**DIRECTORATE OF INTERNATIONALIZATION, CONVOCATION AND ADVANCEMENT (DICA)**

1. **Overview**

*About DICA*

The main function of our Directorate, DICA is to oversee all matters of Internationalization, Convocation and Advancement of the University of Dar es Salaam. DICA leads by providing strategic advice and setting institutional systems to support the University’s engagement, networking and collaboration with various local and international partners, supporters, alumni and friends. DICA operates under three main units; Internationalization, Convocation and Alumni, and Advancement and Fundraising.

*Vision*

To become a strategic hub for enhancing international cooperation and engagements; connecting and engaging alumni and spearheading the University Advancement.

*Mission*

To facilitate informed decision-making processes by providing relevant, timely and reliable information on matters pertaining to international cooperation, alumni engagement and University advancement, towards achieving the world-class status goal.

*Strategies and Functions*

The University of Dar es Salaam Corporate Strategic Plan 2014–2023 commits itself to seven goals which speak directly to its 2061 vision of becoming a leading Centre of Intellectual Wealth spearheading Tanzania’s and Africa’s quest for sustainable and inclusive development.

Key functions of DICA in supporting the University to achieve these goals are:

***Internationalization***

* Acting as Central Administrative support and front office for UDSM international collaborations;
* Developing relevant policies and strategies for international collaboration and oversee their implementation;
* Providing strategic advice to UDSM on international collaborations and partnerships;
* Monitoring policy developments in higher education internationally and disseminating the same within UDSM;
* Serving as a contact point for the provision of support to international students, staff and visitors;

***Convocation***

* Developing and supporting alumni associations and chapters in their efforts
* Developing engagement programmes to encourage graduates to stay in touch including organizing and attending alumni events
* Serve as Secretariat to the University Convocation
* Working with current students to develop an understanding of alumni programmes

***Advancement***

* Coordinating and leading all strategic advancement and resources mobilization activities at UDSM;
* Planning and organizing various fund-raising campaigns and events targeting the involvement of UDSM alumni;
* Initiating contacts with identified prospects and cultivating long-term relationships with them;
* Building and maintaining an accurate database of all categories of potential and actual grant givers to UDSM for the purposes of networking and fundraising

*DICA Staff*

**Dr. Lulu Tunu Kaaya (PhD)**

Director of Directorate of Internationalization, Convocation and Advancement (DICA) and Lecturer and Researcher in Freshwater ecology in the Department of Aquatic Sciences and Fisheries Technology. **lkaaya@udsm.ac.tz**

**Antidius Buchard Rweyongeza**

Mr. Antidius B. Rweyongeza is an Administrative Officer, Internationalization, responsible for all matters relating to foreign students, researchers and exchange programmes.

He is a holder of Bachelor Degree of Political Science and Public Administration from College of Social Sciences, University of Dar es Salaam. He is currently pursuing Masters in Project Planning and Management (MPPM), University of Dar es Salaam.

**abrweyo@gmail.com****, +255 753 784 154 / +255 784 154**

**Daniel Mugassa Stephen**

Mr. Daniel M. Stephen is a Senior Administrative officer, Convocation and Advancement. He is Liason officer to the University Convocation. He is responsible for all matters related to Convocation, Alumni and fundraising.

**danielstephen688@gmail.com****, +255 754 623 395**

**Happiness Selemani Simba**

Ms. Happiness Selemani Simba is an **Office Management Secretary II** in the Directorate of Internationalization, Convocation and Advancement. She is a holder of Diploma in Secretarial Studies from Tanzania Public Service College, Tabora Branch and Degree holder in Human Resource Management from Institute of Social Work (ISW). Before she joined University of Dar es Salaam in 2010, Ms. Simba worked as a Personal Secretary at the Local Authority Pensions Fund (LAPF), Eastern Zone located to Millenium Tower, Dar es Salaam.

**episelemani@yahoo.com****, +255 715 174 874**

**Tumaini Peter Meshili**

Mr. Tumaini Peter Meshili is an **Office Attendant I** in the Directorate of Internationalization, Convocation and Advancement. He is a holder of Diploma in Heritage Management from College of Humanities, University of Dar es Salaam. He has been employed at University of Dar es Salaam since 2013.

