



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



INFORMATION GUIDE FOR CERTIFICATES AND DIPLOMA STUDENTS

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

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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 the 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 Certificate and Diploma programmes offered at the College for the 2023/2024 Academic Year.

1.1 Orientation Week

Report at the College on Saturday 28th October 2023 ready for orientation week expected to start on Monday 30th October 2023. There will be addresses as per orientation timetable and registration process from 8.00 am to 4.00 pm at Mathematical Room (MTR) and Tents area. The College is located at Chang'ombe in Temeke Municipality, along Taifa Road, adjacent to the Benjamin Mkapa Stadium.

1.2 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>.

1.3 Arriving at the College

Prospective students selected to join DUCE Campus should report at the College on **28th October 2023**. On arrival, prospective students at DUCE will have to observe the following:

- i. There will be Guides (in uniforms and name tags) at the campus' entry points/gates to assist them with directions.
- ii. The Guides and other Officials will be on duty from 8.00 a.m. to 6.00 p.m.
- 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.

1.4 Payment Compliance

1.4.1 Fees Payable by Students

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 2.0 for payment procedure*).

Table 1: Fees Payable by Students

Programme	Faculty	Tuition Fee (Tshs)
Basic Technician Certificate in Educational Laboratory Science and Technology (NTA Level 4)	Faculty of Sciences	1,000,000
Technician Certificate in Educational Laboratory Science and Technology (NTA Level 5)		1,000,000
Ordinary Diploma in Educational Laboratory Science and Technology (NTA Level 6)		1,000,000

N.B: In addition to the payment of tuition fees, all students are required to pay direct university costs amounting to Tshs. **97,400/=** covering the following:

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

Cost Item	Tanzanians (Tsh)
Registration fee	5,000
Examination Fee	12,000
Identity Card	5,000
Student's Union Fee	5,000
NACTVET Quality Assurance cost	20,000
Medical Capitation Fees	50,400
Total	97,400

1.4.2 Direct Students' Costs (Payable directly to the student)

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

Table 3: Costs payable directly to students

Cost Item	Cost (Tshs)
Books & Stationery Allowance	200,000
Meals and Accommodation Allowance	2,400,000
Total	2,600,000

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.

2.0 REGISTRATION AND PAYMENTS OF FEES AND OTHER UNIVERSITY DIRECT COSTS PROCEDURES

All Certificate and Diploma 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.

2.1 Creating ARIS3 Account

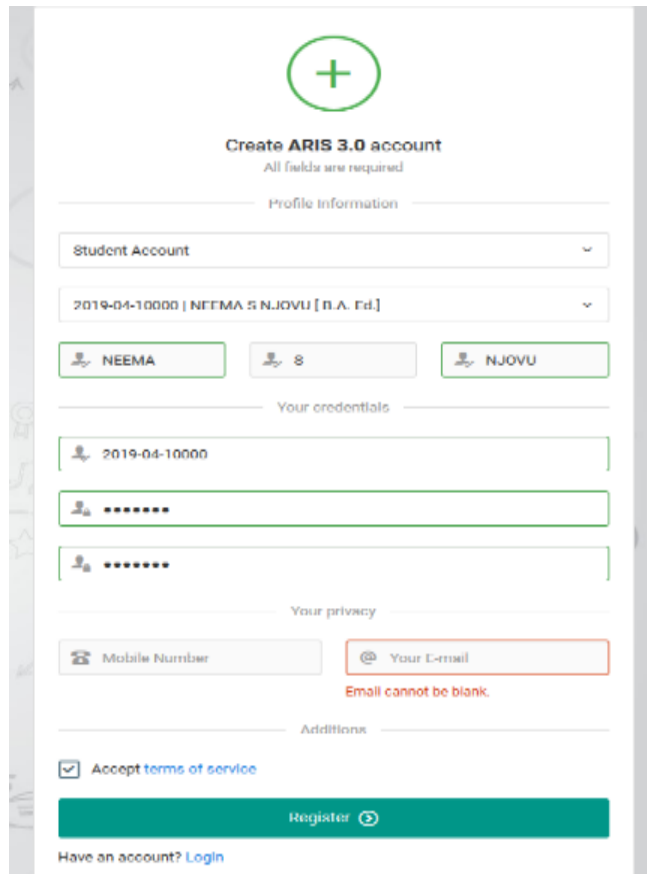
Step 1: Open your web browser

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**.

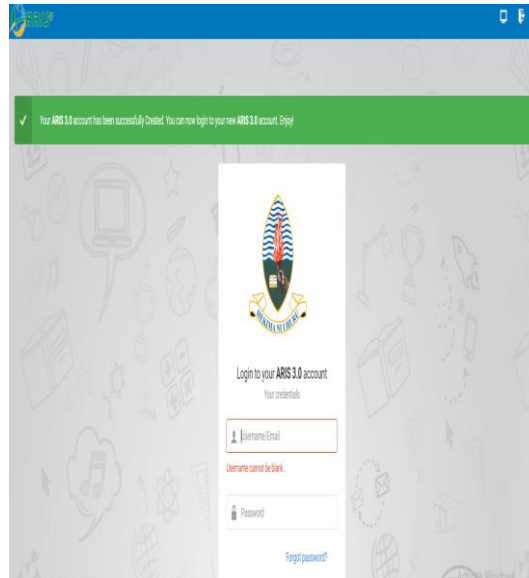


The screenshot shows a web form titled "Create ARIS 3.0 account" with a green plus sign icon. Below the title, it says "All fields are required". The form is divided into several sections:

- Profile information:** A dropdown menu is set to "Student Account". Below it, another dropdown menu is set to "2019-04-10000 | NEEMA S NJOVU [B.A. Ed.]". There are three buttons: "NEEMA", "8", and "NJOVU".
- Your credentials:** Three input fields. The first contains "2019-04-10000". The second and third are masked with dots.
- Your privacy:** Two input fields: "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."
- Additional:** A checkbox labeled "Accept terms of service" is checked.

