

DAR ES SALAAM TUMAINI UNIVERSITY



JOINING INFORMATION FOR FRESHERS

**The Office of Deputy Vice Chancellor for Academics, Research and Public Engagement
(DVC-ARPE)**

The Directorate of Teaching and Learning (TeLe)

P.O. Box 77588 Dar es Salaam – Tanzania

Email: dvc-arpe@dartu.ac.tz

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2024/2025

DEAR INCOMING STUDENTS!

Congratulations to you all for having been selected and approved to join Dar es Salaam Tumaini University (DarTU) for academic year 2024/2025.

You are warmly welcome!

We look forward to working with you towards the achievement of your academic ambitions.

1. ARRIVING AT THE UNIVERSITY

DarTU is located at Mwenge along Coca Cola Road, Plot No. 10, Mikocheni Light Industrial Area, Dar es Salaam. It is almost at the City Centre and prospective students selected to join DarTU can easily reach the University from any direction within the City.

You are required to report at the University **on Monday 21st October, 2024** for Orientation and Registration. The **Beginning of Classes for all Students for academic year 2024/2025 is on 28th October, 2024**. A copy of the Orientation Programme will be available on reporting.

On arrival, prospective students should visit the Admission Office for more directions. You are also hereby informed that:

- a) There will be Guides at the campus to assist you with directions.
- b) The Guides and other Officials will be on duty from 8.00 a.m. to 6.00 p.m.
- c) Admission and registration issues will be handled at the Admission Office from 8.00-6.00 a.m.

2. FEE STRUCTURE AND PAYMENT MODALITY FOR 2024/2025 ACADEMIC YEAR

- i) The prospective students must pay their due tuition fees and direct costs to complete their registration. HESLB loan beneficiaries must pay the difference of tuition fees in installments as indicated below.
- ii) A student is not allowed into any lecture or tutorial session and cannot enjoy any academic services or use facilities without having paid the required tuition fees and formally registered with the University.
- iii) Tuition fee may be paid either in full or **in two equal installments** before being registered in the beginning of each semester. Other fees and prescribed University charges shall be paid in full during registration.
- iv) Registration will be done only upon payment of the required fees and other costs as indicated below. Table 1 and 2 below summarize DarTU's tuition fees and other costs for the various programmes on offer at this university.

**Table 1: Tuition fees and Other Costs for Non-degree programmes:
(a) Certificate Courses (Duration - 1 Year)**

S/N	Description	Year I	
		TShs	US\$ (for Foreigners)
1	Tuition Fee	800,000	1,000
2	Registration	30,000	35
3	Caution Money	20,000	15
4	Identity Card	20,000	15
5	Students Union fee	25,000	20
6	TCU Quality Assurance	20,000	15
TOTAL		915,000	1,100

(b) Fees Structure for Diploma Programmes (Duration - 2 Years)

S/N	Description	Year I		Year II	
		TShs	US\$ (for Foreigners)	TShs	US\$ (for Foreigners)
1	Tuition Fee	1,300,000	1,500	1,300,000	1,500
2	Registration	30,000	35	30,000	30
3	Caution Money	20,000	15	-	-
4	Identity Card	20,000	15	10,000	15
5	Students Union fee	25,000	20	25,000	20
6	TCU Quality Assurance	20,000	15	20,000	15
TOTAL		1,415,000	1,600	1,385,000	1,580

Table 2: Fees Structure for Bachelor Degree Programmes (3 Years)

(a) Bachelor Programmes (LLB, LLBE, BMC, BHRM, BBA, BAC/E, BDS & BTh)

S/N	Description	Year I		Year II		Year III	
		TShs	US\$ (for Foreigners)	TShs	US\$ (for Foreigners)	TShs	US\$ (for Foreigners)
1	Tuition Fee	1,850,000	2,820	1,850,000	2,820	1,900,000	2,850
2	Examination fee	110,000	110	110,000	110	150,000	150
3	Registration fee	50,000	50	50,000	50	50,000	50
4	Caution Money	20,000	15				
5	Identity Card	20,000	15	10,000	15	10,000	10
6	Students Union fee	25,000	20	25,000	20	25,000	20
7	TCU Quality Assurance	20,000	15	20,000	15	20,000	15
TOTAL		2,095,000	3,045	2,065,000	3,030	2,155,000	3,095

(b) Bachelor Programmes (BA-ED, BALIS & BIM)

S/N	Description	Year I		Year II		Year III	
		TShs	US\$ (for Foreigners)	TShs	US\$ (for Foreigners)	TShs	US\$ (for Foreigners)
1	Tuition Fee	1,650,000	2,820	1,850,000	2,820	1,900,000	2,850
2	Examination fee	110,000	110	110,000	110	150,000	150
3	Registration fee	50,000	50	50,000	50	50,000	50
4	Caution Money	20,000	15	-	-	-	-
5	Identity Card	20,000	15	10,000	10	10,000	10
6	Students Union fee	25,000	20	25,000	20	25,000	20
7	TCU Quality Assurance	20,000	15	20,000	15	20,000	15
TOTAL		1,895,000	3,045	2,065,000	3,025	2,155,000	3,095

Potential sponsors are advised to consider other University costs as summarised in the following matrix below.

