



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



**JOINING INSTRUCTIONS AND INFORMATION FOR DIPLOMA
PROGRAMME 2026-2027**

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

DIRECTORATE OF UNDERGRADUATE STUDIES

P.O. Box 2329, Dar es Salaam, Tanzania

Telegraphic Address:

Dar es Salaam University College of Education

Mobile: +255 749 990 196

Email: dus@duce.ac.tz

Website: www.duce.ac.tz

Table of Contents

LIST OF ABBREVIATIONS.....	ii
1.0 A WELCOME NOTE	1
2.0 ORIENTATION WEEK.....	1
3.0 ADMISSION LETTERS.....	1
4.0 ARRIVING AT THE COLLEGE	1
5.0 PAYMENT COMPLIANCE.....	2
6.0 REGISTRATION AND PAYMENTS OF FEES AND OTHER UNIVERSITY DIRECT COSTS PROCEDURES.	4
6.1 Creating an ARIS3 account.....	5
6.2 National Health Insurance Fund (NHIF)	10
7.0 REGISTRATION AT THE COLLEGE.....	11
7.1 Registration Requirements	11
7.2 Medical Examination	12
7.2 Registration of Courses	14
8.0 CHANGE OF PROGRAMMES.....	14
9.0 DEFERMENT OF STUDIES	14
10.0 POSTPONEMENT OF STUDIES.....	14
11.0 STUDENT IDENTITY CARDS	15
12.0 MEDICAL SERVICES	15
13.0 POSTPONEMENT OF ACADEMIC ACTIVITIES ON MEDICAL GROUNDS....	15
14.0 LOANS OFFICE.....	16
14.1 Submission of Bank Particulars.....	16
14.2 Loan Disbursement.....	17
14.3 Postponement/Resumption and Inter-University/Internal Transfers	17
14.4 Appeal Against Loan Allocation	17
15.0 ACADEMIC ADVISORS.....	17
16.0 SPECIAL EDUCATION UNIT	18
17.0 COLLEGE LIBRARY.....	18
18.0 WELFARE SERVICES	18
18.1 The Directorate of Students' Services (DSS).....	18
18.1.1 Accommodation Unit	19
18.1.2 Guidance and Counselling Unit	20
18.1.3 Student Health and Catering Unit.....	21
18.1.4 Sports, Games and Recreation Unit.....	21
18.1.5 Students' Associations Governance Unit.....	22
19.0 SAFETY AND SECURITY	22
20.0 WORSHIP SERVICES.....	22
21.0 DRESS CODES FOR STUDENTS.....	23
21.1 Male students.....	23
21.2 Female students.....	23
Appendix A.....	24
Appendix B.....	25

LIST OF 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 Organisation
DSS	Directorate of Students Service
DUCE	Dar es Salaam University College of Education
DUS	Directorate of Undergraduate Studies
HIV	Human Immunodeficiency Virus
ID	Identity Card
MSAUD	Muslim Students Association of 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 Counselling and Testing

1.0 A WELCOME NOTE

Congratulations to all newcomers! Welcome to the Dar es Salaam University College of Education, 2026/2027 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 Diploma programme offered at the College for the 2026/2027 Academic Year.

2.0 ORIENTATION WEEK

Report at the College on Saturday 17th October, 2026, ready for orientation week. There will be addresses and services offered as per the orientation timetable and registration process from 8.00 am to 4.00 pm at New Lecture Theatre "C" and the Tents area. The College is located at Chang'ombe in Temeke Municipality, along Taifa Road, adjacent to the Benjamin Mkapa Stadium.

3.0 ADMISSION LETTERS

Admission Letters can now be downloaded from the Admission Account. You will need your username and password to access your account at <https://admission.udsm.ac.tz>. Please double-check the name and code of your programme. Kindly note that the Diploma programme at DUCE is identified by the code **UDD 080**

4.0 ARRIVING AT THE COLLEGE

Prospective students selected to join DUCE Campus should report at the College on **17th October 2026**.

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 you with directions.
- ii. The Guides and other Officials will be on duty from 8.00 am to 6.00 pm.

- iii. On the arrival day, prospective students are advised to avoid carrying heavy luggage to minimise inconveniences that may occur as they will have to move from one location to another for registration purposes.
- iv. Depending on where you are coming from, the UDSM information desk is available to assist you at the following bus terminals: **Magufuli, Mbagala Rangi-3, and Urafiki-Shekilango**. Please! Report to the desk for further guidance on how to access DUCE campus. For quick support, you may contact this number **+255652484805**
- v. For all students who are loan beneficiaries, it is advisable to have sufficient funds from their own sources to cater for initial costs upon arrival while waiting for sponsors to release funds.
- vi. All privately sponsored students should have sufficient funds to cover direct costs, fees, meals, accommodation and other related costs.

5.0 PAYMENT COMPLIANCE

Prospective Higher Education Students Loans Board (HESLB) and privately sponsored students must pay their due **tuition fees** and **direct costs** to complete their registration. All students under HESLB are required to pay full or half of their tuition fees corresponding to the amount remaining after the allocation made by the Loans Board for the whole-year registration or semester registration, respectively.