At the bottom, 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.

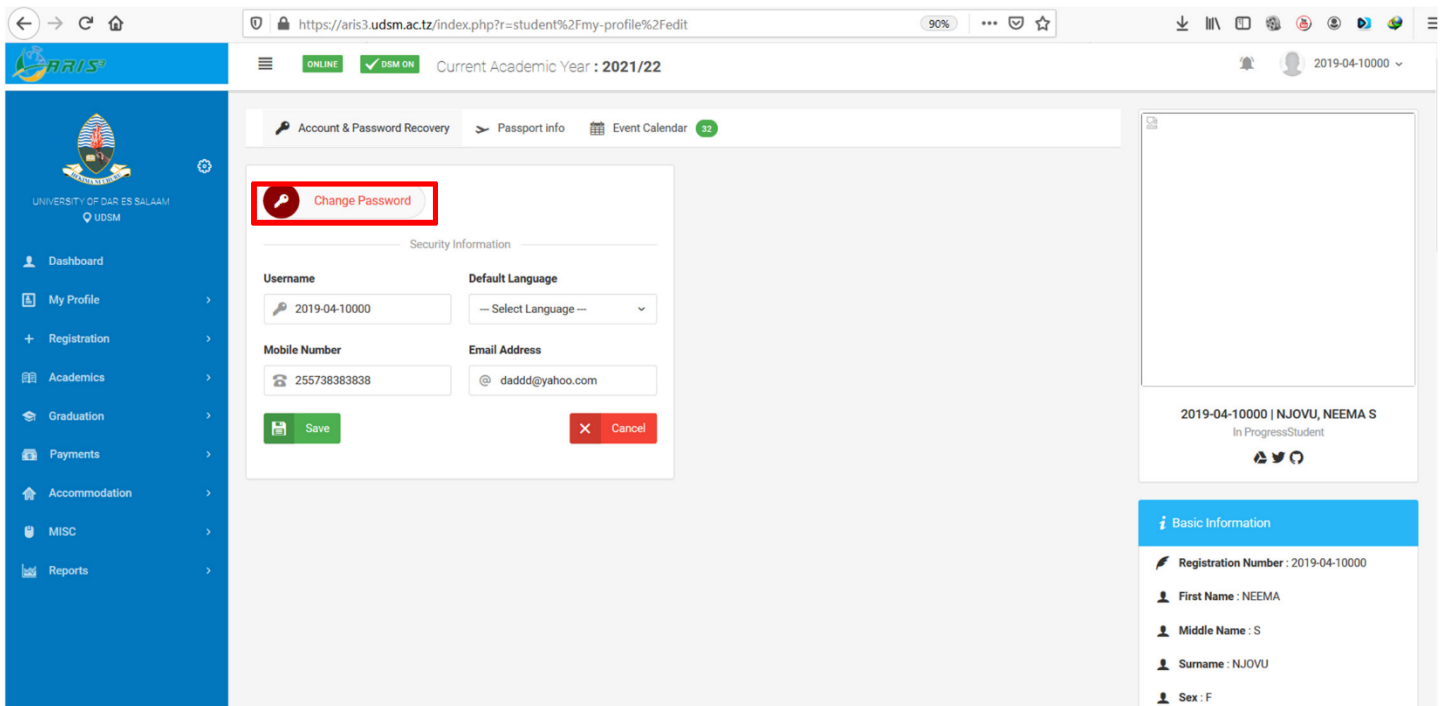
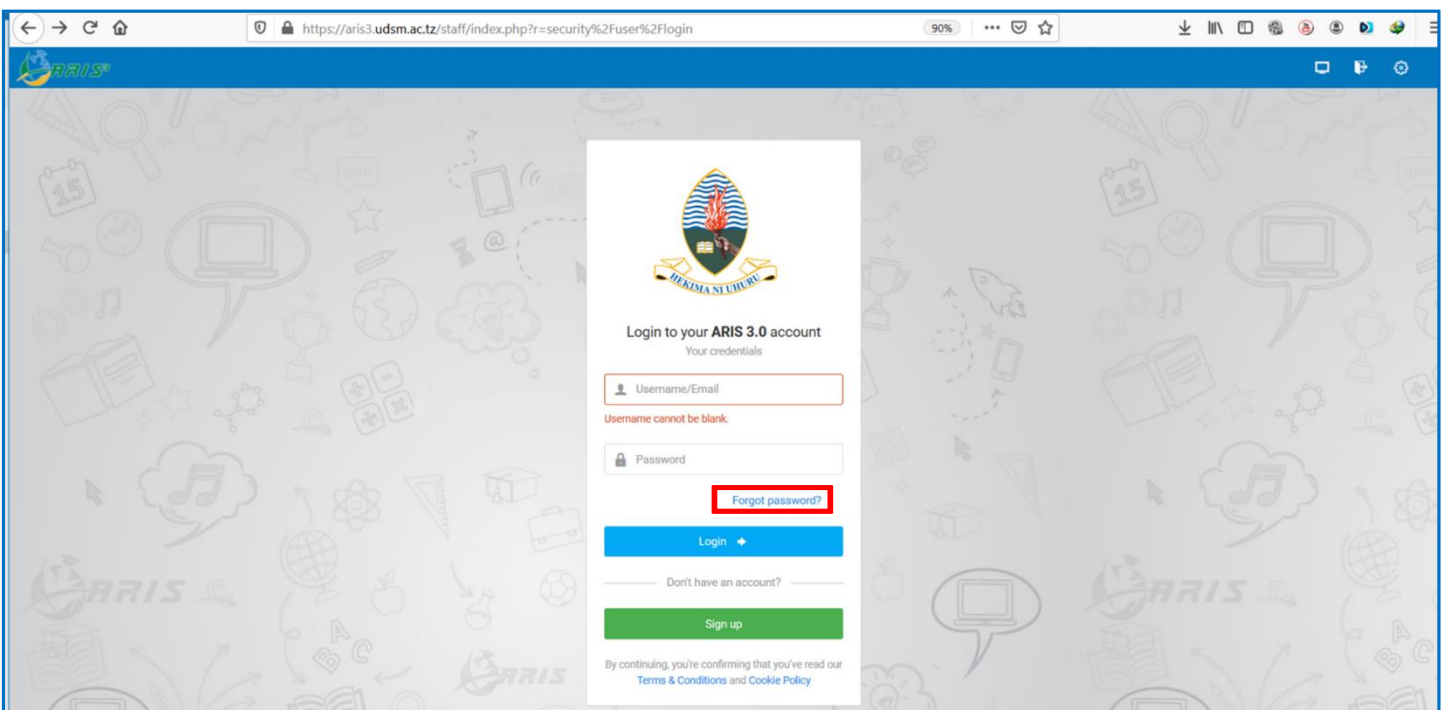