Table 3: Recommended Costs to be Paid Directly to Certificate, Diploma and Bachelor degree Students

Type	Year 1	Year 2	Year 3
	TShs	TShs	TShs
Books & Stationery	500,000	500,000	700,000
Students Final Year Reports	-	-	750,000
Field/Practicum (8 weeks)	900,000	900,000	900,000
Accommodation	960,000	960,000	960,000
Meals and Transport – TShs. 12,000 per day	2,880,000	2,880,000	2,880,000

Table 4: Fees and Other Costs for Postgraduate Programmes
(a) Fees Structure for Master of Business Administration (MBA)

S/N	Description	Year I		Year II	
		TShs	US\$ (for Foreigners)	TShs	US\$ (for Foreigners)
1	Tuition Fee	2,700,000	4,300	2,700,000	4,300
2	Examination fee	150,000	150	150,000	150
3	Registration fee	50,000	50	50,000	50
4	Caution Money	20,000	15	-	-
5	Identity Card	20,000	15	10,000	10
6	Students Union fee	25,000	20	25,000	20
7	TCU Quality Assurance	20,000	15	20,000	15
TOTAL		2,985,000	4,565	2,955,000	4,545

(b) Masters of Laws in Alternative Dispute Resolution (LLM-ADR)

S/N	Description	Year I		Year II	
		TShs	US\$ (for Foreigners)	TShs	US\$ (for Foreigners)
1	Tuition Fee	2,700,000	4,300	2,700,000	4,300
2	Examination fee	150,000	150	150,000	150
3	Registration fee	50,000	50	50,000	50
4	Caution Money	20,000	15	-	-
5	Identity Card	20,000	15	10,000	15
6	Students Union fee	25,000	20	25,000	20
7	TCU Quality Assurance	20,000	15	20,000	15
	TOTAL	2,985,000	4,565	2,955,000	4,550

(c) Master of Arts in Information Studies (MAIS)

S/N	Description	Year I		Year II	
		TShs	US\$ (for Foreigners)	TShs	US\$ (for Foreigners)
1	Tuition Fee	2,700,000	4,300	2,700,000	4,300
2	Examination fee/ research supervision	150,000	150	150,000	150
3	Registration fee	50,000	50	50,000	50
4	Caution Money	20,000	15	-	-
5	Identity Card	20,000	15	10,000	10
6	Students Union fee	25,000	20	25,000	20
7	TCU Quality Assurance	20,000	15	20,000	15
	TOTAL	2,985,000	4,565	2,955,000	4,545

(d) Postgraduate Diploma in Education (PGDE) – Duration One Year

S/N	Description	Year I	
		TShs	US\$ (for Foreigners)
1	Tuition Fee	2,200,000	3,000
2	Examination fee	120,000	120
3	Registration fee	50,000	50
4	Caution Money	20,000	15
5	Identity Card	20,000	15
6	Students Union fee	25,000	20
7	TCU Quality Assurance	20,000	15
	TOTAL	2,455,000	3,235

Potential sponsors are advised to consider other University costs to be paid to postgraduate students as summarised in Table 5 below.

Table 5: Recommended Costs to be Paid Directly to Postgraduate Students

S/N	Description	Postgraduate Diploma (TShs per year)	Masters (TShs)
1	Meals, Accommodation & transport	2,880,000	2,880,000
2	Books and stationeries	750,000	1,000,000
3	Research/project	1,000,000	1,000,000

Note:

- (a) Meals, accommodation and transport allowances are arranged personally between the student and his/her sponsor. However, the University is proposing TShs 12,000 per day for 240 days per each academic year.
- (b) Tuition fees and other related costs should be paid by using the “Control Number” which is available on the Online Students Information System (OSIM)
- (c) It is recommended to clear all the required payments at the beginning of the first semester to avoid unnecessary disturbances.
- (d) No student will be allowed to sit for any examination before clearing the required fee amount.
- (e) Any financial fraud shall lead to discontinuation from studies and shall be reported to the police for further legal action.

Penalty for Withdrawal or Postponement of Studies

Students are asked to note that if one declines the offer after paying the tuition fees, a penalty will be instituted by withholding part of the paid fees, as follows:

S/N	Withdrawal/Postponement	Penalty (% to be deducted)	Refund (%)
1	1 – 14 days after commencement of studies	20%	80%
2	15 – 30 days after commencement of studies	50%	50%
3	Above 30 days after commencement of studies	100%	0%

All payments should be done through “Control Numbers” which are issued to a student through his/her OSIM account.

In addition, students are required to have sufficient funds to cater for Special School requirements, which vary depending on the programme.

Students are urged to consult the latest University prospectus for specific requirements by their respective schools or consult their **ACADEMIC ADVISORS**, for more details, including indicative cost implication.

