

UNIVERSITY OF DAR ES SALAAM



JOINING INSTRUCTIONS AND INFORMATION FOR FRESHERS ADMITTED TO BACHELOR PROGRAMMES

2024/2025

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

OFFICE OF THE DEPUTY VICE CHANCELLOR
(ACADEMIC)
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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
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
UDSE	University of Dar es Salaam School of Economics
UDSM- MCHAS	University of Dar es Salaam Mbeya College of Health and Allied Sciences
UDSoL	University of Dar es Salaam School of Law

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INCOMING STUDENTS

Congratulations to all new comers! Welcome to the University of Dar es Salaam, 2024/2025 intake. You are joining a life changing and joyous academic journey. It is our pleasure 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 Mwalimu J.K. Nyerere Mlimani Campus on **26th October, 2024**.

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) and the Institute of Marine Sciences (IMS) should report directly at their respective campuses on the same date.

Prospective students arriving 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 J.K. 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, Urafiki, Shekilango, SGR Station - Posta, Zanzibar Forodhani, Mbeya, Dodoma, and Iringa*. UDSM officials will be available to guide prospective students arriving at DUCE, MUCE, UDSM-MCHAS 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 within the first two weeks from 26th October 2024 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 2024/2025 Academic Year

Tuition Fees for Tanzanian (TZS)	Tuition Fee for Non-Tanzanian (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
			B.A. Education (Chinese and English Language)
		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		
1,000,000	2,100	SoED	BED. Adult and Community Education
			BED. Commerce
			BED. Early Childhood Education
			BED. Physical

Tuition Fees for Tanzanian (TZS)	Tuition Fee for Non-Tanzanian (USD)	Academic Unit	Programme
1,000,000	<i>2,100</i>		Education and Sport Sciences
			BED. Psychology
			B.A. Gender Studies and Community Development
1,100,000	<i>2,700</i>	CoET	B.Sc. Geomatics
			B.Sc. Quantity Surveying
1,300,000	<i>2,700</i>	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			

Tuition Fees for Tanzanian (TZS)	Tuition Fee for Non-Tanzanian (USD)	Academic Unit	Programme
1,300,000	2,700		Engineering
			B.Sc. Mechanical Engineering
			B.Sc. Textile Design and Technology
			B.Sc. Textile Engineering
		SoMG	B.Sc. Petroleum Engineering
			B.Sc. Metallurgy and Mineral Processing Engineering
			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 Geography
			B.A. Archaeology and History
			B.A. Diplomatic and Military History
			B.A. Communication Studies
			B.A. History, Cultural Heritage Management and Tourism

Tuition Fees for Tanzanian (TZS)	Tuition Fee for Non-Tanzanian (USD)	Academic Unit	Programme
1,300,000	2,700		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
			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 Geography and Environmental Studies
B.A in Library and Information Studies			

Tuition Fees for Tanzanian (TZS)	Tuition Fee for Non-Tanzanian (USD)	Academic Unit	Programme
1,300,000	2,700		B.A in Political Science and Public Administration
			Bachelor of Social Work
			B.A. Sociology
			B.A. Statistics
		UDSE	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
			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			

Tuition Fees for Tanzanian (TZS)	Tuition Fee for Non-Tanzanian (USD)	Academic Unit	Programme
			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	Tanzanian (TZS)	Non-Tanzanian (USD)
Identity Card 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 Quality Assurance Fee	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.

Table 3: Costs Payable Directly to Students (Cost per Year)

Cost Item	Cost (TZS)
Books & Stationery Allowance	200,000
Meal and Accommodation Allowance	2,470,000
TOTAL	2,670,000

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, over roll clothes, 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/Institutes 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 (Tuition Fee and Direct Costs), certificates verification, medical checking, and course registration. ***Registration must be within two weeks from the first day of orientation week, i.e. from 26th October 2024 to 8th November 2024. Failure to pay fees will result to loss of studentship status and denial of access to ALL services at the University.***

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:

