



# DAR ES SALAAM UNIVERSITY COLLEGE OF EDUCATION

A Constituent College of the University of Dar Es Salaam



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**DEPUTY PRINCIPAL  
ACADEMIC**

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Dar es Salaam Tanzania.

## IMPORTANT NOTICE TO FIRST YEAR STUDENTS ACADEMIC YEAR 2018/2019

The Dar es salaam University College of Education (DUCE) is pleased to inform all first year students admitted into various undergraduate degree programmes offered at the College for 2018/2019 Academic Year the following:

### 1. ORIENTATION WEEK

Report at the College on Saturday 3<sup>rd</sup> November, 2018 ready for orientation week expected to start on Monday 5<sup>th</sup> November, 2018. The College is located at Chang'ombe in Temeke Municipality, along Taifa Road, adjacent to National Stadium.

### 2. ADMISSION LETTERS

Admission letters will be collected personally at the College. All students should show their valid identity card with a current photo when collecting letters. The names appearing on the identity card should match the ones appearing on the admission letter. No one will be allowed to collect letters on the behalf of selected students.

### 3. FEES AND OTHER EXPENSES

Pay **TUITION FEE** and **DIRECT COSTS** before being allowed to register and access College facilities. All students under Higher Education Students Loans Board (HESLB) are required to pay their tuition fees corresponding to the amount remained after the allocation made by the Loans Board. For more information on allocated amount visit Loan's Office located at New Lecture Theatre, First Floor or visit [www.heslb.go.tz](http://www.heslb.go.tz)

### FEE STRUCTURE FOR 2018/2019 ACADEMIC YEAR Fees Payable by Students

Degree Programme	Faculty	Tuition Fee	
		Tanzanians (TZS)	Foreigners (USD)
Bachelor of Arts with Education	Faculty of Humanities & Social Sciences	1,000,000/=	2,100.00
Bachelor of Education in Arts	Faculty of Education		
Bachelor of Science with Education	Faculty of Science	1,300,000/=	2,700.00
Bachelor of Education in 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 **97,400/=** covering the following:

**Direct University Costs (Payable to the University)**

Cost Item	Tanzanians (TZS)	Foreigners
Medical Capitation	50,400	125.00USD
Registration fee	5,000	100 .00 USD
Examination Fee	12,000	120.00 USD
Identity Card	5,000	5.00 USD
Student's Union Fee	5,000	15.00 USD
TCU Commission	20,000	20,000TSH
<b>Total</b>	<b>97,400</b>	<b>USD365 + 20,000TSH</b>

- Payment of Tuition Fees and Direct University Costs should be made through the National Bank of Commerce (NBC), **Account Number 071101000196** and original bank pay-in slip should be submitted to the bursar's office for issuance of receipts. Students are reminded to write their names as they appear in their admission letters as well as registration number on the bank pay-in slip for proper record keeping purpose.
- Those who have NHIF cards should not pay medical capitation fee. Instead, they should attach a verified copy of their NHIF identity to registration forms.

**4. ACCOMODATION**

DUCE has limited accommodation facilities. Therefore, priority will be given to female students from up country and students with disabilities. Students are urged to find their own accommodation outside the College campus, where rooms can be available for about Tshs. 40,000 and above per month. DUCE charges Tshs 220,000/= as accommodation cost per year which can be paid in two installments of Tzs 110,000/= at the start of each semester. DARUSO has also arranged some off-campus private accommodation rooms which ranges from **Tzs 35,000 - Tzs 60,000** per head per month. All students who have been allocated the rooms at both DUCE and Mbagala Hostels should pay their accommodation fees through **NBC, Account Number 071101000196**. Accommodation fee will be paid after confirming the student's room allocation. Note Further that, for students with accommodation in Mabibo Hostel, should pay their accommodation through the following account numbers. **Mabibo Hostel, Accommodation Account Number 01J1088699900 through the CRDB Bank or IGU Account No 040103000106 through the NBC.**

**5. REGISTRATION**

You will be required to register at University level at the College. You will therefore required to complete two sets of registration Forms, each with copies of birth, O-level and A-level certificates. University registration will be conducted by the respective faculties where you will submit two sets of registration forms for verification of payment of required fees and authenticity of certificates. University registration will last for two weeks from the first day of the orientation Week. Registration for first year students will be closed on Friday 9<sup>th</sup> Friday November, 2018. **Students are encouraged to download the registration forms from DUCE website ([www.duce.ac.tz/students-portal](http://www.duce.ac.tz/students-portal))**

- All students should ensure the following during registration:-
  - i. The Photograph that appears on the students Registration should match the face of the person presenting the Registration Forms.

- ii. The Registration Number indicated in the registration Forms should be the same as that appearing in the Students Admission Letter.
- iii. The Degree Programme appearing on the student's Registration Forms should be the same as that appearing in the students Admission Letter.
- iv. The Names appearing on the registration Forms should match the ones appearing in the O-level/Diploma Certificates as well as the Admission Letter. No additional names will be accepted.
- v. The Certificates submitted for verification, i.e. birth certificate, C.S.E.E and A.C.S.E.E should be originals as well as photocopies. Wherever possible students should submit Certificates and not Results Slips. A-level Results are only accepted if the student has completed Form VI in the same year. Results slips are not acceptable for O level results. Ugandan students should bring certificates issued by the Uganda National Examination Board and not testimonials from their Secondary School Headmasters/Mistresses. The Registration Officer should certify the photocopies of the certificates and then attach them to the student's registration forms.
- vi. Form "B" should be submitted together with the Registration Forms. Registration Officers should not accept Registration Forms without dully filled Form "B"
- vii. Confirmation of Fee Payment item no. 23 on the Registration Form should be signed and stamped by the Bursar or College/School Accountant (on his behalf) before the Registration Form can be accepted by the Registration Officer.

## **6. MEDICAL EXAMINATIONS**

You will be required to go for medical examination at any Government hospital/Health centre or any other hospital recognized by the Government. You will therefore be required to fill in medical examinations form which will be presented for registration. The forms can be downloaded from the DUCE website ([www.duce.ac.tz/students-portal](http://www.duce.ac.tz/students-portal)).

## **7. STUDENT IDENTITY CARD**

Only students who have been completed University registration will be issued with the Students Identity Card.

## **8. DEFERREMENT OF STUDIES**

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

## **9. CHANGE OF COURSE**

**You will be allowed to change course if:-**

- i. There is vacancy.
- ii. The student has met the criteria and cut off points.
- iii. The transfer can take place not later than the Friday of the fourth week after the beginning of the first semester; and
- iv. The application letter is addressed to the Director of Undergraduate Studies through the Principal/Dean of the host and the receiving College/School.
- v. Transfers from Education programmes are not entertained.

## **10. CHANGE NAME**

No change of names will be allowed during the course of study. Students will be allowed to use only those names which appear in their certificates.

## **11 POSTPONMENT OF STUDIES**

Postponement of studies is not allowed except under special circumstances, e.g. sickness, serious social problems, etc.

## **11. MISCELLANEOUS**

- i. On the arrival day, students are advised to avoid carrying heavy luggage so as to minimize inconveniences.
- ii. It is advised for students who are sponsored by the HESLB to have sufficient funds from their own sources to cater for initial costs upon arrival. The advice is based on the experience that it has been taking a little bit of time for HESLB to sort out some of the issues before funds are released to students.
- iii. In case of any inquiry do not hesitate to contact the offices responsible for admission at Teachers Professional Centre Second floor, Room no. 10.

**Issued by the office of Deputy Principal Academic**