



**THE ARDHI UNIVERSITY**

**STUDENTS' GUIDE**

**OCTOBER 2024**

# TABLE OF CONTENTS

---

<b>TABLE OF Contents</b> .....	<b>i</b>
<b>KEY OFFICERS IN RELATION TO YOUR STUDY AT ARDHI UNIVERSITY</b> .....	<b>iii</b>
<b>1. BACKGROUND INFORMATION</b> .....	<b>1</b>
1.1 Introduction .....	1
1.2 SHORT HISTORY OF ARDHI UNIVERSITY.....	1
1.3 ARU Vision, Mission and Values .....	2
<b>2. STUDENTS' ACADEMIC AFFAIRS</b> .....	<b>4</b>
2.1 Schools, Institute and Centres .....	4
2.2 The University LibrariES .....	10
2.3 The ARDHI University Publishing Centre.....	11
2.4 ThE Information And Communication Technology DIRECTORATE (ICTD) .....	12
2.5 University Prizes .....	13
2.6 Graduation.....	13
2.7 Alumni .....	14
<b>3. STUDENTS' ADMINISTRATIVE AFFAIRS</b> .....	<b>15</b>
3.1 Receiving New Students.....	15
3.2 The Registration Process .....	18
3.3 Bursaries and Fees for Undergraduate Programmes .....	19
3.4 Student Identity Cards .....	19
3.5 Postponement of Studies .....	19
3.6 Resuming Your Studies.....	20
3.7 Permission to be out of the University.....	21
3.8 Examinations.....	21
3.9 Academic integrity and conduct .....	22
3.10 STUDENT DRESS CODE .....	23
3.11 Lost Document(s) .....	23
3.12 Residence Permit.....	24

3.13	University Clearance .....	24
3.14	BANKING SERVICES.....	24
3.15	Health Insurance .....	25
3.15	NHIF MEMBERSHIP Registration Process.....	25
3.16	Higher Education Students Loans .....	25
<b>4.</b>	<b>STUDENTS WELFARE services.....</b>	<b>26</b>
4.1	Accommodation.....	26
4.2	Food services .....	28
4.3	Health services .....	28
4.4	Student Counselling and general psychosocial support .....	30
4.5	Religious services.....	31
4.6	Sports and Games .....	31
4.6.2	Sports and Games Competitions .....	32
4.7	Non-sport entertainment outlets.....	32
4.8	Shopping.....	32
4.9	The Ardhi University STUDENTS' Organisation (ARUSO).....	33
	<b>CONTACTS.....</b>	<b>35</b>
	<b>In Case of Emergency.....</b>	<b>35</b>

# **KEY OFFICERS IN RELATION TO YOUR STUDY AT ARDHI UNIVERSITY**

---

**The Chancellor:**

Hon. Mohamed Chande Othman, the former Chief Justice of the United Republic of Tanzania.

**Chairperson to the University Council:**

Amb. Salome Thadday Sijaona

**Vice-Chancellor (VC):**

Prof. Evaristo J. Liwa

**Deputy Vice-Chancellor, Academics, Research and Consultancy  
(DVC-ARC):**

Prof. John M. Lupala

**Deputy Vice-Chancellor, Planning, Finance and Administration  
(DVC-PFA):**

Prof. Ally Namangaya

**Director of Students Services:(DSS)**

Dr. Regina J. Lyakurwa

**Director Undergraduate (DU):**

Dr. Daniel Msangi

**Director, Postgraduate Studies, Research and Publications  
(DPSRP):**

Dr. Yasin Senkondo

**Director of Library Services (DLS):**

Dr. Efraim Silayo

**Director of Finance and Accounts (DFA)**

Mr. Allen Msabaha

---

# **1. BACKGROUND INFORMATION**

---

## **1.1 INTRODUCTION**

Welcome to Ardhi University!

This Guide Book is intended to help you during your studies at Ardhi University. The Guide will provide guidance on various undergraduate and postgraduate matters related to academic, administration and general students' life and where more information is needed the guide will direct you to other relevant, guidelines, policies and documents.

## **1.2 SHORT HISTORY OF ARDHI UNIVERSITY**

The Ardhi University (ARU) was established after transforming the former University College of Lands and Architectural Studies (UCLAS) to a full-fledged university. Prior to the transformation, UCLAS was a constituent college of the University of Dar es Salaam since 1st July 1996.

The establishment of ARU went concurrently with the establishment of schools, one Institute, three centres, a Library and the Gender Dimension Unit. Initially, the focus of ARU was to offer degree programmes in land related disciplines. However, in recent years the University has introduced “non-traditional degree programmes”. The “non-traditional programmes”, include the Bachelor of Science in Accounting and Finance, Bachelor of Science in Finance and Banking (expected to start soon); Bachelor of Arts in Economics, Bachelor of Arts in Community Development Studies, Bachelor of Science in Computer Science and Networking, Bachelor of Science in Information System Management, Bachelor of Science in Geographical Information Systems as well as the Bachelor of Science in Civil Engineering. At postgraduate level, the two new “non-traditional programmes” introduced are the Master of Arts in Development Studies, and the Master of Science in Public Policy, Analysis and Program Management. Over the years, students' enrolment

has been increasing; the University had 1,366 students enrolled in 2006/07 and in the academic year 2021/2022, ARU had a total of 5,184 students enrolled. In the last year 2023/2024, the undergraduate students population was 6,186.

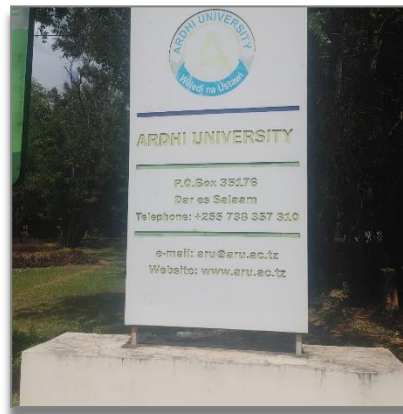
### 1.3 ARU VISION, MISSION AND VALUES

#### **The Vision of ARU is:**

To be a leading centre of excellence in knowledge generation and dissemination responsive to the dynamics of the national, regional and global conditions.