Step 2.4: The activation link is sent to your e-mail open it and click the activation link to activate your account.

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.

3.0 CHANGING THE PASSWORD

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



3.1 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 a 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 phonenumber.

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

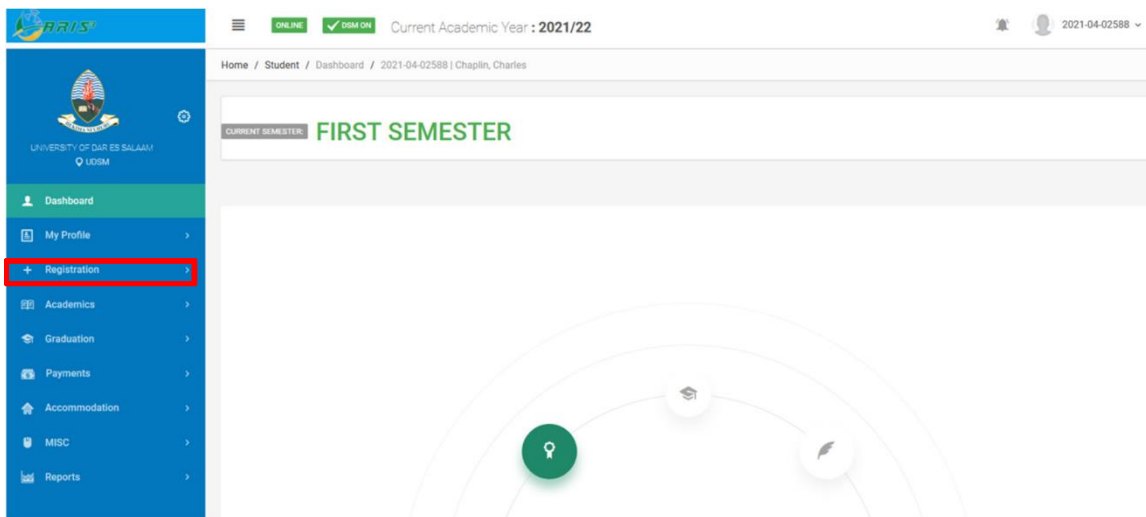
Step 4: Password Recovery Successfully system notification.

4.0 REGISTRATION

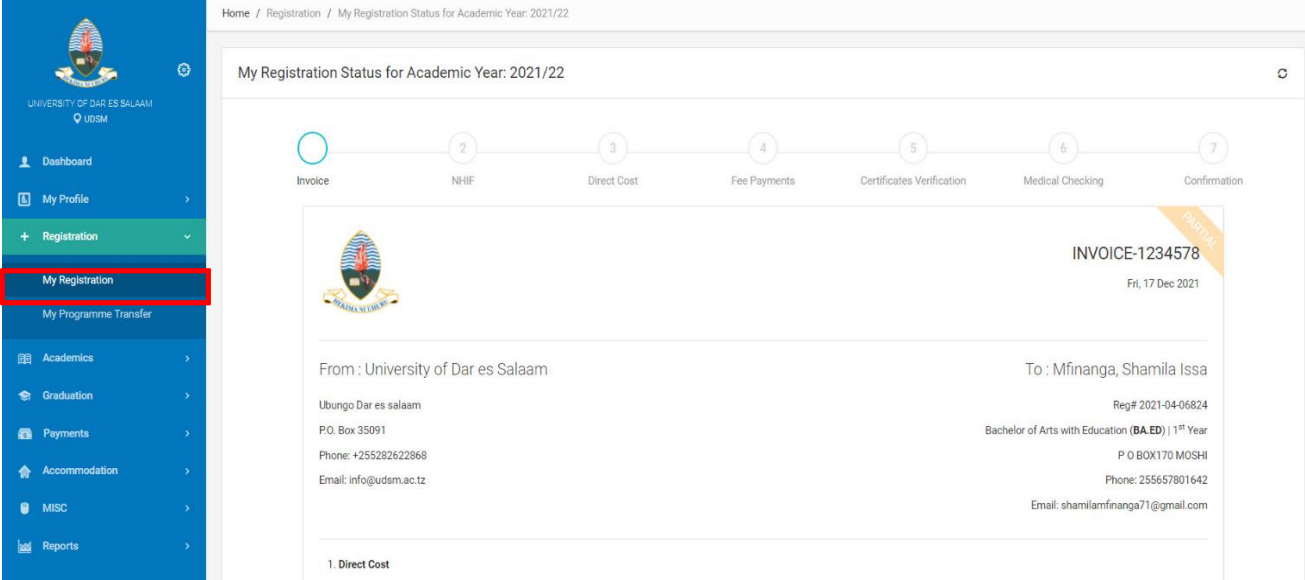
To open the registration module window:

