

UNIVERSITY OF DAR ES SALAAM



JOINING INSTRUCTIONS AND INFORMATION FOR FRESHERS ADMITTED TO BACHELOR PROGRAMMES

2022/2023

University of Dar es Salaam Leadership and Top Management



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UNIVERSITY OF DAR ES SALAAM



JOINING INSTRUCTIONS AND INFORMATION FOR FRESHERS ADMITTED TO BACHELOR PROGRAMMES

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ABBREVIATIONS USED IN THIS BOOK

CoAF	College of Agricultural Sciences and Food Technology
CoET	College of Engineering and Technology
CoHU	College of Humanities
CoICT	College of Information and Communication Technologies
CoNAS	College of Natural and Applied Sciences
CoSS	College of Social Sciences
DUCE	Dar es Salaam University College of Education
IDS	Institute of Development Studies
IKS	Institute of Kiswahili Studies
IMS	Institute of Marine Sciences
UDSM-MCHAS	University of Dar es Salaam Mbeya College of Health and Allied Sciences
MUCE	Mkwawa University College of Education
SJMC	School of Journalism and Mass Communication
SoAF	School of Aquatic Sciences and Fisheries Technology
SoED	School of Education
SoMG	School of Mines and Geosciences
UDBS	University of Dar es Salaam Business School
UDSM-MRI	University of Dar es Salaam Mineral Resources Institute
UDSoEC	University of Dar es Salaam School of Economics
UDSoL	University of Dar es Salaam School of Law

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**ORIENTATION WEEK PROGRAMME 2022/2023 FROM SATURDAY 29th
OCTOBER, 2022 TO FRIDAY.....27**

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INCOMING STUDENTS

Congratulations to all new comers! Welcome to the University of Dar es Salaam, 2022/2023 intake! You are joining a long and joyous academic journey and we are pleased to introduce you to the community at the Hill.

1. ARRIVING AT THE UNIVERSITY

Prospective students selected to join the Mwalimu J.K. Nyerere Mlimani Campus (which includes the Main Campus, School of Aquatic Sciences and Fisheries Technology [SoAF], the School of Journalism and Mass Communication [SJMC], and the College of Information and Communication Technologies [CoICT]) should report at the Mlimani Campus on **29th October 2022**.

Applicants selected for admission into the Dar es Salaam University College of Education (DUCE), Mkwawa University College of Education (MUCE), University of Dar es Salaam Mbeya College of Health and Allied Sciences (UDSM-MCHAS), University of Dar es Salaam Mineral Resources Institute (UDSM-MRI), and the Institute of Marine Sciences (IMS) should report directly at their respective campuses on the same date.

On arrival, prospective students at the Mwalimu J.K. Nyerere Mlimani Campus are informed that:

- a. There will be Guides at the campuses' entry points to assist them with directions.
- b. The Guides and other Officials will be on duty from 8.00 am to 6.00 pm.
- c. Admission issues for prospective students admitted at the Mwalimu Nyerere Mlimani Campus will be handled at the Nkrumah Hall from 8.00 am to 6.00 pm.

NOTE: Depending on where you are coming from, the UDSM information desk is available to assist you at the following terminals: - Magufuli, Mbagala Rangi-3, Zanzibar Forodhani, Mbeya, Dodoma, and Iringa.

UDSM officials will be available to guide prospective students arriving at DUCE, MUCE, UDSM-MCHAS, UDSM-MRI, and IMS as they report at their respective campuses.

2. PAYMENT COMPLIANCE

The prospective HESLB and Private sponsored students must pay tuition fees and direct costs to complete their registration. Table 1 and 2 below summarize the UDSM tuition fees for various programmes and university direct costs.

Table 1: Tuition fees for Undergraduate Bachelor programmes for 2022/2023 academic year

Tuition Fees for Tanzanians (TZS)	Tuition Fee Non-Tanzanians (USD)	Academic Unit	Programme
1,000,000	2,100	CoHU	B.A. History
			B.A. Art and Design
			B.A. Education (Shared with CoSS)
			B.A. Film and Television
			B.A. Heritage Management
			B.A. Language Studies
			B.A. Music
			B.A. Theatre Arts
			B.A. Literature
			B.A. Philosophy and Ethics
		CoSS	B.A. Anthropology
			B.A. Psychology
		DUCE	B.A. Education
			BED. Arts
		IDS	B.A. Development Studies
		IKS	B.A. Kiswahili
		MUCE	B.A. Education
			BED. Arts

Tuition Fees for Tanzanians (TZS)	Tuition Fee Non-Tanzanians (USD)	Academic Unit	Programme
1,000,000	2,100	SoED	BED. Adult and Community Education
			BED. Commerce
			BED. Early Childhood Education
			BED. Physical Education and Sport Sciences
			BED. Psychology
1,100,000	2,700	CoET	B.Sc. Geomatics
			B.Sc. Quantity Surveying
1,300,000	2,700	CoAF	B.Sc. Agricultural and Natural Resources Economics and Business
			B.Sc. Agricultural Engineering and Mechanisation
			B.Sc. Beekeeping Science and Technology
			B.Sc. Crop Science and Technology
			B.Sc. Food Science and Technology
		SoAF	B.Sc. Aquatic Sciences and Fisheries
		CoET	Bachelor of Architecture
			B.Sc. Chemical and Process Engineering
			B.Sc. Civil Engineering
			B.Sc. Electrical Engineering
			B.Sc. Industrial Engineering
B.Sc. Mechanical Engineering			
	B.Sc. Textile Design and Technology		

Tuition Fees for Tanzanians (TZS)	Tuition Fee Non-Tanzanians (USD)	Academic Unit	Programme
1,300,000	2,700		B.Sc. Textile Engineering
		SoMG	B.Sc. Petroleum Engineering
			B.Sc. Metallurgy and Mineral Processing
			B.Sc. Mining Engineering
			B.Sc. Engineering Geology
			B.Sc. Geophysics
			B.Sc. Geology and Geothermal Resources
			B.Sc. in Geology
			B.Sc. with Geology
			B.Sc. Petroleum Geology
			CoHU
		B.A. Archaeology and History	
		B.A. Diplomatic and Military History	
		B.A. Communication Studies	
		B.A. History, Cultural Heritage Management and Tourism	
		B.A. History and Political Science	
		CoICT	B.Sc. Electronic Science and Communication
		CoNAS	Bachelor of Science and Mathematics and Statistics
			B.Sc. Applied Microbiology and Chemistry
			B.Sc. Actuarial Sciences
B.Sc. Applied Zoology			