#### **The Mission of ARU is:**

To provide innovative and integrated learning, research and public services that advance sustainable development at national level and beyond.



Ardhi University in the pursuit of its mission will be guided by seven core values (**ICEETIP**):

- i. **Integrity:** ensuring that all academic outputs are produced in line with high standards of personal and scholarly conduct enhanced by honesty, transparency, quality control and assurance measures.
- ii. **Creativity:** striving to embrace new ideas, technologies and innovative ways of operations in order to contribute towards socio-economic development.

- iii. **Excellence:** ensuring top quality is embedded in training and learning, research and public services.
- iv. **Equity:** ensuring equal opportunities and non-discrimination on the basis of personal, ethnic, religious, class, gender or any other social characteristics.
- v. **Teamwork:** aiming at working diligently as a team while nurturing one another so as to achieve common organisation objectives.
- vi. **Internationalization:** ensuring smooth working with regional and global partners to address issues pertinent to local and international community.
- vii. **Professionalism:** ensuring culmination of skills, knowledge, competences, quality, altitude and good conduct in all undertakings.

## 2. STUDENTS' ACADEMIC AFFAIRS

---

### 2.1 SCHOOLS, INSTITUTE AND CENTRES

The University has a number of academic units offering different academic programmes. You are required to register into the programme where you have been admitted. In addition to the general university wide regulations; you will also be required to adhere to rules and regulations pertaining to the relevant school. For more information on guidelines and regulations pertaining to your respective School, please contact your Head of Department. The academic programmes conducted under respective School are as outlined below:



*The Arch Plaza*

**Undergraduate Programmes offered by the University under each School are:**

**School of Architecture, Construction Economics and Management (SACEM)**

- 1) Bachelor of Architecture (B. Arch)
- 2) Bachelor of Science in Landscape Architecture (BSc. LA)
- 3) Bachelor of Science in Interior Design (BSc. ID)
- 4) Bachelor of Science in Quantity Surveying and Construction Economics (BSc QS&CE)

Dean of School; Dr. Shubira Kalugila	Telephone: +255-736-500319
--------------------------------------	----------------------------

**School of Engineering and Environment Studies (SEES)**

- 1) Bachelor of Science in Environmental Engineering (BSc. EE)
- 2) Bachelor of Science in Civil Engineering (BSc CE)
- 3) Bachelor of Science in Municipal and Industrial Services Engineering (BSc. MISE)
- 4) Bachelor of Science in Environmental Science and Management (BSc. ESM)
- 5) Bachelor of Science in Environmental Laboratory Science and Technology (BSc ELST)

Dean of School; Prof. Anesi Mahenge	Telephone: +255-738-357321
-------------------------------------	----------------------------

**School of Spatial Planning and Social Sciences (SSPSS)**

- 1) Bachelor of Science in Urban and Regional Planning (BSc. URP)
- 2) Bachelor of Science in Housing and Infrastructure Planning (B. Sc. HIP)
- 3) Bachelor of Science in Regional Development Planning (BSc. RDP)
- 4) Bachelor of Arts in Economics (B.A. Economics)
- 5) Bachelor of Arts in Community Development Studies (B.A. CDS)

Dean of School; Dr. Nelly Babere	Tel: +255-738-357322
----------------------------------	----------------------

**School of Earth Sciences, Real Estates, Business and Informatics  
(SERBI)**

- 1) Diploma in Geoinformatics (GFM4)
- 2) Bachelor of Science in Geomatics (BSc. Gm)
- 3) Bachelor of Science in Geographical Information Systems and Remote Sensing (BSc. GIS & RS)
- 4) Bachelor of Science in Information Systems Management (BSc. ISM)
- 5) Bachelor of Science in Land Management and Valuation (BSc. LMV)
- 6) Bachelor of Science in Real Estate (Finance and Investment) (BSc. REFI)
- 7) Bachelor of Science in Property and Facilities Management (BSc. PFM)
- 8) Bachelor of Science in Accounting and Finance (BSc. A&F)
- 9) Bachelor of Science in Computer Systems and Networks (BSc CSN)

Dean of School: Dr. Sophia Kongela	Telephone: +255-738- 564708
---------------------------------------	--------------------------------

## **Postgraduate Programmes offered by the University under each School and Institute are:**

### **School of Architecture, Construction Economics and Management (SACEM)**

- 1) Masters of Architecture (M. Arch)
- 2) Doctor of Philosophy in Architecture (PhD - ARCH)
- 3) Master of Science in Construction Economics and Management (MSc-CEM)
- 4) Master of Project Management (MPM)
- 5) Doctor of Philosophy in Construction Economics and Management (PhD-CEM)
- 6) Doctor of Philosophy in Construction Management (PhD-CM)
- 7) Doctor of Philosophy in Civil Engineering (PhD-CE)
- 8) Doctor of Philosophy in Urban Design

### **School of Engineering and Environment Studies (SEES)**

- 1) Master of Science in Environmental Technology and Management (MSc. ETM)
- 2) Master of Science in Disaster and Risk Management (MSc.DRM)
- 3) Doctor of Philosophy in Environmental Engineering (PhD -EE)
- 4) Doctor of Philosophy in Environmental Technology and Management (PhD -ETM)
- 5) Doctor of Philosophy in Environmental Science and Management (PhD ESM)
- 6) Doctor of Philosophy in Disaster Management (PhD DM)
- 7) Doctor of Philosophy in Laboratory Science and Technology (PhD LST)