**+255 719 794 691**

1. **International Students**

*Fulltime Degree Programme Students*

The University of Dar es Salaam is a comprehensive university offering degree programmes in areas of Social Sciences, Humanities, Engineering, Natural Sciences, ICT, Agriculture and Fisheries, Business, Education, Law, Mass Communication and Journalism, Health Sciences, Resource Assessment, Development Studies, Kiswahili language, Marine and Aquatic Sciences.

Undergraduate applicants with foreign certificates are required to first present their certificates to the National Examinations Council of Tanzania (NECTA) for verification ([www.necta.go.tz](http://www.necta.go.tz)). NECTA will issue them letters showing equivalent grades, copies of which should also be uploaded together with other certificates during admission application. Equivalent applicants are advised to obtain a special unique number from National Council for Technical Education (NACTE) for verification and applying in the system ([www.nacte.go.tz](http://www.nacte.go.tz)).

Postgraduate applicants with Foreign Certificates should have their certificates verified by the Tanzania Commission for Universities (TCU) (<http://faas.tcu.go.tz/login.php>) upon receipt of admission letter and prior joining the University of Dar es Salaam for studies.

*Short term and Occasional Students*

A short-term student is one, the duration of whose studentship at the University of Dar es Salaam is one academic year and who is not registered for the certificate, diploma or degree course of the University.

An occasional student is one, the duration of whose studentship at the University of Dar es Salaam is less than one academic year. Usually stay at the University for one or two semesters.

Their applications must be submitted through the applicant’s University College/International Office which should, if it supports the application, send a letter of recommendation to UDSM. For more details about Short term and Occasion, students Click [STUDY AT UDSM FACT SHEET](Links%20to%20Documents/STUDY%20AT%20UDSM%20FACT%20SHEET%202018-2019.docx).

International Students are to apply at least 3 months before the beginning of a semester. Application forms available online:

For Undergraduates visit: <https://www.udsm.admission.ac.tz>

For Postgraduates online application visit: <https://aris2.udsm.ac.tz/pgoa/login.php>

*Fees*

**Fee Structure for Full-time Undergraduate Students:**

At the beginning of the academic year, all students will be required to produce evidence of sponsorship, otherwise they will be expected to pay full tuition and University fees (or the portion not covered by the sponsor) by the beginning of the semester before they can be permitted to use the University facilities. All payments must be receipted. The following Table depicts Tuition Fees for Non-Tanzanian Nationals:

1. Direct University costs

|  |  |
| --- | --- |
| **Cost Item** | **Non-Tanzanian Students (USD)** |
| ID fee | 5 |
| Registration (Once) | 100 |
| Examination Fee | 120 |
| Medical Capitation Fees | 125 |
| Student Union Fee | 15 |
| TCU Quality Assurance Cost | 10 |
| **Total** | **375** |

1. Direct Students Costs (Payable direct to the student per year)

|  |  |
| --- | --- |
| **Cost Item** | **Cost(TZS)** |
| Books and Stationary allowance |  200,000 |
| Meal and Accomodation Allowance |  1,190,000 |
| **TOTAL** | **1,390,000** |