Tuition Fees for Tanzanians (TZS)	Tuition Fee Non-Tanzanians (USD)	Academic Unit	Programme
1,300,000	2,700		B.Sc. Botanical Sciences
			B.Sc. Chemistry
			B.Sc. Meteorology
			B.Sc. Microbiology
			B.Sc. Molecular Biology and Biotechnology
			B.Sc. Petroleum Chemistry
			B.Sc. Chemistry and Physics
			B.Sc. Wildlife Science and Conservation
			B.Sc. Education
			CoSS
		B.A in Library and Information Studies	
		B.A in Political Science and Public Administration	
		Bachelor of Social Work	
		B.A. Sociology	
		B.A. Statistics	
		UDSoEC	B.A. Economics
			B.A. Economics and Statistics
		IMS	B.Sc. Marine Sciences
		DUCE	BED. Science
			B.Sc. Education
			B.A. Disaster Risk Management
		MUCE	BED. Science
			B.Sc. Chemistry
			B.Sc. Education
		SJMC	B.A. Journalism
			B.A. Mass Communication

Tuition Fees for Tanzanians (TZS)	Tuition Fee Non-Tanzanians (USD)	Academic Unit	Programme
1,300,000	2,700		B.A. Public Relations and Advertising
		UDBS	BBA (Evening)
			B.Com Banking and Financial Services
			B.Com Finance
			B.Com Human Resources Management
			B.Com Marketing
			B.Com Tourism Management
			B.Com Procurement and Supply Chain Management
UDSoL	B.A. Law Enforcement		
1,500,000	3,500	CoICT	B.Sc. Business Information Technology
			B.Sc. Computer Engineering and Information Technology
			B.Sc. Computer Science
			B.Sc. Electronics Engineering
			B.Sc. Telecommunication Engineering
		UDBS	B.Com Accounting
UDSoL	Bachelor of Laws (LLB)		
1,800,000	5,672	MCHAS	Doctor of Medicine (MD)
			Doctor of Dental Surgery (DDS)

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

Cost item	Tanzanians (TZS)	Non-Tanzanians (USD)
------------------	-------------------------	-----------------------------

ID fee	5,000	5
Registration (Paid once)	5,000	100
Examination Fee	12,000	120
Medical Capitation Fee	50,400	25
Student Union Fee	5,000	15
TCU Commission	20,000	10
Total	97,400	275

3. DIRECT STUDENTS' COSTS

Prospective UDSM students should have a minimum annual budget to meet their living costs as per table 3 below.

Table 3: Costs payable directly to students

Cost Item	Cost (TZS)
Books & Stationery Allowance	200,000
Meal and Accommodation Allowance	2,099,000
Total	2,299,000

In addition, students are required to have sufficient funds to cater for Special College/School/Institute requirements. Such requirements may be in the form of boots, overalls, compass sets, drawing boards, track suits, gloves, masks, etc. as well as funds for industrial/practical training or teaching practice depending on the programme.

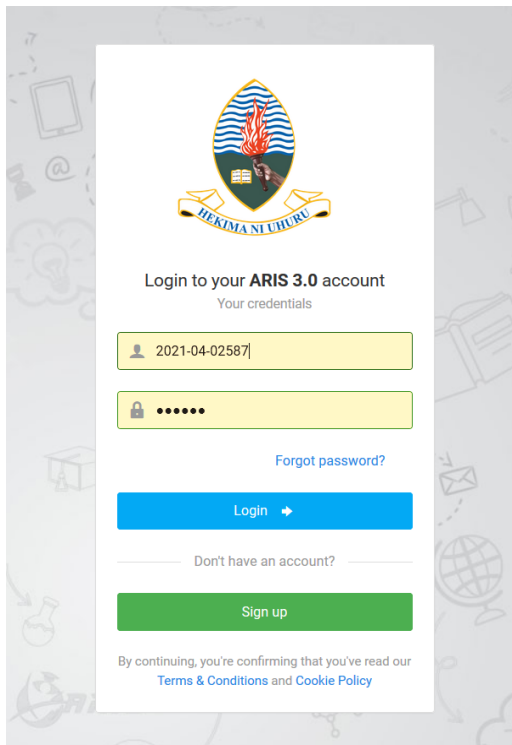
Students are urged to consult the latest University prospectus for specific requirements by their colleges/schools or consult the academic units in which they will register, for more details, including indicative cost implication.

4. REGISTRATION AND PAYMENTS

The registration process involves: Payments (Fees and Direct Costs), certificates verification, medical checking, and course registration.

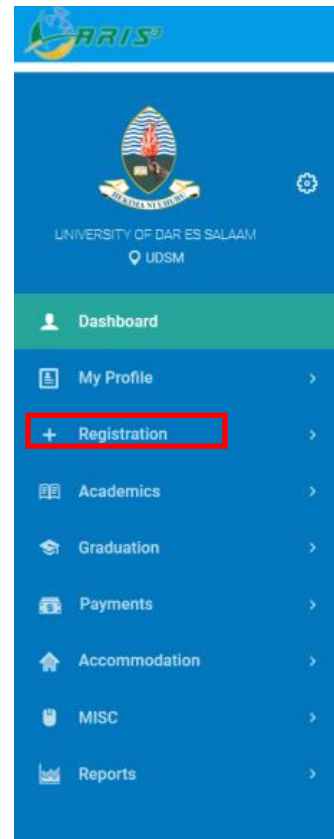
Registration and all payments shall be done online through the University Students' Academic Registration Information System (ARIS) account at <https://aris3.udsm.ac.tz/> by following the steps below:

Step 1



Open <http://aris3.udsm.ac.tz> to log in
User name: Is your registration number,
Password: You will be able create it, or you will be given a default one.