### **School of Spatial Planning and Social Sciences (SSPSS)**

- 1) Master of Science in Urban Planning and Management (MSc. UPM)

- 2) Master of Science in Urban and Regional Planning and Management (MSc. URPM)
- 3) Doctor of Philosophy in Urban and Regional Planning (PhD URP)
- 4) Doctor of Philosophy in Urban Planning and Management (Housing Infrastructure Planning) (PhD HIP)
- 5) Doctor of Philosophy in Economic (PhD. Econ)

**School of Earth Sciences, Real Estates, Business and Informatics (SERBI)**

- 1) Master of Science in Geomatics (MSc. Gm)
- 2) Doctor of Philosophy in Geospatial Sciences (PhD GS)
- 3) Master of Science in Real Estate (MSc. RE)
- 4) Master of Science in Land Management (MSc. LM)
- 5) Doctor of Philosophy in Real Estates (PhD RE)
- 6) Master of Science in GIS & RS

**Institute of Human Settlement Studies (IHSS)**

- 1) Master of Science in Public Policy of Analysis and Programme Management
- 2) Master of Science in Housing (MSc. Housing)
- 3) Master of Science in Urban Governance and Environmental Management
- 4) Doctor of Philosophy in Built Environment Analysis
- 5) Doctor of Philosophy in Climate Change Studies
- 6) Doctor of Philosophy in Housing and Settlements Studies
- 7) Doctor of Philosophy in Policy Analysis and Programme Management
- 8) Doctor of Philosophy in Development Studies
- 9) Doctor of Philosophy in Urban Governance and Environmental Studies

Director of the Institute;-Dr. Makarius Mdemu	Telephone: +255-738-357319
---	----------------------------

For more information on postgraduate programmes please

visit:<http://www.aru.ac.tz/images/documents/POSTGRADUATE%20GUIDELINES.pdf>



## 2.2 THE UNIVERSITY LIBRARIES

### 2.2.1 Main Library

The main University's Library is located close to the ARU Administration Building at the main entrance. There are a number of services available which will support your academic study, ample reading space is also available. In order to use the library lending services, you will be issued a ticket by the library staff. The services include:-

- i. Computers which you can use for browsing materials from databases, internet, as well as email services.
- ii. A photocopy service which is privately owned
- iii. Wireless Internet access (WiFi). You can get the password from the IT office.
- iv. Periodical titles including 10 newspapers titles which you can read within the library.

It is also advisable to always hang your ID card with you as it is a demand by student's regulations for security purposes. You may also need it to borrow and read within the library the books that are in high demand such as dictionaries, encyclopedias, handbooks, manuals, atlases, directories, bibliographies and referral text books.





Other services that the Centre offers that may be of use to the students are:-

- i. Reproduction of maps/drawings at 1:1 scale/size from A4 to A0.
- ii. Professional and high-quality book-binding in different formats and styles.
- iii. Photography and Identity cards production in laminated plastic to semi smart cards and provided with holders.

### **Opening hours**

- **Monday to Friday: 8.00am–4.00pm**
- **For inquiries: The Manager, ARU Publishing Centre**

## **2.4 THE INFORMATION AND COMMUNICATION TECHNOLOGY DIRECTORATE (ICTD)**

The Information and Communication Technology Directorate (ICTD) is responsible for coordinating all facilities related to Information and Communication Technology (ICT) at the University. As a student of ARU, you will be provided with an ARU IT account (login and email) that allows you access to computing services for your academic uses at the University. The account registration is free of charge.

All users (staff and students) of the University's computing facilities must ensure that they use the IT facilities responsibly without violating any of the University regulations, as well as the Tanzanian laws and statutes governing IT use.

### **2.4.1 ARIS – Students Information System**

The IT account that you will register also allows you to access the Online Student Registration System where you can view your examination result, student fee details and register for optional subjects.

**If you have any IT registration queries, please contact:**

- **The Director ICTD**
- Telephone: +255-620-703192
- Email: [support@aru.ac.tz](mailto:support@aru.ac.tz)
- Helpdesk Portal: <http://helpdesk.aru.ac.tz>

## 2.5 UNIVERSITY PRIZES

Ardhi University acknowledges academic achievements earned by students on their way to build their careers. There are number of university prizes both cash and non-cash which include prizes that are offered by the University and other prizes from non-University donors.

You will find more information on the types of prizes and awarding criteria in the prospectus, the last section outlining undergraduate information. ARU Prospectus can be accessed online through ARU website ([www.aru.ac.tz](http://www.aru.ac.tz)). You will be informed of the date of the Prize Giving day which is an important occasion during the graduation season.



*Overall winner Fifth Year student in the School of Architecture Construction Economics and Management (SACEM) receiving her prize from the Vice Chancellor Prof. E Liwa*

## 2.6 GRADUATION

After three, four or five years of undergraduate study; depending on the programme you are pursuing you will be completing your degree and graduating. The Graduation Day is one of the important dates on the University calendar and you may consult the University Almanac on the ARU website to get information on the exact dates of the Graduation Ceremony.



*ARU Graduands during the graduation day*

You will only be allowed to graduate if you have passed all your examinations, obtained a degree classification in your results and do not have any outstanding tuition fee or direct cost debts to the University. The list of all graduands will be submitted to your School and the Students Association (ARUSO) so that you can verify your names. Check if your name is recorded correctly. The Graduation will be announced on the University Website and other media for instance, newspapers and the television. You will be asked to confirm your attendance and pay fee for hiring the graduation gown. Once you pay the fees you will receive your gown under agreed terms. Further information related to the conduct of the Graduation and rehearsals will be issued by the Academic Office. All certificates will be prepared after graduation and you will be expected to collect them at the University upon successful accomplishment of clearance process.

