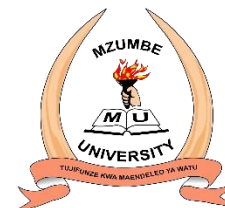




UNITED REPUBLIC OF TANZANIA
MINISTRY OF EDUCATION, SCIENCE AND
TECHNOLOGY

MZUMBE UNIVERSITY
DIRECTORATE OF UNDERGRADUATE



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P.O.Box 1,
 MZUMBE
 MOROGORO
 TANZANIA

3RD September, 2024

Re: STUDENT'S JOINING INSTRUCTIONS FOR BACHELOR PROGRAMMES (LL. B, BAF-BS, BBA-MKT & BHRM) OFFERED AT MZUMBE UNIVERSITY-MBEYA CAMPUS COLLEGE, MBEYA FOR 2024/2025 ACADEMIC YEAR

The following instructions are provided to guide you. You are therefore requested to read them very carefully before you come to the University.

GENERAL INSTRUCTIONS

1. Payments of Fees

Before reporting to the University on **Monday 21st October, 2024**, you are required to complete online registration **using login credentials which you will get through your admission account** available at admission.mzumbe.ac.tz (use your username and password you created during application to log in you admission account). All payments should be made using **payment control number** that will be collected in course of your registration online. Your tuition fee and other direct costs are as stipulated below:

FEES PAYABLE TO THE UNIVERSITY - FOR ANY OF THE FOLLOWING BACHELOR PROGRAMMES- (LL. B, BAF-BS, BBA-MKT & BHRM)

	Tshs.
Tuition per year (including registration, tuition, examination, and library services)	1,300,000
Non-refundable medical fee per year	50,400
Students' Organization Fee	10,000
Non-refundable Caution money	30,000
ID fee	10,000
TCU Quality Assurance fee	20,000
Accommodation per year	<u>119,000</u>
Total	<u>1,539,400</u>

DIRECT STUDENT COSTS (ESTIMATED STUDENTS' OWN LIVING COSTS)

Meals [Tshs. 10,000 per day]	Books per year	Field in the third year [Tshs. 10,000 per day]	Total
Tshs.	Tshs.	Tshs.	Tshs.
2,380,000	200,000	1,190,000	3,770,000

NOTE

1. An academic year has two semesters, each last for Seventeen weeks (119 days). The tuition fee payable to the University as indicated in this structure has to be paid in the period of the two semesters;
2. Fees may be paid in two major installments; half of the Tuition Fee per each Semester.
3. In order to be eligible for registration on **Monday 21st October, 2024** you must pay the minimum tuition fee that will be prescribed as seen in your online registration account.
4. If you have paid part of the Tuition fee as prescribed in (3) above, the remaining amount of First Semester tuition fee should be paid within the remaining period of the Semester not later than three weeks before the end of semester examinations.
5. **Fees once paid are not refundable;**
6. Fees do not include incidental expenses such as transport;
7. The University reserves the right to change fees at any time;
8. Direct student fees have been benchmarked against Government rates, but sponsors may vary them according to their policies;

Accommodation charges are Tshs 119,000 per annum per bed for undergraduates; but should not be paid until you have booked online and secured a room and payment control number for accommodation. You will be required to pay accommodation fee per semester which amounts to Tshs 59,500/-. **Control number for Tuition fees is different from control number for accommodation.**

2. Necessary Information and Documents for registration

The registration process at the University will be conducted by electronic means using the username and password that will be supplied to you through your admission account. You will then be required to use such username and password to login it at <https://arms.mzumbe.ac.tz/user-accounts/login/> from **21st October, 2024**. **Failure to register within the prescribed time may render you lose your admission at Mzumbe University and eligible candidates in reserve list will be awarded your position.** You will be required to upload the following online during your registration:

- i. Certified copies of your academic certificates which enabled you to apply for this programme
- ii. Certified copy of birth certificate
- iii. Colored passport size.

No student will be registered without presenting the required documents. Presentation of forged certificates and documents will result into cancellation of admission and legal measures be taken against the culprit. The University reserves the right to revoke your admission and registration at any time when it is discovered that you had no relevant qualifications to be admitted in the respective programme.

3. Verification of Students Qualifications

Admission and registration of students is provisional subject to the verification of students' qualifications. Only students who have completed their diploma or form six studies in year 2024 will be allowed to register with provisional results or result slip respectively. However, they will be required to submit official transcripts and certificates within six (6) months. For Diploma students, your provisional results must show the cumulative GPA for all years of your studies and you must have a copy of your Award Verification Number Certificate.