\*Advisory only, more may be required, paid annually

1. Tuition Fee

|  |  |  |  |
| --- | --- | --- | --- |
| **Cluster** | **Tution fees for full time year for Non Tanzanian Nationals (USD)** | **Hosting Academic Unit** | **Degree / Programme** |
| 1 | 2,100 | CoSSCoHuDUCEMUCE | BA in Heritange Management, Music, Art and Design, Theatre Arts, Film and Television Language Studies, Literature, Philosophy and Ethics, Anthropology, History, Statistics, Psychology, Bachelor of Arts with Education, Bachelor of Education in Arts |
| IDS, IKS | Development Studies, Kiswahili |
| SoEd | BEd in Adult and Community Education, Commerce, Early Childhood Education, Psychology, Physical Education and Sports |
| 2 | 2,700 | CoET | DSc in Geomatics, Quantity Surveying |
| 3 | 2,700 | CoSSLibraryCoHU | BA in Archaeology, Geography and Environmental Studies, Economics, Political Science and Public Administration, Sociology, Economics and Statistics, Bachelor of Social Work, BA Library and Information Studies |
| SJMC | BA in Journalism, Mass Communication, Public Relations and Advertising |
| SoEDDUCEMUCE | Bachelor of Education (BEed) in Science, BSc with Education |
| UDBS | BCommerce (except Accounting) |
| CoET | All programmes (except Geomatics and Quantity Surveying) |
| CoNAS | All programmes |
| UDSoL | BA in Law Enforcement |
| 4. | 3,500 | UDBS | BCommerce (Accounting) |
| UDSoL | LLB |
| CoICT | BSC in Electronic Science and Communication, BSc in Computer Science, BSc in Computer Engineering and Information Technology and BSc in Telecommunication Engineering, BSc with Computer Science, BSc in Business Information Technology, BSc in Electronics Engineering |
| 5 | 5,672 | SoHS | Doctor of Medicine |
|  |  |  |  |

For more details kindly visit <https://www.udsm.ac.tz/upload/20190108_040913_UNDERGRADUATE%20PROSPECTUS%20FOR%202018-2019-FINAL2018.pdf>

**Fee Structure for Full-time Postgraduate Students:**

Fees for full-time postgraduate studies are categorized into four as summarised below.

1. Direct University costs

|  |  |
| --- | --- |
| **Cost Item** | **Non-Tanzanian Students (USD)** |
| Application fee (paid once duringapplication) | 50 |
| Student Union | 15 |
| Registration | 15 |
| Caution Money | 50 |
| Student ID |  5 |
| TCU Fee | 20 |
| **TOTAL** | **155** |

1. Direct Students Costs (Payable direct to the student per year)

|  |  |  |  |
| --- | --- | --- | --- |
| **Cost Item** | **PGD (USD)** | **Masters (USD)** | **PhD (USD)** |
| Stationary |  65 |  125 |  125 |
| Books |  220 |  315 |  315 |
| Stipend | 3,780 | 3,780 | 4,560 |
| Thesis production |  0 |  220 |  315 |
| Independent studies/Practical/ Research paper/ Teaching Practice for PGDE |  500 |  0 |  0 |
| **TOTAL** | **4,565** | **4,440** | **5,315** |

1. Research Funds

|  |  |  |
| --- | --- | --- |
| **College/School/Institute** | **Masters (USD)** | **PhD (USD)** |
| CoET, CoNAS, CoAF & IMS |  6,310 |  1,2615 |
| CoICT |  3,155 |  9,460 |
| UDSE, IKS, SJMC, CoSS, CoHu, IDS, IRA, UDSoL, UDBS, MUCE & DUCE |  2,525 |  7,570 |
| **TOTAL** | **11,990** | **29,645** |

Clarification on Research Funds:

* (i) For Master Programmes, the amount shown is paid once. (ii) For PhD by Coursework and Dissertation, the amount shown is paid in the third or fourth year of study during the research phase. (iii) For PhD by thesis, the amount shown covers three years of study.
1. Tuition Fee for each programme has been indicated in respective the to academic unit offering that programme. It is also worth to note that Short-Term and Occasional Students shall pay their fees pro rata, in accordance with what is prescribed for regular postgraduate students. For more details kindly visit <https://postgraduate.udsm.ac.tz/>

**Fee Structure for Occasional Students:**

|  |
| --- |
| **FEES PER SEMESTER** |
| **Fee Item** | **Non-exchange students**  | **Exchange students** |
| Application Fee | **5** |  **45** |
| Registration fees | **100** | **100** |
| Caution Money | **40** | **40** |
| Sgtudent Union fees | **20** | **20** |
| Identity Card | **5** |  **5** |
| Examination fees | **120** | **120** |
| Tuition fees | **2,100** |  |
| **TOTAL** | **2430** | **330** |

*Accommodation*

The University offers a range of quality accommodation in the Halls of Residence on-campus and off-campus. This is handled with semi-independent unit known as University Students Accommodation Bureau (USAB)

<https://www.udsm.ac.tz/web/index.php/offices/dos/students-accommodation>).