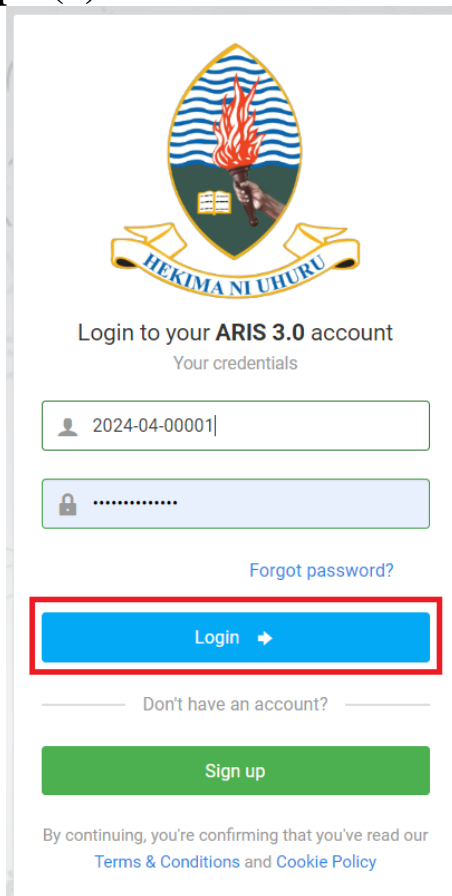
Step 1(a) Signup

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

Step 1(b) Account creation

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)

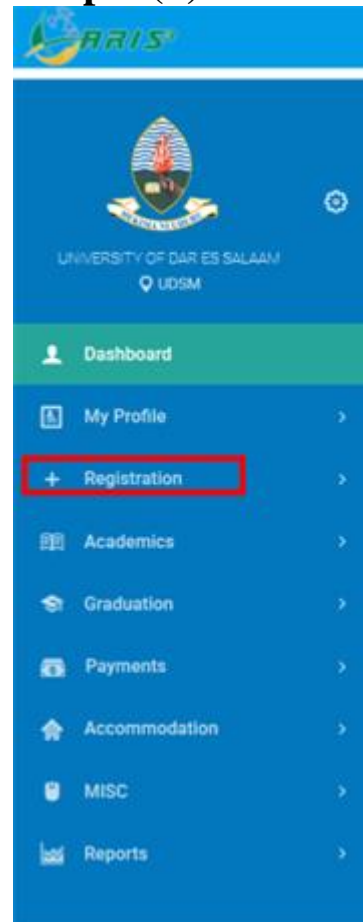


After creating ARIS account, then log in

User name: Is your registration number

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

Step 2 (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 2024/2025*.

Step 4: Create your invoice



UNPAID

INVOICE-1019543

Sat, 26 Oct 2024

From: University of Dar es Salaam

Ubungu Dar es salaam
P.O. Box 35091
Phone: +255282622868
Email: info@udsm.ac.tz

To: Kisoma, Semeni Tatu

Reg#: 2024-04-00001
Bachelor of Arts in Geography and Environmental Studies (B.A. Geog & Env) | 1st Year
BOX 43 KIBONDO
Phone: +255
Email: diakayigwe@gmail.com

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

[Request Bill](#)

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.

5 REGISTRATION REQUIREMENTS

All students must have the following items during registration:

- (a) Two coloured passport-size photographs,
- (b) An admission letter indicating the UDSM student registration number and Form IV index number,
- (c) Two copies of the registration forms duly filled with the student's information,
- (d) The names on the registration forms must match those on the O-level and A-level/diploma certificates as well as the admission letter. No additional names will be accepted,
- (e) International students must present certificates issued by their respective examination boards, not testimonials from their Secondary School Headmasters/Headmistresses.

6 STUDENT IDENTITY CARDS

All students are required to present their admission letters to the UDSM Smart Card Unit for photograph taking and the issuance of their Identity Cards (ID).

7 MEDICAL EXAMINATION

You are required to undergo a medical examination at the University Hospital or any other Government hospital and submit a duly completed medical examination form, including a chest X-ray report, during registration. Customized medical examination forms are attached to the admission letters in the students' admission accounts used during the application process. Students with medical conditions are advised to consult the Medical Officers-in-Charge or the Dean of Students at Mwalimu J.K. Nyerere Mlimani Campus, DUCE, MUCE, UDSM-MCHAS and IMS for further guidance or assistance.

Students admitted to pursue Doctor of Medicine (MD) and Doctor of Dental Surgery (DDS) must be screened and vaccinated against

Hepatitis B from recognized medical facilities. It is the responsibility of the student to meet the cost associated with screening and vaccination.

8 MEDICAL SERVICES

The University of Dar es Salaam offers medical services to students, staff, and the general public. These services are available at the UDSM Hospital, located on the Mwalimu J.K. Nyerere Mlimani Campus, the Mabibo Students' Hostel Dispensary near the main entrance of Mabibo Students' Hostels and the IMS in Zanzibar. First aid services are also available at various Colleges/Schools/Institutes outside the Mwalimu J.K. Nyerere Mlimani Campus.



Dr. Alfred J. Msasu
Medical Officer In-Charge

The UDSM Hospital and its dispensaries are accredited to provide services to National Health Insurance Fund (NHIF) beneficiaries. It is **mandatory** for all students to join NHIF by submitting National Identification Number (NIN) through ARIS3 during registration and paying a specified fee to qualify for NHIF membership. Access to treatment at UDSM health facilities and other accredited health facilities nationwide are subject to possession of active NHIF membership.