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 6.0 for payment procedure*).

For more information on the allocated amount, visit the Student Individual Permanent Account (SIPA) available on the Loans Board website: www.heslb.go.tz or the Loans Office at the College located at New Lecture Theatres Building, First Floor or contact **+255 766 592 985**.

Tables 1 and 2 summarise the tuition fees for various Diploma programmes and College direct costs.

1.1 Fee Structure for the 2026/2027 Academic Year

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 TZS **255,400/=** as shown in table 2.

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

Cost Item	Amount(TZS)	Duration	Duration
Application fee	-	-	-
Graduation Charges	80,000	once	Once
Registration fee	10,000	per registration	per registration
Examination Fee	30,000	per year	per year
Identity Card	15,000	per registration	per registration
Student's Union Fee	5,000	per year	per year
NACTVET Quality Assurance Costs	20,000	per year	per year
ICT Services and Infrastructure	20,000	per year	per year
Library services	15,000	per year	per year
Sports services	10,000	per year	per year
Medical capitation fee	50,400	per year	per year
Total	255,400		

1.2 Direct Students' Costs

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 (Tsh)
-----------	------------

Books & Stationery Allowance	200,000
Meals and Accommodation Allowance	2,470,000
Total	2,670,000

In addition, students are required to have sufficient funds to cater for Special Faculty requirements. Such requirements may be in the form of boots, labcoat, gloves, masks, etc., as well as funds for industrial/practical training or teaching practice depending on the programme.

6.0 REGISTRATION AND PAYMENTS OF FEES AND OTHER UNIVERSITY DIRECT COSTS PROCEDURES.

The registration process involves: Payments (Fees and Direct Costs), certificate verification, medical check-up, and course registration. ***Payments of fees must be completed within 14 days, i.e., from 17th October 2026 to 31st October 2026.***

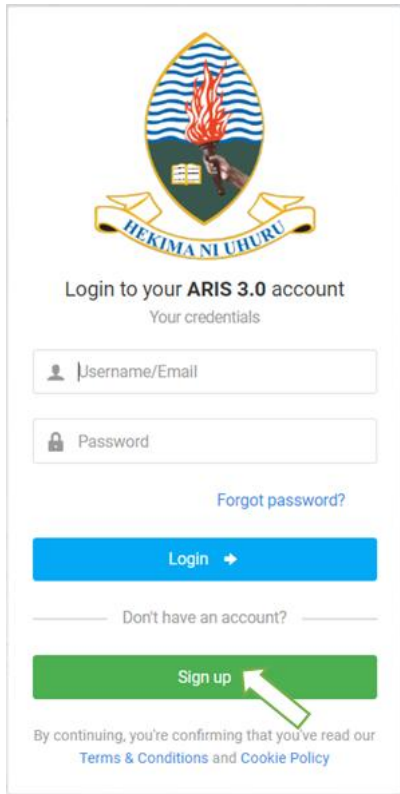
To begin the registration process, you will need to use your UDSM email address provided in your admission letter. Please log in at <https://studentmail.udsm.ac.tz/> to activate your UDSM email account.

Registration and all payments shall be online through the University Students' Academic Registration Information System (ARIS) account at <https://aris3.udsm.ac.tz/> by following the steps below:

All undergraduate admitted students SHOULD NOTE that tuition Fees and other Direct University Cost payments are made by using the **CONTROL NUMBER**, which is obtained through the [Academic Registration Information System \(ARIS 3\)](#). 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.

6.1 Creating an ARIS3 account

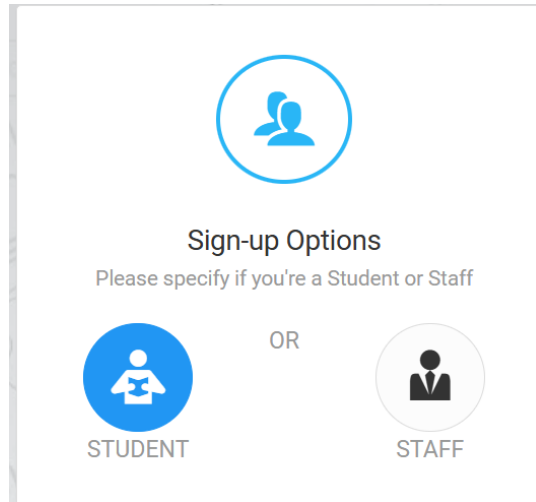
Step 1(a) Signup



The image shows the ARIS 3.0 login and signup interface. At the top is the UDSM logo with the motto 'HEKIMA NI UHURU'. Below the logo, it says 'Login to your ARIS 3.0 account' and 'Your credentials'. There are two input fields: 'Username/Email' and 'Password'. A link for 'Forgot password?' is below the password field. A blue 'Login' button with a right arrow is below the login fields. Below the login button is a link 'Don't have an account?'. At the bottom is a green 'Sign up' button with a white arrow pointing to it. Below the sign up button, it says 'By continuing, you're confirming that you've read our' followed by links for 'Terms & Conditions' and 'Cookie Policy'.