- 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**



Step 2: Select My Registration



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

Step 3: View the billed Invoice



INVOICE-1234578

Fri, 17 Dec 2021

UNPAID

From : University of Dar es Salaam

To : Theophil, Asela Abela

Ubungu Dar es salaam

Reg# 2020-04-12117

P.O. Box 35091

Bachelor of Arts with Education (Chinese and English Language) (BAED(Chin & Eng Lang)) | 2nd Year

Phone: +255282622868

Phone: (Not Set)

Email: info@udsm.ac.tz

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

Total : 547,000.00 TZS

Discount : 500,000.00 TZS

Grand Total : 47,000.00 TZS

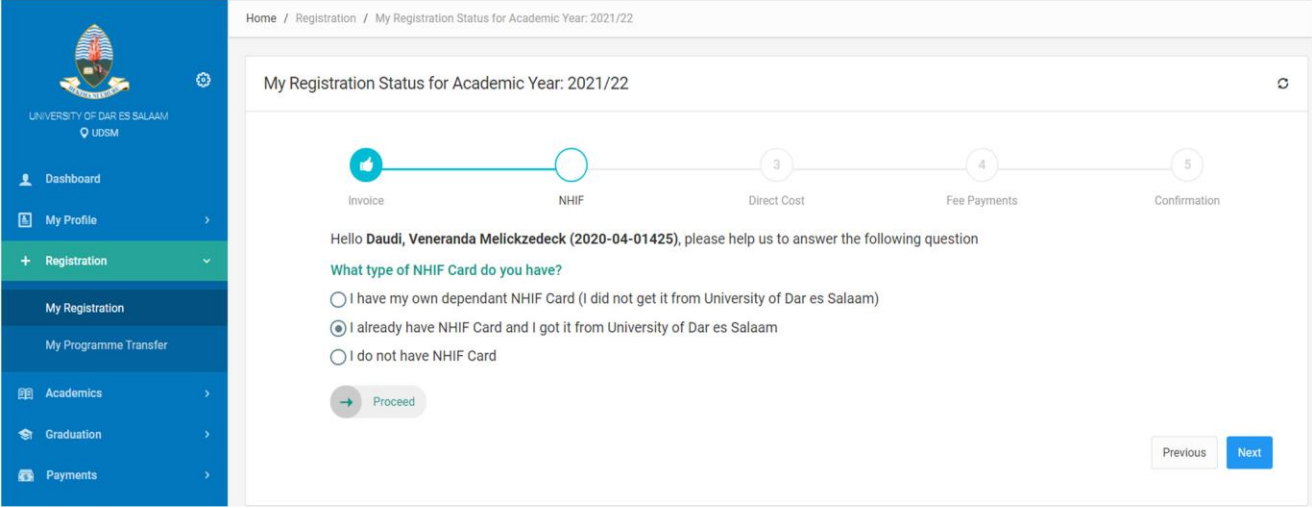
NOTE: Please make sure the following are in order before you proceed to generate your bill:

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

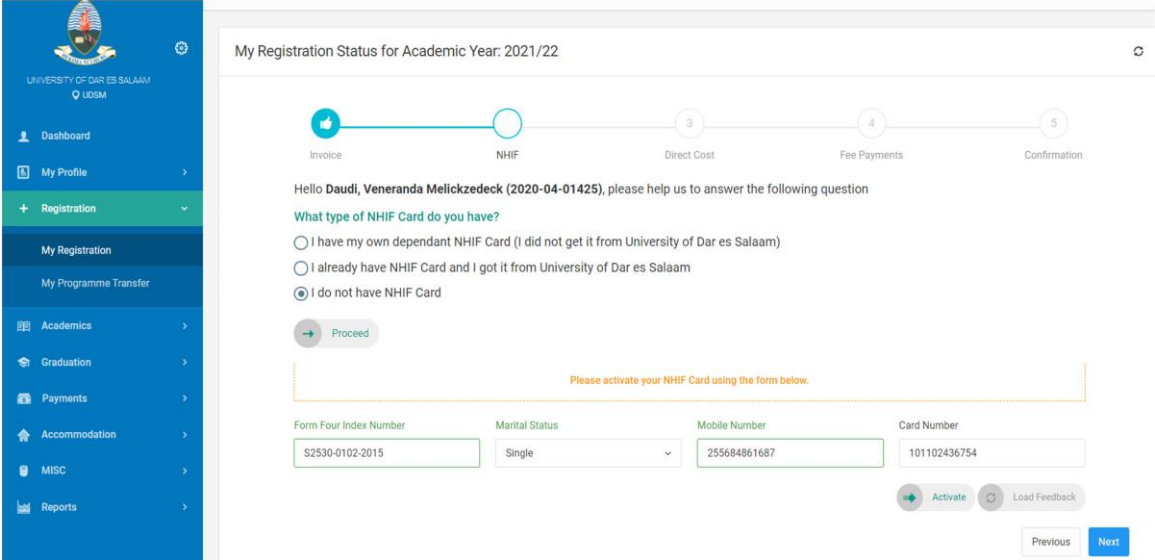
[Generate Control Number](#)

