |                    | Photograph and ID taking       | Smart Card Unit Officials           | DUCE Smart Card Office         |  |
|   |                    | Attending NHIF and ARIS Issues | NHIF Officials/DoS/ARIS Coordinator | Tents Area (Outside NLTs       |  |
| <b>Wednesday, 8<sup>th</sup> Nov., 2023</b> | 10.00am – 13.00pm  | Principal's Day                |                                     | New Lecture Theatre "C"        | All First Year Undergraduate and Postgraduate Students |
| <b>Saturday 11th, Nov 2022</b>              | 09.00am – 04.00pm  | DARUSO Entertainment           | DARUSO/DOS                          | To be Communicated             | All First Year undergraduate Students                  |
| <b>Wednesday, 15th Nov., 2023</b>           | 09.00am – 01.00 pm | Vice Chancellor's Day          |                                     | New Lecture Theatre 'C'        | All First Year undergraduate and Postgraduate Students |
| <b>Saturday 18th Nov., 2021</b>             | 07.30am – 06.00pm  | Game and Sports Bonanza        | Games Tutor/DARUSO                  | Sports Stadium Ground/National | All First Year undergraduate Students                  |