Step 2



After you have signed in click on **registration** to view features indicated in **step 3** below

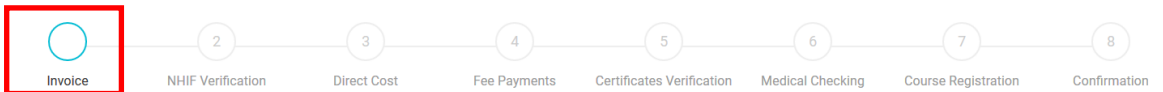
Step 3

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 2022/23* above.

Step 4

Create your invoice





INVOICE-1234578

Thu, 07 Oct 2021

UNPAID

From : University of Dar es Salaam

To : Chaplin, Charles

Ubungu Dar es salaam

Reg# 2021-04-02588

P.O. Box 125500

Bachelor of Science in Computer Engineering & Information Technology (B.Sc. Comp) | 1st Year

Phone: +255282622868

Phone: 0755010102

Email: info@udsm.ac.tz

Email: 2021-04-02588@gmail.com

1. Direct Cost

#	Item	Original Amount	Waived Amount	Sponsored Amount	Transferred Amount	Total Amount	Control#
1	Identification Card	5,000.00 TZS	0.00 TZS	0.00 TZS	0.00 TZS	5,000.00 TZS	(No bill was found)
2	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)
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	Caution Money	0.00 TZS	0.00 TZS	0.00 TZS	0.00 TZS	0.00 TZS	(No bill was found)
5	Student Union Fee	5,000.00 TZS	0.00 TZS	0.00 TZS	0.00 TZS	5,000.00 TZS	(No bill was found)
6	Registration Fee	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	1,500,000.00 TZS	0.00 TZS	0.00 TZS	0.00 TZS	1,500,000.00 TZS	(No bill was found)

Subtotal : 1,500,000.00 TZS

Discount : 0.00 TZS

Total : 1,500,000.00 TZS

Total : 1,547,000.00 TZS

Discount : 0.00 TZS

Grand Total : 1,547,000.00 TZS

NOTE: Please make sure the following are in order before you proceed to generate your bill:

- ORIGINAL AMOUNTS:** The original cost of an item (as per current fee structure) before any reliefs/discounts to be applied
- SPONSORSHIPS:** Approved sponsorship amounts on particular item(s)
- TRANSFERS:** Applied Payment transfer from previous over payment(s)
- WAIVERS:** Approved Waived amounts on particular item(s)
- TOTAL AMOUNT:** The remaining amount (after applying Sponsors, Transfers and Waivers) which you are about to generate a bill

Generate Control Number

- Generate a control number; and
- Use the control number to make your payment(s) at the NEAREST BANK or by Mobile –Money.

5. REGISTRATION REQUIREMENTS

All students should have the following items during registration:

- a. Two coloured passport size photographs,
- b. Admission letter indicating UDSM students' registration number and form IV index number,
- c. Two copies of registration forms duly filled with students' information,
- d. 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.
- e. International students should bring certificates issued by their respective examinations Boards and not testimonials from their Secondary School Headmasters/Headmistresses.

6. STUDENT IDENTITY CARDS

All students are supposed to present their admission letters to the UDSM Identity Card Unit for photograph taking and issuance of ID.

7. MEDICAL EXAMINATION

You will be required to go for a medical examination at the University Health Centre or any other Government Hospital and submit a duly filled medical examination form including the chest x-ray report during registration. Customised Medical Examination form are attached to admission letters in the students' admission account used during applications. Students with medical problems are advised to see the Medical Officers-in-Charge or Dean of Students at the Mwalimu J.K. Nyerere Mlimani Campus, DUCE, MUCE, UDSM-MCHAS, UDSM-MRI and IMS for further guidance/assistance.

8. MEDICAL SERVICES

The University of Dar es Salaam Health Centre (UHC) provides preventive, curative and restorative health services to 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, Institute of Marine Sciences (Zanzibar), first AID services at H.E. Dr. J. P. Magufuli hostel, School of Journalism and Mass Communication and College of Information Communication and Technologies

The Centre is accredited to offer services to NHIF beneficiaries. All students are required to join NHIF by filling in special forms after contributing some specified amount of money. 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 countrywide. Students who fall sick during examinations are advised to report to their respective departments and the Health Centre for treatment and further directives. **In case you plan to postpone examinations or studies on medical grounds you are advised to submit an authentic medical report from recognized hospital.**

8.1. HIV and AIDS

HIV and AIDS remain one of the world's most significant public health challenges; all age groups are affected by the disease but the group aged 15-49 years is mostly affected. Current data shows that more than 50% of HIV new infection occurs in youth aged 19-24 years of age. Abstaining from sex, being faithful, limiting the number of the sexual partners to one who is not infected, and consistent and correct use of condoms are some of the measures that can prevent HIV transmission. The Centre offers free counselling and testing for HIV with high degree of confidentiality.

8.2. Coronavirus Disease (COVID-19)

COVID-19 is an infectious disease caused by a newly discovered coronavirus; it spreads primarily through droplets of saliva or discharge from the nose when an infected person coughs or sneezes. Infection occurs by breathing in the virus if you are within close proximity of someone who has COVID-19,

or by touching a contaminated surface and then your eyes, nose or mouth.

The disease affects different people in different ways. Most infected people will develop mild to severe illness. The symptoms of COVID – 19 include but are not limited to fever, dry cough, sore throat, tiredness, headache, aches and pains. Other symptoms include diarrhoea and loss of taste or smell. Protect yourself and others around you from COVID-19 by:-

- a. Cleaning your hands regularly using soap and water, or an alcohol-based hand rub (sanitizers); avoid touching your eyes, nose or mouth with unclean hands.
- b. Maintaining a safe distance from anyone who is coughing or sneezing;
- c. Avoiding shaking hands, hugging or kissing;
- d. Covering your nose and mouth with your bent elbow or a tissue when you cough or sneeze;
- e. Vaccination against COVID-19 is available in many Centres including UDSM Health Centre. You are encouraged to get vaccinated.