3. REGISTRATION REQUIREMENTS

All students should have the following items during registration:

- a) Two colored passport size photographs.
- b) Admission letter indicating DarTU students’ registration number and Form IV index number.
- c) Two copies of registration forms duly filled in 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 or change of 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.

4. REGISTRATION AND PAYMENTS

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

Registration and all payments shall be done online through Online Students Information Management (OSIM) available on the DarTU website www.dartu.ac.tz/osim, and by following the steps below:

Step 1: Login

Visit <https://osim.dartu.ac.tz>

And, use your Registration Number and Password to Login to the System.

> NEW APPLICANT START HERE!!

> Are you a Transfer Student? Want to Join DarTU? Start Here!!

> Student & Don't have OSIM Account? Click here to Sign Up

> Academic Staff & Don't have OSIM Account? Click here to Sign Up

> Are you an Alumni & Don't have OSIM Account? Click here to Sign Up

> Click here to View Courses Timetable & Other Notices

OSIM
DarTU

User Name (Login ID)
Enter Login Id here

Password
Enter Login password here

SIGN IN

Student? Sign Up here
Academic Staff? Sign Up Here
Forgotten login Password? Request New

Students Admissions Instructions & Signup Instructions

Step: 1 Read Admission Criteria
CALL FOR APPLICATIONS FOR ADMISSION INTO NONE DEGREE, UNDERGRADUATE (BACHELOR DEGREE) AND POSTGRADUATE (MASTERS) PROGRAMMES FOR 2021/2022: <http://tudarco.ac.tz/files/documents/call.pdf>

Step: 2 Create Account (Signup Form)
Register and Create an Online account in order to be able to apply.

Step: 3 Login
Use your Email Address and password created during step 2, then click on the sign in button to login and continue with application.

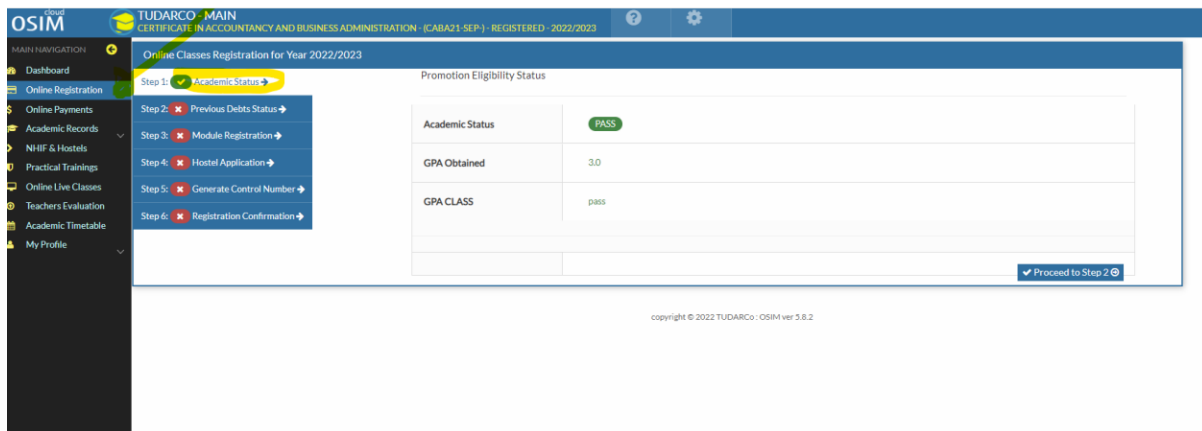
Step: 4 Internal Steps After Login
After Login continue with internal steps and procedures to complete and submit your application.

NB: Help and Support Instructions
APPLICATION FEE SLIP, PASSPORT SIZE and BIRTH CERTIFICATE are NOT Required for submission of your application.
In case you face any problems or have inquiries, Please report to the college for assistance with the registration process by contacting the following numbers:
Help Desk: Mobile: 0736 929 770 | 0786 929 770 Email: dpaa@tudarco.ac.tz

Step 2: Online Registration – Academic Status

After login: navigate to this menu -> and Go to **Step One.**

This step validates that you have a valid academic status and that you have passed and acquired minimum credits for promotion. Only those with PASS, RPC, CARRY, REPEAT will be allowed and validate for promotion.



After you click on Online Registration your steps will have a Tick which indicates that step is successfully verified and you can