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 the student have no NHIF Card should apply for card



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

My Registration Status for Academic Year: 2021/22

1 Invoice **2** NHIF **3** Direct Cost **4** Fee Payments

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

Step 3.2 View Direct Cost

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

My Registration Status for Academic Year: 2021/22

1 Invoice **2** NHIF **3** Direct Cost **4** Fee Payments **5** Certificates Verification **6** Medical Checking **7** Confirmation

#	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	✓
TOTAL		47,000.00 TZS	47,000.00 TZS	0.00 TZS	0.00 TZS	0.00 TZS	47,000.00 TZS	47,000.00 TZS	0.00 TZS	

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

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 bar: 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
TOTAL		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

Previous Next

Step 3.4 Certificate Verification

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

My Registration Status for Academic Year: 2021/22

Progress bar: 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

The screenshot shows the 'My Registration Status for Academic Year: 2021/22' page. A progress bar at the top indicates the following steps: Invoice, NHIF, Direct Cost, Fee Payments, Certificates Verification, Medical Checking, and Confirmation. The 'Medical Checking' step is currently active. Below the progress bar is a table with the following data:

#	Document Name	Verification Status
1	Medical Examination Form	✓ Verified

At the bottom right of the table area, there are 'Previous' and 'Next' buttons.

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

The screenshot shows the 'My Registration Status for Academic Year: 2021/22' page. The progress bar at the top indicates the following steps: Invoice, NHIF, Direct Cost, Fee Payments, Certificates Verification, Medical Checking, and Confirmation. The 'Confirmation' step is currently active. Below the progress bar is a 'Declaration Note' section with the following text:

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

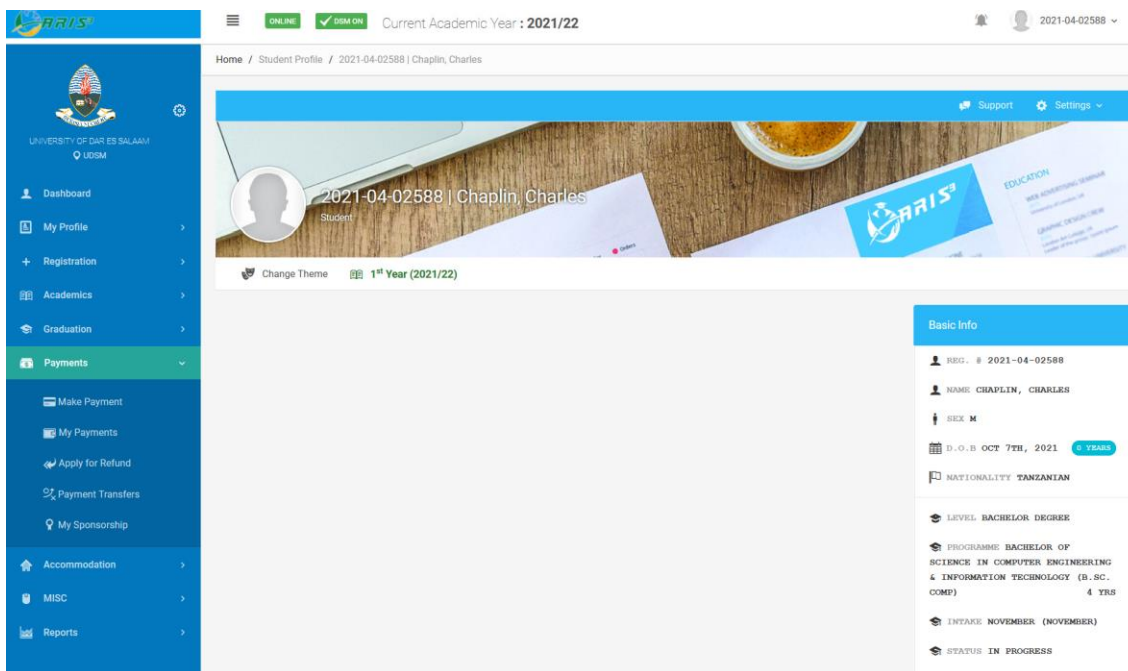
Below the declaration notes, there is a checkbox labeled 'I confirm my registration' which is currently unchecked. Below the checkbox is a 'Proceed' button. At the bottom right of the page, there are 'Previous' and 'Done' buttons.

5.0 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.