Note: If you have a fever, cough and difficulty breathing, seek medical attention at the nearest medical facility.

Be responsible! Protect yourself and others!

8.3. Ebola Virus Disease

Ebola is a deadly infectious disease caused by the Ebola virus which is spread through direct contact with body fluids of an infected person.

Some of the symptoms and signs of Ebola disease are fever, vomiting, diarrhoea, bleeding, headaches, muscle aches, joint aches and weakness. There are no reported cases in the country but you are advised to take all precautions including cleaning your hands regularly using soap and water, or an alcohol-based hand rub (sanitizers) to prevent the disease.

9. COURSE REGISTRATION

Course registration in various academic units will be conducted as per the orientation week programme issued by the office of the Director of Undergraduate Studies and accessible from the students' admission accounts.

10. 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 programme are based on the condition that:

- a. The student is registered,
- b. There is a vacancy in a programme of interest,
- c. The student has met the criteria and cut-off points used to select students to the programme of interest,
- d. The timeline for transfer window will be announced., and
- e. The application is done online at <https://aris3.udsm.ac.tz>.
- f. Transfers from education programmes are not entertained.

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

11. DIRECTORATE OF STUDENTS SERVICES (DSTS)

The Dean of Students is in charge of all matters that involve students' life at UDSM. Units under DSTS include University Students Accommodations Bureau (USAB), Students Governance Unit, Health and Catering Unit.



Ms. Paulina Mabuga
Dean of Students

11.1. USAB

USAB deals with all matters regarding student's accommodation at UDSM, visit <http://www.doso.udsm.ac.tz> for more details. The space in the Halls of Residence is very limited and, as a result, campus accommodation is therefore not guaranteed, except for international and physically challenged students.



Ms. Zabibu Swima
USAB Manager

Table 4: Available student hostels and charges at the UDSM Main Campus, UDSM-MCHAS, UDSM-MRI and IMS

S/N	Hostels and Halls of Residence	Costs per day	
		Tanzanian (TZS)	Non-Tanzanian (USD)
1	Halls of Residence (Judge Julie Manning Hall, Hall Hall 1, 2, 4, Hall 6, and Hall 7)	800	3
2	Mabibo Hostels	500	3
3	HE. Dr. J. P. J. Magufuli Hostel	800	3
4	CoICT Hostels	800	3
5	Mazizini Hostel (IMS)	500	3
6	UDSM-MCHAS Hostel	800	3
7	UDSM-MRI Hostels at Nzega and Dodoma	813	3
8	Kunduchi Hostels	500	3

NOTE: There are also private hostels available for students for more details please visit USAB or call 0735 232 061 (for hostels issues only). For admission matters please call +255 222 410 513.

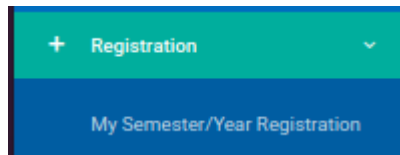
11.2. Students' Governance Unit


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.

11.3. 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. To ensure that students have medical insurance under the National Health Insurance Fund (NHIF), please follow the steps below:

1. Login into your ARIS 3 account
2. On the left side menu click on the Registration link then click My Semester/Year Registration (see screenshot below)



3. On the page that opens click on the Next button  at the bottom of the page
4. On the next page that opens select the type of NHIF Card you have by clicking on the appropriate radio button and then click on the Proceed button See 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



5. 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



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

NHIF Card Number

Enter your NHIF Card Number...



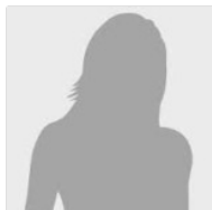
6. Write your NHIF Card Number and click on the Verify button.
7. If you do not have NHIF Card, click on the last radio button and click on the Proceed button as shown in the screenshot below:

- I do not have NHIF Card



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

Photo Image



Mobile Number

Example: 255759000000

National Id Number

(Optional) Example: 19991012...

Date of Birth

2022-10-14

Form Four Index Number (I have Equivalent Number)

Example: S0231.04.2010

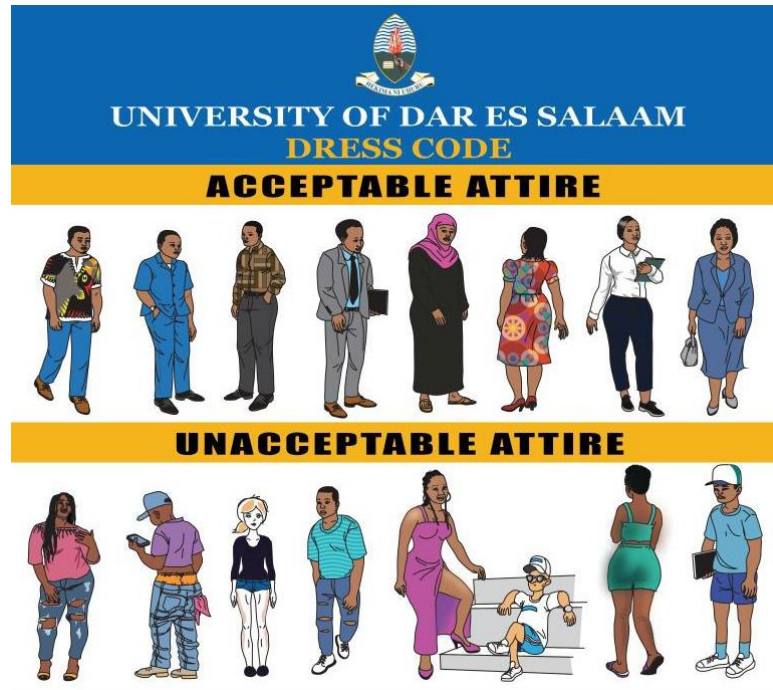
Marital Status

Select...