Students who fall ill during examinations must report to their respective departments and the hospital for treatment and further

instructions. If you intend to postpone examinations or studies on medical grounds, you must provide a valid medical report from a recognised health facility.

8.1 HIV /AIDS

HIV and AIDS continue to pose significant health challenges, particularly among individuals aged 15 to 49 years. Current data shows that over 40% of new HIV infections occur in young people aged 15 to 24. Preventive measures include *abstinence, being faithful to one uninfected partner, limiting the number of sexual partners, and the consistent and correct use of condoms*. The UDSM Hospital provides free HIV counselling, testing, and treatment, ensuring strict confidentiality.

8.2 HEALTH AND LIFE SKILLS COURSE

Each student is encouraged to register for the online Life Skills Course namely Comprehensive Sexuality Education (CSE) offered free of charge through the UDSM website. This course equips students with knowledge and skills related to health issues and managing various challenges at university. The course consists of five modules:

- (a) Adolescence and Sexuality,
- (b) Sexual and Reproductive Health, HIV/AIDS and STIs,
- (c) Relationships,
- (d) Gender-Based Violence, and
- (e) Resource Management.

8.3 HOW TO REGISTER FOR CSE ONLINE COURSE

<https://www.udsm.ac.tz>

Username	Your Registration Number
Password	Cv1@2023
Search for the course:	CSE 2021 (space between CSE and 2021)
Enter enrolment key :	CSE2021 (no space)

"A Healthy Mind Flourishes in a Healthy Body."

9 COURSE REGISTRATION

Course registration in various academic units will follow the orientation week programme issued by the office of the Director of Undergraduate Studies, accessible through the students' admission accounts.

10 CHANGE OF PROGRAMME

No student is allowed to change programme without the approval of the University Senate. The procedures for changing a programme depend on meeting the following conditions:

- (a) The student is registered (has paid all Fees),
- (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 for change of programmes is strictly 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 responsible for all matters related to student life at UDSM. Units under the Directorate of Students Services (DSTS) include the University Students Accommodations Bureau (USAB), the Students' Governance Unit, Health Services, Catering, and the Guidance and Counselling Help Desk.



Ms. Paulina Mabuga
Dean of Students

11.1 UNIVERSITY STUDENTS ACCOMODATION BUREAU

The USAB handles all matters related to students' accommodation at UDSM. For more details, please visit: <http://www.doso.udsm.ac.tz/>. Space in the Halls of Residence is limited; therefore, 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 Mwl. J.K. Nyerere Mlimani Campus, UDSM-MCHAS and IMS

S/N	Hostels and Halls of Residence	Costs per Day		
		Tanzanian (TZS)	Non-Tanzanian (USD)	
			Single	Shared
1	Halls of Residence (Judge Julie Manning Hall; Hall 1, 2, 4, 5, 6 and 7)	800	3	1.5
2	Mabibo Hostels	500	3	1.5
3	HE. Dr. J. P. J. Magufuli Hostel	800	3	1.5
4	CoICT Hostels	800	3	1.5
5	Mazizini Hostel (IMS)	500	3	1.5
6	UDSM-MCHAS Hostel	800	3	1.5
7	Kunduchi Hostels	500	3	1.5

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

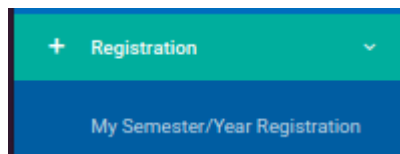
Students' Governance Unit deals with students' leadership under auspices of the Dar es Salaam Student Organization (DARUSO) and other Student Associations. It is the responsibility of this Unit to guide, counsel and coordinate the organizations' activities to ensure that they are run fairly, with integrity 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 units supervises sanitation in all catering services and assists sick students in collaboration with the UDSM Hospital for medical treatment. Health insurance cover under NHIF is mandatory

to all undergraduate students. Students are expected to be in possession of the National Identity Number to facilitate the NHIF registration. To register for medical insurance under the National Health Insurance Fund (NHIF), please follow the steps below:

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



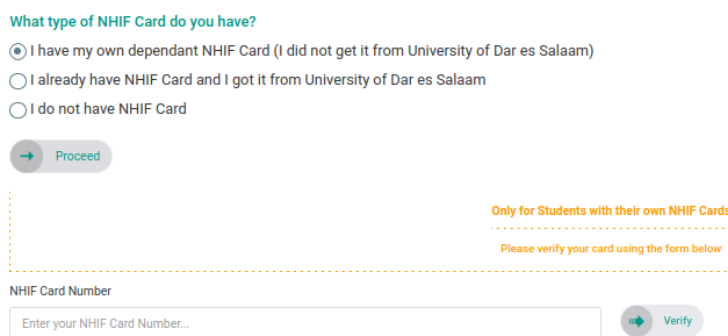
3. On the page that opens, click the “Next” button at the bottom of the page.



