

Marian University College
(A Constituent College of St. Augustine University of Tanzania)



JOINING INSTRUCTIONS FOR NEW STUDENTS SELECTED TO JOIN

MARIAN UNIVERSITY COLLEGE (MARUCo) FOR THE ACADEMIC YEAR 2023/2024

KARIBU Marian University College and Congratulations for being selected to join one of our **Degree Programmes** during the 2023/2024 academic year. Kindly read carefully the instructions provided hereunder.

LOCATION OF MARIAN UNIVERSITY COLLEGE

Marian University College (MARUCo) is located in Bagamoyo Town, 60 km to the north of Dar es Salaam, and only a few meters (400 m) from the Indian Ocean beach. The University College can also be reached **either** from MSATA (63 km) on the Chalinze-Segera highway **or** from MLANDIZI (45 km) along the Dar es Salaam – Chalinze highway.

The main entrance to MARUCo is opposite the Msalabani Mini Supermarket along Mango Street to Marian Girls High School and the Roman Catholic Museum Center.

DATES OF ARRIVAL AND COMMENCEMENT OF LECTURES

All selected students are required to report at Marian University College Bagamoyo between **30th October and 3rd November 2023**. Students will be received from **Monday 30th October 2023** between 8.00 a.m. and 4.30 pm. The first week, from **Monday 30th October** to **Friday 3rd November 2023** is the orientation week. Lectures for all MARUCo Students will start on **Monday 6th November, 2023**. All first year students are required to participate in the activities of the orientation week programme. More information will be given on arrival.

ACADEMIC ACTIVITIES

MARUCo academic activities run from Monday through Saturday.

REGISTRATION OF FIRST YEAR STUDENTS

Registration of first year students will start on **Monday 30th October** and will end **TWO WEEKS** later on **Monday 13th November 2023**.

REQUIREMENTS FOR REGISTRATION

All selected students shall be registered after fulfillment of the following

(i) Fees Payment

- (a) **All fees are paid online using a control number generated by the student.** No student shall be allowed to register or attend classes unless the required fees have been paid as per Fee Structure and payment schedule, which are found on MARUCo website www.maruco.ac.tz
- (b) Any fees paid will not be refunded if a student withdraws or leaves the University College without permission.
- (c) However, if a student receives prior permission from the Deputy Principal (Academic Affairs) to withdraw or to be away from the University College and provided that a written request to withdraw or to be away from the College is submitted within two weeks of the academic year or semester, then fifty percent of the fees may be refunded.

(ii) Documents/Information required for Registration

- (a) **Admission Number and the Programme admitted into.**
- (b) All students must bring and present **Original** Certificates of Form 4, Form 6 and Diploma/Certificate (for candidates selected under equivalent qualifications) and **Original**

Birth Certificates. Note that photocopies, downloaded internet results, faxes, affidavits and certified results are not acceptable. However, Original Result Slips for only Form 6 may be accepted.

- (c) **No Student will be registered without submitting Original (academic or non academic) certificates and transcripts.**
- (d) Students shall be registered under the names appearing in the Certificates they submitted for the application. No change of names shall be accepted unless all requirements provided for under MARUCo's Students By-Laws have been observed.

(iii) DURING AND AFTER REGISTRATION

- (a) **No student shall be allowed to postpone studies after the academic year has begun except under special circumstances.** Permission to postpone studies shall be considered only after the student has presented credible evidence to the Deputy Principal (Academic) or Legal Officer/Corporate Counsel of the reasons for postponement. Special circumstances shall include ill health or serious social problems.
- (b) **No student shall be allowed to postpone studies during the four weeks preceding the end of semester examinations, but may be considered for postponement of examinations if satisfactory reasons are given.**
- (c) Students shall commit themselves in writing to abide by the College's Rules and Regulations as required in the registration form. A copy of the students Rules and Regulations shall be made available to the student through the office of the Dean of Students. These rules are also available on MARUCo website www.maruco.ac.tz. Students are encouraged to read and abide by them.
- (d) Students shall be issued one year Identity Cards, which they must carry with them at all times and produce whenever demanded by appropriate University College Officers. The identity card is not transferable and any fraudulent use may result in loss of student privileges or suspension.
- (e) Loss of the Identity Card should immediately be reported to the Office of Dean of students, where a new one can be obtained after paying an appropriate fee (currently Tshs 20,000/=) as stipulated under MARUCo Rules and Regulations.
- (f) A student registered for a degree programme at Marian University College may not concurrently enroll in any other institution without special permission in writing of the Faculty Dean of the University College.
- (g) **Late registration**, if any, after the deadline **13th November 2023** may attract a penalty of Tshs 100,000/= (One hundred thousand).

PAYMENT OF FEES

For payment of fees, please visit the **Fee Structure** and **Payment Schedule** posted on the MARUCo website.

ACCOMMODATIONS

MARUCO has limited accommodation facilities both On-Campus and Off-Campus. **On-Campus accommodation is available for first year students.** Students who opt for On-Campus accommodation should NOT PAY for the accommodation until a room has been allocated. Rooms will be allocated after registration and on request. Allocation shall be on the basis of first-come first-served. Priority will be given to students with physical disabilities.

Most students will be accommodated Off-Campus and have to take care of their accommodation arrangements. The University College is not directly involved in looking for Off-Campus accommodation, however, assistance and monitoring may be obtained from the office of the Dean of Students.

CAFETERIA SERVICES AND MEALS

MARUCo does not offer meals to students. However, privately-run catering facilities are available on campus, around the campus, and around Off-Campus hostels. Students are free to take their meals wherever they choose at their own expense. Students are not allowed to cook in the College Hostel.

MEALS, BOOKS AND STATIONARY SERVICES

- (a) **Meals:** Pegged on government rates a total sum of Tshs 10,000/= is recommended for meals and accommodation per day.
- (b) **Books, Stationary and other Learning Facilities:** Students are required to purchase their own stationary, books and other learning facilities as recommended by their course instructor(s). Pegged on government rates a sum of Tshs 200,000/= is recommended per year.
- (c) **Payments by sponsors:** Sponsors are at liberty to arrange for payment of Meals, Books, and Stationary to the students they sponsor. All sponsors are required to pay the allowances directly to the student, not through the University College account.

RELEASES FROM EMPLOYERS

- (a) Marian University College is not responsible to any employed students who register without a letter of release from their employer. Students need to settle permission for study with their employers.
- (b) Priests are required to obtain their "celebrate" from their respective Superior or Local Ordinary.

FINANCIAL ASSISTANCE AND SCHOLARSHIP

All students are required to settle their sponsorship before registration. Students under HESLB are reminded to read carefully the guidelines and criteria for issuing loans for the academic year 2023/2024 on the HESLB website (www.heslb.go.tz).

RELIGIOUS ACTIVITIES

MARUCo recognizes the individual's right of worship. Students are advised to use the facilities available for their specific religious services outside the campus without interfering with the academic activities which run from Monday through Saturday.

GENERAL CONDUCT

- (a) In accordance with MARUCo Students' By-Laws students are required to demonstrate good behavior within and outside the Campus.
- (b) Failure to observe MARUCo rules, regulations, and By-Laws will attract disciplinary action which may include expulsion from studies.

COMMUNICATION

Students registered at MARUCo are required to regularly consult notice boards, the College website (www.maruco.ac.tz) and their profile accounts for any information that may have a bearing on their academic and social impact during their stay at MARUCo. This includes the timetable for lectures, the almanac, examination time table, and examination results. For more information please contact us through.

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MARUCo

(Admissions Officer)