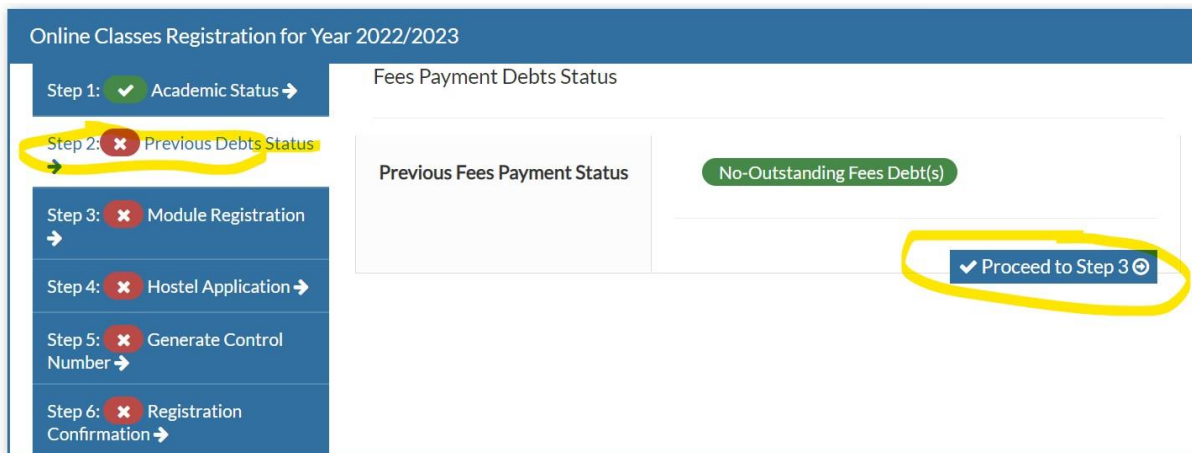
Step 1:

If it has the tick, click on Proceed to next button to go to next step.

Step 3: School Fees Debts Verifications and Validation

In this step the system checks and verifies that you do not have previous academic years' debts. If you have none, you will be allowed to proceed to the next step, otherwise you must clear your debts first.

Click on the Next button to proceed for the next step after you have cleared your school fees debts.



Step 4: Course Module Registration

Select all optional modules that you will be taking, while all fundamental and core modules will be added to your account automatically. After selecting all modules click Next to Step 4 to proceed.

Online Classes Registration for Year 2022/2023

Step 1: ✓ Academic Status →
 Step 2: ✓ Previous Debts Status →
 Step 3: ✗ Module Registration →
 Step 4: ✗ Hostel Application →
 Step 5: ✗ Generate Control Number →
 Step 6: ✗ Registration Confirmation →

Course Modules Registrations

Course Modules Registrations Tick all modules that you will be taking for semester 1 and semester 2 respectively

Core and Fundamental Modules are automatically Registered to your Account, Only Register for Elective Courses, Otherwise Click next to Proceed

Certificate in Accountancy and Business Administration (CABA)- Continuing- First Year SEMESTER 1

- ✓ CAC 11 - Fundamentals of Accounting I - (Core)@4 Credits
- ✓ CAC 12 - Principles of Economics - (Core)@3 Credits
- ✓ CAC 13 - Business Mathematics and Statistics - (Core)@3 Credits
- ✓ CAC 15 - Communications Skills - (Core)@2 Credits
- ✓ CAC 16 - Computer Applications - (Core)@2 Credits
- ✓ CAC 17 - Principles of Cooperative Accounting - (Core)@4 Credits
- ✓ CAC 18 - Foundation of Faith and Ethics - (Core)@2 Credits
- ✓ CAC 22 - Fundamentals of Cost Accounting - (Core)@4 Credits

Certificate in Accountancy and Business Administration (CABA)- Continuing- First Year SEMESTER 2

- ✓ CAC 14 - Principles of Auditing - (Core)@4 Credits
- ✓ CAC 21 - Fundamentals of Accounting II - (Core)@4 Credits
- ✓ CAC 23 - Principles of Taxation - (Core)@4 Credits
- ✓ CAC 24 - Principle of Management - (Core)@2 Credits
- ✓ CAC 25 - Elementary Materials Management - (Core)@2 Credits
- ✓ CAC 26 - Basic of Entrepreneurship - (Core)@2 Credits
- ✓ CAC 27 - Research and Field Work Report - (Core)@2 Credits

Step 5: Hostel and Accommodation application

On this step, click to Proceed to Step 5,

Online Classes Registration for Year 2022/2023

Step 1: ✓ Academic Status →
 Step 2: ✓ Previous Debts Status →
 Step 3: ✓ Module Registration →
 Step 4: ✗ **Hostel Application** →
 Step 5: ✗ Generate Control Number →
 Step 6: ✗ Registration Confirmation →

Hostel Applications

Hostel Applications

Hostels Not Applicable at the Moment

✓ Proceed to Step 5

Step 6: Payment Invoice / Control Number Generation

System will generate and present control numbers for school fees and other applicable payments. Copy them and proceed to make payments to bank, before proceeding to next step.