4. On the next page that opens, select the type of NHIF card you have by clicking the appropriate radio button, and then click the “*Proceed*” button. See the screenshot below:



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

A screenshot of a web form titled 'What type of NHIF Card do you have?'. It contains three radio button options: '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', and 'I do not have NHIF Card'. The first option is selected. Below the radio buttons is a 'Proceed' button with a teal arrow. A dashed orange box highlights a section for card verification, containing the text 'Only for Students with their own NHIF Cards' and 'Please verify your card using the form below'. Below this box is a text input field labeled 'NHIF Card Number' with the placeholder text 'Enter your NHIF Card Number...'. To the right of the input field is a 'Verify' button with a teal arrow.

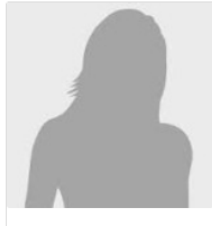
6. Write your NHIF Card Number and click on the Verify button.
7. If you do not have NHIF Card, click on the last radio button and click on the Proceed button as shown in the screenshot below:

I do not have NHIF Card

[→ Proceed](#)

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

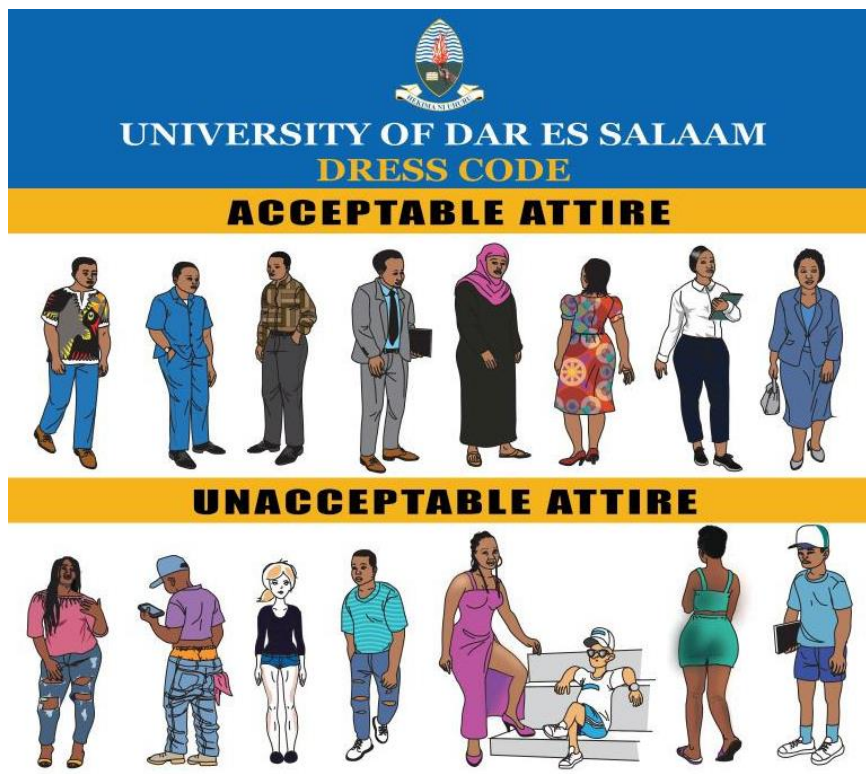
Marital Status

Select...

[→ Apply](#)

8. 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.

11.4 Dress Code



12 COUNSELLING UNIT

The Counselling Unit operates under the Directorate of Social Services, which reports to the Deputy Vice Chancellor - Planning, Finance, and Administration. The unit provides integrated guidance and counselling services to both students and staff of the University of Dar es Salaam. Its purpose is to assist members of the University community in addressing the challenges they may face, while ensuring they remain inspired and motivated in fulfilling their roles. This, in turn, supports the University in achieving 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 the following areas:

(a) **Psycho-social concerns**

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

(b) Academic concerns

Academic support and advice are provided on how to avoid academic underperformance, low productivity, absenteeism, and professional misconduct, as well as on managing stress and accessing career guidance and counselling services. The Counselling Unit works 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 individuals with health issues such as diabetes, HIV/AIDS, cancer, high and low blood pressure, and psychological disorders. The University Hospital offers these services in collaboration with the Counselling Unit.