8. Fill in all the required information in the form (**Mobile Number, Form Four Index Number, National ID Number, Marital Status, Date of Birth**) and click on the **Apply** button

11.4. Dress code



12. COUNSELLING UNIT

The Counselling Unit is under the Directorate of Social Services, which is under the Deputy Vice Chancellor - Planning, Finance and Administration. Counselling Unit provides integrated guidance and counselling services to students and staff of the University of Dar es Salaam. The Unit therefore assists the University community members to address the challenges that they increasingly face while ensuring that they remain inspired and motivated in performing their roles. This will enable the University to realize its vision and mission.



Dr. Bernadetha Rushahu
Head, Counselling Unit

12.1 Areas of concerns

The Counselling Unit offers support to students and staff in various areas such as;

a. **Psycho-social concerns**

Support is offered on how to handle sexual harassment, social abuse, alcoholism, discrimination, stigmatization, bullying, anger and stress management, anxiety and depression, retirement and retrenchment, marital issues, grief/loss, work and life balance, special needs challenges, rehabilitation, conflict resolution, sexuality, relationships, suicide etc. The Counselling Unit works closely with the Dean of Students Office to facilitate this.

b. **Academic concerns**

Academic support and advice is offered on how to manage academic underperformance, low productivity, absenteeism, professional misconduct, work related stress and career guidance and counselling. The Counselling Unit will work closely with the Guidance and Counselling Liaison Committees from Colleges, Schools, Institutes and Focal Persons from Directorates and major Departments.

c. **Health related concerns**

Support is provided to those with health problems such as diabetes, HIV/AIDS, cancer, high and low blood pressure and psychological disorders. The University Health Centre facilitates this in collaboration with Counselling Unit.

d. **Economic and Financial concerns**

The Economic and Financial Challenges Advisory Unit at University of Dar es Salaam Business School (UDBS) will provide information and advice to staff and students on how handle finances, debt and other economic challenges.

12.2 Counselling Services Provided

The UDSM guidance and counselling services include, but not limited to:

- a. Anger and Stress management
- b. Anxiety and Depression issues
- c. Suicide prevention
- d. Academic concerns
- e. Economic and Financial concerns
- f. Career Guidance and Counselling
- g. Health related concerns
- h. Grief/loss Counselling
- i. HIV/ AIDS Counselling
- j. Work and Life Balance
- k. Academic and Social Life Balance
- l. Preventive Counselling
- m. Counselling people with Special Needs
- n. Rehabilitation Counselling
- o. Conflict Resolution to staff and students
- p. Sexuality Counselling
- q. Relationship Counselling
- r. Group Counselling
- s. Retirement and Retrenchment Counselling
- t. Marriage and Couples Counselling
- u. Family Counselling
- v. Addiction Counselling
- w. Bullying and harassment concerns

12.3 Why we recommend our Counselling Services

- a. We adhere to professional counselling ethics and integrity,
- b. We monitor clients' progress and adjust the treatment plan if required,
- c. We provide individual and group counselling sessions,

- d. We raise mental health awareness of clients through counselling sessions, and
- e. We provide education to the University community on counselling issues such as stress management, substance abuse, addiction, suicide prevention etc.

12.4 Cross-cutting Ethical Consideration

- a. Confidentiality is assured
- b. Free consent of persons to be counselled
- c. No unethical use of information gained during guidance and counselling sessions.
- d. Anonymity of guided and counselled persons
- e. Use of professional counsellors


12.5 Contact address


Head of Counselling Unit,
University of Dar es Salaam,
P.O. Box 35091,
Dar es Salaam.


12.6 How to Access the Services

Please book an appointment by email, telephone or online.
Tel: +255 736 393936

 counselling@udsm.ac.tz

 Counsellingunit

 Counsellingunit

 Counsellingunit

 <https://www.udsm.ac.tz/web/index.php/directorates/cu>

The Unit gives Self-help line tips on Directorate of Social Services (DSS) web

The services provided are free of charge to staff and students.

12.7 Location

UDBS Building, Block C Basement, Room No: C022-C030.

Opening hours: Monday to Friday from 08:00 - 16:00 hrs.

“Your Mental Health is Our Priority”

13. DARUSO

Dar es Salaam University Students Organization (DARUSO) is an independent student organization, which works for welfare of students. All UDSM students are members of DARUSO. DARUSO offices are located between Yombo 1 and Hall 6.

13.1 Objectives of DARUSO

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

13.2 DARUSO Government Structure

a. Cabinet

Cabinet consists of President, Vice President, Prime Minister, Ministers and Deputy Ministers.

b. Judicial Organ

The Judicial organ consists of Chairperson of the Judicial Organ, Secretary of the Judicial Organ and all Chairpersons and Secretaries from colleges, schools, and institutes.

- c. University Students' Representative Council (USRC)
The USRC consists of Speaker, Deputy Speaker, Clerk and all University representatives from the Cabinet, Judicial organ, and elected representatives from colleges, schools, and institutes.

14. STUDENTS FINANCING UNIT

The Unit is responsible for coordinating financial matters for students that receive support from the Higher Education Students Loan Board (HESLB). Thus, it offers advise to students on all matters relating to students' loans.

The Unit is located at Yombo Building at Dean of Students Premises Room number 11, 16 and 17.

15. CONTINGENCIES

It is advisable for students to have sufficient funds from their own sources to cater for initial costs upon arrival while waiting for sponsors to release their funds.

16. SPECIAL NEEDS EDUCATIONAL SERVICES

Special needs educational services are offered under the School of Education (SoED) through the Special Needs Educational Unit. The unit is located in the SoED Building room numbers 215, 202 and 204.

Services are offered to students with Visual Impairment (total blind and low vision), Hearing Impairment (deaf and hard of hearing), and those with severe physical challenges.

