

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 ACADEMIC YEAR 2020/2021

Congratulations for being one of the students selected to join into **Bachelor Degree** in the academic year 2020/2021. All selected students are required to read, understand and abide by instructions provided hereunder

LOCATION OF MARIAN UNIVERSITY COLLEGE

Marian University College (MARUCO) is located in Bagamoyo town, North West of DAR ES SALAAM (66 km) and has access from MSATA (63 km) located along Dar es Salaam -Arusha main road. The University College can also be reached from MLANDIZI (45 km). The University College is 500 m from the Indian Ocean shore and Msalabani. The main entrance to MARUCO is opposite Stella Maris Mini Supermarket along Mango Street to the Roman Catholic Museum Center.

DATE OF ARRIVAL AND COMMENCEMENT OF CLASSES

All selected students are required to report at Marian University College Campus in Bagamoyo by Monday 30th **November 2020**. Students will be received between 8.00 a.m. and 4.00 pm. The first week starting on 30th **November 2020** is for orientation and registration activities and classes will commence/begin on 7th **December 2020**. All 1st year students are required to participate in 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 will commence on the same day of arrival on Monday 30th **November 2020**. The registration deadline for first year students will be **TWO WEEKS** from the first date of Orientation Week that is 30th **November 2020**.

REQUIREMENTS FOR REGISTRATION

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

- (i) Payment of non refundable administrative fee as per fee structure
- (ii) Documents for Registration**
 - (a) Students must bring **Original** Certificates or Original Result Slips of Form Six (graduated this year) and Diploma, Foundation Program of Open University of Tanzania/Certificate (for candidates selected under equivalent qualifications), and Original Birth Certificate. Note

that photocopies, downloaded internet results, faxes, affidavits and certified results are not acceptable.

- (b) Health Insurance is a critical requirement for registration. Students with valid health insurance card should produce it at registration.
- (c) 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 under MARUCO Students' By - Laws have been observed.
- (d) Students must register for the course programme, which they have been admitted. No change of programme shall be accepted.

(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 the student has produced satisfactory evidence of the reasons for postponement to the Deputy Principal (Academic) or Legal Officer/Corporate Counsel. Special circumstances shall include ill health or serious social problems.
- (b) No student shall be allowed to postpone studies during the two weeks preceding final examinations, but may for valid reasons be considered for postponement of examinations
- (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 identification cards which they must carry all the time, and which shall be produced when 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 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 course programme at Marian University College may not enroll concurrently in any other institution without special permission in writing of the appropriate Faculty Dean of the University College.

PAYMENT OF FEES

- (a) All fees are paid through bank to respective accounts as indicated in the fee structure and payment schedule.
- (b) Original deposit bank slip should be presented to the account office for issuing the receipt.
- (c) Fee deposited to the account but not receipted are considered unpaid.

Remember that fees and charges paid are not refundable.

ACCOMMODATION

MARUCO has limited accommodation facilities both on-campus and off-campus. On campus accommodation is reserved for female students at Tshs. 250,000 per academic year. Reservation for accommodation can be made on demand. Payment thereof shall only be made after registration and room allocation.

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 may be obtained from the office of the Dean of Students.

CAFETERIA SERVICES

Food will be available in the cafeterias on campus at student own expense. Students are not allowed to cook in the Hostel.

MEALS, STATIONERY AND BOOKS ALLOWANCES

(a) Meals: MARUCO does not offer meals to students, however, private run – catering facilities are available on campus, around the campus and around off-campus hostels. Pegged on government rates a total sum of 7,500/= is recommended for meals and accommodation per day.

(b) Books, Stationery and other Learning Facilities: Students are required to purchase their own stationery, books and other learning facilities as recommended by their course instructor(s). Pegged on government rates a sum of 200,000/= is recommended per annum.

Sponsors are at liberty to arrange for the payment of Meals, Books and Stationery to their sponsees. All sponsors are required to pay those allowances directly to the student. Do not pay them through MARUCO.

RELEASES FROM EMPLOYERS

(a) The Marian University College will NOT register any employed student without a letter of release from their employer.

(b) Priests 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 before registration.

Students are reminded to carefully read guidelines and criteria for issuing loans for the academic year 2020/2021 as shown on HESLB website (www.heslb.go.tz).

RELIGIOUS ACTIVITIES

MARUCO recognizes the individual’s right of worship. Students are therefore advised to use the facilities available for religious services outside the campus without interfering academic activities.

GENERAL CONDUCT

- (a) Students are required to demonstrate good behavior within and outside the MARUCO Campus. Students must follow MARUCO Students' By-Laws rules and regulations.
- (b) Failure to observe and fulfill MARUCO rules, regulations and By – Laws will attract a disciplinary action which may include expulsion from studies.

COMMUNICATION

Students registered at MARUCO are required to regularly consult notice boards, website (www.maruco.ac.tz) for any information that may have a bearing on their academic and social impact for their stay at MARUCO such as timetable, almanac and examination results. For more information please contact us.

MARUCO

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Mobile: 0628 148832 or 0743 857261

E-mail: admission@maruco.ac.tz

Website: www.maruco.ac.tz

NB: PLEASE VISIT OUR WEBSITE FREQUENTLY TO GET UPDATES IF ANY.

God Bless You and Karibu

Sr. Praxeda Baltzar

Praxeda Baltzar
Admissions Officer

19th October 2020