(d) Economic and financial concerns

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

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
- (x) Mental Health Awareness

12.3 Why should you consider 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 How to Access the Services


Please book an appointment by email, telephone or online. Tel: +255 736 393936 or visit Counselling Unit Office at UDBS Building.

 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.

12.6 Location

Visit us at UDBS Building, Block C Basement, Room No: C022-C030. Opening hours: Monday to Friday from 08:00 - 16:00 hrs.



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

“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 conducive learning environment for its members
- (d) To coordinate and regulate essential student matters at the University
- (e) To promote peace, love, respect, and cooperation within the university community and the surrounding neighbourhood
- (f) To establish networks with Universities Nationally and Internationally

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 (SFU)

The Unit is responsible for coordinating financial matters for students receiving support from the Higher Education Students' Loan Board (HESLB). It offers advice to students on all matters related to their loans. The Unit is located in the Yombo Building at the Dean of Students' premises, specifically in rooms 11, 16, and 17.

15 CONTINGENCIES

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

16 UNIVERSITY OF DAR ES SALAAM CENTRE FOR DISABILITY SERVICES (UDSM-CDS)

The UDSM-CDS provides support to all staff and students with disabilities, specifically:

- hearing impairment (deaf and hard of hearing),
- visual impairment (total blindness and low vision),
- physical impairment,
- albinism, and
- other hidden disabilities.

It also supports students who experience neurological diseases, chronic health conditions, temporary medical conditions, and injuries that may require accommodations.

16.1 Location of UDSM- CDS

School of education (SoED) Building, Ground Floor Room No. 119-124.

16.2 Support Services under UDSM-CDS

- (a) Assessing the disability status of staff and students reported to have special needs in collaboration with the UDSM Hospital.
- (b) Coordinating the orientation and accommodation of students with special needs in collaboration with the Directorate of Undergraduate Studies (DUS) and the Directorate of Students Services (DSTS).
- (c) Oversees the provision of academic and other support services, including sign language interpretation, for staff and students with hearing impairments.
- (d) Provision of Personal Assistants:

- (i) Readers for students with visual impairments,
- (ii) Note takers for students with hearing impairments,
- (iii) Caretakers for students with severe physical impairments and mobility challenges,
- (iv) Training in sign language for students with hearing impairments and assistive technology for all students with special needs,
- (v) Preparation of teaching and learning materials, as well as examinations, in accessible formats (large font and Braille).

Contacts

Centre for Disability Services.

Cell: +255754565189; +255715367646; +255755 863 788

Email: <https://www.udsm.ac.tz/web/index.php/centres/udsm-cds>

Location of UDSM- CDS

School of Education (SoED) Building

Ground Floor Room No. 119-124.

17 LIBRARY SERVICES

The library aims to support the teaching, learning, and research activities of the university community by providing a wide range of information resources and services. These services are offered in two buildings: the Dr. Wilbert Chagula Library and the University of Dar es Salaam Library. The library provides access to print resources (e.g., books, journals, dissertations, and theses) as well as to subscribed electronic books and journal databases.

Library Opening Hours

DURING SEMESTER			
UDSM LIBRARY			
WEEK DAYS	DAY TIME	BREAK	NIGHT
Monday- Saturday	08:00 – 18:30 hrs	1 Hour	19:30 – 22:30 hrs
Sunday	14:00 – 18:30 hrs		
Public Holidays	08:00 – 18:30 hrs		
DR. WILBERT CHAGULA LIBRARY			
WEEK DAYS	TIME	BREAK	NIGHT
Monday- Friday	08:00 – 18:30 hrs		Closed
Saturday			
Public Holidays			
DURING VACATION			
Monday - Friday	08:00 – 17:00		Closed
Saturday	08:00 – 15:30		
Sunday & Public	Closed		

Library users are required to possess valid ID cards to access the following services in the two library buildings:

- (a) OPAC computers (Search zone)
- (b) Lending of library materials;
- (c) Reference services;
- (d) Photocopying services;
- (e) Free internet services (Wi-Fi)
- (f) Library user instructions;
- (g) Information resources;
- (h) Free information literacy training;
- (i) Computer labs (e-books);
- (j) Library repository;
- (k) Quiet reading spaces;
- (l) Use of Carrel (private reading rooms)

18 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.

19 SHOPPING SERVICES

Shopping services are available at ‘*Kariakoo*’ near USAB offices, Hall IV, Mlimani City Shopping Mall and Mwenge Market along Sam Nujoma Road about 3-4 km from Mwalimu J.K. Nyerere Mlimani Campus and Mabibo Complex. Students admitted at UDSM-MCHAS, MUCE, DUCE and IMS may wish to consult the Office of the Dean of Students at their respective campuses for assistance.

