



UNITED REPUBLIC OF TANZANIA  
MINISTRY OF EDUCATION, SCIENCE AND TECHNOLOGY  
UNIVERSITY OF DAR ES SALAAM  
DAR ES SALAAM UNIVERSITY COLLEGE OF  
EDUCATION  
OFFICE OF THE DEPUTY PRINCIPAL  
(ACADEMIC, RESEARCH AND CONSULTANCY)



**DIRECTORATE OF POSTGRADUATE STUDIES**

**IMPORTANT NOTICE TO FIRST-YEAR POSTGRADUATE STUDENTS FOR THE  
ACADEMIC YEAR 2023/2024**

## **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 Postgraduate students for the 2023/2024 academic year.

### **1.1 Orientation Week**

Orientation week will be conducted at the College from Monday 30<sup>th</sup> October to Friday 3<sup>rd</sup> November 2023. The College is located at Chang'ombe in Temeke Municipality, along Taifa Road, next to the Benjamin William Mkapa Stadium. The detailed package to get started at the University is found on the other attachment document available in your admission application account.

### **1.2 Fees and Other Expenses**

- (i) Irrespective of nationality, Fees can be paid yearly or by semester and once paid are not refundable. Also, the College reserves the right to revise fees as may be appropriate but not retrospective.
- (ii) The amount of tuition fee payable to the College upon registration depends on whether or not you are a Tanzanian/non-Tanzanian and on your sought degree programme to register.
- (iii) No student is allowed to register for the current year and commence studies before paying the due tuition fees on your student fees account in full, together with the amount payable upon registration.
- (iv) A student may create a control number for tuition fees and other payments via his or her ARIS3 account.
- (v) After registration you will be issued with Student University Identity Card which will allow you to access College Services.

## 2.0 POSTGRADUATE STUDIES FEE STRUCTURE

**Table 1: Fee structure for Postgraduate Programme for 2023/2024**

No	Programme Title	Mode of Delivery	Programme Status	Duration	Tuition Fee	
					Tanzanian (TZS.)	Non-Tanzanian (USD\$)
1.	Postgraduate Diploma in Education (PGD-E)	Coursework and Research Report	Evening	12 months	2,750,000	3,075
2.	Postgraduate Diploma in Education (PGD-E)	Coursework and Research Report	Online	12 months	2,000,000	2,237
3.	Postgraduate Diploma in Guidance and Counselling (PGD-GC)	Coursework and Counselling Practicum Report	Fulltime (Regular)	12 months	2,750,000	2,000
4.	Postgraduate Diploma in Guidance and Counselling (PGD-GC)	Coursework and Counselling Practicum Report	Fulltime (Online)	12 months	2,000,000	1,500
5.	Master of Arts with Education	Coursework and Dissertation	Fulltime	24 months	4,000,000	6,150
6.	Master of Arts in Development Evaluation (MADE)	Coursework and Dissertation	Fulltime	18 months	4,000,000	3,000
7.	Master of Arts in Public Administration	Coursework and Dissertation	Evening	24 months	5,000,000	6,030
8.	Master of Education in Educational Leadership and Policy Studies	Coursework and Dissertation	Fulltime (Regular)	18 months	4,000,000	3,000
9.	Master of Education in Educational Leadership and Policy Studies	Coursework and Dissertation	Fulltime (Online)	18 months	3,200,000	2,500
10.	Master of Education in Curriculum Studies	Coursework and Dissertation	Fulltime (Regular)	18 Months	4,000,000	3,000
11.	Master of Education in	Coursework and	Full time (Online)	18 Months	3,200,000	2,500

	Curriculum Studies	Dissertation				
12.	Master of Science in Environmental Biology	Coursework and Dissertation	Fulltime	24 Months	4,250,000	3,500
13.	Master of Science in Industrial Chemistry	Coursework and Dissertation	Fulltime	24 months	4,250,000	3,500
14.	Master of Science with Education	Coursework and Dissertation	Fulltime	24 months	4,250,000	6,150

**Table 2: Direct University Costs**

<b>Cost Item</b>	<b>Tanzanian Amount in TZS</b>	<b>Non-Tanzanian USD</b>	<b>Duration Coverage</b>
Student Union	20,000	15	Yearly
Registration	20,000	15	Yearly
Caution Money	50,000	50	Once
Student ID	5,000	5	Yearly/Semester
Quality assurance fee	20,000	20	Once

### 3.0 ACCOMMODATION

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 those with health challenges. The College also owns comfortable hostels located at Mtoni Kijichi. Students are urged to shop for rooms through their ARIS3 account.