Go to <https://aris3.udsm.ac.tz/>
and Click sign up

Step 1(b) Account creation



The image shows the 'Sign-up Options' screen. At the top is a blue circular icon with two people. Below it, it says 'Sign-up Options' and 'Please specify if you're a Student or Staff'. There are two options: 'STUDENT' with a blue circular icon of a person with a book, and 'STAFF' with a grey circular icon of a person in a suit. The word 'OR' is between the two options.

Click on the Student button



Create **ARIS 3.0** Student account
All fields are required

Profile Information

Search Student RegNo

2025-04-99999

Please enter 13 or more characters

username

Create Password

Repeat Password

Your privacy

Mobile Number

Your E-mail

Additions

☐ Accept [terms of service](#)

Register

Have an account? [Login](#)



Create **ARIS 3.0** Student account
All fields are required

Profile Information

2025-04-99999

JUMA KISU BELENGE

[B.Sc. in Applied Z...]

JUMA

KISU

BELERGE

Your credentials

2025-04-99999

.....

.....

Your privacy

255123123123

first.surname@student.udsm

Additions

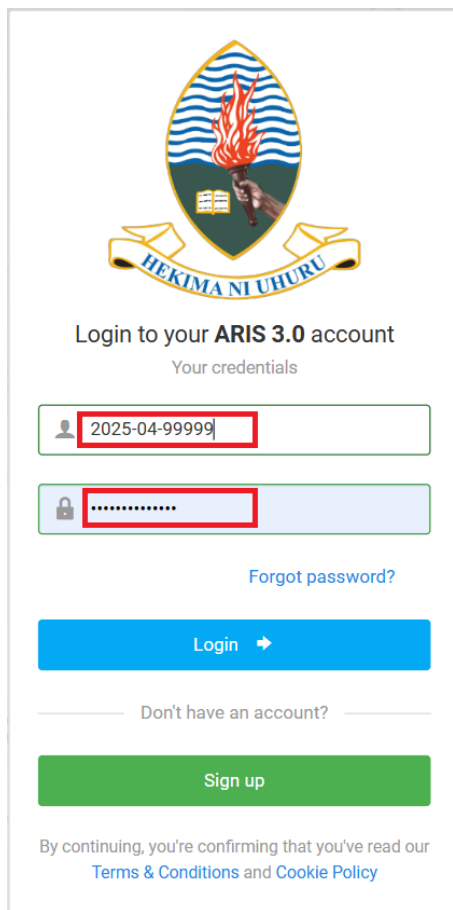
☒ Accept [terms of service](#)

Register

Have an account? [Login](#)

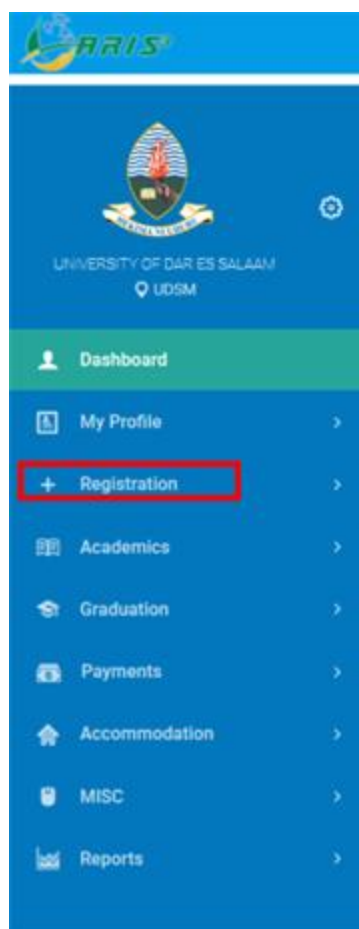
Select the "**Student Account**" type and enter your "**Registration Number**" to search for your information. Once your information appears, click, create a password, accept the terms of service, and then click "**Register**"

Step2 (a)



The image shows the ARIS 3.0 login and sign up interface. At the top is the University of Dar es Salaam (UDSM) logo with the motto 'HEKIMA NI UHURU'. Below the logo, it says 'Login to your ARIS 3.0 account' and 'Your credentials'. There are two input fields: one for the user name (containing '2025-04-99999') and one for the password (containing '*****'). Below the password field is a link for 'Forgot password?'. There are two buttons: a blue 'Login' button with a right arrow and a green 'Sign up' button. At the bottom, there is a link for 'Don't have an account?' and a disclaimer: 'By continuing, you're confirming that you've read our Terms & Conditions and Cookie Policy'.

Step 2 (b)



After creating an ARIS account, then log in

User name: Is your registration number

Password: That you have created on Step 1(b)

After you have signed-in click on **Registration → Semester/Year Registration** to view features indicated in **Step 3** below

Step 3

Click on **My Registration** for invoice and **move to step 4** before you can proceed with other steps indicated on **My Registration Status for Academic year 2026/2027**.

Step 4: Create your invoice



INVOICE-6670373

Sat, 18 Oct 2025

UNPAID

From: University of Dar es Salaam

To: Belenge, Juma Kisu

Ubungu Dar es salaam
P.O. Box 35091
Phone: +255222410615
Email: info@udsm.ac.tz

Reg#: 2025-04-99999
Bachelor of Arts in Archaeology (B.A. Archa) | 1st Year
Dar es salaam
Phone: 123123123
Email: firstname.surname@student.udsm.ac.tz

1. Direct Cost

#	Item	Original Amount	Waived Amount	Sponsored Amount	Transferred Amount	Total Amount	Control#
1	Application Fee	0.00 TZS	0.00 TZS	0.00 TZS	0.00 TZS	0.00 TZS	No bill was found
2	Student Union Fee	5,000.00 TZS	0.00 TZS	0.00 TZS	0.00 TZS	5,000.00 TZS	No bill was found
3	Examination Fee	12,000.00 TZS	0.00 TZS	0.00 TZS	0.00 TZS	12,000.00 TZS	No bill was found
4	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
5	Registration Fee	5,000.00 TZS	0.00 TZS	0.00 TZS	0.00 TZS	5,000.00 TZS	No bill was found
6	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

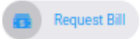
2. Fee Payments

#	Item	Original Amount	Waived Amount	Sponsored Amount	Transferred Amount	Total Amount	Control#
1	Tuition Fee	1,300,000.00 TZS	0.00 TZS	0.00 TZS	0.00 TZS	1,300,000.00 TZS	No bill was found

Subtotal: 1,300,000.00 TZS

Discount: 0.00 TZS

Total: 1,300,000.00 TZS



Total: 1,347,000.00 TZS

Discount: 0.00 TZS

Grand Total: 1,347,000.00 TZS

CLICK on **Request Bill** to generate a control number; and make your payment(s) at the NEAREST BANK or by Mobile–Money. (Note: The control number generated here is only for direct cost and tuition fee)

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 (the cashier will request a control number and the amount you obtained in ARIS3)
- ii. You can make Payment by Mobile - Money:

For those with Vodacom Number,

- **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

- **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

- **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* e.g. Reference no 9947XXXXXX

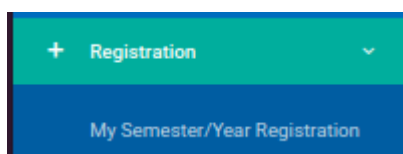
6.2 National Health Insurance Fund (NHIF)

To enable certificate, diploma, and undergraduate students to complete the registration process, each student must log into their ARIS3 account, navigate to the NHIF section, and enter their personal details, including full name, date of birth, Form Four index number, and NIDA number. After following the on-screen instructions, the system will generate a control number and send it via SMS, and it will be displayed on ARIS 3, to facilitate a direct payment of TZS 50,400 to NHIF.

Students under the age of 18 who do not possess a NIDA number will be permitted to proceed with registration automatically based on their age criteria. International students may use health insurance policies from their home countries; however, those without coverage must obtain and fill out Form 2A from NIDA, which is found at the Directorate of Students' Service- Health and Catering Unit and submit it to the NIDA office to make the required payment and receive a residence number. This number must then be presented to NHIF to secure insurance coverage.

To register for medical insurance under the National Health Insurance Fund (NHIF), please follow the steps below:

- i. Login to your ARIS3 account at: <https://aris3.udsm.ac.tz/>
- ii. On the left-side menu, click on the "*Registration*" link, then click on "*My Semester/Year Registration*" (see screenshot below).



- iii. On the page that opens, click the "Next" button at the bottom of the page.



- iv. On the next page that opens, select the type of NHIF card you have by clicking the appropriate radio button, and then click the "Proceed" button. See the screenshot bellows-=:



- v. If you have your own dependant NHIF Card, click on the first radio button as shown in the screenshot below:

What type of NHIF Card do you have?

☒ I have my own dependant NHIF Card (I did not get it from University of Dar es Salaam)

☐ I already have NHIF Card and I got it from University of Dar es Salaam

☐ I do not have NHIF Card

 Proceed

Only for Students with their own NHIF Cards
Please verify your card using the form below

NHIF Card Number

 Verify

- vi. Write your NHIF Card Number and click on the Verify button.
- vii. If you do not have NHIF Card, click on the last radio button and click on the Proceed button as shown in the screenshot below:

☒ I do not have NHIF Card

 Proceed

Apply for NHIF Member Registration using the form below (Only for Students who never had NHIF Card from University)

	Mobile Number	Form Four Index Number (I have Equivalent Number)
	Example: 255759000000	Example: S0231.04.2010
	National Id Number	Marital Status
	(Optional)Example: 19991012...	Select...
Date of Birth	2022-10-14 	

- viii. Fill in all the required information in the form (**Mobile Number, Form Four Index Number, National ID Number, Marital Status, and Date of Birth**), then click the "Apply button", and proceed with payments using control number obtained from NHIF through ARIS3.