All Foreign students are offered accommodation in the Hall of Residence on campus. The rooms are furnished with beds, mattresses, tables, chairs and in some cases armchairs. USAB and DICA coordinate allocation of rooms to all International Students. Accommodation fee per semester is $380.

DICA assist in securing off-campus housing for international students when requested. Students may also arrange off-campus housing on their own; off-campus prices vary depending on personal requirements.

*Study Permits*

Every foreign student is required by the Government of Tanzania to obtain a Student Visa/Permit Class “C”. DICA will assist students in obtaining Students Permits at the beginning of the academic year/semester.

Online Visa Application

Foreign Students can now apply for Visa Online by visiting Immigration service portal: <https://eservices.immigration.go.tz/visa>. You are required to fill in the online form, make payment, and submit your application online. Your form will be internally reviewed and processed.

Applicants are notified through their e-mails whether their applications have been accepted or rejected. You may also TRACK your application status through the online system. An applicant may as well be required to visit the nearest Tanzanian Embassy or Consular Office for interviews.

General Requirements for Students Visa:

• Valid Passport copy

• Scanned Passport size photo

• Admission letter

• Evidence of sponsorship/scholarship

• Joining instructions

• Dully filled-in Visa online application form

• Visa fee (250 USD)

Note: Students from the EAC Member States are issued with Exemption Certificate. No fee is paid for the Exemption Certificate.

*Orientation Programme*

At the beginning of each academic year, UDSM through the Directorate of Internationalization, Convocation and Advancement organizes an Orientation Week for full-time, short-term and occasional students. The orientation is designed to help new international students adjust to academic and social life at UDSM, comply to government regulations that pertain to their stay in Tanzania, learn about on- and off-campus resources and support services and finally become comfortable with the local community and Tanzanian culture.

1. **Exchange Programmes**

*Overview*

Our International office facilitates and manages a large number of institutional bilateral agreements, many of which provide for the mobility of students and staff with our partner institutions. UDSM International office facilitates the exchange of students with several institutions abroad including European and Asian Universities. UDSM students can explore the array of academic exchanges at any of the partner institutions.

*For Outbound Students*

A UDSM student may apply to study for one or two semesters on exchange at any of these partner universities (through a formal exchange agreement). Guidelines and advice in Exchange programmes ([Download Brochure](../STUDY%20ABROAD/STUDY%20ABROAD%20for%20UDSM%20STUDENTS.docx)).

***Scope***

* Semester Exchange focuses on in degree mobility and adding value to your existing degree at the University of Dar es Salaam.
* A student will spend either one or two semester and not enrol for a full-time degree abroad thus students participating on a semester exchange remain enrolled at the University of Dar es Salaam, but their academic assessment here is replaced by the corresponding academic assessment (60 or 120 credits) at the partner university.
* The exchange is thus an integrated part of the home degree study programme. Normal student fees are paid to the University of Dar es Salaam and tuition fees are waived at the partner university.
* Prospective students must have completed at least 3 semesters of their degree programme. Students in the last semester of their programme do not qualify for an exchange.
* Both undergraduate and postgraduate students may participate in the exchange programme.

***General Conditions and Requirements***

* Application for exchange programme are only made through UDSM International office
* A student must be registered for a full degree at UDSM
* A student must have at least an average GPA of 3.5
* A student must have written approval from their academic department (s) and/or supervisor
* UDSM International office reserves the right to make a final placement at a particular host university or not to make a placement.
* It is the students’ responsibility to make arrangements with their current accommodation providers for the period they are going to be away.
* All students must comply with the admission requirements of the host institution (this might include a language proficiency test)
* Students will only be considered as “exchange students” at the host institution if they are recommended by UDSM International office and remain enrolled for the duration of the exchange.

***International Partner Institutions for Exchange programmes***

Europe

* University Gottingen https://www.uni-geottingen.de/en/l.html
* Humboldt University <https://www.hu-berlin.de/en>
* TU Dresden <https://tu-dresden.de>
* Oldenburg University <https://uol.de/en/iso/studying-en-oldenburg>
* KTH Royal Institute of Technology <https://www.kth.se/en/om/kontakt>
* University of St. Gallen <https://www.unisg.ch/en/universitaet>
* University of Leipzig https:[www.uni-leipzig.de/en](http://www.uni-leipzig.de/en)
* Norwegian University of Science and Technology <https://www.ntnu.edu>

Asia

* Beijing Institute of Technology China <http://english.bit.ed.cn>
* East China Normal University China <http://english.ecnu.edu.cn>
* Tokyo Gakugei University Japan [www.u-gakugei.ac.jp/english](http://www.u-gakugei.ac.jp/english)

***Erasmus+***

* Bravo University for Business School
* Leipzig University for Institute of Kiswahili studies
1. **International Visitors**

UDSM International office is in charge of proving guidance, designing and coordinating respective programmes for various international visitors. This is usually done in partnerhip to hosting units and departments at UDSM.

Its duties include:

* advising prospective visitors and putting them in touch with the people / units best suited to the purpose of their visit
* designing and managing appropriate programmes for international to UDSM, and fact-finding missions for individuals, groups, donors, potential donors, diplomats, academics, etc
* advising and assisting international visitors on Tanzania immigration regulations about visas, permits and passes.
* managing and scheduling campus and cultural tours

In order to assist us to plan for the visits so that they result to maximum benefit for all concerned and to accommodate the many visit’s requests that the university receives, it has become necessary to request some systematic advance information prior to the visit. To this end please complete the [visitor’s guidance form](../VISITORS/Visitors%20Form/Visitors%20Guidance%20form.doc).

***Contacts***

Prospective staff or visiting academic staff visa or work-permit queries: kindly send an email to dirs@admin.udsm.ac.tz.

***Visitors Accommodation***

For accommodation at UDSM research flats for visiting academics, researchers and staff, please contact Research Flats through telephone +255 222410 514.

1. **Partnerships, Cooperations and memberships**

Memorandum of Understanding

Institutional Networks and Memberships

1. African Network of Scientific and Technological Institutions (ANSTI)
2. African Research Universities Alliance (ARUA)
3. Association of African Universities (AAU)
4. Association of Commonwealth Universities (ACU)
5. Centre for Higher Education Transformation (CHET)
6. Council for the Development of Social Science Research in Africa (CODESRIA)
7. Eastern Africa Research and Innovations Management Association (EARIMA)
8. International Political Science Association
9. Inter-University Council for East Africa (IUCEA)
10. Organisation for Social Science Research in Eastern and Southern Africa (OSSREA)
11. Southern African Regional Universities Association (SARUA)
12. Southern African Research and Innovation Management Association (SARIMA)
13. Western Indian Ocean Marine Science Association (WIOMSA)
14. Higher Education Research and Advocacy Network in Africa (HERANA) Programme
15. International Association of Universities (IAU)
16. African Institute for Capacity Development (AICAD)
17. International Universities Council of East African (IUCEA)
18. **Convocation**

*UDSM Convocation*

The Convocation of the University of Dar es Salaam was established under the University of Dar es Salaam Act No. 12 of 1970. Members of the Convocation include senior officers of the University past and present, all academic staff, current senior administrative staff, and all alumni of the University, including those of its predecessor University of East Africa as long as those graduates of the former University of East Africa are residents in Tanzania.

The Convocation unit at the University of Dar es Salaam strives to expand and diversify the network of engaged alumni around the world as well as to harness their goodwill to their alma mater. The unit seeks to develop innovative initiatives tailored to engage current students and former graduates of the University of Dar es Salaam. Through an active, coordinated and engaged alumni network, our University can successfully position itself and raise funds effectively. We invite you to become an active member of the UDSM Alumni family.