Online Classes Registration for Year 2022/2023

Step 1: ✔ Academic Status →

Step 2: ✔ Previous Debts Status →

Step 3: ✔ Module Registration →

Step 4: ✔ Hostel Application →

Step 5: ✘ Generate Control Number →

Step 6: ✘ Registration Confirmation →

School Fees Control Numbers

- TU221871116333
Students Union(TUSODARCO) Fee SEM 1 Fees 12,500 /= SEM 2 Fees 12,500 /= Total Amount:25,000 /=
- TU221881116331
Tuition Fee Certificate in Acc & Business Adm SEM 1 Fees 445,000 /= SEM 2 Fees 445,000 /= Total Amount:890,000 /=

Print Control Numbers Send Control Numbers to Email

Accommodation and Hostel Fees

Tick Item and Click generate Control Number to Create Hostel Control Number(s)

⚠ Hostels Fees Not Configured, Consult with Accounts Office

✔ Proceed to Step 6

Step 7: Registration Confirmation

After you have made payments using control numbers, proceed to confirm registration by clicking on **Step 6 Registration Confirmation**

NB: After payments using Control Numbers are made, click Enroll Student for 2024/2025 to register for new Academic year classes. A minimum balance must be paid for you to be successfully registered.

Online Classes Registration for Year 2022/2023

Step 1: ✔ Academic Status →

Step 2: ✔ Previous Debts Status →

Step 3: ✔ Module Registration →

Step 4: ✔ Hostel Application →

Step 5: ✔ Generate Control Number →

Step 6: ✘ Registration Confirmation →

Fees Payments Confirmation and Status

- TU221871116333 - Students Union(TUSODARCO) Fee - Not-Paid
- TU221881116331 - Tuition Fee Certificate in Acc & Business Adm - Not-Paid

Total Invoiced: 915,000 /=, Paid Total:0/= Remained: 915,000 /=

ENROLL STUDENT FOR 2022/2023

5. STUDENT IDENTITY CARDS

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

6. MEDICAL EXAMINATION

You will be required to go for medical examination at any Government Hospital. Dully filled in medical examination forms with evidence that you have been screened for Tuberculosis including chest X-ray report shall be presented during registration. Medical examination form can be downloaded from the University website.

7. MEDICAL SERVICES

The University has a health centre facility which is part of Kinondoni Hospital, to provide clinical and health services on campus. The health centre has full-time Medical and Nursing Staff to attend students and staff as well as the neighbouring community. The Health Centre provides for referral cases to Kinondoni and other referral hospitals where facilities for serious medical and surgical attention are available. Upon admission, all students are required to pay medical insurance (**NHIF Fee, Tshs. 50,400**) or submit to the University a copy of other valid health insurance schemes.

8. HIV AND AIDS/ HEPATITIS

HIV and AIDS and Hepatitis remain some of the world's most significant public health challenges; all age group are affected by the diseases, but 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. Being responsible, abstaining from extra-marital sexual relations and being faithful are some of the measures that can prevent HIV and Hepatitis transmission. Free counseling and testing of HIV is provided, and confidentiality is highly maintained. ***Be responsible! Protect yourself and others!***

9. REGISTRATION OF COURSES IN OSIM

Registration for **ALL** courses (including electives), must be done online by every student through OSIM personal account, otherwise academic status for Students who will not register for courses within the deadline below, will not be valid, meaning their academic records cannot be recorded anywhere.

- i) Elective courses will be graded in the same manner as core courses. Students are advised that grades for excess electives/options shall not be included in the calculation of the final GPA.
- ii) The deadline for course registration for **ALL** students shall be two weeks from the date the semester starts, or as may otherwise be directed by the University.
- iii) After the deadline, the system will be automatically blocked. Any student who fails to register for courses within the deadline without compelling reasons shall not be eligible to

enter classes or do any academic activity. Such student shall be required to defer his or her studies.

- iv) Except under exceptional circumstances, no student shall be allowed to change courses after the deadline for course registration in a given semester.

10. CHANGE OF DEGREE PROGRAMMES

No student will be permitted to change the degree programme he/she has been selected to pursue without the approval of the Senate. The procedures for changing 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
- d) The transfer can take place not later than the Friday of the Third week after the beginning of the first semester, that is, Friday 22nd November 2024, and
- e) The application is done online at <https://osim>

11. OFFICE OF THE DEAN OF STUDENTS

The Dean of Students (DoS) Office is in charge of all matters involving students' life at DarTU. The DoS Office, under supervision of the Office of Deputy Vice Chancellor, Resource Management and Administration (DVC-RMA) is responsible for students' administration and personal as well as social welfare at the University. The DoS is assisted by the Assistant Dean of Students (AdoS) and janitors. The DoS also provides advice and assistance to students in relation to other facilities including accommodation, health services, games and sports, general counselling and activities of the students' organization. Students are highly encouraged to liaise with the DOS Office whenever they face any social welfare matters that may affect their academic performance at the University.