For special needs educational services call any of the following numbers:

- a. 0754 551 630 or 0715 551 630
- b. 0755 367 646 or 0715 367 646
- c. 0715 551 630 or 0755 863 788

17. SAFETY AND SECURITY

Safety and Security at UDSM is under the mandate of the University Auxiliary Police Department. In case of need call the following numbers:

- a. Commandant: 0754 333 322, or 0719 394 822
- b. Gender Desk: 0712 407 977 or 067 732 976; 0735 150 325 or 0682 150 325
- c. Charge Room Office (CRO): 0737 777 044
- d. Landline: 022 2410 266

18. LIBRARY SERVICES

The library seeks to support teaching, learning and research activities of the university community by providing innumerable information resources and services. The library services are offered in two library buildings namely Dr. Wilbert K. Chagula Library and the University of Dar es Salaam Library. The library provides access to print resources (e.g., books, journals, dissertations and theses) and subscribes to various electronic books and journal databases.

Library Opening Hours

DURING SEMESTER			
WEEK DAYS	DAY TIME	BREAK	NIGHT
Monday -	8:00-18:30 hrs	1 Hour	19:30 - 22:30
Sunday	14:00-18:30 hrs	1 Hour	19:30 - 22:30
Public Holidays	8:00-18:30 hrs	1 Hour	19:30 - 22:30
DURING VACATION			
Monday - Friday	8:00 - 17:00 hrs	Closed	
Saturday	8:00 – 15:30	Closed	
Sunday & Public	Closed	Closed	

Library users are required to possess valid ID cards to access the following services:

- a. Online Public Access Catalogue (OPAC);
- b. Lending of library materials;
- c. Reference services;
- d. Current awareness services;
- e. Selective dissemination of information;
- f. Photocopying services;

- g. Internet services, and
- h. Library user instructions.

19. FAITH-BASED LIFE

Students and staff have complete freedom of worship. At present, facilities are available for Christians and Muslims. You are advised to register with your faith group on campus for your spiritual growth.

20. SHOPPING SERVICES

Shopping services are available at Hill Park near the Police Station, 'Kariakoo' near USAB offices, Hall IV and Mlimani City Shopping Mall along Sam Nujoma road about 3 km from Mwl. J.K. Nyerere Mlimani Campus and Mabibo Complex. Students admitted at UDSM-MCHAS, UDSM-MRI and IMS may wish to consult the Office of the Dean of Students at their respective campuses for assistance.

21. RECREATIONAL ACTIVITIES

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 CoICT, Kijitonyama Campus.

For more information, contact the Coordinator, Sports and Games at the Director of Social Services Office Number 324 Administration Block.

22. BANKING SERVICES

You will need to open a bank account at any bank of your choice during your studentship. The Directorate of Student Services (DSTS) will provide you with an introduction letter to assist you

in opening a bank account. You will further 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.

23. TRANSPORT SERVICES

Students residing at the Mabibo Hostels will be served by shuttle busses available daily. Commuter buses (Daladala) from Mwenge via the University to Ubungo or Changanyikeni are also available.

24. DEFERREMENT OF ADMISSION

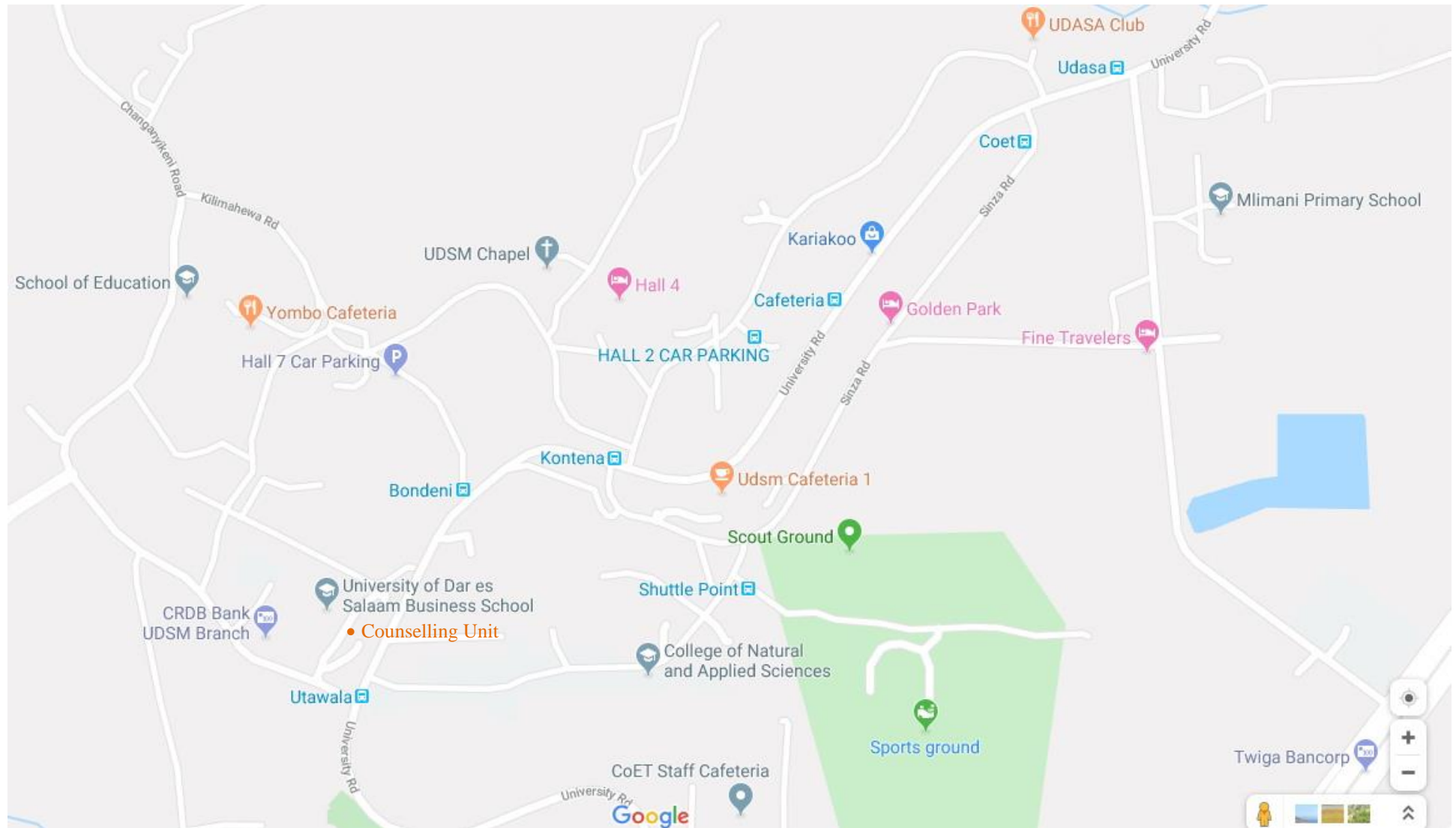
Students who have been selected but cannot join the University for any reason cannot defer the admission to the next year. Such students need to apply afresh in the coming admission cycle.