## **2.7 ALUMNI**

After your graduation, the University hopes to see you again not only as a student pursuing further studies but also as a continued member of the ARU community. As a former student of ARU, you inevitably belong to the ARU Alumni network. You may participate in the Convocation activities of the University. For further information on how to become a member of the ARU Alumni, visit the ARU Convocation webpage at the ARU website [www.aru.ac.tz](http://www.aru.ac.tz) .

### **3. STUDENTS' ADMINISTRATIVE AFFAIRS**

---

The following are activities that are done by the Students Administrative Affairs Office that are relevant to your registration and study at the University. Many of the activities are carried out by the Directorate of Students Services:

#### **3.1 RECEIVING NEW STUDENTS**

##### **A: Key arrival and registration steps;**

- 1) Arriving first year students will be received by Staff from the Directorate of Students' Services (DSS) and representatives from Ardhi University Students' Organisation (ARUSO) at the two entrance gates where they will be directed to the Office of the Director for Students' Services (DSS);
- 2) At the DSS's office students will:
  - i) Receive students' Guide Book, other important documents including Students' By-Laws and Academic Almanac are available online at [www.aru.ac.tz](http://www.aru.ac.tz)
  - ii) Register their particulars (names MUST be written in the same way as they appear in their academic certificates; and in respective admitted programmes);
- 3) Visit respective School's pavilion where students will be given the necessary explanation regarding the school and respective programmes into which they have been admitted;
- 4) Students will also visit ARUSO/ICT pavilion where they will be assisted to create registration accounts in the Academic Management Information System (**amis2.aru.ac.tz**);
- 5) Registration will be done online through the Academic Management Information System (**amis2.aru.ac.tz**). Registration is subject to payment of at least 50% of annual tuition fee and 100% of direct cost. In order to evoke the registration process, students will be will be guided to create accounts (register) in the Academic Management Information System (AMIS). Thereafter, students will:

- a) Log into their AMIS accounts using their registration numbers as username and their surnames (in capital letters) as their password;
- b) Go to registration menu to fill in their basic details. NB. Make sure you fill PROPER email address, Mobile Number, and Mailing Box;
- c) Upload all required certificates (i.e. academic certificates and birth certificates) into AMIS;
- d) Upload a proper and current passport size photograph;
- e) Then go to invoices under the financial menu, and click Add. Then click Direct Cost Only to generate a control number for the direct costs.
- f) Then click Add to generate Control Number for tuition fee payment;
- g) Pay the requisite University fees for the respective programme as indicated in the acquired control number. It is EMPHASIZED that direct costs be paid in full while tuition fee can be paid in semester-basis, i.e. at least 50% of the annual fee must be paid by the end of the registration period for Semester I;
- h) Proceed to respective Heads of Department where you will present your original academic and birth certificate for verification. You will also register for Semester I courses; and be assigned with an academic supervisor;
- i) Proceed to the office of the Director Undergraduate (DU) with your original copies of academic certificate and Birth Certificate for final verification. Kindly note that non-submission of original Form IV/Form VI/Diploma/Birth certificates at the time of verification will disqualify you from being registered in the admitted program; and
- j) After verification of certificates at DU's Office, you will download the filled registration form from your AMIS account and submit the same to DU's Office to complete the registration process.

## **B: Important things to note**

- 1) Reporting students will only be recognized as students of Ardhi University and be given an Identity card upon accomplishing all due registration processes;
- 2) Arriving first year students will be received at the University from 08:00hrs to 18:00hrs. Accommodation into ARU student's hostels will be allocated on a fair basis of first come first served. Any arrivals beyond 18:00hrs are not encouraged as the University is officially closed by then. Should arriving student wish to get an accommodation outside the students' hostels, may be assisted to get one by ARUSO but related costs must be borne by the student;
- 3) Students who are expecting to receive loans from the Higher Education Students' Loan Board (HELSEB); the Zanzibar Higher Education Students Loans Board (ZHESEB); or Mama Samia Scholarships; are advised to bring with them enough cash to sustain their living till when their loans from HESLB; ZHESEB; and/or Mama Samia Scholarship will be ready. Sufficient cash to support a student for at least one-month duration is recommended;
- 4) Students will be able to process *on their own*, NHIF registration and payment of NHIF fees through ARU - NHIF Online Student Registration Portal (NHIF Student Portal at [www.aru.ac.tz/NHIFstudentsportal](http://www.aru.ac.tz/NHIFstudentsportal));
- 5) After successful registration for studentship, students will be able to login into the ARU-NHIF Student's Portal using their username and passwords (created during AMIS registration). Once in the NHIF online system, students will request control numbers which they will use to pay a minimum of TZS 50,400/- for NHIF fee. It is EMPHASIZED that NHIF fee will **NOT** be paid to Ardhi University;
- 6) For the purpose of fee payment and registration for studentship, each student will be required to generate a control number for payment of tuition fees and direct cost. Note that **medical**

**capitation fee** is directly paid to NHIF as explained in Section B (3) – (6); and

- 7) Students will not be allowed to change names for the entire period of study.

### **3.2 THE REGISTRATION PROCESS**

After students have been received, they have to go through the registration process upon payment of the requisite University fees as per admission regulations 3-6. Medical examination will be done at ARU Dispensary during the orientation week. Forms for medical examination together with other important admission documents can be downloaded from students admission/application accounts. Registration for studentship will be as explained in the Joining Instructions.

During the orientation week, first year students will be assisted by ICT staff and ARUSO and registration names must be written consistently as they appear in certificates. In addition, during the registration process, the following requirements must be adhered to: -

- i) You will only use names that appear in the certificates.
- ii) Copies of academic and birth certificates must be presented during registration process.
- iii) You must have the original certificates verified by the Head of department you are registered in and the academic office.
- iv) You will not be allowed to change names for the entire period of your study at the University.