20 RECREATIONAL ACTIVITIES

The University encourages students to participate in sports and games. The University has several facilities including playgrounds (outdoor) 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. Indoor games facilities for Badminton, Table Tennis, Basketball and Aerobic training are also available. Most of these facilities are located at the Mwalimu 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 Directorate of Social Services Office Number 324 Administration Block.

21 BANKING SERVICES

You will need to open a bank account at any bank of your choice during your studentship. Banks such as CRDB, NBC, and NMB have their branches within campus. 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 programme. Depending on the bank you choose, you may be asked for more documents.

22 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 are also available.

23 DEFERREMENT OF ADMISSION

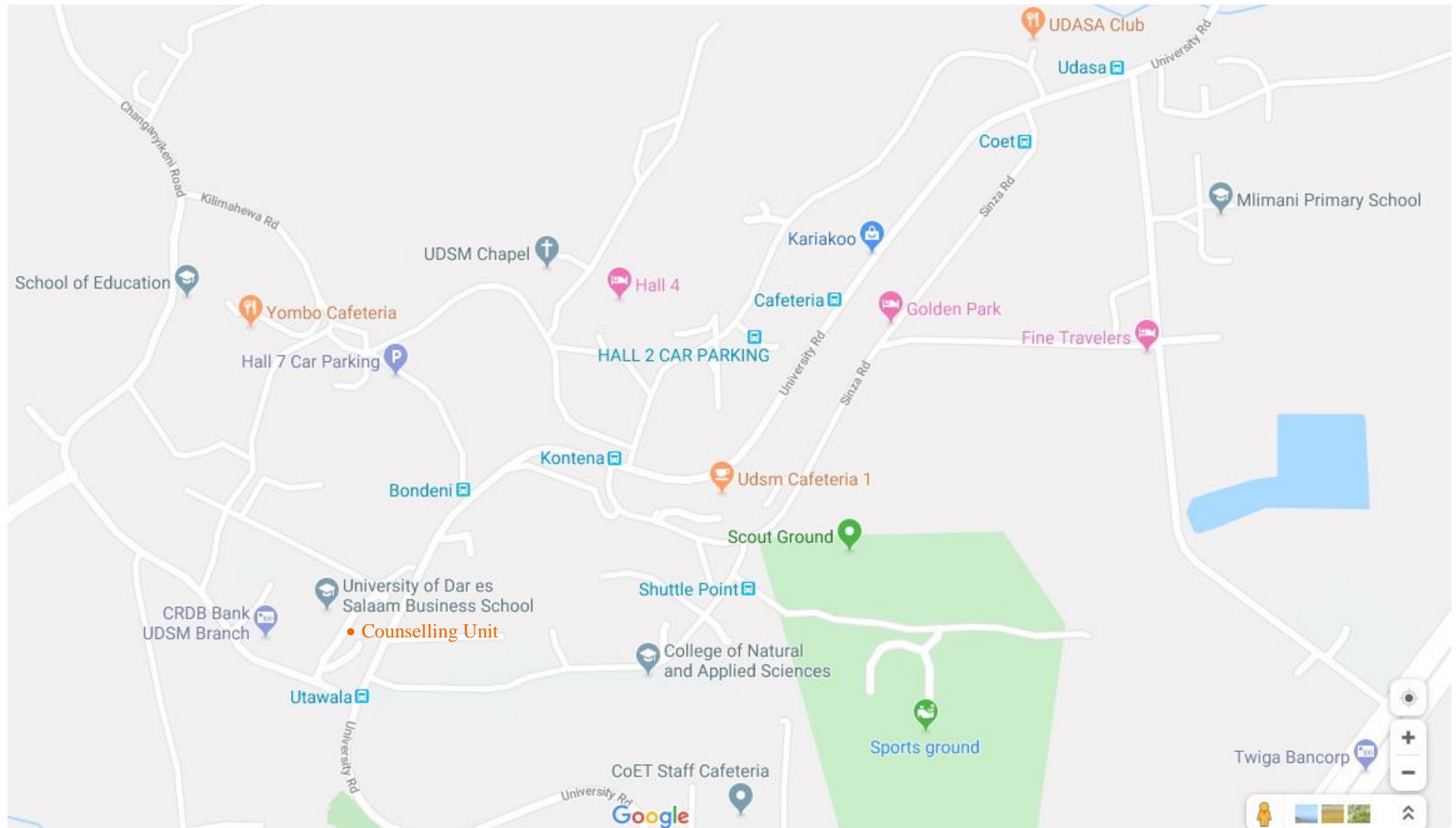
Students who have been selected but cannot join the University for any reason cannot defer the admission to the next year. Such students need to apply afresh in the coming admission cycle.

24 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.

