



# THE UNITED AFRICAN UNIVERSITY OF TANZANIA

Plot No 772 Block F, Vijibweni Area  
P.O.BOX 36246, DAR ES SALAAM, TANZANIA  
Phone: +255 684 505 012  
Email: admin@uaut.ac.tz

Names and Address of the student:

.....  
.....

**Dear student,**

**RE: JOINING INSTRUCTIONS FOR BACHELOR PROGRAMMES FOR  
THE ACADEMIC YEAR 2019/2020**

I am pleased to inform you that, you have been selected to pursue Bachelor Programme at The **United African University of Tanzania (UAUT)** as indicated in our advertisement in the website or newspaper.

**Table 1: BACHELOR DEGREE PROGRAMS**

S/N	COURSE/SPECIALTY	✓ (TICK)
i	Computer Engineering and Information Technology (IT)	
ii	Business Administration	

- For the **Business Administration** Programme the duration is Three (3) Years.
- For the **Computer Engineering and Information Technology** Programme, the duration is Four (4) Years.

## **PART A: STUDENT INFORMATION**

### **1. UNIVERSITY LOCATION**

The University is located at the Kigamboni District; Dar es salaam. It is about 7 km on the way to Kibada via Kisiwani from Kigamboni side ferry or about 3 km across the Mwalimu Nyerere Bridge toward Kigamboni and via Kisiwani.

The complete address is Plot 772 Block "F" Vijibweni, Temeke, Dar es Salaam P.O. Box 36246, DSM

### **2. BEGINNING OF THE ACADEMIC YEAR**

The first semester begins on the **4<sup>th</sup> November 2019**. You are therefore required to report at the University on the **26<sup>th</sup> October 2019** if you will stay at the hostel. Registration and orientation will start on the **28<sup>th</sup> October 2019**.

### **3. MEDICAL EXAMINATION**

You are required to undergo medical examination before registration. You must ensure that the medical practitioner, who will examine you, completes the enclosed Medical Examination Form. The medical examination must be carried out by a registered medical practitioner.

### **4. HIGHER EDUCATION COST SHARING SCHEME**

The Government Higher Education Cost Sharing Scheme governs all students including Undergraduate Students (BACHELOR entrants) who join Institutions of higher learning. Under this scheme, through the Higher Education Students' Loans Board, needy students may apply for loans to cover wholly or partially such costs as meal and accommodation, tuition, books and stationeries etc (see the revised application guidelines and criteria for granting students loans for the **2019/2020** academic year).

It should be clearly understood that students are fully responsible for securing their loans. The University shall NOT be held responsible for loan disbursements. You are advised to know your loan status before you report to the University if you are not able to finance your studies from any other source.

## 5. REGISTRATION.

### Documents required for registration

During registration every student must provide the following original documents:

- (i) This joining Instructions letter
- (ii) Academic Certificates (original)
- (iii) Academic Transcripts (original)/Statement of results (original)
- (iv) Birth certificate (original)
- (v) A duly filled Medical examination form,
- (vi) Two (2) recent, coloured passport size photographs
- (vii) Original Bank slips and their two copies showing that appropriate fees have been paid.

### NOTES:

- a. Registration will not be done unless the above documents are submitted.
- b. During registration and the entire period of the course, the University will not entertain any change of names.
- c. Incomplete fulfilment of requirements for registration will result into all or any of the following: -
  - i. Not being accepted for studies and/or
  - ii. Termination of studies (for continuing students)
- d. **Registration shall be done strictly within the first two weeks (26/10/2019-08/11/2019. No student shall be registered after the second week.**

## 6. STUDENTS' ACCOMMODATION

The University has rooms (with 4beds) in its hostel. 4 students shall be required to share a room. Students opting to stay in the hostel shall be required to apply and sign an agreement form which stipulates terms and conditions of such an offer. Where accommodation is available priority will be given to disabled students or other groups as may be determined by the University from time to time.

**NB:** Application forms for accommodation are available at **the University** where one wishing to apply may visit the campus, fill and return to the University.

## 7. OTHER REQUIREMENTS

- (i) Mattresses are provided by the University to students seeking accommodation in the University Hostels. However, students are required to bring with them beddings and mosquito nets.
- (ii) Medical treatment is the responsibility of one's parents or sponsor(s)
- (iii) The University has Library facilities, Hostels, Workshops, Laboratories, Playing grounds and first aid services only.

## PART B: UNIVERSITY FEES AND OTHER EXPENSES.

### 1. TUITION FEES

- Bachelor of science in computer Engineering and Information Technology: **Tsh 900, 000/=**
- Bachelor of Business Administration: **Tsh 800,000/=**

### 2. DIRECT COSTS

Students are required to pay a total of **Tsh 225,000/=** as a direct cost for Computer Engineering and **Tsh 140,000/=** for Business administration.

### 3. PAYMENT METHODS

All payments should be made by deposit to the following university bank account:

Bank Name: **Exim Bank**  
Account Holder: **UAUT Deposits**  
Account Number: **0200008715**

	First Year Students		Continuing Students	
DETAILS	BUSINESS ADMINISTRATION	COMPUTER ENGINEERING	BUSINESS ADMINISTRATION	COMPUTER ENGINEERING
STUDENT ORGANISATION	10,000	10,000	10,000	10,000
IDENTITY CARD	10,000	10,000	10,000	10,000
N.H.I.F ****	50,400	50,400	50,400	50,400
TCU FEE	20,000	20,000	20,000	20,000
TAEKWONDO FEE	50,000	50,000	NA	NA
SPECIAL FACULT FEE	NA	85,000	NA	NA
TOTAL DIRECT FEE	140,000	225,000	90,000	90,000
TUTION FEE	800,000	900,000	800,000	900,000
GRAND TOTAL	940,000	1,125,000	890,000	990,000
DIRECT FEE + 50% TUITION FEES	540,000	675,000	490,000	540,000

#### PAYMENT BREAKDOWN:

\*\*\*\* On N.H.I.F Payments, if the student had already had acquired health insurance card then the student should not make the payment but he/she had to attach copy of the ID Insurance card to Bank pay slip. HOSTEL FEE IS NOT INCLUDED ON ABOVE BREAKDOWN. IT IS A SEPARATE MATTER.

**NOTE: REMEMBER TO HAVE YOUR OWN COPY OF BANK PAY SLIP.**

### PART C: GENERAL INFORMATION

#### 1. DISCIPLINE

In accordance with its regulations the University shall not hesitate to take disciplinary action against anyone whose behaviour is unbecoming to its community. Every new student must attend the orientation programme of new students when these regulations shall be explained. In addition to these regulations' students are obliged to abide by Higher Education regulations. Ignorance of any rules, regulations or directives shall not be accepted as a valid excuse in any way. The University authority reserves to itself all rights as to the interpretation of its rules and regulations and the right to vary them as it may seem necessary.

#### 2. SERIOUSNESS IN STUDIES

You have been selected from among many Tanzanian applicants to pursue a course in this University. You are therefore expected to put your best in your studies. Failure in academics shall lead to discontinuation from studies.

#### 3. CONCLUSION

You have been admitted to this University for the prime purpose of learning high technical skills and knowledge for your own benefit and for the benefit of the Tanzanian community.

Students are required to fill in an acceptance form and present it on registration.

Students who do not accept admission requirements as stipulated in this Joining Instructions are advised to reject this offer and inform the University accordingly.

**YOU ARE WELCOME TO JOIN THE UNITED AFRICAN UNIVERSITY OF TANZANIA (UAUT)**

Wishing you all the best,

**Prof. HO CHAN HWANG, Ph.D, CPA**  
VICE-CHANCELLOR



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## DECLARATION FORM ON CONDITIONS FOR ADMISSION AND UNIVERSITY REGULATIONS AND BY – LAWS.

### 1. INSTRUCTIONS:

Read this form carefully and be sure that the contents are clear to you before filling it. Incomplete forms shall not be considered. Use capital letters to fill this form.

### 2. PART I

#### PERSONAL STUDENT PARTICULARS

SURNAME..... OTHER NAMES.....

MARITAL STATUS..... DISABILITY.....

DATE OF BIRTH..... SEX.....

PLACE OF BIRTH..... NATIONALITY.....

#### PRESENT ADDRESS:

P.O BOX..... MOBILE No..... E-MAIL.....

STREET..... VILLAGE..... WARD.....

DISTRICT..... REGION.....

#### PERMANENT HOME ADDRESS

P. O. BOX..... MOBILE No..... STREET.....

VILLAGE..... WARD..... DISTRICT..... REGION.....

#### PARENTS/GUARDIAN ADDRESS

P.O BOX..... MOBILE No..... STREET.....

VILLAGE..... WARD..... DISTRICT..... REGION.....

#### NEXT OF KIN:

P. O. BOX..... MOBILE No..... STREET.....

VILLAGE..... WARD..... DISTRICT..... REGION.....

### 3. PART II:

#### UNIVERSITY REGULATIONS AND BY-LAWS

As a student of this University you will be required to adhere to the University regulations and by-laws listed here-under:-

- a. Examination Regulations
- b. Students general conduct and general discipline
- c. Industrial training regulations
- d. Regulation governing the use of Laboratories, Workshops, Classes and Sports facilities and Hostels. The University authority reserves the right for the interpretation of its rules and regulations and the right to change them as it may deem necessary.

#### NOTES:

The details of the above named regulations shall be given to students during Orientation period.

In addition to the above named regulations the student shall observe the following conditions:

- (a) A candidate liable for admission shall be the one having a good behaviour and academic record from the former schools/University or employer.
- (b) You shall always obey and abide by the laws of the United Republic of Tanzania.
- (c) You shall not engage yourself nor encourage others in any activities against the government, its agents and/or servants.
- (d) You shall not organize, lead, or participate in any demonstration without a lawful permit, not invade, vandalize or destroy property of the government, its agents and servants for the sake of expressing your demands/claims. All claims/demands must be forwarded to the government through the appropriate channels.
- (e) You shall always obey and abide by the by-laws and any other regulations at the University issued by relevant authorities aimed at establishing peace and order or prescribing a code of good conduct and discipline.
- (f) You shall continue diligently with your studies until the end of your course programme and by so doing you shall devote your time and attention to following the course for which you are admitted. All unlawful visits and assembly are prohibited.
- (g) All requests for postponement of studies must be approved by the University.
- (h) You shall satisfy the University as to your attendance, conduct, and academic progress. Any short fall resulting thereof may lead to dismissal from the University.
- (i) If you are convicted of any criminal offence you will be expelled from the University.
- (j) The student admitted to the University for studies shall have made arrangements for financing his/her studies either from the Higher Students' Loans Board or from the sponsor.

In no way shall the University be responsible for financial matters of the student.

**4. PART III:**

**DECLARATION ON UNIVERSITY REGULATIONS AND BY-LAWS AND CONDITIONS OF STUDY AT THE UNITED AFRICAN UNIVERSITY OF TANZANIA.**

**SECTION A: STUDENT**

I, (Name of student).....

Postal Address .....

DO HEREBY accept and promise to adhere to regulations and by-laws of the University as stipulated in part II of this declaration form. Also, I understand that any breaching of the regulations and by-laws stated therein will result in expulsion from the University.

SIGNED AND DELIVERED this ..... (day) of ..... (month)..... (year)

at .....(place)

.....  
**Student's Signature.**

**SECTION B: PARENT/GUARDIAN/SPONSOR**

I, (Name) ..... Parent/Guardian/Sponsor  
of .....(Name of Student)

DO HEREBY confirm the acceptance of the above-mentioned student to follow and adhere to University regulations and by-laws as stipulated in Part II of this Declaration form. Also, I understand that any breaching of any of the regulations and by-laws stated therein will result into expulsion of the student from the University.

SIGNED AND DELIVERED this ..... (day)of ..... (month) .....(year)

at .....(place)

.....  
**(Signature of Parent/Guardian/Sponsor)**

.....  
**(Date)**

Address..... Tel. No: .....

**5. PART IV: FOR OFFICIAL USE ONLY (Tick whichever is applicable)**

1. The form is properly filled. **YES/NO**       **YES**       **NO**
2. All necessary requirements for registration process are fulfilled. **YES/NO**       **YES**       **NO**
3. Student is eligible for registration. **YES/NO**       **YES**       **NO**
4. Name of the officer .....

.....  
(Signature)

.....  
(Date)

.....  
(Stamp)



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## MEDICAL EXAMINATION FORM

SURNAME \_\_\_\_\_ OTHER NAMES \_\_\_\_\_

AGE \_\_\_\_\_ SEX \_\_\_\_\_

MARITAL STATUS \_\_\_\_\_ CITIZENSHIP \_\_\_\_\_

### PERSONAL HISTORY

Is the examinee suffering from any of the following? Indicate Yes or No.

- |   |                                  |
|---|----------------------------------|
| 1. Tuberculosis .....                   | 2. Pneumonia.....                |
| 3. Pleurisy .....                       | 4. Asthenia.....                 |
| 5. Rheumatic Fever.....                 | 6. Allergy disorder.....         |
| 7. Heart Disease.....                   | 8. Gastric or duodenal.....      |
| 9. Recurrent indigestion.....           | 10. Jaundice.....                |
| 11. Dysentery.....                      | 12. Varicose Veins.....          |
| 13. Kidney or urinary disease.....      | 14. Diabetes.....                |
| 15. Epilepsy.....                       | 16. Deformity.....               |
| 17. Psychotic.....                      | 18. Eye disorder.....            |
| 19. Ear, Nose or Throat disorder.....   | 20. Skin disease.....            |
| 21. Anaemia.....                        | 22. Gynaecological disorder..... |
| 23. Malaria other tropical disease..... | 24. Cholera.....                 |
| 25. Major or minor operations.....      | 26. Serious accidents.....       |
| 27. Any other serious disorder.....     |                                  |

### PHYSICAL EXAMINATION

- |  |                     |
|--|---------------------|
| 1. Height.....   | 2. Weight.....      |
| 3. Skin disease.....   | 4. Eye Conjunctivae |
|  | Pupils.....         |
|  | Vision Right.....   |
|  | Left.....           |
| 5. Please state condition of Ears (if any discharge).....            |                     |
| Mouth and throat .....   |                     |
| Nose.....  |                     |
| 6. Any Abnormality.....  |                     |
| 7. Cardiovascular System.....  |                     |
| Blood Pressure: Systolic.....Diastolic..... Heart: Any               |                     |
| Murmur..... Arteries and Veins.....                                  |                     |
| 8. Abdomen.....Hernia.....   |                     |
| Hydrocele.....   |                     |
| Masses.....  |                     |
| Liver.....   |                     |
| Kidneys.....   |                     |
| Rectal.....  |                     |
| Any Clinical evidence of hyperacidity or gastric duodenal ulcer..... |                     |