Unless you pay all requisite fees, the registration process is not complete. Only registered students will be considered as Ardhi University students, and will be issued identity cards, allowed to use library facilities and take loans (if you are loan beneficiary). Students are required to register with the University for each semester of an academic year. Registration period is during the first two weeks of the first semester.

### **3.3 BURSARIES AND FEES FOR UNDERGRADUATE PROGRAMMES**

At the beginning of the academic year, you will be expected to pay tuition (full year or in semester-basis) and all the direct costs before you are permitted to use University facilities. For more information on Fee payment, please visit the University website [www.aru.ac.tz](http://www.aru.ac.tz).

### **3.4 STUDENT IDENTITY CARDS**

Students will be issued with identity cards (ID) by the ARU Publishing Centre at the beginning of academic year subject to accomplishing fee payment, either for the whole year or on semester-basis. The cost for an ID per year TZS. 12,500.00. As a registered student, **you must hang your ID card** at all times within and outside the University and show them upon request by appropriate authorities; and when using University facilities, such as the Library, classroom, offices and E- library. The identity card is not transferable and any fraudulent use may result in the loss of student privileged or suspension. In case of loss of the ID card, you will be required to report to the office of the Director of Students Services (DSS) who will issue with a letter that you will use to obtain a loss report from nearby police stations. Then you will get a replacement upon proof of payment of a fee of TZS. 12,500.00 at the DFA's Office.

### **3.5 POSTPONEMENT OF STUDIES**

There may come a time when you may need to postpone your studies due to medical, social or financial reasons. A student who under any circumstances is forced to postpone studies should do the following: Write a letter to the Deputy Vice Chancellor – Academics, Research and Consultancy through the Director of Undergraduate, School Dean, Head of Department, Director of Students Services, and medical officer (if postponement is on medical grounds). If you are a loans beneficiary, send a copy of the approved letter of your postponement to the Executive

Director - HESLB. Sample of the letter can be collected from the secretary of the Director of Students Services.

When you postpone your studies on medical grounds, you must obtain medical reports from a hospital and other relevant documents (if any) supporting your request and these should be attached to the letter. The medical report should also be endorsed by the ARU medical officer. A student will be considered to have postponed studies after getting a response letter from the Deputy Vice Chancellor – Academics, Research and Consultancy allowing him /her to postpone. **You should not leave the university before receiving response letter.** If you specify the time of resuming studies but you are unable to come back; you may write to the Deputy Vice Chancellor – Academics, Research and Consultancy for an extension. Likewise upon resuming, you have to officially request for resumption of studies. Make sure that you write the correct and current address to avoid misplacement of the response letter.

### **3.6 RESUMING YOUR STUDIES**

A student who has postponed studies and wants to resume studies must write a letter to the Deputy Vice Chancellor – Academics, Research and Consultancy, through the Director of Undergraduate, School Dean, Head of Department, Dean of Students, and medical officer (if postponement is on medical grounds). It is an added advantage to attach a copy of approval of postponement of studies. You are also advised to send a copy of the university response to the Executive Director-HESLB (if you are a loan beneficiary).

A student who postponed studies on medical grounds must obtain proof from the doctor showing that he/she is now fit to continue with studies. This together with a response letter from the Deputy Vice Chancellor- (DVC – ARC) should be attached to the letter.

### **3.7 PERMISSION TO BE OUT OF THE UNIVERSITY**

The following have to be adhered to if you want to be out of the University:

- i. No student shall travel during semester time outside of Dar es Salaam Region without permission;
- ii. Permission for travel for a weekend outside Dar es Salaam Region may be granted by the Director of Students Services;
- iii. Permission for travel for less than a week and involving missing lectures, seminars and/or laboratory work may be obtained in writing from the Dean/Director of the relevant School/Institute and notified to the Director of Students Services and the Warden and,
- iv. Permission for travel for more than a week shall be obtained from the DVC-ARC through the Dean of the relevant School and notified to the Director of Students Services and the Warden.

Collect permission forms from the office of the DSS. The forms are filled in triplicate. The first part of the form will be filled by the student stating name, programme, registration number, where he/she wants to go, for how long and reasons for his/her request. The form will be sent to the DSS, Head of the Department and the School Dean for approval. Upon acceptance of the request, one copy of the signed forms will be submitted to the DSS, another one to the Head of the Department and the third copy will be kept by the student. Upon obtaining permission from the appropriate authority, you will be deemed lawfully out of the university.

### **3.8 EXAMINATIONS**

At the University, you will be expected to sit for all the university examinations at the end of each semester. You will be required to complete the coursework before you are allowed to sit for the university examination. It is worth noting that at Ardhi University, both tests, assignment, quizzes, seminar, projects, dissertations, studio presentations, workshops/laboratory practicals etc) are counted as forms of examinations. If a student misses any of these without compelling reasons and notification of the same to respective HoDs and School |deans, respective students will be regarded to have absconded the

courses. You will find more information on your eligibility for the examinations in the University Prospectus, as well as the General University Examination Regulations. These documents are found on the ARU Website.



*ARU students preparing for examinations*

### **3.8.1 Appeal Procedure**

You are expected to pass your examinations; however, due to various circumstances students may fail in their examinations. When a student thinks that the released results are not fair, has right to appeal. An appeal letter will be addressed to the Senate Chairperson stating reasons for the appeal, number and name of subjects failed. Every appeal is paid for. A copy of receipt in respect of appeal fee must be attached to the appeal letter. Despite this, courses including design studio projects, pre-dissertations, dissertations, industrial training and project courses cannot be appealed against remarking because their assessment entails a lengthy and elaborate process involving a number of internal and external examiners.