25 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 2024/2025 FROM SATURDAY 26TH OCTOBER 2024 TO FRIDAY 1ST NOVEMBER 2024

Table 5: Orientation Programme

DATE	TIME	ACTIVITY	RESPONSIBLE PERSON	PARTICIPANTS	VENUE
Saturday 26 th October, 2024	08.00–18.00 hrs	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 Unit Officials	First Year Students	ID Unit/Nkrumah Hall
		Registration	Principals/Deans/Direct ors	First Year Students	Nkrumah Hall
Sunday 27 th October, 2024	10.00–18.00 hrs	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
		Registration	Principals/Deans/Direct or	First Year Students	Nkrumah Hall
		Photograph taking	ID Card Unit Officials	First Year Students	ID Unit/ Nkrumah Hall
Monday 28 th October, 2024	08.00–12.30 hrs	Registration	Principals/ Deans /Directors	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 Hospital
	12.30–14.00 hrs	LUNCH BREAK			
	14.00–15.00 hrs	Registration	Principals/ Deans / Directors	First Year Students	Colleges/Schools and Institute
	15.00–16.00 hrs	Issuance of IDs	Principals / Deans/ Directors	First Year Students	Colleges, Schools and Institute
		Medical Examination	Medical Officer In-Charge	CoET, IDS, IKS, UDBS, SoAF, SoMG, UDSE & SJMC	UDSM Hospital
	16.00–17.00 hrs	Tour on Mwalimu J.K. Nyerere Mlimani Campus	Students Leadership (DARUSO)	CoSS, UDSE, CoHU, UDSOL, UDBS, IDS, IKS, SJMC	Meeting point Yombo 5
				CoICT, SoMG, SoAF, CoET, CoNAS, SoED, & CoAF	Meeting point Yombo 4
	18.00	END OF THE DAY			
Tuesday 29 th October, 2024	8.00–10.00 hrs	Joint briefing as for the day's activities and questions/answers on general life at UDSM	DSTS Staff/Auxiliary Police/Library Staff/Bursar/UCC/ Counselling Unit	UDSoL, CoSS, UDSE, 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 hrs	Library Programme	Director, Library Services	CoICT, UDBS, CoNAS, CoET, SoMG	Yombo 5
	12.00–13.00 hrs	Library Programme	Director, Library Services	UDSoL, UDSE, SJMC, IDS, IKS and SoED	Yombo 4
				CoSS, CoHU, & CoAF, SoAF	Yombo 5, Nyerere Theater 1&2
	13.00–14.00 hrs	LUNCH BREAK			
	14.00–16.00 hrs	Registration	Principals/Deans/Directors	First Year Students	Colleges/Schools/Institute
	16.00–18.30 hrs	Issuance of ID Cards	Principals/ Deans/ Directors	First Year Students	Colleges/Schools/Institute
	06.30–8.30 hrs	DARUSO Programme	DARUSO	First Year Students	Yombo 4
Wednesday 30 th October, 2024	08.00–10.30 hrs	Registration	Principals/ Deans/ Directors	First Year Students	Colleges/Schools/Institute
		Medical Examination	Medical Officer In-Charge	CoNAS, CoICT, CoAF, UDSoL & SoED	UDSM Hospital
	10.30–12.30 hrs	Religious programmes	CCT Chaplain	First Year Students	Yombo 5
			TEC Chaplain	First Year Students	Yombo 4
			MSAUD Amir	First Year Students	Nyerere Theatre 1
	12.30–14.00 hrs	LUNCH BREAK			
14.00–15.00 hrs	Introduction to ARIS	Director of Undergraduate Studies and ARIS Administrator	First Year Students from SoED, CoET, CoNAS, CoICT, SoAF, SoMG and CoAF	Yombo 4	

DATE	TIME	ACTIVITY	RESPONSIBLE PERSON	PARTICIPANTS	VENUE
	15:00–16:30 hrs	Introduction to ARIS	Director of Undergraduate Studies and ARIS Administrator	First Year Students from UDBS, UDSoL, UDSE, SJMC, CoSS, CoHU, IKS and IDS	Yombo 5
	16.30–18.00 hrs	Games & Sports	Games Tutors	First Year Students	Yombo 5
	18.00 hrs	END OF THE DAY			
Thursday 31 st October, 2024	08.00–12.30 hrs	Colleges/Schools/Institute Programmes	Principals/Deans/Directors	CoET,	Nyerere Theatre I
				COSS	Yombo 4
				CoHU	Yombo 5
				CoNAS,	Nyerere Theatre II
				UDBS	Yombo I
				CoICT	CoICT grounds
				SoED	Yombo 2
				UDSoL	Yombo 3
				SJMC	SJMC grounds
				IKS	ATA
				CoAF	Lecture Room No.10 CoAF Building
				IDS	ATB
	UDSE	Lecturer Room No 8 CoAF Building			
	SoMG	A 21 (CoET)			
	SoAF	SoAF grounds			
	12.30–14.00 hrs	LUNCH BREAK			