11.1 Accommodation

Currently, DarTU does not provide for on-campus accommodation. However, descent residential places, including off-campus hostels nearby the University are identified and arrangements made between DarTU and owners of private residential places and hostels. Currently the University has identified twelve (12) inspected, surveyed, comfortable and secured hostels for our students. Any student who needs accommodation has to contact the owners directly and the list of such private hostels with owners' contacts is as hereunder:

Table 4: Available student's hostels and charges:

	OWNER	CONTACT	LOCATION AND MORE INFORMATION	PRICES
1	Munawara House	0685029661	Mwenge - behind Mwenge market (nyuma ya soko la mwenge).	<ul style="list-style-type: none"> • Per month 100,000 @client, • room costs 400,000 • 4 persons a room • 2 persons 600,000 • 1@ 1,200,000 per semester (Include Electricity & Water)
2	J Four Comfort Zone	0653-408139 0754-748203	<ul style="list-style-type: none"> • Mwenge Kijijini behind Nakiete Pharmacy • Payment: 4 months in advance (miezi minne kabla). • For ladies only 	<ul style="list-style-type: none"> • Per month payment • 120,000 per head, room costs 480,000 • 4 persons a room
3	Mama Diana Home	0653-302161 0713-619222	Lufingira, behind Tanzanite Tower (Nyuma ya gorofa ya Tanzanite).	<ul style="list-style-type: none"> • Per semester 360,000 (Not-self) • 400,000(self- contained, • For ladies only
4	Mikocheni Hostel	0715815757 0784-815757	Mikocheni - near Alpha high school	<ul style="list-style-type: none"> • Per semester • 400,000 each for 4 persons • 800,000 each for 2 persons.
5	Hekima Hostel	0786400644	<ul style="list-style-type: none"> • Near KKKT Mwenge, opposite Rainbow hotel. • For ladies only 	<ul style="list-style-type: none"> • Per semester • 340,000 (85,000 monthly) • Up to 4 persons a room
6	Uhuru Hostel	0715-840568 0754-47083/ 0754-840568	Mwenge	<ul style="list-style-type: none"> • Per month • 4 persons a room • 87,500 per head • Room costs 350,000
7	Mr Hostel	0718-200505 0783-200505	Africa Sana • For Ladies only	<ul style="list-style-type: none"> • Per Year • 4 persons in a room • Room costs 650,000 • Self-contained.
8	Savei Plaza and Apartments (Muro/Paul)	0754-694344/ 0754-847479 0718-965677	Mwenge-Near Lufungira Bus Stop	<ul style="list-style-type: none"> • Tshs. 430,000 per semester • 4 persons
9	Mama Urassa	0754080295	Mwenge Near TRA For ladies only	100,000 Per month 400,000 per semester 4 person @1 room
10	Mrs Isanzu	0652458817 0787123166	Sinza Africasana For ladies only	
11	Maisha Hostel	0757895804 0719463671	Sinza -Africasana Near State oil petrol station.	<ul style="list-style-type: none"> • 400,000 per semester (self-contained • 350,000 (not self- contained).
12	Koita Youth Hostel	0672 240 858	Mikocheni A Kiota House	

NOTE: For further information and details on accommodation matters please contact the Office of DoS at +255784347744.

11.2 Catering Services

Catering services at the University are commercialized. Students are required to pay in cash for their meals. The cafeteria services are outsourced, that is, they are offered by private catering service providers approved by the University. Catering services are also available to conference and seminar participants upon special arrangements.

11.3 Dress Code

Students Dress code is governed by the DarTU Students By-Laws of 2024, which, among other things, require that DarTU students shall dress modestly and decently in respect of themselves and the University image as a Christ-Centred institution. The examples below show the acceptable and unacceptable dress code:

The graphic is titled "DAR ES SALAAM TUMAINI UNIVERSITY Dress Code Guidelines" and is divided into four quadrants. The top half is labeled "Acceptable Attire" and the bottom half is labeled "Prohibited Attire".

- Acceptable Attire:**
 - Gents Acceptable Attire:** Shows men in suits, blazers, sweaters, and collared shirts.
 - Ladies Acceptable Attire:** Shows women in blouses, dresses, skirts, and trousers.
- Prohibited Attire:**
 - Gents Prohibited Attire:** Shows men in tank tops, muscle shirts, and shorts.
 - Ladies Prohibited Attire:** Shows women in revealing dresses, skirts, and tops.

At the bottom of the graphic, a quote reads: "Morals, Positive Mindset and Attitudes for Assured Students Learning, Responsible Citizenry and Prosperity".

11.4 Sexual Harassment and Discrimination

Sexual Harassment and Discrimination is governed by the DarTU Anti- Sexual Harassment and Discrimination Policy of 2022. Under this policy, DarTU exercises zero tolerance when it comes to Sexual Harassment and Discrimination. Sexual Harassment and Discrimination incidences in the University are supposed to be reported without fear of stigmatization, reprisal, ostracism, punishment or victimization. The University has put in place proper reporting structures and mechanisms to enhance its ability to handle sexual harassment and discrimination cases. Thus, any student who believes they have been offended of Sexual Harassment and Discrimination by any person (staff or student), is strongly encouraged to report the incident to the confidential advisors appointed by the Vice Chancellor to help in the implementation of this Policy. The student offended by Sexual Harassment and Discrimination, who wishes to pursue or make complaints has two options through which they can submit their complaint, either through an informal complaint option or through a formal complaint. The student, victim of sexual harassment, shall seek further guidance from the office of DOS for reporting purposes.