## **3.9 ACADEMIC INTEGRITY AND CONDUCT**

As a student of the Ardhi University, you are expected to conduct yourself as responsible members of the community both in and out of the classrooms. The resources that you can use to understand the rules at the University include the Academic Dishonesty policy and the Student By-laws where both can be accessed on the ARU webpage. It is your

responsibility to adhere to all the rules and by-laws related to academic and non-academic matters.

Students are expected to abide by all public laws; to comply with the policies, procedures, and rules of the University; to obey any lawful directive of an authorized member of the University administration; to provide true and complete information to the University when called upon to do so; to promote the safety of the University community; and to demonstrate a positive attitude, diligence, and courtesy toward staff, and fellow students. Each student shall be assigned an academic adviser who will mentor you throughout your studies and be there to assist should you face academic or social challenges.

The University reserves the right to take disciplinary action including suspension or dismissal, against any student who violates any public law or any University rule, policy, or procedure; disobeys such lawful directive; knowingly provides false, incomplete, or deceptive information to the University, including but not limited to inaccurate financial information or work-study time records; harasses, intimidates, or endangers the safety, security, or welfare of the University or any member of the University community; or otherwise interferes with the orderly and continuous administration and operation of the University or any of its units.

For more information on the Student By-laws, please visit the University website at [www.aru.ac.tz](http://www.aru.ac.tz) .

### **3.10 STUDENT DRESS CODE**

Ardhi University requires students to dress in a manner that will create a positive self-image. Inappropriately dressed students may not be permitted to attend classes, entry into various offices or to use any University facilities. Students enrolled in University internships are required to follow the participating company's dress code.

### **3.11 LOST DOCUMENT(S)**

If a student loses any valuable document such as a University Identity Card, Bank ATM card, and certificates; he/she should obtain a letter from the DSS office and send the letter to the nearby Police station in order to get a Loss report. You will be required to take the Loss report to the issuing authority of the lost document. It is, however, worthy to note that, certificates are offered once, so in case you lose them, they are extremely difficult to replace.

### **3.12 RESIDENCE PERMIT**

All foreign students studying at Ardhi University need to have a Residence permit for the whole period that they will be staying in Tanzania. Registered foreign students, through the ARUSO Minister for Foreign Affairs, should bring to the DSS office a list of all names bearing, programmes admitted in, nationalities and registration numbers. An introductory letter will be issued whereby the students with their passports will take their requests to the Immigration office. In case the permit expires, renewal request should be sent to the Immigration offices as well.

### **3.13 UNIVERSITY CLEARANCE**

All students, after completing their studies are required to fill a special clearance form. This form will be circulated to various offices where responsible staff will give comments and sign on the form. Students will submit the dully filled form to the academic office together with the student Identity card.

### **3.14 BANKING SERVICES**

There are a number of banking services around the University such as CRDB, National Microfinance Bank (NMB) and so on. Students who have no bank accounts are advised to open bank accounts for keeping their money and doing financial transactions. A student will collect a special form for opening bank account from the DSS office that will introduce them to the relevant bank. Date, name of the bank, student names and registration number will be filled in the form. A passport size

picture will be affixed at the top, right hand side of the form. The form will be signed and stamped by the DSS and then the student will take it to the bank. Do not show your confidential bank information to anybody for security reasons.

### **3.15 HEALTH INSURANCE**

Students who are not registered to any health insurance agency can register with the National Health Insurance Fund (NHIF) through the university. NHIF offers Health Insurance to students of Higher Learning Institutions for the period you are registered as a student. A student who is a member of NHIF will access medical services at any accredited facility throughout Tanzania. This health insurance covers for students only and does not involve student's dependents.

### **3.15 NHIF MEMBERSHIP REGISTRATION PROCESS**

Students are required to process **on their own** NHIF registration and payment of NHIF fee through ARU-NHIF Online Students Registration Portal (NHIF Students Portal at [www.aru.ac.tz](http://www.aru.ac.tz)). Make sure you have your NIDA number as there will be no medical treatment without NIDA number. However, this will be preceded by successful completion of registration for your studentship at the University.

### **3.16 HIGHER EDUCATION STUDENTS LOANS**

Financial support for your study is available through among others, the Higher Education Students' Loans Board (HESLB), Zanzibar Higher Education Loans Board (ZHESLB) and Samia Scholarships which are established to assist, on a loan basis, needy students who secure admission in accredited higher learning institutions, but cannot afford to pay for the costs of their education. The University has a Loan Office which will assist you in following up on your loan and disbursement of funds, as well as the loan application process. You can also visit the Boards website at [www.heslb.go.tz](http://www.heslb.go.tz) for more information.

## 4. STUDENTS WELFARE SERVICES

---

### 4.1 ACCOMMODATION

One of the most important welfares to the students is accommodation. The University has an accommodation policy in order to operationalize students' accommodation. However, the University has limited number of beds and space to accommodate all students on campus. The situation necessitates therefore that undergraduate and graduate students who do not get on campus accommodation are advised to look for off – campus accommodation in residential areas near the university or elsewhere. There are a number of good private student hostels near the university catering for both female and male students. You may contact the students' government ARUSO for more information on off-campus facilities.

On campus accommodation includes five blocks for students' accommodation. These are Block A, B, C, D, E and new hostel for undergraduate students. Four blocks are for Postgraduate students. Accommodation fees are set by the University and reviewed from time to time as the need be for undergraduate students and postgraduate students. Information for paying accommodation fees can be obtained from the Warden's office which is located at the first floor of Block B.



*Student hostels at ARU*

### **4.1.2 Room Allocation**

When the students come at University for the first time during orientation week, those who have been allocated will find the room allocation list on the campus' notice boards and the wardens' office.

The rooms in the University hostel will be furnished with beds, mattress, tables, and chairs and in some cases armchairs. You are not allowed to remove permanent fittings in the rooms and you are responsible for the proper care of all the property. Any damage or loss must be reported immediately to the Warden and paid for by the person who caused the damage; Accommodation agreement form and Students By- Laws stipulate more all accommodation matters.