25. POSTPONMENT OF STUDIES

No student will be allowed to postpone studies after effective commencement of an academic year except under special circumstances. Permission to postpone studies will be considered after producing satisfactory evidence of the reasons for postponement and written approval from the sponsor. Special circumstances shall include: sickness, serious social problems (each case to be considered on its own merit) and severe sponsorship problem.

26. CONTACTS

In case of any problems or questions, please contact the Admissions Office, Room No. 103, at the Sisal House, at the Mwalimu J.K. Nyerere Mlimani Campus.



University of Dar es Salaam Map, adopted from Google

UNIVERSITY OF DAR ES SALAAM

ORIENTATION WEEK PROGRAMME 2022/2023 FROM SATURDAY 29th OCTOBER, 2022 TO FRIDAY 4th NOVEMBER, 2022

DATE	TIME	ACTIVITY	RESPONSIBLE PERSON	PARTICIPANTS	VENUE
Saturday 29th October, 2022	08.00–06.00 p.m.	Receiving Students	Student Volunteers/DSTS Staff/DUS Staff	First Year Students	Nkrumah Hall
		Orientation to fee payment procedures	Bursar Staff	First Year Students	Nkrumah Hall
		Photograph taking	ID Card Unit Officials	First Year Students	ID Unit/Nkrumah Hall
		Registration	Principals/Deans/Direct or	First Year Students	Nkrumah Hall
Sunday 30th October, 2022	10.00–06.00 p.m.	Receiving Students	Student Volunteers/DOS Staff/DUS Staff	First Year Students	Nkrumah Hall
		Orientation to fee payment procedures	Bursar Staff	First Year Students	Nkrumah Hall
		Registration	Principals/Deans/Direct or	First Year Students	Nkrumah Hall
		Photograph taking	ID Card Unit Officials	First Year Students	ID Unit/ Nkrumah Hall
Monday 31st October, 2022	08.00 -12.30 p.m.	Registration	Principals/ Deans /Director	First Year Students	Colleges/Schools/ Institute
		Photograph taking	ID Card Unit Officials	First Year Students	ID Unit/ Nkrumah Hall
		Issuance of IDs	Principals / Deans/ Director	First Year Students	Colleges, Schools and Institute

DATE	TIME	ACTIVITY	RESPONSIBLE PERSON	PARTICIPANTS	VENUE
		Medical Examination	Medical Officer in-Charge	CoSS & CoHU	UDSM Health Centre
	12.30 - 02.00 p.m.	LUNCH BREAK			
	02.00 - 03.00 p.m.	Registration	Principals/ Deans / Director	First Year Students	Colleges/Schools and Institute
	03.00 - 04.00 p.m.	Issuance of IDs	Principals / Deans/ Director	First Year Students	Colleges, Schools and Institute
		Medical Examination	Medical Officer in-Charge	CoET, IDS, IKS, UDBS, SoAF, SoMG, UDSOEC & SJMC	UDSM Health Centre
	04.00-05.00 p.m.	Tour on Mwalimu J.K. Nyerere Mlimani Campus	Students leadership (DARUSO)	CoSS, UDSOEC, CoHU, UDSOL, UDBS, IDS, IKS, SJMC	Meeting point Yombo 5
				CoICT, SoMG, SoAF, CoET, CoNAS, SoED, & CoAF	Meeting point Yombo 4
	06.00	END OF THE DAY			
Tuesday 1st November, 2022	8.00–10.00 a.m.	Joint briefing as for the day's activities and questions/answers on general life at UDSM	DOS Staff/Auxiliary Police/Library Staff/Bursar/UCC/ Counselling Unit	UDSoL, CoSS, UDSOEC, CoHU, IKS, IDS, SJMC & SoED	Yombo 4
				CoICT, UDBS, CoET CoNAS, SoAF, SoMG & CoAF	Yombo 5

DATE	TIME	ACTIVITY	RESPONSIBLE PERSON	PARTICIPANTS	VENUE
	10.00-12.00 p.m.	Library Programme	Director, Library Services	CoICT, UDBS, CoNAS, CoET, SoMG	Yombo 5
	12.00-01.00 p.m.	Library Programme	Director, Library Service	UDSoL, UDSOEC, SJMC, IDS, IKS and SoED	Yombo 4
				CoSS, CoHU, & CoAF, SoAF	Yombo 5, Nyerere Theater 1&2
	01.00–02.00 p.m.	LUNCH BREAK			
	02.00–04.00 p.m.	Registration	Principals/Deans/Director or	First Year Students	Colleges/Schools/Institute
	04.00 –06.30 p.m.	Issuance of ID Cards	Principals/ Deans/ Director	First Year Students	Colleges/Schools/Institute
	06.30 – 8.30	DARUSO Programme	DARUSO	First Year Students	Yombo 4
	Wednesday 2nd November, 2022	08.00–10.30 a.m.	Registration	Principals/ Deans/ Director	First Year Students
Medical Examination			Medical Officer in-Charge	CoNAS, CoICT, CoAF, UDSO L & SoED	UDSM Health Centre
10.30-12.30 p.m.		Religious programmes	CCT Chaplain	First Year Students	Yombo 5
			TEC Chaplain	First Year Students	Yombo 4
			MSAUD Amir	First Year Students	Nyerere Theatre 1
12.30–02.00 p.m.		LUNCH BREAK			