The University reserves the right to inform any registered student at any time of any anomaly that has been discovered after registration. Such anomaly may be used to disqualify such student from being admitted in the programme so registered. In event it is discovered that the anomaly is caused by any

forgery or fraudulent misrepresentation of the student, then no amount of any paid University fee shall be refunded to the student. In case the anomaly is not a result of the student's fault, then the University may recommend internal transfer of the student from the programme which he/she lacks qualifications to the programme which he/she has qualifications.

4. Location and Transport to Mzumbe University Mbeya Campus

The Mzumbe University Mbeya Campus is located about 900 kilometres from Dar es Salaam at Forest – Magorofani area in the Mbeya City along the Dar es Salaam Tunduma highway. In order to arrive at Mbeya Campus from the bus stand, you will have to hire a taxi from the bus stand in the city. Taxi can be hired anytime on arrival, currently between T.shs.3000/= and 4000/= per trip. You are advised to hire officially registered taxi only in case you will need this service.

5. Arrival

You are advised to arrive at MU during registration week that starts on **21st October, 2024. Report at your respective campus and not otherwise.** Please make your own travel arrangements to enable you travel to Mzumbe University Mbeya Campus College. You are required to meet all travel expenses and there is no refund/reimbursement. Public Transport from any part of Tanzania can enable you to arrive at your respective campus.

6. Dress Code

You are required to adhere to the University dress code throughout your time at Mzumbe University Mbeya Campus College.

7. Orientation Week

Orientation of new students is scheduled to take place from **28th October, 2024.** All students are required to participate fully in the orientation programme. Further information about this programme will be given to you on your arrival.

8. Transfer from one programme to another

For various reasons, a student may wish to transfer from one program of study to another. The following guidelines must be considered:

- i. The student shall request in writing to the Director of Undergraduate Studies.
- ii. The Director will consult the respective Faculty/School where the student was first admitted and if there is no reservation, consultation will be made to the respective Faculty/School where the student prefers to be transferred.
- iii. The student shall not be allowed to transfer to another programme or campus unless he/she has been given official letter approving that transfer request.
- iv. The student requesting for transfer must possess the minimum entry requirement for the particular requested degree programme.
- v. Transfer from one campus to another is subject to campus and programme capacity where the student is requesting to be transferred.
- vi. The student's admission entry points to the requested programme should either be equal or above admission cut-off point of the programme.
- vii. The transfer request shall be within the first two weeks of registration. Late requests will not be accepted.
- viii. Transfer to another program without official permission in writing from the Director of Undergraduate studies will result into **DEREGISTRATION**; meaning that a student shall cease to be a student of Mzumbe University and therefore shall not be allowed to continue with studies.

9. Transfer from one campus to another

Transfer from one campus to another is not entertained because campuses admit students based on the available resources and infrastructure in the respective campuses, except if one advances very exceptional reasons. The student shall request in writing to the **DVC-Academics, Research and Consultancy**. Other conditions as stipulated in 8 above shall apply as the case may be.

10. Change of Names

Under no circumstances the student will be allowed to change his/her names at the University. The student will be registered by the names appearing in his/her academic certificates.

11. Academic Semesters for the 2024/2025 academic year

The exact almanac will be communicated to you after being registered as a student in the respective programme.

12. MU Bookshop

The University has a bookshop which provides various stationary services including selling of books. Around the University there are also private stationary businesses where students can get various services.

13. Class Attendance

MU students are required to attend at least 80% of all lectures and seminars in order to qualify for the prescribed End of Semester University Examinations. A registered student absenting himself/herself from the University without a written permission may be regarded as having absconded from studies and will be de-registered.

A student may obtain leave of absence for a period not exceeding 5 days during semester time on application to the Dean of your Faculty/School through the Dean of Students. A request form of permission is available at the office of the Dean of Students.

14. Education Loan

The government is implementing the Second Phase of Cost Sharing Policy which requires a student, parent or guardian to meet costs for meal and accommodation. With effect from the 1994/95 academic year, any Government sponsored undergraduate student admitted to the University is free to apply for a loan to meet meal and accommodation, Books and stationery costs. For more details about Student education loan kindly visits HESLB Website. Normally there is a possibility that the loan is delayed; you are therefore advised to devise all the necessary arrangements to accommodate such expected delays. There is no ways the University will lend you money to meet any of your expenses.

NB: You are advised to open a personal Bank Account (using the names appearing in your certificates) that will be communicated to HESLB for the loan deposit to cover meals and accommodation expenses.