7.0 REGISTRATION AT THE COLLEGE

7.1 Registration Requirements

You will be required to complete two sets of Registration Forms, each with copies of your birth, O-level and A-level/Diploma certificates. University

registration will be conducted by the respective Faculties, 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 coloured passport-size photographs (blue background)
- ii. Admission letter indicating students' registration number and Form IV index number
- iii. Two copies of registration forms duly filled with students' information
- iv. The Names appearing on the Registration Forms should match the ones appearing in the O-level and A-Level/Diploma Certificates as well as the Admission Letter. No additional names will be accepted.

7.2 Medical Examination

- i. 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. The form can be downloaded from your admission account;
- ii. Duly filled medical examination forms shall be presented during registration;
- iii. The College Dispensary offers Medical Examination service at a cost of 5,000/=, which is payable to the University through a control number obtained from ARIS 3 Account. Below are instructions on how to request a control number for a medical examination from ARIS 3;
- iv. Duly filled medical examination forms from other accredited health facilities should be submitted to the College Dispensary for verification free of charge; and
- v. Students with critical medical issues and/or disabilities are advised to see the Medical Officers-in-Charge for guidance.

Medical Examination Fee Control number from ARIS 3

- i. Log in to your ARIS 3 Account
- ii. Click on Payment → My Bills → Manual Billing

Home / Student / Finance / My Bills

Manual Billing

SN	BILL NUMBER	CONTROL NUMBER	AMOUNT	PAID	BALANCE	STATUS
REGISTRATION						
1	90001_1001_178376_237_SRL_291542	991270718770	TZS 200,000.00	TZS 200,000.00	TZS 0.00	✓ Fully Paid
2	90001_1001_178376_237_SRL_216382	991270647595	TZS 300,000.00	TZS 300,000.00	TZS 0.00	✓ Fully Paid
3	90001_1001_178376_237_SRL_206983	991270575226	TZS 450,000.00	TZS 450,000.00	TZS 0.00	✓ Fully Paid

- iii. Click Request New Bill and on description write Medical Examination then click Create
- iv. Click Add Items and from items select Medical Exams Fee

New Manual Bill has been successfully created

BILL ITEMS

+ Add Item

Bill has no items added

BILL DETAILS

Description: Medical

Total Amount Required: 0.00

Total Amount Paid: 0.00

Balance: 0.00

Request Control Number

- v. In the Amount section write 5000 then click save

NEW BILL ITEM

Item

Medical Exams Fees

Amount (TZS)

5,000.00

Close Save

- vi. At the bottom click Request control number

7.2 Registration of Courses

Registration of courses in various academic units will be conducted during Orientation Week in the respective Faculties.

8.0 CHANGE OF PROGRAMMES

No student will be permitted to change the programme he/she has been selected to pursue without the approval of the Senate. The procedures for changing a course will be on the condition that:

- i. The student is registered,
- ii. There is a vacancy in a programme of interest,
- iii. The student has met the criteria and cut-off points used to select students for the programme,
- iv. The timeline for the transfer window will be announced, and
- v. The application is done online at <https://aris3.udsm.ac.tz>

NOTE: HESLB beneficiaries will not get any additional funds from the Board if they opt to transfer to programmes with higher fees.

9.0 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 the Admissions Office located at Administration Building, First Floor, Room No. 120 or call number **+255 749 990 196**.

10.0 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 the registration process.

11.0 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 the admission letter, students around Dar es Salaam may come to DUCE and take photos for ID at the College Smart Card unit located at Kijiji B. Students from upcountry will take photos on arrival during the orientation week. Student Identity Card will be issued after completion of University registration formalities.

NOTE: Students are advised to be in official dress code during photo-taking exercise.

12.0 MEDICAL SERVICES

Success in your academic life at DUCE depends on several factors including your physical, mental, and social wellbeing. 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, Customised 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 an NHIF member, kindly refer to section 17.1.3 of this document.

13.0 POSTPONEMENT OF ACADEMIC ACTIVITIES ON MEDICAL GROUNDS

In case you fall sick and you are unable to attend academic activities and/or are 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 provided to support the claim.
- iii. All this information must be channelled 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. The Dispensary offers free Voluntary Counselling and Testing (VCT), as well as treatment and care (CTC) for HIV/AIDS, Non-Communicable Diseases, and Youth Health Friendly Services and confidentiality is highly maintained.
- iii. Students with any type of disability are encouraged to identify himself/herself during registration for support services available at the College.

14.0 LOANS OFFICE

The Unit is responsible for coordinating financial matters for students who receive support from the government through the Loans Board.

