



# UNIVERSITY OF DAR ES SALAAM

## OFFICE OF THE DEAN OF STUDENTS

### MWALIMU J.K. NYERERE MLIMANI CAMPUS WELCOMING INFORMATION TO NEW STUDENTS IN 2018/2019 ACADEMIC YEAR

The Vice Chancellor and the entire community would like to take this opportunity to welcome you to the University of Dar es Salaam. We wish you a smooth and joyous stay at the University.

#### **1. The University**

The University of Dar es Salaam is the oldest and prestigious public University in Tanzania. It is located on the western side of the city of Dar es Salaam, occupying 1,625 acres on the Observation hill and is 13 kilometers from the city centre.

The University of Dar es Salaam was first established on 1<sup>st</sup> July, 1961 as an affiliate college of the University of London. At that time, it had only one faculty, the Faculty of Law, with 14 students. In 1963, it became a constituent college of the University of East Africa together with Makerere University College in Uganda and Nairobi University College in Kenya. In August 1970, it became an independent University of Dar es Salaam. Since then, the University of Dar es Salaam has been growing in terms of number of students, academic units and programs as well as student welfare services. For more details on historical background, please read the Universities Act No. 7 of 2005 and UDSM Charter of 2007.

#### **2. Orientation Week Program**

This is series of arranged activities or timetable to fresh men and women in the University life. It is enclosed in the welcoming information folder for your guidance so that you can follow closely the orientation week activities at the Mwl. J.K. Nyerere Mlimani Campus. Ensure that you stick to the timetable and attend all events because they are very important to you.

#### **3. Mwalimu J.K. Nyerere Mlimani Campus Map**

The map of the University of Dar es Salaam (Mwl. J.K. Nyerere Mlimani Campus) is an important tool for fresh students. Important areas for student services, both academic and social are marked.

#### **4. CoICT and SJMC Campuses**

CoICT Campus, is located at Kijitonyama along Ali Hassan Mwinyi road just after Bamaga bus stop. SJMC campus is located half kilometer from Makumbusho village/millennium towers at Kijitonyama along Mwenda Street (following a tarmac road branching left from Ali Hassan Mwinyi road just after Millennium towers.

#### **5. Transport Services**

Buses/Shuttles to/from Mabibo Hostel are usually available daily. There are also independent operators of minibuses (daladalas) from Mwenge via University to Ubungo. Fares are normally the same regardless of the distance travelled. During the journey, keep your ticket because sometimes conductors carry out checks. When you are near your destination, move forward next to the door near the driver; let the conductor know that you want to get off at the next stop. Also, you are urged to carefully keep your money and valuable things when travelling.

## **6. Dean of Students Units and Students Services:**

### **i) University Students Accommodations Bureau (USAB)**

The University offers a range of quality accommodation in the Halls of Residence on-campus and off-campus. There are 7 Halls on-campus and they are charged at the rate of Tshs.800/= per day. Another accommodation facility is located at Mabibo, 4 km from the Mwl. J.K. Nyerere Mlimani Campus and they are charged at the rate of Tshs.500/= per person per day. There is a newly built, Dr. John Pombe Magufuli Hostel at Mwalimu J. K. Nyerere Mlimani Campus and the rooms are charged at Tshs. 500/= per person per day and CoICT Hostel at the rate of 800/-. Transport from the University to Mabibo Hostel is available 14 hours a day with Bus Shuttles from different companies.

USAB deals with all matters regarding student's accommodation at UDSM. A Student needs to check his or her accommodation status. You can visit USAB offices which are located near Hall Five (on campus) or visit <http://www.doso.udsm.ac.tz> for more details.

### **N.B**

There are also private hostel available for students, if you wish to have more details on their location and payment kindly contact this number: **0758-232061**

### **ii) Counseling Unit**

The Dean of Students Office (DoSO) is in charge of all matters that involve students' life at UDSM. Its Mission is to oversee and co-ordinate the delivery of quality services that are effective, efficient and sustainable. DoSO is made up of four (4) core units that respond to students' needs which include Student Development and Counseling; Student Governance, and Judicatory Services; Health and Catering Services plus Student Accommodation.

The Counseling Unit provides personal counseling, education (academic) counseling, and support students facing academic, and other social problems. The counseling unit gives Self-help Line Tips on DoSO website. Using the website students will be able to find assistance from a counselor/responsible authority. The tips will assist individuals with social psychological problems such as relationship, personality, behavioral, emotional and family issues. There is also an EMERGENCY counseling line that students can use in case of emergency. The following are the numbers to call **0758-232061**.