11.5 Students' Organization

Students' activities at DarTU are organized and administered by Dar es Salaam Tumaini University Students' Organisation, (DarTUSO) which promotes and safeguards academic, social and recreational interests of all students at the University. The organization links the university administration with the students. DarTUSO has a parliament with an appointed Speaker and Ministers as well as Deputy Ministers in selected areas under the President, Vice President, General Secretary and Prime Minister.

DarTUSO represents students' interests in various decision-making bodies, such as Schools/Directorates/Committees, Senate and University Council; and, under the leadership of its President, it is a formal active voice of students, within and outside the University.

16. CHAPLAINCY AND RELIGIOUS ACTIVITIES

Though DarTU is a Christ-centred institution owned by the ECD-ELCT, students have complete freedom of religious worship as long as it is intended to promote students' welfare and encourage positive moral and religious values. Students from all religious backgrounds and denominations get spiritual services from their respective worship places around the campus.

DarTU has a Chaplaincy headed by a Chaplain who is appointed by the Founder of the University, namely, the ECD-ELCT, after consultation with the Council. The Chaplain is assisted by the Church Elders Council which is composed of students and staff members regardless of their denominational affiliation and status.

16.1 Worship Service

At present, worship facilities are available for Christians. There is at the University a daily *Morning Devotion* from Monday to Friday at 7:30 a.m. – 8:00 a.m. The service is held in a make-shift Chapel (LR 015) in Kiswahili on Monday, Wednesday, Thursday and Friday and in English every Tuesday. The DarTU students Christian Fellowship meets every Wednesday from 3:30 p.m. – 4:30 p.m. Activities include Bible Study, Meditation and Praise & Worship.

16.2 Counselling

The chaplaincy also offers counselling services in collaboration with and in addition to the counselling services offered by the office of the Dean of Students. These services are free and available to all students and members of staff irrespective of one's religion or denomination. In addition to spiritual counselling, the Chaplaincy may also offer counselling services to students and staff in various areas such as;

- Psycho- social concerns; e.g. sexual harassment, social abuse, discrimination, stigmatization, bullying, anger and stress management, anxiety and depression, retirement and retrenchment, marital issues, grief/ loss, work and life balance, prevention, special needs, rehabilitation, conflict resolution, sexuality, relationships, suicide.
- Academic concerns; e.g. Academic underperformance, low productivity, absenteeism, professional misconduct and work-related stress, career guidance and counseling.
- Health related concerns; e.g. diabetes, HIV/ AIDS, cancer and psychological disorders, etc.
- Economic and Financial concerns; e.g. handling of finances, debt and other economic challenges.

17. STUDENTS LOANS OFFICE

DarTU has the Students' Loans Office which operates under the University's Bursar's Office with a Loan Officer who is dedicated to assisting students in all matters related to the Higher Education Students Loan Board (HESLB) Students loans.

The Office is responsible for coordinating financial matters for students that receive support from the HESLB. Thus, it offers advice to students on all matters relating to students' loans.

18. SAFETY AND SECURITY

Safety and Security at DarTU is outsourced and it is under the mandate of a contracted Private Security company, under close supervision of the University Security Officer. Students are required to offer full cooperation to the security company in fulfilling their operations on campus, and in case of need, please call the following numbers: +255736 108 001 or +255 717 364 210.

19. LIBRARY SERVICES

Library services are offered by the Dar es Salaam Tumaini University Library which is located in the basement of the ALEX G MALASUSA Academic Tower B building. The collections in the library reflect the type of courses taught at the university. Currently, the library has a collection of over 14,230 volumes and can accommodate as many as 175 sitting users at a time.

Opening Hours during the Semester

WEEK DAYS	TIME
Monday-Friday	09:00 hrs – 22:00 hrs
Saturday	09:00 hrs – 14:00 hrs
Sunday and Public Holidays	Library Closed

Library users are required to possess valid ID cards to access the library services.

20. BANKING SERVICES

You will need to open a bank account at any bank of your choice during your student ship. The Dean of Students (DOS) 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.

21. POSTPONEMENT OF STUDIES

- (i) 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.
- (ii) All requests for postponement of studies, accompanied by certified supporting documents (if any), shall be directed to the DVC-APE through the School Dean and HoD who shall forward the same with recommendations. Only upon receiving a positive response from the DVC-ARPE shall postponement of studies be considered granted.
- (iii) A candidate who wishes to resume studies after postponement must give notice in writing prior to the start of the registration period of the relevant semester, to the DVC-ARPE, through the HoD/Dean of School.

- (iv) Re-admission of a student who previously postponed studies on grounds of ill health is subject to recommendation by a competent and certified medical practitioner and approval by the University. Where practical, such a student shall be allowed to continue with his or her studies from the point at which he or she left off when he/she postponed studies.

22. INFORMATION AND COMMUNICATION TECHNOLOGY RESOURCE CENTRE (ICT-RC)

DarTU maintains the ICT Resource Centre which is dedicated to providing ICT services to the entire University in general, and among the services that the unit provides to the University includes ICT technical advice to staff and students.