DATE	TIME	ACTIVITY	RESPONSIBLE PERSON	PARTICIPANTS	VENUE
	02.00–03.00 p.m.	Introduction to ARIS	Director of Undergraduate Studies and ARIS Administrator	First Year Students from SoED, CoET, CoNAS, CoICT, SoAF, SoMG and CoAF	Yombo 4
	03:00-04:30 pm	Introduction to ARIS	Director Undergraduate Studies and ARIS Administrator	First Year Students from UDBS, UDSoL, UDSoEC, SJMC, CoSS, CoHU, IKS and IDS	Yombo 5
	04.30 - 06.00 p.m.	Games & Sports	Games Tutors	First Year Students	Yombo 5
	06.00	END OF THE DAY			
Thursday 3rd November, 2022	08.00-12.30 p.m.	Colleges/Schools/Institute Programmes	Principals/Deans/Director	CoET,	Nyerere Theatre I
				COSS	Yombo 4
				CoHU	Yombo 5
				CoNAS,	Nyerere Theatre II
				UDBS	Yombo I
				CoICT	CoICT Campus
				SoED	Yombo 2
				UDSoL	Yombo 3
				SJMC	SJMC Campus
				IKS	ATA
				CoAF	Lecture Room No.10 CoAF Building
IDS	ATB				
				UDSoEC	

DATE	TIME	ACTIVITY	RESPONSIBLE PERSON	PARTICIPANTS	VENUE
				SoMG	
				SoAF	
	12.30 - 02.00 p.m.	LUNCH BREAK			
	02.00–03:00 p.m.	Special Address on Gender Issues	Director, Gender Centre/Gender Focal Persons	CoSS, CoHU, UDBS, CoET, CoNAS, CoAF , SoAF, SoMG	Yombo 4
	03.00 – 04.00 p.m.	Special Program for Tanzanian Students Only	Government officials	CoICT, SoED, UDSoL, UDSoEC, SJMC, IDS, IKS	Yombo 5
				CoICT, SJMC, CoET, CoNAS, SoAF, SoMG, SoED, CoAF	Yombo 4
	04.00 - 05.00 p.m.	Special Address on Medical Issues	Medical Officers In-Charge	CoSS, CoHU, UDSoL, UDSoEC, UDBS, IDS & IKS	Yombo 5
				CoICT , SJMC, CoET, CoNAS, SoAF, SoMG & SoED	Yombo 4
	05.00 - 06.00 p.m.	Special Address on Students' Union Issues.	Students leadership (DARUSO)	CoICT, SJMC, CoET, CoNAS, SoMG, SoED, SoAF, CoAF	Yombo 4
				CoSS, CoHU, UDSoL, UDSoEC, UDBS, IDS & IKS	Yombo 5

DATE	TIME	ACTIVITY	RESPONSIBLE PERSON	PARTICIPANTS	VENUE
Friday 4th November, 2022	08.30-9.00 a.m.	Special Address on Confucius Institute	Director, Confucius Institute	CoICT, SJMC, CoET, CoNAS, SoAF, SoMG, SoED & CoAF	Yombo 4
				CoSS, CoHU, UDSoL, UDSoEC, UDBS, IDS & IKS	Yombo 5
	09.00–10.00 a.m.	Special Address on National Health Insurance Fund (NHIF)	NHIF Officials	CoICT, SJMC, CoET, CoNAS, SoED, SoAF, SoMG & CoAF	Yombo 4
				CoSS, CoHU, UDSoL, UDSoEC, UDBS, IDS & IKS	Yombo 5
	10:00 – 10:50 a.m	Special Address by the Commission for Human Rights and Good Governance	Government Officials	CoICT, SJMC, CoET, CoNAS, SoED, SoAF, SoMG & CoAF	Yombo 4
				CoSS, CoHU, UDSoL, UDSoEC, UDBS, IDS & IKS	Yombo 5
	10.50 –12.15 p.m.	Special Address on Students’ Loans Issues	HESLB Officials	CoICT, SJMC, CoET, CoNAS, SoAF, SoMG, SoED & CoAF	Yombo 4
				CoSS, CoHU, UDSoL, UDSoEC, UDBS & IKS	Yombo 5
	12.15-1.00 p.m.	LUNCH BREAK			

DATE	TIME	ACTIVITY	RESPONSIBLE PERSON	PARTICIPANTS	VENUE
	1.00-6.00 p.m.	Registration, Medical Examination and ID Issuance	Medical Officer in-Charge Smart Card Manager	All First Year Students	Nkrumah Hall and University Health Centre
		Moodle LMS programme	Director Centre for Virtual learning	First Year Students UDSoL, CoSS, CoHU, IKS, IDS, SJMC, SoED, UDSOEC	Yombo 4
				CoICT, UDBS, CoET, CoNAS, CoAF, SoAF, SoMG	Yombo 5

VC's DAY Date to be Announced	09.00-10.00 a.m.	Arriving at Engineering Block A Ground Floor Welcoming Guests	Dean of Students and Student Volunteers	Invited staff and First Year Students	Engineering Block A Ground Floor
	10.00-10.10 a.m.	Introducing University Officials: DVC (Academic), DVC (Administration), DVC (Research), Principals, Deans & Directors	Vice Chancellor	University Senior Officials and First Year Students	Engineering Block A Ground Floor
	10.10 -10.50 a.m.	Address	Vice Chancellor	First Year Students	Engineering Block A Ground Floor
	10.50 – 11.15 a.m.	Address	DVC (Academic)	First Year Students	Engineering Block A Ground Floor
	11.15 – 12.40 pm	Address	DVC (Administration)	First Year Students	Engineering Block A Ground Floor
	12.40 – 1.05 p.m.	Address	DVC (Research)	First Year Students	Engineering Block A Ground Floor
	1.05 – 1.10 p.m.	Closing Remarks Announcements	DUS DOS	First Year Students	Engineering Block A Ground Floor
	1.10 – 1.30 p.m.	Soft Drinks	Service Provider/Student Volunteers	First Year Students	Engineering Block A Ground Floor
	1.30 – 6.00 p.m.	Free Time			
8.00 – 11.00 p.m.	Entertainment Programme	DARUSO	First Year Students	Mabibo	