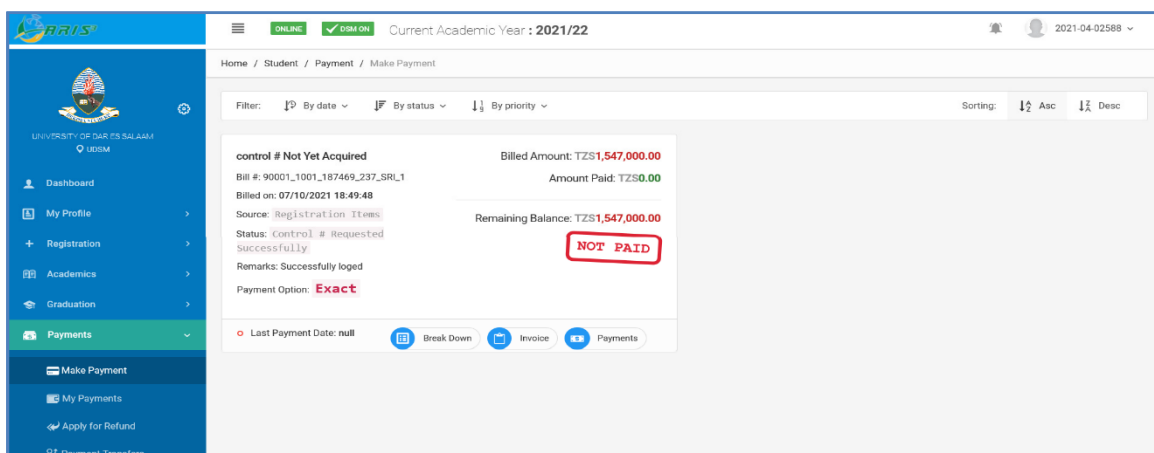
Step 1: Click Payments



The screenshot shows the ARIS student profile page for Charles Chaplin (ID: 2021-04-02588) for the 2021/22 academic year. The left sidebar menu is open, and the 'Payments' option is selected, showing a dropdown menu with the following items: Make Payment, My Payments, Apply for Refund, Payment Transfers, and My Sponsorship. The main content area displays the student's basic information, including 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 6 YEARS
NATIONALITY	TANZANIAN
LEVEL	BACHELOR DEGREE
PROGRAM	BACHELOR OF SCIENCE IN COMPUTER ENGINEERING & INFORMATION TECHNOLOGY (B.SC. COMP) 4 YRS
INTAKE	NOVEMBER (NOVEMBER)
STATUS	IN PROGRESS

Step 2: Click on Make Payment



The screenshot shows the 'Make Payment' page in the ARIS system. The page displays a bill for a student with ID 2021-04-02588. The bill details are as follows:

Field	Value
control #	Not Yet Acquired
Billed Amount	TZS1,547,000.00
Amount Paid	TZS0.00
Remaining Balance	TZS1,547,000.00

The bill is for Bill # 90001_1001_187469_237_SRL_1, billed on 07/10/2021 18:49:48. The source is 'Registration Items' and the status is 'Control # Requested Successfully'. The payment option is 'Exact'. A red 'NOT PAID' stamp is visible on the page. The page also includes a filter section and a sorting section.

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,

- i. Open your M-pesa by dialling *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**

For those with 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**

For those with 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.

Home / Student / Payment / My Payments

2021-04-06824 | MFINANGA, SHAMILA ISSA's Payments

Start Date: 2020-12-21 End Date: 2021-12-21

Search: Type to Filter... Show 10 entries

#	DATE	RECEIPT #	CONTROL #	CURRENCY	PAID AMOUNT	ACTIONS
1	2021-11-09 11:15:27	96F645876FC74125B87421A190522575 Payment method: GePG	991270398076	TZS	245,000.00	Get Receipt
2	2021-11-05 21:04:04	EC101107962515 Payment method: GePG	991270375614	TZS	10,000.00	Get Receipt
3	2021-11-05 20:51:43	EC101107953332 Payment method: GePG	991270367761	TZS	63,000.00	Get Receipt
TOTAL					318,000.00	

Showing 1 to 3 of 3 entries

6.0 REGISTRATION AT THE COLLEGE

6.1 Registration Requirements

University registration will be conducted by the Faculty of Science 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 sets of Registration Forms, each with copies of your birth and O-level and/or A-level/certificates.
- ii. Two colored passport-size photographs (blue background)
- iii. Admission letter indicating students' registration number and form IV index number
- iv. Two copies of registration forms duly filled with students' information,
- v. The Names appearing on the Registration Forms should match the ones appearing in the O-level and A-Level/ Certificates as well as the Admission Letter. No additional names will be accepted.
- vi. International students should bring certificates issued by their respective examination Boards and not testimonials from their Secondary School Headmasters/Headmistresses.

6.2 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.

6.3 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

- (i) Admissions Office located at Administration Building, First Floor, Room No. 120. Phone 0749990196
- (ii) Programme Coordinator, Dean's Office Faculty of Science, TPC Building, Ground Floor, Phone 0692518851

6.4 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.

6.5 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, photo taking

exercise will be done at the College Smart Card unit located at Kijiji B. Student Identity Card will be issued after completion of University registration formalities.

6.6 Medical Services

Success in your academic life at DUCE comes from a healthier body, mind, and environment. 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 4.0 (Step 3.1) of this document.

6.7 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. Confidentiality is highly maintained.

7.0 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.

8.0 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.

9.0 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.

9.1 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.