15. Accommodation

The University has limited on-campus accommodation. The allocation of accommodation is guided by the University Accommodation Policy which provides categories of students to be given first priority, for example students with disabilities, foreign students and first year students. Therefore, those failing to secure accommodation on-campus are advised to secure off campus accommodation. All rooms for on-campus accommodation are shared. The charge for accommodation is currently **Tshs. 500/=** per bed per day making a total of **Tshs. 119,000/=** a year.

For those who will secure on campus accommodation:

(a) Bedding

The University does not provide students with bed linen. You are therefore advised to bring the following items with you: -

- (i) One pillow
- (ii) Two blankets
- (iii) Two bed sheets
- (iv) One mosquito net

(b) Keys

You will be provided with one key for your room. Keys should be looked after carefully. In case of any loss, you will be charged. Keys must be returned to the Hall Janitors when vacating your room. Failure to do so will necessitate a charge equivalent to boarding charges for each day the key remains in your possession or disciplinary action be taken against you.

**NB: The University does not have facilities for students with children/infants:
Such subjects are advised to organise for off-campus accommodation.**

(c) Cleanliness of Rooms

The task of sweeping and keeping your room clean is yours. University hired Cleaners will only clean the corridors, toilets and bathrooms. Cleaning materials e.g. brooms, dustpans, will be made available. You are expected all the time to maintain general cleanliness in and outside your hall of residence.

(d) Meal Services

The University has outsourced catering services from private firms. Students can thus, use this facility which is available on-campus. For the forthcoming academic year, the recommended minimum student sustenance cost is **Tshs. 10,000/=** per day per student. One academic year covers 34 weeks of two semesters which is equivalent to 238 days. Students should therefore, budget for approximately **Tshs. 2,380,000/=** for meals for the whole academic year. This is paid to students directly by their sponsors.

NB: It is strictly prohibited for students residing in university hostels to cook in their rooms. Any student breaching this regulation will be punished according to the University students' By-Laws.

(e) For more information about off campus accommodation, applicants are advised to contact facility owners in case you fail to secure on-campus accommodation.

16. MU Students Organization

Students at University are automatically members of Mzumbe University Students' Organization (MUSO). Through this organization, students communicate to the University authority matters affecting their welfare. As per MUSO Constitution, students are required to pay Tshs 10,000/= per year as a compulsory membership fee. MUSO also has a number of professional associations which are students' professional associations affiliated to MUSO in accordance to various professions. Students will be required to subscribe to these professional associations depending on their Faculties/Schools. Professional associations help students to grow professionally and be able to take part in various academic events organized by these associations. You will be informed of these MUSO affiliations and their respective annual fees upon your arrival and registration as Mzumbe University student.

17. Sports and Games

The University has facilities for out-door and in-door games such as football, basketball, table tennis, tennis, volleyball, netball, athletics and other various games. The University has qualified games' coaches who organize and coordinate all games and sports activities in and out of side the University. The University participates in the national and international sports competitions. Thus, all students are expected to participate in at least one form of the games or another depending on one's interests. You are advised to come with your own sports and games outfits.

18. Health Services

The University offers health services through its Mzumbe University Health Centre. The services are provided for 24hrs by a team of qualified medical practitioners. Emergency cases requiring specialist attention are referred to referral hospitals depending on the needs. NHIF Members are also equally served at the Health Centre. Note that:

- Attendance to MU Health Centre as a patient does not suffice to excuse one from routine academic duties and responsibilities (lecture attendance, assignments, tests and examinations), unless one has documentation related to bed rest, ED or admission.
- The self-referral to hospitals of preference is not honored by the University authority; hence you will receive neither financial (including transport) nor academic support attention

19. Library and Learning Resources

The MU Library and Technical Services Directorate offers a variety of facilities to the University Community. It has a collection of over 40,000 book volumes and over 800 periodical titles, both national and international. Majority of books have been automated and its bibliographic details can be accessed from anywhere through the internet or online catalogue at www.library.mzumbe.ac.tz The collection covers all the major programmes taught at the University, and it also supports the research activities of the University.

The Library services that can be provided to readers include lending of books, periodicals and journals; photocopy services; access to subscribed electronic resources through a special programme offered under the consortium of Tanzania University and Research Libraries (COTUL) and the International Network for the Availability of Scientific Publications (INASP)). These learning resources with high quality articles can be accessed from over 15 databases with electronic journals through this web address: (libhub.sempertool.dk). Over 5000 copies of free e-books and other articles relevant to your programme are currently available and can be accessed by using standalone computers in the University Library or computer labs in all campuses. Those interested to read past research materials especially masters theses can access the through the MU research repository at (scholar.mzumbe.ac.tz). Other services include bindery services and audio-visual aids services. The library has a sitting capacity of 800 readers at a time and 19

reading carrels for intensive study. The library facilities are monitored by CCTV cameras and book security system.