### **4.1.3 Harmonious Living**

You will be expected to live peacefully with one another in their allocated rooms. If at all you are found to be misbehaving towards your roommate, you shall be evicted from the room. Misbehaving includes but is not limited to being drunk, smoking and/or drug abuse inside the room, bringing unauthorized guests into the room, immoral acts in the presence of roommates in the room and/or within the hall/hostel premises

Some students find it challenging to live in harmony with new roommate(s). In case of serious interpersonal conflict, you should report to the warden so that a resolution may be found.

### **4.1.4 Safety and Security**

The University is generally a safe environment; however, you are advised to look after of your personal property by keeping your rooms locked when you are out. You are also advised not to entertain strangers in your rooms. In case of theft or suspicious activity you should report to the security office located at the main gate.

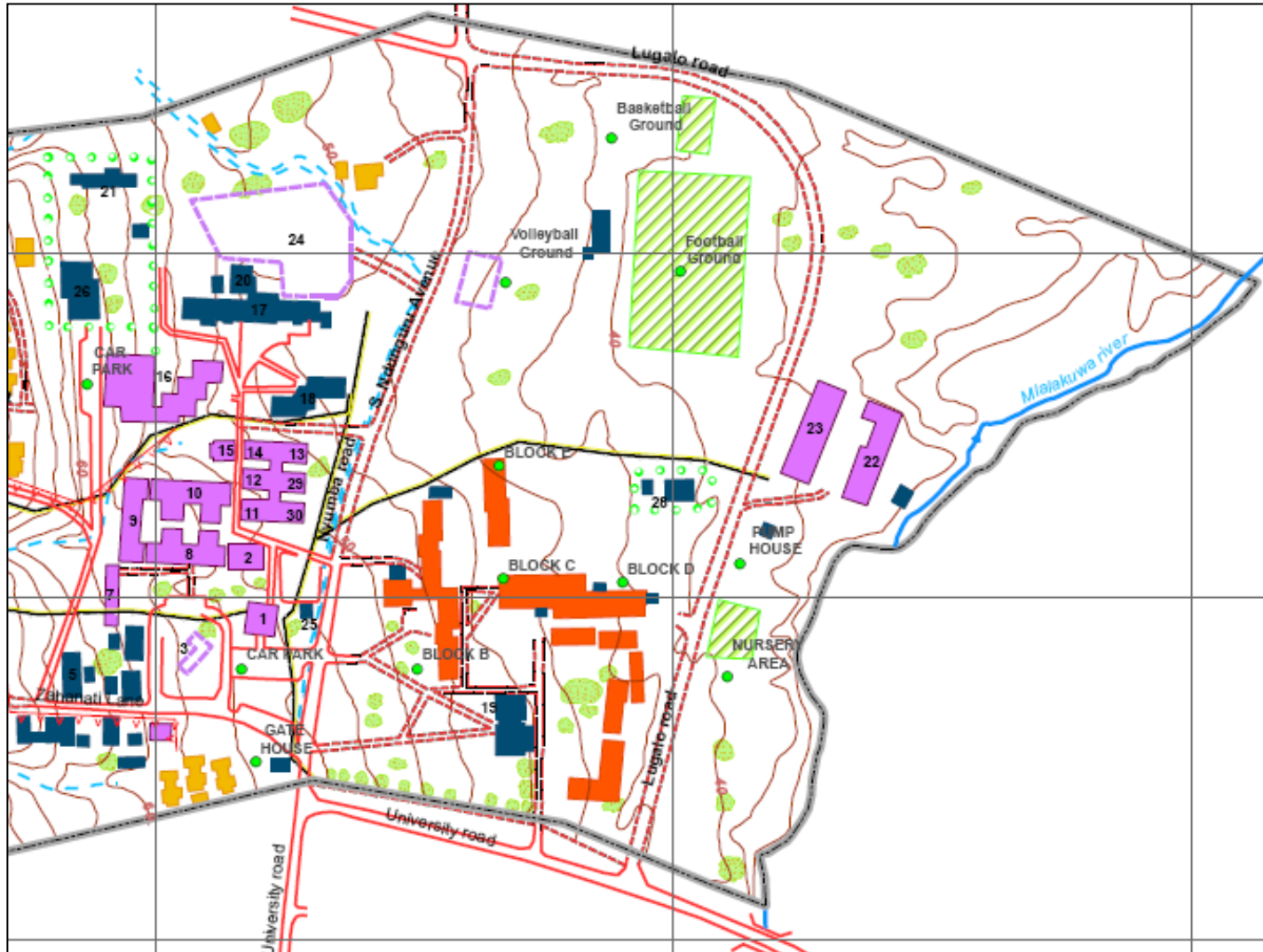
## **4.2 FOOD SERVICES**

There are a number of on-campus Cafeterias and open Cafés to cater for your food services. Many offer a variety of great value meals that you can afford. The cafeterias /café are regularly evaluated for food safety and quality standards and control of the prices. There are also many off-campus cafes and restaurants along the road to Ardhi University which are open into the night, although the university cannot assure you of the quality and standards.

## **4.3 HEALTH SERVICES**

Ardhi University has a well-established Dispensary where you can access health services in 24 hours a day. The services offered include medical consultation, laboratory services, HIV test and voluntary counseling, minor surgery, family planning, Reproductive and Child Health Services. The dispensary accepts treatment with National Health Insurance.