**Table 3: Available student hostels and charges at DUCE**

S/N	Hostels and Halls of Residence	Costs per day (shared room)	
		Tanzanian (Tsh)	Non-Tanzanian (USD)
1.	Kijiji A	2500	3
2.	Kijichi Hostel	1000	3

#### **4.0 MEDICAL SERVICES**

To access medical services at the College Dispensary, students are strongly advised to obtain health insurance coverage offered by the National Health Insurance Fund (NHIF) or other health insurance providers. The payment scheme at the College Dispensary is by CASH or HEALTH INSURANCE. Currently, we ONLY serve members under the National Health Insurance Fund (NHIF). The Directorate of Students Services (DSS) may be contacted on the logistics regarding NHIF services.

#### **5.0 REGISTRATION PROCESS**

The registration exercise will be handled in the Admission Office located in the Administration Building First Floor, Room No. 120. All First-year students must submit the following documents at the time of registration:

- i. Evidence of payment of the University fees and at least 50% of the annual tuition fee (or per semester);
- ii. Copies and the originals of transcripts and certificates. [The originals will be returned to the student after physical verification];
- iii. Postgraduate Diploma Transcript and University Certificate (for students whose GPA for a Bachelor's Degree is below minimum entry qualification i.e. below 2.7);
- iv. Bachelor's Degree Academic Transcript (GPA must be above 2.7);
- v. Bachelor Degree University Certificate;
- vi. Advanced Certificate of Secondary Education (ACSE);
- vii. Certificate of Secondary Education Examination (CSEE);
- viii. Birth Certificate,, and
- ix. Two Colored passport-size photographs (Blue background).

Candidates who have acquired their academic awards and studied outside Tanzania must CERTIFY their academic transcripts and certificates through the Tanzania Commission for Universities (TCU) before they are allowed for Full registration. For further details please browse through <https://faas.tcu.go.tz/login.php>

## **5.1 Semester Registration**

All postgraduate students must ensure that they register timely in the first three weeks after the commencement of the respective semester, failure to do so shall be liable for a penalty of TZS 5000 per day. No late registrations will be accepted after the fourth week of classes.

## **5.2 Maximum Period of Registration**

- (i) The maximum period of registration for a Postgraduate Diploma shall be three years for full-time and four years for part-time students.
- (ii) The maximum period of registration for a Master's degree shall be four years for full-time and five years for part-time students.
- (iii) A candidate who fails to complete the study programme within the maximum period of registration without strong reasons shall be discontinued from studies.
- (iv) A candidate who is discontinued from studies for the reason of expiration of the maximum registration period shall be informed in writing about such discontinuation.

## **5.3 Extension of Studies**

Candidates who, for valid reasons, fail to complete their theses/ dissertations within the specified period may apply for an extension of the study period under the conditions stipulated in regulation number 1.5.13. Extension of studies for postgraduate students (Masters) is done through ARIS3.

## **5.4 Postponement of Studies**

Postponement of studies shall mean stopping studies for a semester of a full academic year where the period will count into the student's registration period, and it shall not be entertained. However, under special circumstances, permission to postpone studies may be considered as per regulation 1.5.13 for students during the coursework phase. Students wishing to postpone studies will

be required to fill out the UDSM/PG.F13 form downloadable from <https://www.udsm.ac.tz/web/index.php/directorates/dpgs/student-forms>.

## **5.5 Freezing of Studies**

Freezing of studies shall mean stopping studies for a specified period where the period will not count into the student's registration period. Students in the thesis and dissertation phase shall be required to freeze registration as per regulations 1.5.15 and will be required to fill out the UDSM/PG.F14 form downloadable from <https://www.udsm.ac.tz/web/index.php/directorates/dpgs/student-forms>.

## **6.0 KEY DOCUMENTS**

Every student is advised to have a copy of the following documents:

- (i) Postgraduate Prospectus
- (ii) General Regulations and Guidelines for Postgraduate Programmes of 2018
- (iii) Students' by-laws

The soft copy of these documents is available at the DPGS website: <https://www.udsm.ac.tz/web/index.php/directorates/dpgs>. Also, you can access most policies that were approved by the University Senate/Council through this link: <https://www.udsm.ac.tz/web/index.php/research/publications/policies>

**NOTE:** In case of any inquiries, please contact the Admissions Office located at the Administration Building, First Floor, Room No. 120, or call number 0749990196

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

**ORIENTATION PROGRAM FOR POSTGRADUATE STUDENTS 28<sup>TH</sup> OCTOBER 2023 TO 3<sup>TH</sup> NOVEMBER 2023**

<b>DATE</b>	<b>TIME</b>	<b>ACTIVITY</b>	<b>RESPONSIBLE PERSON</b>	<b>VENUE</b>	<b>PARTICIPANTS</b>
<b>Mon 30<sup>th</sup> Oct, 2023</b>	09.00 am – 4.00 pm	University Registration	Admission Officer	Administration Block, Admission, Room 120	First Year Postgraduate Students
<b>Tue 31<sup>st</sup> Oct, 2023</b>	09.00 am – 4.00 pm	University Registration	Admission Officer	Administration Block, Admission, Room 120	First Year Postgraduate Students
<b>Wed 1<sup>st</sup> Nov, 2023</b>	09.00 am – 4.00 pm	University Registration	Admission Officer	Administration Block, Admission, Room 120	First Year Postgraduate Students
<b>Thur 2<sup>nd</sup> Nov, 2023</b>	9:00-12:30	<b>Special Orientation Programme</b>	Admission Officer/DPGS	LR A	First Year Postgraduate Students
	9:00-9:30	Assembling	Admission Officer/ DPGS	LR A	First Year Postgraduate Students
	9:30-10:00	Introduction	DPGS	LR A	First Year Postgraduate Students
	10:00-10:10	A word from the DP ARC	DP-ARC	LR A	First Year Postgraduate Students
	10:10-10:30	How to get started as a Postgraduate student at DUCE General University Regulations	DPGS DUS ARIS3 Coordinator	LR A	First Year Postgraduate Students
	10:30-11:30	Address students' welfare issues	Dean of Students	LR A	First Year Postgraduate Students
		Security issues	Head-Auxiliary	LR A	First Year Postgraduate



DATE	TIME	ACTIVITY	RESPONSIBLE PERSON	VENUE	PARTICIPANTS
			Police		Students
		Medical and NHIF issues	Medical Officer in Charge-DUCE	LR A	First Year Postgraduate Students
		Diversity Unit	Head-Diversity Unit	LR A	First Year Postgraduate Students
		Library Services	Director LS	LR A	First Year Postgraduate Students
	11:30-12:30	<b>Address by Deans of Faculties</b>	Deans of Faculties		
		Humanities and Social Sciences	Dean-FoHSS	LR A	First Year Postgraduate Students
		Education	Dean-FoED	LR A	First Year Postgraduate Students
		Science	Dean-FoS	LR A	First Year Postgraduate Students
		<b>Closing</b>	DPGS	LR A	First Year Postgraduate Students
	12:30-4:00 pm	University Registration	Admission Officer/DPGS	Administration Block, Admission, Room 120	First Year Postgraduate Students
<b>Fri 3<sup>rd</sup> Nov 2023</b>	09.00 am – 12:30 pm	Library Programme	Director Library,	LR A	First Year Postgraduate Students
		<ul style="list-style-type: none"> <li>Library Rules and Regulations</li> </ul>	Head Readers Unit	Computer Lab-library	First Year Postgraduate Students
		<ul style="list-style-type: none"> <li>Online Public Access Catalogue (OPAC)</li> <li>Retrieval of books from the shelves</li> </ul>	Head Technical Services Unit	Computer Lab-library	First Year Postgraduate Students
		<ul style="list-style-type: none"> <li>Accessing E-resources</li> </ul>	Head ICT Unit	Computer Lab-library	First Year Postgraduate Students

<b>DATE</b>	<b>TIME</b>	<b>ACTIVITY</b>	<b>RESPONSIBLE PERSON</b>	<b>VENUE</b>	<b>PARTICIPANTS</b>
		<ul style="list-style-type: none"> <li>• DUCE Library Website</li> </ul>	Library		
		<ul style="list-style-type: none"> <li>• ICT Security</li> </ul>	Staff From ICT Department-DUCE	Computer Lab-library	First Year Postgraduate Students
		<ul style="list-style-type: none"> <li>• Library tours and practical sessions</li> <li>• on services and facilities offered at DUCE</li> </ul>	All Library staff	Computer Lab-library	First Year Postgraduate Students
<b>Thur 9<sup>th</sup> Nov, 2023</b>	14:00-16:00	<b>LMS for online learning mode</b>	DPGS-Introduction	Computer Lab-library	First Year Postgraduate Students
			Mr Salmin (IT)		
			Mr. Ahobokile Mwakansope		
			Faculty Postgraduate Coordinators		

**Issued by the Office of the Deputy Principal (ARC)**