DATE	TIME	ACTIVITY	RESPONSIBLE PERSON	PARTICIPANTS	VENUE	
	14.00–15.00 hrs	Special Address on Gender Issues	Director, Institute of Gender Studies /Gender Focal Persons	CoSS, CoHU, UDBS, CoET, CoNAS, CoAF, SoAF, SoMG	Yombo 4	
	15.00–16.00 hrs	Special Program for Tanzanian Students Only	Government Officials	CoICT, SoED, UDSoL, UDSE, SJMC, IDS, IKS	Yombo 5	
				CoICT, SJMC, CoET, CoNAS, SoAF, SoMG, SoED, CoAF	Yombo 4	
	16.00–17.00 hrs	Special Address on Medical Issues	Medical Officers In-Charge	CoSS, CoHU, UDSoL, UDSE, UDBS, IDS & IKS	Yombo 5	
				CoICT, SJMC, CoET, CoNAS, SoAF, SoMG & SoED	Yombo 4	
	17.00–18.00 hrs	Special Address on Students' Union Issues.	Students leadership (DARUSO)	CoICT, SJMC, CoET, CoNAS, SoMG, SoED, SoAF, CoAF	Yombo 4	
				CoSS, CoHU, UDSoL, UDSE, UDBS, IDS & IKS	Yombo 5	
	Friday 1 st November, 2024	08.30–9.00 hrs	Special Address on Confucius Institute	Director, Confucius Institute	CoICT, SJMC, CoET, CoNAS, SoAF, SoMG, SoED & CoAF	Yombo 4

DATE	TIME	ACTIVITY	RESPONSIBLE PERSON	PARTICIPANTS	VENUE
				CoSS, CoHU, UDSoL, UDSE, UDBS, IDS & IKS	Yombo 5
	09.00–10.00 hrs	Special Address on National Health Insurance Fund (NHIF)	NHIF Officials	CoICT, SJMC, CoET, CoNAS, SoED, SoAF, SoMG & CoAF	Yombo 4
				CoSS, CoHU, UDSoL, UDSE, UDBS, IDS & IKS	Yombo 5
	10:00 –10:50 hrs	Special Address by the Commission for Human Rights and Good Governance	CHRAGG Officials	CoICT, SJMC, CoET, CoNAS, SoED, SoAF, SoMG & CoAF	Yombo 4
				CoSS, CoHU, UDSoL, UDSE, UDBS, IDS & IKS	Yombo 5
	10.50 –12.15 hrs	Special Address on Students’ Loans Issues	HESLB Officials	CoICT, SJMC, CoET, CoNAS, SoAF, SoMG, SoED & CoAF	Yombo 4
				CoSS, CoHU, UDSoL, UDSE, UDBS & IKS	Yombo 5
	12.15–13.00 hrs	LUNCH BREAK			
	13.00–18.00 hrs	Registration, Medical Examination and ID Issuance	Medical Officer In-Charge/ ID Card Unit	All First Year Students	Nkrumah Hall and UDSM Hospital

VC's DAY Date to be Announced	09.00–10.00 hrs	Arriving at CoET Block-A, Ground Floor Welcoming Guests	Dean of Students and Student Volunteers	Invited staff and First Year Students	CoET Block-A, Ground Floor
	10.00-10.10 hrs	Introducing University Officials: DVC–Academic, DVC–PFA, DVC–Research, Principals, Deans & Directors	Vice Chancellor	University Senior Officials and First Year Students	CoET Block-A, Ground Floor
	10.10–10.50 hrs	Address	Vice Chancellor	First Year Students	CoET Block-A, Ground Floor
	10.50–11.15 hrs	Address	DVC–Academic	First Year Students	CoET Block-A, Ground Floor
	11.15–12.40 hrs	Address	DVC–PFA	First Year Students	CoET Block-A, Ground Floor
	12.40–13.05 hrs	Address	DVC–Research	First Year Students	CoET Block-A, Ground Floor
	13.05–13.10 hrs	Closing Remarks Announcements	Director, DUS Dean, DSTS	First Year Students	CoET Block-A, Ground Floor
	13.10–13.30 hrs	Soft Drinks	Service Provider/Student Volunteers	First Year Students	CoET Block-A, Ground Floor
	13.30–18.00 hrs	Free Time			
	08.00–11.00 hrs	Entertainment Programme	DARUSO	First Year Students	Mabibo Hostel