### **iii) Students Governance Unit**

Students' Governance Unit deals with students' leadership under auspices of Dar es Salaam Student Organization (DARUSO) and student associations. It is the responsibility of this unit to guide, counsel and coordinate the organizations' activities to ensure that they are fairly run, with integrity and mutuality among students by taking into consideration gender balance. On the other hand, the unit plays the role of bridging the gap between students and UDSM management. It also supervises the implementation of Student By-Laws.

### **iv) Health and Catering Unit**

Health and Catering Unit supervises sanitation in all catering services and assists sick students in collaboration with the University Health Centre (UHC) to find medical treatment. In addition, this unit handles National Health Insurance Fund (NHIF) activity in collaboration with NHIF Office to make sure that all students get their NHIF

cards. However, to have NHIF card a student is required to fill out the form and submit it to NHIF tent which will be located by Dean of Students' Office.

To learn more about student services please visit DoSO located at YOMBO area within UDSM, adjacent to Yombo Lecture Theatres or visit their website at [www.doso.udsm.ac.tz](http://www.doso.udsm.ac.tz) for more details.

## **7. Medical Services**

The University of Dar es Salaam Health Centre (UHC) provides preventive, curative and restorative health services to University students, staff and general public. The Centre is located within the Mwl. J. K. Nyerere Mlimani Campus. The University also runs dispensaries located at Mabibo students' Hostels, IMS (Zanzibar), He. Dr. J.P.M hostel, dispensing room at School of Journalism and Mass Communication (Kijitonyama) and College of Information Communication and Technologies (Kijitonyama)

UHC is accredited to offer services to the NHIF beneficiaries. All students are required to join NHIF by filling in special forms after contributing some specified amount of money to the NHIF. Students who fulfil the above will be provided with NHIF membership cards which will be used to access treatment at the Centre and other accredited health facilities country wide.

Students who fall sick shortly before, or during examinations, are advised to immediately report to relevant authorities in their respective departments and then to the Health Centre for treatment and further directives. All requests to postpone examinations or studies on medical ground must be accompanied by an official medical report from the attending doctor.

HIV and AIDS remain one of the world's most significant public health challenges particularly in low and middle-income countries. The age group which is mostly affected is that of 15-49 years of age. Current data shows that more than 60% of HIV new infection occurs in youth aged 19-24 years of age.

Abstaining from sex, being faithful, limiting number of sexual partner to one who is not infected, consistent and correct use of condom, avoiding abusing alcohol and drugs which may impair your judgment, avoiding sharing needles or syringes and being circumcised if you're a male are some of the measures to prevent HIV transmission.

Test for HIV is free and confidentiality is highly maintained, we are all encouraged to test and know our status.

***“Don't walk barefooted on an unknown path”***

## **8. Tuition Fees and other Costs**

UDSM is one of the most affordable universities in the country, and aspires to provide access to a quality higher education by keeping tuition fees as low as possible. Tuition fees vary depending on the degree program you pursue. For more details on tuition fees and degree program, read the University of Dar es Salaam prospectus. You can also access this information by visiting University Website <http://www.udsm.ac.tz/undergraduate/admission>.

Note that all fee payments are made in the banks located in the University of Dar es Salaam. Bank account number 040103001709 of NBC (UDSM Branch), 01J1088967000 CRDB Bank (UDSM Branch), and account Number 2081100017 NMB Bank (UDSM Branch). For those making international telegraphic transfer, the swift code is NLCBTZTX for NBC Bank and CORUTZTZ for CRDB Bank. After paying, make sure that you keep the bank pay-in-slip for verification of payment. For accommodation purposes, the bank account numbers are CRDB Bank Ac/No [01J10886999900 SWIFT CODE 3386 \(University Accommodation Bureau\)](#), NBC Ac/No 040103000109 BRANCH CODE 040 SWIFT CODE – NLCDTZTX Income Generation Unit, NMB Ac/No 20810002677(UDSM Branch).

**Caution:** Students will only be registered after they have paid tuition fees and other related costs.

## **9. How much money do I need for living costs?**

It is always difficult to know exactly how much it will cost to live comfortably in a new place and everyone knows that expenditure differs from one person to another. However, you are advised to be careful with the money you have and do not spend money extravagantly. Always keep your money in the bank for safety because it will help you manage your life at UDSM. Do not disclose the password of your Automatic Teller Machine (ATM) card to anyone even if she/he is your closest friend or relative, and do not disclose it on the internet. Use your money wisely and always stick to your budget. It is difficult to get money from any other source in the University in case you run out of money. Borrowing money from fellow students has often led to conflicts due to inability to pay back the loan. If at all you have to lend another student some money, visit the Dean of Students Office for advice before you do so.

## **10. Safety and Security**

It is always important to take measures to stay safe in a big city like Dar es Salaam. The University Auxiliary Police Department has very useful information on Safety and Security through brochures that will be distributed to you within the orientation period. Make sure you get a copy, read it carefully and adhere to the safety tips. For any safety information call any of the following numbers:

Commandant 0754333322/0715841177

Staff Officer 0784-698168/0715-698168

OCS Auxiliary Police 0754-694261/0767-694261/0655-694261

CIDI/C 0754-0655449968/0784449968

Polisi Jamii 0711-325699

CRO 0652097852

D/Line +255 22 2410266

## **11. Banking Services**

You will need to open a bank account during the course of your studies. We cannot recommend any particular bank, however, we advise you to visit the banks listed below so that you can be informed regarding types of services they offer and choose the bank that is suitable for you.

To open an account, you will need your student ID card, address and name of your degree program. Depending on the bank you choose, you may be asked for more documents. The Dean of Students Office (DoSO) will provide you with a letter of introduction to assist you in opening a bank account. The following are banks available at the University of Dar es Salaam Mwl. J.K. Nyerere Mlimani Campus:

- CRDB Bank located at University of Dar es Salaam Business School (Block B)
- NMB Bank located at University of Dar es Salaam Business School (Block C)
- NBC Bank located at University Road opposite University Computing Centre (UCC). Bank services are also available at Mlimani City Shopping Mall along Sam Nujoma Road, 3 km from the Mwl. J.K. Nyerere Mlimani Campus.

## **12. The Dr. Wilbert Chagula University Library**

The University of Dar es Salaam library is an academic unit and integral part of the University's mission which revolves around teaching, research and consultancy. The library has seven major sections namely Arts and Social Sciences, Law, Science and Engineering, Reference, East Africana and ICT. These units are located at the Dr. Wilbert K. Chagula Library and the newly constructed University of Dar es Salaam Library. The Library provides access to both print and electronic information resources including print and electronic journals and books. The services include lending of library material, reference services, current awareness services, selective dissemination of information, photocopying services and library user instructions.

The library is stocked with over 600,000 volumes of print resources and subscribes to various electronic journal databases. The library is open to students, faculty members, other university staff and researchers from 8.00 am to 10.30 pm during term time and 8.00 to 5.00 pm on vacations and closed on Sundays and during public holidays. Users are required to possess valid ID cards in order to use library facilities.

## **13. Faith-based Life**

- Students and staff have complete freedom of worship. At present, facilities are available for Christians and Muslims.
- Catholics have one Chaplain appointed by the Tanzania Episcopal Conference (TEC). They have Mass every Sunday at 6.15, 7.15 and 8.15 a.m. in the Yombo 4 as well as the daily Mass at 6.00 p.m. in the Chapel.
- Christians or denominations under Christian Council of Tanzania (CCT) have a Chaplain appointed by the Christian Council of Tanzania. Their services are held in the Chapel at 10.00 a.m. in Kiswahili. Also, they conduct Kiswahili services every Sunday at 7.00 a.m. in Yombo 5 and English services at 9.30 a.m.
- The University Students Christian Fellowship (USCF) has faith meetings daily from 6.30 p.m. to 7.30 p.m. Monday to Friday and from 7.00 p.m. on Saturdays. Activities include Bible study, films, out-reach (to other colleges and places) and inreach i.e. room to room witnessing for Christ.
- There is also a staff and students Bible study group which meets in the Chapel seminar room at 6.00 p.m. every Tuesday. The Seventh Day Adventists meet every Saturday from 9.00 a.m. to 11.00 a.m. There are confirmation Classes for CCT on Saturdays at 10.00 a.m. and on Wednesdays at 4.00 p.m. in the Chapel seminar room.
- Baptisms and marriages are also arranged by the Chaplains on request. Non-Catholics have Chapel Council for CCT which meets three times annually. A Joint Christian Committee (JCC) for TEC and CCT meets once a semester.
- Muslims conduct prayers and other faith based activities in the Mosque. The Mosque is located along Changanyikeni Road opposite Hall IV. MSAUD is a Muslim Student Organization helping students to grow in Muslim spiritual life. AMIR is an overall spiritual leader and conducts community prayers every day.
- You are advised to register with your faith group on campus for your spiritual growth.

## **14. Shopping Services**

You can buy commodities at Hill Park Super Market which is located opposite UDBS and adjacent to the University Police Station. There are also shopping services located adjacent Hall IV and also at Mlimani City Shopping Mall along Sam Nujoma road about 3 km from Mwl. J.K. Nyerere Mlimani Campus and Mabibo Complex.

## **15. Sports, Games and Leisure**

The University encourages students to participate in games. It has playgrounds (out-door) with six grounds for Football, four for Netball, four for Basketball, three for Volleyball, nine for Tennis, One for Track and Field-Athletics, one swimming pool and an International Cricket ground. In-door games facilities for Badminton, Table Tennis,

Basketball and Aerobic training are also available. Most of these facilities are located at the Mwl. J.K. Nyerere Mlimani Campus and others are at Mabibo; while some are at ColCT, Kijitonyama Campus (previously TTCL Hostels).

Play grounds are meant for students, University Employees and the surrounding communities. They are also open for hiring at low price. For more information, contact the Coordinator, Sports and Games – at the Director of Social Services Office Number 326 Administration Block

## **16. DARUSO**

Congratulations to all Fresh Men and Women for choosing the University of Dar es Salaam to study and create a new academic history within spectrum of success. Be proud your choice is wonderful therefore relax, get focused, be creative, assimilate and produce knowledge.

### **What is DARUSO?**

DARUSO is an independent student organization abbreviated from, Dar es Salaam University Students Organization which works for welfare of students.

### **Who is a DARUSO Member?**

All students who are registered at the University of Dar es Salaam are members of DARUSO.

### **What are the main objectives of DARUSO?**

- To bridge the gap between students and the UDSM administration
- To protect the rights of all its members
- To facilitate good environment for its members to study.
- To coordinate and regulate all crucial matters for student stay at the University
- To promote peace, love, respect and cooperation in the University community and in the neighborhood.
- To create networking with other Universities within the country and beyond.

### **How is it Structured?**

DARUSO, as an independent organization comprising three (3) organs which are:-

1. Cabinet
2. DARUSO Judicial organ
3. USRC
  - Cabinet consists of President, Vice President, Prime Minister, Ministers and Deputy Ministers.
  - DARUSO Board consists, Chairperson of the Judicial organ, Secretary of the Judicial organ and all Chairpersons and Secretaries of all twelve (12) Colleges/Schools/Institute.
  - USRC is the University Students' Representative Council which consists of Speaker, Deputy Speaker, Clerk and all University representatives from all two (2) mentioned organs and elected representatives from each college/school/institute.

### **Where is DARUSO office located?**

DARUSO offices are located between Yombo 1 and Hall 6 near the Dean of Students Office.

Welcome to DARUSO, welcome for creating and developing a spirit of patriotism for our University and our country as a whole.

## **STUDENTS FINANCE UNIT (SFU)**

University of Dar es Salaam was the first higher learning institution to establish Students Loan desk as per the Government directives. The University management responded positively by establishing Students Finance unit

during 2011/2012 academic year within the office of the Deputy vice chancellor academic under the Directorate of Undergraduate studies to facilitate and improve efficiency to the issuance of students loans within the University.

The Unit is located at Yombo Buildings at Dean of Students Premises Room number 11, 16 and 17. The unit has Loan officer, Administrative officer, Accountant and assistant accountant. The main activities of the unit are as follows;

- Custodian of loan disbursement records at the University
- Give clarification to the students on various issues relating to loans
- Reconcile and establish any unpaid deserving students and report them to the Board for action.
- Advise students on all matters relating to students loans.
- Avail to the Board all registered students and matrix/ fee structure for the subsequent academic years.
- Facilitate the auditing process of the students loans received at the University for each academic year receive and review inquires and complaints on matters relating to loans and forward them to the Board if necessary
- Collect all students' payments from HESLB
- Supervising the signing and acknowledgments of the receipts of funds received from the Board
- To submit payments requests to be made to the students
- Follow up examination results from the relevant offices and pass them to the Board
- To verify payments schedules received from the Board against current studentship/status and recommend action to be taken.
- Coordinate exchange of any other loan disbursement information between students, University and Higher Education students Loans Board.
- Credit loan funds to respective students Bank accounts

**Remember: "DO SOMETHING GOOD TO MAKE A DIFFERENCE"**

**Thank you All and Welcome to UDSM!!!**