*Leadership and Organisational portfolio of the University of Dar es Salaam Convocation:*

* President of the Convocation: Ambassador: Mwanaidi Sinare Maajar
* Vice Chancellor: Profesor William A.L. Anangisye
* Secretary to the Convocation: Deputy Vice Chancellor Administration
* Honorary Treasurer: Mrs Kihunwa
* Executive Committee: Governing Board
* Activities Committee
* Fundraising Committee
* Publication Committee
* DICA: Liason office and secretariat

*UDSM Alumni Connect*

UDSM Alumni portal is a platform that give opportunities to all alumni of the University of Dar es Salaam to re-connect with peer alumni and give back to their alma mater. The UDSM Alumni portal gives you access to

* Re-connect and find and reminisce with classmates, see what they have been up to and stay in touch.
* Give back by Introducing, employing and mentor our graduating students.
* Expand by leveraging your professional network to get introduced to people you should know and engage with.
* Get ahead and advance your career through inside connections working in top companies and access to exclusive opportunities.

You can sign up in less than two minutes by importing your Linkedin or Facebook profile to <http://alumni.udsm.ac.tz>

*Notable Alumni Profiles*

List of famous alumni from University of Dar es Salaam being the first university in the country, rooting from being an affiliate of the University of London (1961) and University of East Africa (1963), has had the prestigious opportunity of raising great leaders of development in the Africa region. UDSM famously known as the Dar es Salaam School of Thoughts had pioneered Pan-Africanism, one of the most significant ideologies in Africa. From such background, UDSM prides itself of a vast number of its prominent graduates which include Presidents, celebrities, politicians, business people, athletes and more.

***Four of our Notable Alumni have served as President in their home countries:***

**Dr. John Pombe Joseph Magufuli:** a Tanzanian politician and the President of the United Republic of Tanzania, in office since 2015. First elected as a Member of Parliament in 1995, he served in the Cabinet of Tanzania as Deputy Minister of Works from 1995 to 2000, Minister of Works from 2000 to 2006, Minister of Lands and Human Settlement from 2006 to 2008, Minister of Livestock and Fisheries from 2008 to 2010, and as Minister of Works for a second time from 2010 to 2015.

Magufuli earned his Bachelor of Science in Education degree majoring in chemistry and mathematics as teaching subjects from the University of Dar es Salaam in 1988. He also earned his Masters and Doctorate degrees in chemistry from the University of Dar es Salaam, in 1994 and 2009, respectively.

**Yoweri Kaguta Museveni:** is a Ugandan politician who has been the President of Uganda since 1986. President Yoweri Museveni studied his Bachelor degree in Political Science, History and Economics at the University of Dar es Salaam from 1967 to 1971.

**Dr. Jakaya Mrisho Kikwete:** was the fourth President of Tanzania, in office from 2005 to 2015. Prior to his election as President, he was the Minister for Foreign Affairs from 1995 to 2005 under his predecessor, Benjamin Mkapa. He graduated from the University of Dar es Salaam in 1975 with a degree in Agrieconomics

**Laurent Kabila:** was a Congolese revolutionary and politician who served as the third President of the Democratic Republic of the Congo from May 17, 1997, when he overthrew Mobutu Sese Seko, until his assassination by one of his bodyguards on January 16, 2001.

Learn profiles of other notable alumni of the University of Dar es Salaam by ckicking here. For information of all UDSM alumni, visit the <https://alumni.udsm.ac.tz> portal.

*Chapters and Associations*

The UDSM Convocation strategize to develop alumni chapters and associations within the country and abroad in order to amplify the work of the Convocation and advancement unit. Through a network of our alumni chapters, UDSM can cross the bridge of fundraising challenges and significantly advance UDSM. Alumni chapters and associations may be developed based on geographical areas or alumni cohorts based on years of study or area of profession or study programmes.

In the year 2019-2020, we are aiming to have alumni chapters that you can connect to in:

Dodoma, Dar es Salaam, Arusha, Mwanza, Rwanda, Uganda, Diaspora. Follow our alumni portal <https://alumni.udsm.ac.tz> for updates.

1. **Advancement**

Fundraising

Giving

Projects: Student Centre

1. **NEWS**

**Quick Links**

Study at UDSM Fact Sheet

Visitors Request Form

Research Affiliate Application form

Online visa application

COSTECH (Research Permits)

Study Abroad Information

Postgraduate Prospectus

Undergraduate Prospectus

**Contact us**

DICA

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