10.0 WELFARE SERVICES**10.1 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.

10.1.1 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. However, 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

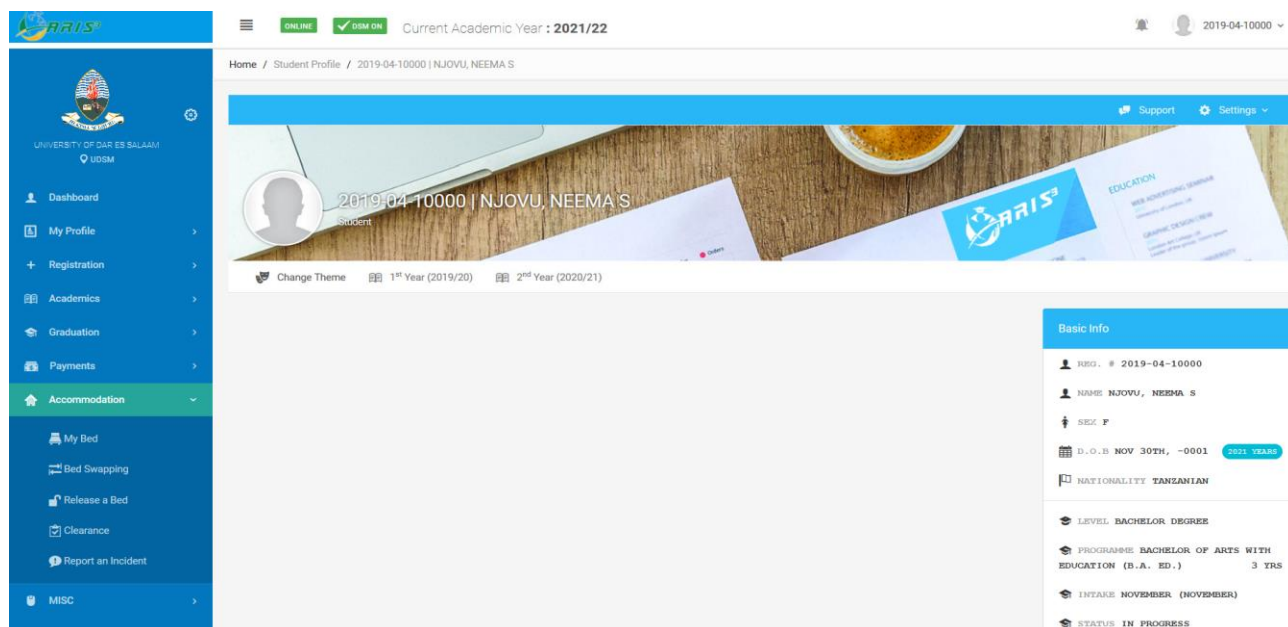
S/N	Hostels and Halls of Residence	Costs per day	
		Tanzanian (Tsh)	Non-Tanzanian (USD)
1	Halls of Residence (Hall I, II, III, and IV)	800	3
2	Kijichi Hostels	500	3

NOTE:

- i. Students 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 rooms' 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.





- UNIVERSITY OF DAR ES SALAAM
- UDSM
- Dashboard
- My Profile
- Registration
- Academics
- Graduation
- Payments
- Accommodation
- My Bed**
- Bed Swapping
- Release a Bed
- Clearance
- Report an Incident



MWAIPOPO,AGLEN F [Tanzanian - F]
 Programme Bachelor of Arts in Library and Information Studies
 YOS 2
 Bed # 1820/89/00004
 Status RESERVED



MFINGANGA,SHAMILA ISSA [Tanzanian - F]
 Programme Bachelor of Arts with Education
 YOS 1
 Bed # 1820/89/00003
 Status OCCUPIED



MARCO,CHARITY SOSPIETER [Tanzanian - F]
 Programme Bachelor of Arts in Economics
 YOS 1
 Bed # 1820/89/00001
 Status OCCUPIED



HOTELI,ASIA SELEMANI [Tanzanian - F]
 Programme Bachelor of Arts in Language Studies
 YOS 1
 Bed # 1820/89/00002
 Status OCCUPIED

ROOM INFORMATION

Location **Mabibo > Block A > 2nd Floor > Room 339**
 Type **Quad**
 Capacity **4**
 Gender **F**
 Preference **NONE**
 Status **VACANT**
 Activated? **ACTIVATED**

WARDEN INFORMATION

Name
 Email
 Phone Number

10.1.2 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.

10.1.3 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 4.0 (Step 3.1)*). 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.

10.1.4 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**

10.1.5 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.

10.2 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

10.3 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.

10.4 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 worshipping days, time and venue please contact mobile number **0735945293**

Appendix

LETTER CHANNELS

S/N	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; Social/Financial ground 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	Chair,	Principal, DP(ARC), DUS (DUCE), Dean	HoD

	discontinuation	Senate	Faculty	
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) 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

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

IMPORTANT CONTACTS

No.	Department/Unit	Contact Person	Mobile No.
1.	Director of Undergraduate Studies	Dr. Hezron Onditi	0735070269
2.	Faculty of Science	i. Dr. Neema Moga - Head Dept. of Biological Sciences	0744801436
		ii. Dr. James Mgaya- Head Dept. of Chemistry	0753390858
		iii. Dr. Ryoba Michael – Head Dept. of Timetable Coordinator PMI	0755203208
3.	Coordinator of Teaching Practice	Dr. Conrada Haule	0717154099
4.	College Library	Dr. Dativa Shilla	0759593885
5.	Diversity Unit	Dr. Ikupa Moses	0713401760
6.	Dispensary	Dr. Sangeti Saning'o	0755255212
7.	Auxiliary Police	Assistant Inspector. Ally Njiku	0739096969
8.	Special Education	Mr. Benigno Kumpanga	0735692270
9.	Admission Office	Mr. Augustine Mtaki /Mr. Watson Ntiluva	0749990196
10.	Smart Card	Mr. Kuwa Myamani	0784431283
11.	Finance	Mr. Lameck Makoye	0714494822
12.	Directorate of Students' Service	Mr. Halfan Andekisyte	0735945293
		Ms. Philipina Kaguruki	0788571559
13.	DARUSO-DUCE	Mr. Roghate Samwel Ombay – President	0768862136
		Mr. Braiton Suluti - Prime Minister	0683883593
14.	ARIS3 IT Personnel	Ms. Naomi Mushi	0753010010
15.	Health (NHIF)	Ms. Herieth Urassa	0787772444
16.	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
Monday, 30st Oct, 2023	8.00am - 8:30am	Arrival and Registration	All First Year Students	MTR	All Certificates and Diploma Students
	8.30am - 10.00am	Address – Counselling Services and other Announcements Issuing Packages	DOS	MTR	
		Fees Payments and NHIF Registration Procedure	Bursars’ Office, ARIS Coordinator & NHIF Officers	MTR	
	10.00am – 10.40am	Address by Banks	All invited Banks	MTR	
	10:40am – 06:00pm	Attending Admission Issues	Admission Officers/ARIS Help Desk	Tents Area (Outside NLTs)	
		University Registration	Faculty Administrators	Tents Area (Outside NLTs)	
		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)	
Tuesday 31st Oct., 2023	08.00am – 8.30am	Arrival and Registration	All First Year Students	MTR	All Certificates and Diploma Students
	8.30am – 09.30am	Address – Counselling Services and other Announcements Address - Payments and Registration Procedure	NHIF Officials/DoS/ ARIS Help Desk	MTR	

		Issuing packages			
	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– 12.10noon	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)	
		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)	
Wed. 1st Nov, 2023	8.00am – 8.30am	Arrival and Registration	All First Year Students	MTR	
	08.30am – 9.30am	Address – Counselling Services and other Announcements Issuing packages	DOS	MTR	All Certificates and Diploma Students

		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"	
	11.30am– 04.30pm	Attending Admission Issues	Admission Officers/ARIS Help Desk	Tents Area (Outside NLTs)	
		University Registration	Faculty Administrators	Tents Area (Outside NLTs)	
		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)	
Thur. 2nd Nov, 2023 LIBRARY ORIENTATION	8.00am – 8.30am	Arrival and Registration	All First Year Students	New Lecture Theatre "C"	All Certificates and Diploma Students
	08.30am – 09.00 am	Address – Counselling Services and other Announcements Issuing packages	DOS	New Lecture Theatre "C"	
		Address - Payments and Registration Procedure	Bursars' Office	New Lecture Theatre "C"	
	09.00am- 09.30am	Address on Human Rights and Good Governance	Human Rights Officer	New Lecture Theatre "C"	
	09.30am - 10.00am	Library Orientation	Director, Library	New Lecture Theatre "C"	
		Attending Admission	Admission Officers/ARIS Help	Tents Area (Outside	All Certificates

		Issues	Desk	NLTs)	and Diploma Students
		University Registration	Faculty Administrators	Tents Area (Outside NLTs)	
		Photograph taking /Follow up of IDs and IDs distribution	Smart Card Unit Officials	Smart Card Office	
		Medical Examination Clearance	Medical Doctors	College Dispensary	
		Attending NHIF and ARIS Issues	NHIF Officials/DoS/ ARIS Help Desk	Tents Area (Outside NLTs)	
Friday 3rd Nov., 2023	8.00am – 8.30am	Arrival and Registration	All First Year Students	New Lecture Theatre "C"	All Certificates and Diploma Students
	08.30am – 9.40am	General Academic Rules and Regulations	Director Undergraduate Studies	MTR	
	10.00am - 2.30pm	Faculty Programmes (Details as per the orientation programme for certificates and diploma students for the 2023/2024 academic year)	Dean Faculty of Science	New Lecture Theatre B	Faculty of Science (B. Sc. Ed.), All Certificates and Diploma Students
LIBRARY DAY	2.30pm – 04:30pm	Library Tour for Students from Faculty of Education (BED Arts/BED Sc.) and Faculty of Science (B. Sc. Ed.) All Certificates and Diploma Students	Library Administration	Library	All First Year Students from Faculty of Education and Science Late Arrivals from Faculty of Humanities and Social Sciences All Certificates

					and Diploma Students
Wednesday, 8th Nov., 2023	10.00am – 13.00pm	Principal's Day		New Lecture Theatre "C"	All First Year Undergraduate and Postgraduate Students All Certificates and Diploma Students
Saturday 11th, Nov 2022	09.00am – 04.00pm	DARUSO Entertainment	DARUSO/DOS	To be Communicated	All First Year undergraduate Students All Certificates and Diploma Students
Wednesday, 15th Nov., 2023	09.00am - 7.00noon	Vice Chancellor's Day		New Lecture Theatre 'C'	All First Year undergraduate and Postgraduate Students All Certificates and Diploma Students

Saturday 18th Nov., 2021	07.30am – 06.00pm	Game and Sports Bonanza	Games Tutor/DARUSO	Sports Ground/National Stadium	All First Year undergraduate Students All Certificates and Diploma Students
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