22.1 Internet

Students and staff also enjoy unlimited access to the Internet and they can communicate, access online academic materials and conduct research through this invaluable service.

22.2 CCTV Cameras

DarTU has installed Closed-Circuit Television (CCTV) Cameras, also known as Video Surveillance Cameras for security purpose, in strategic areas, including examination rooms, lecture halls, the Library, corridors and entrance points. The CCTV in examinations rooms and halls are linked to monitoring screens which, among others, are a source of evidence for invigilators when irregularities and other examination malpractices are detected during examinations.

ORIENTATION PROGRAMME FOR NEW STUDENTS 2024/2025

Venue: Conference Hall (Floor No: 9)

DATE	TIME	EVENT/ACTIVITY	RESPONSIBLE
Day One Monday Oct 21, 2024	7:30 – 8:00	Receiving students/	Guides/DOS
	8.00-9.00	Morning Devotion	Chaplain/All
	9:00 –10:00	Tea Break	All
	10:00 -16:00	<ul style="list-style-type: none"> • Photo taking • Registration 	IT/Admission Officers
Day Two Tuesday Oct 22, 2024	7:30 – 8:00	Morning Devotion	Chaplain/All
	8:00 – 9:00	Break	All
	9:30 - 10:00	Welcome to DarTU	DarTU Management/ CoMaU
	10:00 - 10:30	Students Loan Issues	University Loan Officer
	10.30 -11.00	Use of Library Resources–Rules & Regulations	Chief Librarian
	11:00 - 11:30	University Fees and Financial Issues	Bursar
	11:30 - 11:45	Administrative Issues	PHRO
DATE	TIME	EVENT/ACTIVITY	RESPONSIBLE

Day Two Tuesday Oct 22, 2024 (contd)	11:45 - 12:30	Students Dress Code, Accommodation & Students Services at the University	DOS
	12:30 -13:00	Security issues around the campus and off campus	Police/KK Security
	13.00 -14:00	Lunch Break	All
	14:00-16:00	<ul style="list-style-type: none"> • Photo taking • Registration • Bank Account opening 	Admission Officers/ ICT Coordinator /Bankers
Day Three Wednesday Oct 23, 2024	07:15-07:30	Arrival of Participants	Chaplain/All
	07:30-08:00	Morning Devotion	All
	08:00-09:00	Tea Break	All
	9.00 -9.30	Gender, Sexual Harassment, Discrimination and Disciplinary issues	Gender Coordinator/ Dean of Students
	09:30 - 09:45	Banking Services and products offered by Maendeleo Bank	Maendeleo Bank Personnel
	09:45- 10:00	Banking Services and products offered by CRDB Bank	CRDB Personnel
	10:00 – 10:15	Banking Services and products offered by NMB Bank	NMB Personnel
	10:15 – 10:30	Banking Services and products offered by Diamond Trust Bank Tanzania Limited	DTBT Personnel
	10:30 - 11:00	Break	All
	11:00-11:30	Students Welfare & Student By-laws	DoS
	11:30 - 12:20	Students government	DarTUSO
	12.20 – 13.00	Health Insurance	NHIF Personnel
	13.00 -14:00	Lunch Break	All
	14:00-16:00	<ul style="list-style-type: none"> • Photo taking • Registration • Bank Account opening 	Admission Officers/ ICT Coordinator /Bankers
Day Four Thursday Oct 24, 2024	07:15-07:30	Arrival of Participants	All
	07:30-08:00	Morning Devotion	Chaplain/All
	08:00-09:00	Tea Break	All
	09:00 - 09:45	Medical/Health care, Cleanliness and concerns on hepatitis & HIV/AIDs	Prof. Mbembati
	09:45 - 10:00	Introduction of School Deans, Directors, HoDs & Staff	DVC-ARPE/DOS
	10.00 – 10.30	OSIM System, Course Registration/Internet/ICT issues	ICT Director/ICT staff
	10.30 – 10.45	Successful University Life	Dr. Tweve
	10.45 – 12.00 To be in different rooms	Degree Programme Information (Expectations/Examination Regulations)	School Deans, program Coordinators and Examination Officers

DATE	TIME	EVENT/ACTIVITY	RESPONSIBLE
Day Four Thursday Oct 24, 2024 (contd)	12:00 – 13.00	Library/Computer Lab (Tour)	Head of Library/ICT coordinator/Guides
	13:15-14:00	Lunch Break	All
	14:00-16:00	<ul style="list-style-type: none"> • Photo taking • Registration • Bank Account opening 	Admission Officers/ICT Coordinator /Bankers
Day Five Friday Oct 25, 2024	7:30 – 8:00	Morning Devotion	Chaplain/All
	8.00 – 10.00	Welcoming Note Vision and Mission of DarTU	Vice Chancellor
		Academic Matters and Examination Regulations	DVC-ARPE
		DarTU Governance Structure, Administrative Organs and Discipline	DVC-RMA
	10:00-16:00	<ul style="list-style-type: none"> • Photo taking • Registration • Bank Account opening 	Admission Officers/ICT Coordinator /Bankers