20. Postal Services

The MU- MBEYA CAMPUS has a Post Office which provides all normal postal services including express mail and Western Union Money Transfer. This serves all residents of the University, the surrounding community and other Institutions.

21. Banking Services

The CRDB and Postal Bank provide all types of banking services to their customers, while NBC and NMB provide only ATM services around the University.

22. Medical Examination

Admission into Mzumbe University is conditional, subject to submission of a medical report to the University. Students are required to undergo medical examination by a registered medical practitioner before reporting to the University. Under no circumstances will the University accept forms not completed and signed by a qualified public medical practitioner.

You are therefore requested to present the Medical Examination Form to a registered Medical Practitioner for medical examination. The filled in/signed form is to be submitted during registration and a copy sent to the Health Service Directorate. It is important to submit an authentic medical report as it is very useful in determining the nature of services you will be eligible for as a student. In addition, the report will inform us in case of any medical emergency.

23. General note

For obvious reasons, not everything can be mentioned in this letter. Other issues about the University will be made known to you during the orientation week. Also, as you settle down you will increasingly become aware of the extent to which you shall be involved in the main facets of life at this University. During your stay, you are advised to read students by-laws and examination by-laws, which cover more fully the regulations governing your stay at Mzumbe University

24. Declaration Regarding Compliance with University's Regulations

By registering to study at Mzumbe University, it means you accept admission into this University and that your stay shall be governed by the MU By-Laws regarding General Welfare, Examinations, Conduct, Discipline, Disciplinary proceedings and Penalties made under Mzumbe University Charter 2007. The by-laws can be reviewed at any time by the Mzumbe University Council or any other relevant organ.

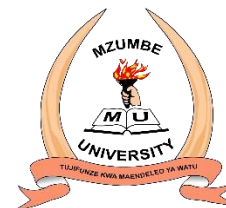
You are warmly welcome at Mzumbe University.



Dr. Orest Masue
Director Undergraduate Studies



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**MZUMBE UNIVERSITY
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P.O. Box 1,
MZUMBE
MOROGORO
TANZANIA

MEDICAL EXAMINATION FORM

Admission to the Mzumbe University is conditional upon receipt of a satisfactory medical report. The Medical Practitioner to whom this Form is presented is requested to return it completed to:

DEPUTY VICE CHANCELLOR-ACADEMIC,
MZUMBE UNIVERSITY,
P.O. BOX 1,
MZUMBE – MOROGORO.

PERSONAL STUDENT'S DETAILS

Surname:
Other names:
Programme: Reg. No:
Age: Sex:
Marital Status:

PERSONAL HISTORY

Has the examinee suffered from any of the following? If **YES** indicate date and diagnosis. If **NOT** please write "NO" in appropriate space.

- a) Tuberculosis:
- b) Other respiratory diseases:
- c) Cardiac disease:
- d) Gastro-intestinal disease:
- e) Renal or Genital Urinary disease:
- f) Syphilis or Gonorrhoea:
- g) Emotional disease or psychosis:
- h) Serious Injuries:
- i) Any operations:
- j) Any fits:
- k) Leprosy:

PHYSICAL EXAMINATION

1. Height:
2. Weight:
3. Eyes
Conjunctive
Pupils
Vision Right
Left
Vision with Glasses: Right.....
Left.....
4. Skin Disease.....

5. Please state condition of:
 Ears (if any discharge):
 Mouth and Throats:
 Nose:
6. Respiratory System: any abnormality?.....
7. Cardiovascular System: Blood Pressure:
 Systolic:.....
 Diastolic:
 Heart: any Murmur:.....
 Arteries and Veins:
8. Abdomen:
 Scar (operation):
 Hernia:
 Hydrocoele:
 Masses:
 Kidney:
 Rectum:
 Any clinical evidence of hyperacidity or gastric duodenal ulcers:

LABORATORY

1. **Urine:**
 Albumins:.....
 Sugar:.....
 Leucocytes:
 Bilharzia:
2. **Stool:**
 Special emphasis on Hookworm and Bilharzia
3. **Blood Examination:**
 Haemoglobin:.....
 White blood cell count:.....
 Total.....
 Different Count.....
 a) Neutrophils:.....
 b) Eonophils:.....
 c) Basophils:
 d) Lymphocytes:
 e) Monocytes:
 f) E.S.R.
4. Sputum if indicated:

REPORT CONCLUSION

I have examined Mr/Mrs/Miss:And consider that he/she is **NOT FIT/FIT** to be admitted to the University for Higher Studies.

Name:

Signature:

Title:

Qualifications:

(Official Stamp)

Date: