

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 2024/2025

Congratulations for being one of the students selected to join **Marian University College** in the academic year 2024/2025. Kindly read carefully the following joining instructions.

LOCATION

MARUCo is located in Bagamoyo Town some 60 km north of Dar es Salaam and only a few meters (400 m) away from the beaches of the Indian Ocean.

The University College can be reached from MSATA, 63 km along Chalinze-Segeza road, or from MLANDIZI, 45 km along the Chalinze-Dar es Salaam road. The main entrance to MARUCo is situated opposite the Stella Maris Mini Supermarket along Old Catholic Church Road which leads to the Roman Catholic Museum.

DATE OF ARRIVAL AND COMMENCEMENT OF CLASSES

All selected students are required to report at Marian University College Campus in Bagamoyo from **Monday 21st October 2024** between 8.00 a.m. and 4.30 pm. The first week, from **21st to 26th October 2024** is for orientation activities. All First Year students are required to participate in the orientation week programme.

For all MARUCo Students, new and continuing students, classes will begin on **Monday 28th October 2024**. More information will be given on arrival.

ACADEMIC ACTIVITIES

Academic activities at MARUCo run from Monday through Saturday. Since English is the medium of instruction at University Level, ALL MARUCo students are urged to use English as often as possible in their communication in order to improve their proficiency in the language.

REGISTRATION OF FIRST YEAR STUDENTS

Registration will start on the same day of arrival, **Monday 21st October 2024** and will last for **TWO WEEKS** until Friday 1st November, 2024.

REQUIREMENTS FOR REGISTRATION

All selected students shall be registered after fulfillment of the following:

(i) Fees Payment

- (a) **All fees are paid online through 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 the Fee Structure instructions. The Fee Structure and Payment Schedule are found on MARUCo website www.maruco.ac.tz**
- (b) Fees once paid will not be refunded if a student withdraws or leaves the University without permission.
- (c) However, if a student receives prior permission from the Deputy Principal for Academic Affairs (DPAA) to withdraw or to be away from the University College, and provided that the application in writing to withdraw or to be away from the University College is submitted within two weeks of the academic year or semester, fifty percent (50%) of the fees may be refunded.

(ii) Documents for Registration

- (a) Please note carefully your **Admission Number** and the **Degree Programme** you have been admitted in, **for example**, registration number BSc/PC/T.24/002; degree programme: Bachelor of Science with Education.
- (b) All students must bring **Original** Certificates of: Form 4, Form 6, or Diploma/Foundation Programme (for students selected under equivalent qualifications) and Birth Certificate. Note that photocopies, downloaded internet results, faxes, affidavits and certified results are not acceptable. However, for Form 6 students, original result slips may be accepted.
- (c) **No Student will be registered without submission of Original certificates and transcripts (academic or non-academic).**
- (d) Students shall be registered under the names appearing in the Certificates they submit during the application. Change of name shall not be accepted unless all requirements provided under MARUCo Students' by - Laws have been observed.
- (e) Students must register for the course programme they have been admitted in. Change of Programme must be duly authorized.

(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 after a student has produced satisfactory evidence for the reasons for postponement to the Deputy Principal for Academic Affairs (DPAA). 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 for valid reasons a request for postponement of examinations may be considered.**
- (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 a student by the office of the Dean of Students. The rules are also available on the MARUCo website www.maruco.ac.tz. Students are encouraged to read and abide by them.
- (d) Each registered student shall be given a Student Identity Card that will be valid only for one academic year. The card must be produced (shown) whenever demanded by University College Officers. The identity card is not transferable. Any fraudulent use of the card 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 a fee (currently Tshs 20,000/=) as stipulated under MARUCo Rules and Regulations.
- (f) A student registered in a degree programme at Marian University College may not at the same time register him/herself in any other institution without special permission in writing of the appropriate Faculty Dean of the University College.

PAYMENT OF ADMINISTRATIVE FEE

In order to register as a first-year student, the administrative fee structure outlined below must be followed.

S/N	Item	TZS
1	Registration Fee	10,000
2	First Semester Examination Fee	72,500
3	TCU Quality Assurance Fee	20,000
4	Student ID Card	10,000
5	University Sustainability Fund	40,000
6	Internet Facility	10,000
	Total amount to be paid at registration (Generate Control Number and Pay)	162,500

At registration a new student **MUST** produce proof of payment of the following fees:

1. NHIF of Tshs 50,400/= (for those who have no valid health insurance): to be paid through

Account Name: MARIAN UNIVERSITY COLLEGE
 Account Number: 0150432863703
 Bank: CRDB
 Branch: BAGAMOYO

Students who have valid health insurance must produce them at registration.

2. Students Union Fee of Tshs 10,000/= is to be paid through

Account Name: MARUCSO ACCOUNT
 Account Number: 0152321358300
 Bank: CRDB
 Branch: BAGAMOYO

The Second Semester Examination Fee of **Tshs 72,500/=** and Teaching Practice/Field Practical Training Fee of **Tshs 50,000/=** **MUST** be paid before the beginning of the second semester through control numbers generated by the student in the Students Information Management System (SIMS).

ACCOMMODATIONS

MARUCo has some On-Campus and plenty of Off-Campus accommodation facilities. Students will only PAY for accommodation when a room has been allocated. Rooms will be allocated after registration and on request. Allocation will be on the basis of first come first served. Priority will be given to first year female students and students with physical disabilities.

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

CAFETERIA SERVICES

Although MARUCo does not offer meals to students, 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 Hostel.

MEALS, BOOKS, AND STATIONARY ALLOWANCES

- (a) **Meals:** Pegged on current 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 books, stationary, and other learning facilities as recommended by their course instructor(s). Pegged on current government rates a sum of Tshs 200,000 is recommended per annum.
- (c) Sponsors of students are at liberty to arrange for the payment of Meals, Books and Stationary to their sponsee. All sponsors are required to pay the allowances directly to their students and not through the University College bank accounts.

RELEASES FROM EMPLOYERS

- (a) Marian University College is not responsible for any employed students who register without first obtaining a letter of release from their employers. Students are required to settle themselves the issue of permission for study leave with their employers.
- (b) Students who are Priests or Nuns are required to obtain their “celebrate” from their respective Superiors or Local Ordinary.

FINANCIAL ASSISTANCE AND SCHOLARSHIP

All students are required to settle their sponsorship issues before registration. Students supported by loans from the **Higher Education Students Loans Board (HESLB)** are reminded to read carefully the guidelines and criteria issued by HESLB for issuing loans for the academic year 2024/2025 in their website www.heslb.go.tz.

RELIGIOUS ACTIVITIES

MARUCo recognizes the right of worship for each individual. Currently, students are advised to use the facilities available for religious services within the campus without interfering with academic activities which run from Monday through Saturday. The Office of the Chaplain on the ground floor of the Administration Building is open for consultations and advice on any faith issues.

GENERAL CONDUCT

- (a) According to the MARUCo Students By-Laws, students are required to demonstrate good behavior both within and outside the Campus.
- (b) Failure to observe the 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 and the University College website (www.maruco.ac.tz) for any information, such as teaching timetable,

examination time table, or the almanac of events, that may have a bearing on their academic and social life at MARUCo.

CONTACTS

Admissions Officer

P.O. Box 47, Bagamoyo, Tanzania.

Mobile number +255763538861 / 0716980086 / 0765370959/0786593266/0684442413

E-mail: admission@maruco.ac.tz

Website: www.maruco.ac.tz

Thanks,

ADMISSION OFFICER