



# DAR ES SALAAM UNIVERSITY COLLEGE OF EDUCATION

A Constituent College of the University of Dar Es Salaam

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## OFFICE OF THE DEPUTY PRINCIPAL ACADEMIC

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Dar es Salaam

Tanzania

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

The Dar es salaam University College of Education (DUCE) is pleased to inform all First Year Postgraduate Students admitted into PGDE (Evening and Online) and M.A (Ed.) degree programmes offered at the College for 2018/2019 Academic Year the following:

#### 1. ORIENTATION WEEK

Five days, Monday 5<sup>th</sup> to Friday 16<sup>th</sup> November 2018, are set for Postgraduate Orientation and Familiarization to the College. The Venue for Orientation will be Lecture Room A in the College Faculty of Education Building. The College is located at Chang'ombe in Temeke Municipality, along Taifa Road, next to the National Main Stadium.

#### 2. ADMISSION LETTERS

Admission Letters have been sent through the email addresses you supplied during application. Students, who have not yet received letters, can pick them at the College: During collection, all students should show their valid identity cards with a current photo. Names appearing on the identity card should match the ones on the Admission Letter. No one will be allowed to collect Letters on behalf of the selected students.

#### 3. FEES AND OTHER EXPENSES

All students should pay **TUITION FEES** and **DIRECT COSTS** before being allowed to register and access College facilities. Fee Structure, Account Numbers and Payment Modalities for PGDE, M.A. (Ed.) and MSc. (Ed.) differ. It is important to note the correct Fee Structure, Account Number and Payment Modalities as per your degree programme. Fee Structures, Account Numbers and Payment Modalities are as follows:

## TUITION FEES

S/N	Programme Title	Mode of Delivery	Programme Status	Duration	Tuition Fee	
					Tanzanian (TShs.)	Non-Tanzanian (USD\$)
	Postgraduate Diploma in Education (PDG-E)	Coursework and Research Report	Evening	12 months	2,750,000	3,075
	Postgraduate Diploma in Education (PGD-E)	Coursework and Research Report	Online	12 months	2,000,000	3,075
	Master of Arts with Education	Coursework and Dissertation	Fulltime	24 months	5,500,000	6,150
	Master of Arts with Education	Thesis	Fulltime	24 months	5,500,000	6,150
	Master of Science with Education (Biology & Chemistry Stream)	Coursework and Dissertation	Fulltime	24 months	4,250,000	6,150
	Master of Arts in Public Administration	Coursework and Dissertation	Evening	24months	5,000,000	6,150

### Direct cost

Cost Item	Tanzanian Amount in TShs.	Non-Tanzanian (USD)	Duration Coverage
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
Health Insurance	100,000	1,501,200 (Tsh)	Yearly
	<b>215,000</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.
- As indicated in the Fee Structure, students who have NHIF cards should not pay Medical Capitation Fee. Instead, they should attach a verified copy of their NHIF identity cards 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. Office of the Dean of Students has also arranged some off-campus private accommodation rooms which range from **TZS 30,000 - TZS 60,000** per head per month. **Be advised that, accommodation fee will be paid after confirming the student's room allocation.**

#### 5. REGISTRATION

Students will be required to do Registration at Dar es Salaam University College of Education (DUCE) Campus. The process of registration involves filling Registration Forms and attaching copies of relevant certificates and transcripts. Registration Process will be handled by the Admission Office located at the Teachers Professional Center (TPC) Building Second Floor, Room No.10.

Registration will last for two weeks from the first day of the Orientation Week. Therefore, Registration will be closed on Friday 16<sup>th</sup> 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 Postgraduate 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 respective certificates as well as the Admission Letter. No additional names will be accepted.
  - v. The Certificates submitted for verification should be originals as well as photocopies. Wherever possible students should submit Certificates and not Results Slips/Provision Results. Provision Results are only accepted if the

student has completed Bachelor's Degree in the same year. Results Slips/Provision Results are not acceptable for O-level and A-level results. The Registration Officer should certify the photocopies of the certificates and then attach them to the student's Registration Forms.

**6. MEDICAL EXAMINATIONS**

Students will be required to go for medical examination at any Government hospital/Health Centre. DUCE Health Centre located at the Main Gate may also serve you for the same. Medical Examination 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 completed all Registration Processes will be issued with the Students Identity Card.

**8. 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.

**9. POSTPONMENT OF STUDIES**

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

In case of any inquiry, students should not hesitate to contact the Coordinator, Postgraduate Studies or the Admission Officer at Teachers Professional Centre Ground and Second Floors, Rooms No. 8 and 12 respectively.

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