# ARU CAMPUS MAP



## Key

- 1. Administration office
- 23. Post graduate centre
- 4. ARU Old survey store
- 5. Dispensary
- 7. Environmental Engineering Department and Classrooms
- 8. Land Management and Valuation Department offices and classrooms
- 9. Building Economy Department offices and Classrooms
- 10. Land Surveying Department offices and Classrooms
- 11. Printing and Duplication unit
- 12. Environmental Engineering Laboratory
- 13. Mapping Laboratory
- 14. Computer Centre
- 15. Lecture Theatre Department
- 16. Centre for Housing Studies
- 17. Architecture Department and **Classrooms**
- 18. Library
- 19. Cafeteria
- 20. Urban and Rural Planning **Classrooms**
- 21. Nursery School
- 22. Ardhi Secondary School
- 24. Deans Office
- 25. Transformer House
- 26. ARISA Club
- 27. Gate House
- 28. ARU Post office
- 29. GFM4 Lab
- 30. Environmental Engineering offices

#### **4.4 STUDENT COUNSELLING AND GENERAL PSYCHOSOCIAL SUPPORT**

The University Management understands that there may be a problem of adjustment to university social life and that you may also face difficulties during the course of academic studying. Students who are in need of counselling in academic or non-academic matters may report to the DSS or to their Academic Advisors. Depending on your problem, you may be counselled by the Academic Advisor or referred to the DSS office.



At the University, you may be guided or counselled by the relevant offices in the following areas:

- i. General guidance and counselling;
- ii. Spiritual guidance and counselling;
- iii. Counselling on health-related problems;
- iv. Career guidance and counselling and,
- v. Peer education.

You are advised to consult the DSS for further information on the services mentioned above.

Any matter/conflict that arises due to unlawful actions which are linked to any student should be reported to the DSS. This includes police or similar cases.

## **4.5 RELIGIOUS SERVICES**

Worship at ARU is done through various religious places on campus and off-campus. Off-campus services are available at the University of Dar es Salaam and Mwenge among others. There is also spiritual guidance and counselling done by volunteer students which are temporarily accommodated on-campus in Room number 47- Block “A” for Muslims and Room number 21 - Block “A for Christians”.

## **4.6 SPORTS AND GAMES**

Sports and Games activities are coordinated by the Office of DSS under the Sports and Games department. Ardhi University has facilities for sports and recreation allowing Students to participate in popular indoor and outdoor games. There are several clubs for football, basketball, Volleyball, Netball, Pool table, swimming, athletics, Table Tennis, Darts and traditional games. A student can choose games that he/she is interested in.

The University has four play grounds located around the University compound, these include:

- i. Soccer pitch
- ii. Volleyball and netball court
- iii. Standard Basketball court
- iv. One common room for indoor games like; - Pool table, Table Tennis, Darts and traditional games like Draft and Playing cards.

On special occasions, students can also arrange through ARUSO, social welfare ministry, social functions such as fresher’s bash and University bash.

### **4.6.1 How to Join Sports Clubs**

Ardhi University has ten clubs for Sports and Games activities. All Sports clubs are led by Captains of the respective clubs under supervision of Head, Sports and Games Department. All students are free to join any club of their interest. The procedure is only that a

student has to register at the Sports and Games office and will start attending training session as will be arranged by Sports and Games tutor.



*Students Football and Netball Teams*

#### **4.6.2 SPORTS AND GAMES COMPETITIONS**

Students participate in sports and games competitions organized by federations of which Ardhi University is a member. These include national and international Sports and Games competitions.

#### **4.7 NON-SPORT ENTERTAINMENT OUTLETS**

While studying is your first priority, there are several entertainment venues close to the university which may meet your recreational needs. These include the Cinema at the Mlimani City Mall as well as several music venues along the University road at Savei Area. You may also want to visit cultural venues at Mwenge Village and the Museum at the City Centre.

#### **4.8 SHOPPING**

When you need to shop for personal items or food, there are many convenient shops along the University road at the Savei area. A large supermarket is located in the Mlimani City Mall where you can also buy food and other personal items. If you need stationery items and PC accessories, you may get them in outlets within the campus or at the Mlimani City Mall.

## 4.9 THE ARDHI UNIVERSITY STUDENTS' ORGANISATION (ARUSO)

ARUSO is Ardhi University Students Organisation that is established with the main purpose of safeguarding students' interests. ARUSO government is composed of ARUSO President, Vice President, Prime Minister and Ministers for various ministries who form the ARUSO Cabinet. On the other hand, the Parliament is composed of the Ardhi University Students Representative Council (AUSRC) Speaker, Deputy Speaker, Clerk and Members of parliament. ARUSO President and Vice President, Members of Parliament, AUSRC Speaker, Deputy Speaker and Clerk who are elected annually in the General Students' Elections. ARUSO offices are located at the apron between block A and Block B in the ARU halls of residence.



*Students' government - handing over portfolios to new government*

ARUSO elections are done once annually. They normally take place during the second week of the second semester. All students have the right to vote and to be voted for. Posts to be contested for are President, Vice President, AUSRC Speaker, AUSRC Deputy Speaker, and AUSRC Clerk. School representatives and class representatives are also elected at school and class levels respectively.



*One of ARUSO Elections Process*

The electoral committee does all the election programmes such as preparing a schedule, preparing ballots, screening the contestants, monitoring the campaigns and supervising the elections. The Chairman of the Electoral Committee announces the results after the counting of votes is complete. It is worthy to note that there are election rules which govern ARUSO elections.

**The ARUSO website: <http://aruso.aru.ac.tz/>**

## CONTACTS

---

### ARDHI UNIVERSITY

**Telephone:** +255-738 - 357310

**Fax:**(255-22) - 2775391, (255-22) - 2775479

**Postal address:**

P. O. Box 35176

Dar Es Salaam

Tanzania

**Internet:**<http://www.aru.ac.tz>

**Email:**[aru@aru.ac.tz](mailto:aru@aru.ac.tz)

## IN CASE OF EMERGENCY

---

1. Director of Students Services – Mobile 0754398694/0689569057
2. Warden - Mobile 0755056817/0789173728