14.1 Submission of Bank Particulars

No Loan shall be paid in Cash. Loan Beneficiaries are required to open their own Bank Accounts, and fill and submit the provided Bank particulars form to the Loans Office. The Bank Account name should be the same as the names that appear in the HESLB Database. Before submission of Bank particulars, confirm with the Bank if the Account is Active. Upon disbursement of funds from HESLB, all loan beneficiaries are required to sign within 30 days from the disbursement date.

14.2 Loan Disbursement

Payments are made through Digital Disbursement Solution (DiDiS), which you shall be required to register after receiving quarter one Meals and Accommodation Allowance (MA).

Tuition fees (TU) shall be paid to the College, while Payments for Meals and Accommodation (MA), Books and Stationery (BS), Field Practice Training (FPT), Special Faculty Requirement (SFR), and Research (RES) shall be paid directly to students. All payments shall be effected after the students sign for the funds from HESLB. In case a student does not sign within 30 days from the disbursement date, the Loan shall be **RETURNED** to HESLB. The amount returned shall not be paid back to a student and shall not be part of the beneficiary debt.

14.3 Postponement/Resumption and Inter-University/Internal Transfers

All beneficiaries who postponed or resumed studies, changed degree programs or transferred from another Higher Learning Institution to DUCE should inform the Loans Officer for guidance.

14.4 Appeal Against Loan Allocation

Students who are not satisfied with the allocations may appeal as per HESLB guidelines as shall be provided on their website at www.heslb.go.tz

NOTE: Students with inquiries or complaints are advised to visit the Loans office for clarification and can be referred to HESLB for further clarification if necessary. For more information on Loan allocations, visit the HESLB website at www.heslb.go.tz

15.0 ACADEMIC ADVISORS

You will be assigned an Academic Advisor from your teaching programme who will guide you 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 for success in academic life.

16.0 SPECIAL EDUCATION UNIT

The College recognises 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 authorised specialists/ medical practitioners. The Special Education Unit is under the Diversity Unit that is located at the Education Building, rooms 1, 2 and 3.

17.0 COLLEGE LIBRARY

The DUCE library offers a variety of services and facilities to support access to information, literacy, and research, adapting to the evolving digital landscape. It provides access to e-resources such as e-journals and e-books, along with open access databases to support academic research and intellectual development. Additionally, the library runs user education programs covering topics like academic writing, referencing, and information literacy, equipping users with essential skills for navigating information in the digital age. The library also stresses proper book handling to preserve physical materials.

To maintain order and ensure fair access, the DUCE library enforces rules on book borrowing, overdue returns, and maintaining silence. A designated cloakroom is available for storing personal belongings, where users receive an identification tag for retrieving their items. The library is not liable for any valuable items stored, and users must remove them before placing bags in the cloakroom. Fines are imposed for offenses such as overdue materials, lost items, and improper use of facilities, helping the library safeguard its resources and promote academic integrity. To ensure excellent performance in carrying out these activities, College Library is divided into five units, namely (1) Readers Service, (2) Technical Services, (3) Information Communication and Technology (ICT) services, (4) Research, Publication, and Training Services, and (5) Acquisition Services.

18.0 WELFARE SERVICES

18.1 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 Accommodation, Guidance and Counselling, Health and Catering, Student 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 **+255 735468768** for more details.

18.1.1 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, diploma students, and foreigners, together with students who have been confirmed through medical investigation to be sick.

Table 4 below indicates the available accommodation facilities and their charges.

Table 4: Available student hostels and charges at DUCE

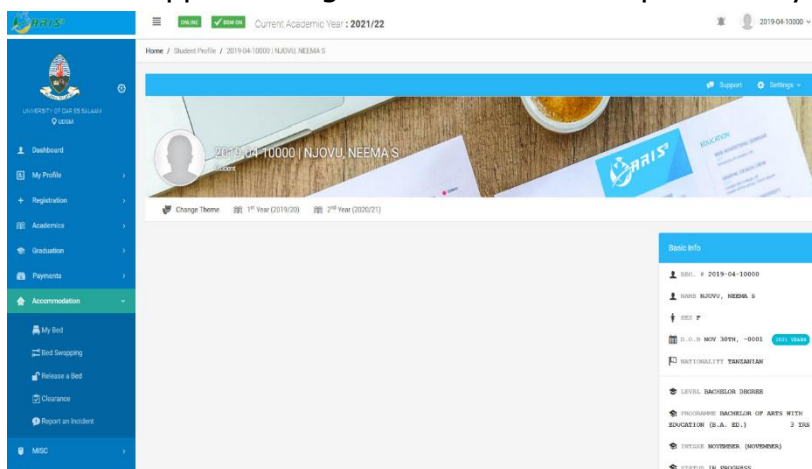
S/N	Hostels and Halls of Residence	Costs per day(TZS)
1.	Halls of Residence (Hall I, II, III, and IV)	1,300
2.	Mbagala Hostels	1,000
3.	Caution Money per year	10,000

NOTE:

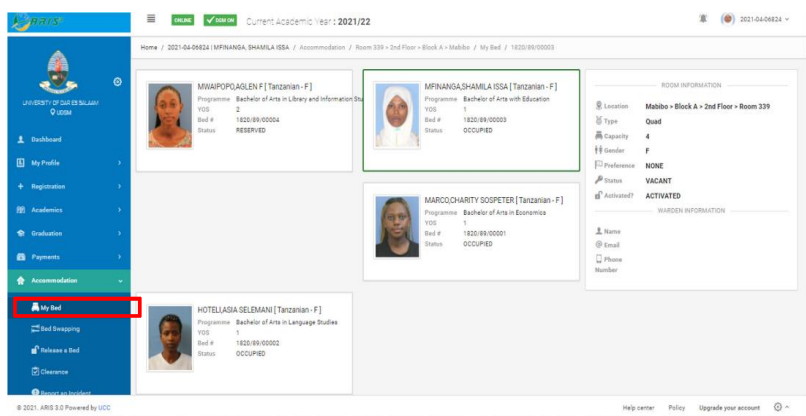
- i. Semester days for all first-year students is 126 days.
- ii. Students are urged to read the Accommodation Policy available on DUCE website for more clarification
- iii. Students can opt for their own accommodation outside the College campus where DARUSO and the College have arranged some off-campus private hostels which range from TZS 40,000/= to TZS 80,000/= per head per month. For more details contact accommodation officer **+255 714010066**.
- iv. All available accommodation beds will be released for first year students to shop one week before starting the orientation week. All first-year students are urged to create an **ARIS3** account so as to be eligible for shopping when time arise as shown in **part 6.1** above.

For room shopping 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.



- v. Click room shopping window and follow the procedures to complete room shopping. Feel free to contact **+255714010066** in case of any challenge.

18.1.2 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 **+255 784 880 822**.

18.1.3 Student 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 a NIDA number in order to join NHIF by registering through their **ARIS3** account (*refer to section 6.4*). Students have to create the **control number** in the NHIF section and pay the required amount of **Tshs 50,400/=** as an annual contribution. Dependents who are 21 years and above are required to visit the NHIF office with an admission letter and pay the amount of **Tshs 50,400/=** in order to activate their membership. You can visit the Directorate of Students' Services, which is located at House No. 1 at Kijiji "B" or call **+255 787772444** for more details.

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 utilise them accordingly and avoid skipping meals, which is very unhealthy.

18.1.4 Sports, Games and Recreation Unit

The College has outdoor playgrounds for football, netball, basketball, tennis and volleyball as well as an 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 and Games Tutor at the Directorate of Student Services (DSS) in Hall 1 through mobile number **+255 756083224**.

18.1.5 Students' Associations Governance Unit

Students' Association Governance Unit deals with students' leadership and other students' social associations recognised by the College under the umbrella of the Dar es Salaam University Students Organisation (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, guides, counsels, and coordinates the organisations' activities to ensure that they are fairly run with integrity and mutuality among students by taking into consideration gender balance.

19.0 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 action. For inquiries, call the Auxiliary Police Commandant **+255 739 096 969**, police toll-free number 112, or visit the Auxiliary Police Office located at Kijiji "B" House number 7

20.0 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 a faith group of your choice for your spiritual growth.

21.0 DRESS CODES FOR STUDENTS

Dress code for students in accordance with the university regulations

21.1 Male students

KIAMBAJAZISHO "A"

JAMHURI YA MUUNGANO WA TANZANIA
OFISI YA RAIS
MENEJIMENTI YA UTUMISHI WA UMMA.

MWONGOZO WA MAVAZI KWA WATUMISHI WA UMMA
KWA MUJIBU WA WARAKA WA UTUMISHI WA UMMA
Na. 3 MWAKA 2007.

BAADHI YA MAVAZI YASIYOFAA KWA WANAUME



BAADHI YA MAVAZI YASIYOFAA KWA WANAUME

- Nguo ambazo ni za kazi maalum kama vile michezo (Hizi zivaliwe wakati wa shughuli hiyo tu.)
- Nguo ambazo zina michoro, maandishi na picha ambazo hazendani na shughuli za serikali.
- Nguo zinazobana.
- Kaptura ya aina yoyote.
- Suruali yoyote inayoachwa bila kupindwa.
- Suruali za "Jeans" na Fulana "T-shirts" (Hizi zivaliwe tu wakati wa shughuli maalum inayotambulika)
- Kikoi au msuli.
- Nguo zenye maandishi ya chama chochote cha siasa na yenye kuonyesha ushabiki wa kifu fulani.
- Nguo yoyote inayopingana na maadili ya utumishi wa umma.

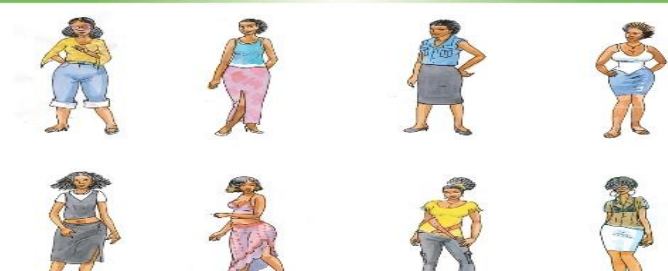
21.2 Female students

KIAMBAJAZISHO "B"

JAMHURI YA MUUNGANO WA TANZANIA
OFISI YA RAIS
MENEJIMENTI YA UTUMISHI WA UMMA.

MWONGOZO WA MAVAZI KWA WATUMISHI WA UMMA
KWA MUJIBU WA WARAKA WA UTUMISHI WA UMMA
Na. 3 MWAKA 2007.

BAADHI YA MAVAZI YASIYOFAA KWA WANAWAKE



BAADHI YA MAVAZI YASIYOFAA KWA WANAWAKE

- Nguo zinazobana.
- Nguo fupi ambazo zinaacha magoti wazi.
- Nguo ambazo zinaacha sehemu ya mwili wazi kama vile kitovu na kifua.
- Nguo ambazo zina picha, michoro, na maandishi ambayo hayaendani na shughuli za serikali.
- Kaptura aina yoyote ile kama vile pedi na pensi.
- Nguo zinazoonyesha maungo ya mwili (transparent).
- Suruali za "Jeans"
- Suruali yoyote iliyochwa bila kupindwa.
- Fulana - "T-Shirts" (Hizi zivaliwe tu wakati wa shughuli maalumu inayotambulika.)

Appendix A

LETTER CHANNELS

No.	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; for Psychosocial Issues DoS;	Coordinator Diploma and ACA
2.	Permission to postpone exams (PEX)	Dean Faculty	MoI (for medical reasons, DoS (for Psychosocial Issues)	Coordinator Diploma and ACA
3.	POS Practical Training	Dean Faculty	PT Coordinator; MoI (for medical grounds), DoS (for Psychosocial Issues)	Coordinator Diploma
4.	Permission to be away (e.g. bereavement) during weekdays	Dean Faculty		Coordinator Diploma 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 or affidavit)	Coordinator Diploma
7.	Appeal against unfair marking	Chair, Senate	Coordinator Diploma	
8.	Appeal against exam grade (post-Senate)	Chair, Senate	Principal, DP(ARC), DUS (DUCE), Dean Faculty	Coordinator Diploma
9.	Appeal against discontinuation	Chair, Senate	Principal, DP(ARC), DUS (DUCE), Dean Faculty	Coordinator Diploma
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
7. ACA = Academic Advisor

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

Appendix B

IMPORTANT CONTACT FOR ASSISTANCE

No.	Department/Unit	Contact Person	Mobile No.
1.	Directorate of Students' Service	i. Ms. Natu R. Msuya – Dean of Students	+255735468768
		ii. Mr. Halfan Andekisye	+255735945293
		iii. Ms. Upendo Mlungusye	+255784880822
		iv. Ms. Herieth Urassa	+255787772444
		v. Ms. Agripina Swai	+255714010066
2	Directorate of Undergraduate Studies	i. Dr. Joel J. Kayombo – <i>Director</i>	+255714205421
	Admission Office	ii. <i>Admission Officer</i>	+255749990196
3	Faculty of Science	i. Dr. Gasper G. Mwanga- <i>Dean</i>	+255764509318
		ii. Dr. Neema Mogha – <i>Head Dept. of Biological Sciences</i>	+255744801436
		iii. Dr. James Mgaya – <i>Head Dept. of Chemistry</i>	+255753390858
		iv. Dr. Zubeda Musa – <i>Head Dept. Physics, Mathematics, and Informatics</i>	+255717649111
		v. Dr. James Zacharia – <i>Coordinator Diploma</i>	+255760585808
4	Coordinator of Teaching Practice	Dr. Joseph Njiku – <i>Coordinator Teaching Practice</i>	+255713924543
5	College Library	Dr. Dativa Shilla – <i>Director</i>	+255759593885
6	Diversity Unit	Dr. Ikupa M. Moses – <i>Head</i>	+255713401760
7	Dispensary	Dr. Sangeti Saning'o – <i>Medical Officer In charge</i>	+255755255212
8	Auxiliary Police	Assistant Inspector. Ally Njiku – <i>Head</i>	+255739096969
9	Special Education	Ms. Mercy Hozza – <i>Head</i>	+255685182979
10	Loan Office	Mr. Salmon Daudi	+255766592985
11	Smart Card	Mr. Yohana Gunda	+255699659347
12	Sports and Games	Mr. Juma Mhoja	+255756083224

13	ARIS3 IT Personnel	Ms. Naomi Mushi	+255753010010
14	Finance	Mr. Lameck Makoye	+255714494822
15	DARUSO-DUCE	Mr. Samson Samson Emmanuel – <i>President</i>	+255628759294
		Ms. Hyness John Francis – <i>Vice President</i>	+255786970649
		Mr. Godson Cronery Kagabo – <i>Prime Minister</i>	+255627059025