

# 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 2016/2017

Congratulations for being one of the students selected to join into **Bachelor Degree/Diploma/Certificate** in the academic year 2016/2017. 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 at along MANGO STREET. The University College area is located to North West of DAR ES SALAAM (66 km) and has access from MSATA (63 km) located along Chalinze-Segera road. The University College could also be reached from MLANDIZI (45 km). The University College is 500 m from the Indian Ocean shore and beach called Msalabani Pilgrim and Stella Maris Hotel. The main entrance to MARUCO is opposite Msalabani Mini Supermarket along Mango Street to Marian Girls Secondary School and the Roman Catholic Museum Center.

### DATE OF ARRIVAL COMMENCEMENT OF CLASSES:

All selected students are required to report at Marian University College Campus from Friday **7<sup>th</sup> October, 2016** and students will be received between 8.00 a.m. and 6.00 pm. The first week starting on **10<sup>th</sup> to 15<sup>th</sup> October, 2016** is for orientation activities and Classes to all MARUCO Students will commence/begin on **24 October, 2016**. 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 for six days in a week from Monday through Saturday.

Since English is the medium of instruction at the University Level, ALL MARUCO students are urged to start practicing to improve their English.

### REGISTRATION OF FIRST YEAR AND CONTINUING STUDENTS:

Registration of ALL MARUCO stents will commence on the same day of arrival on Monday **7<sup>th</sup> October, 2016** and **Registration Deadline** for ALL MARUCO students

(First and Second Year) will be **TWO WEEKS** from the **first date of Orientation Week** that is on **21<sup>st</sup> October 2016**.

## **REQUIREMENTS FOR REGISTRATION**

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

### **(i) Fees Payment**

- (a) **No** student shall be allowed to register or attend classes unless the required fees have been paid as per Fee structure instruction. Fee structure is available on MARUCO website [www.maruco.ac.tz](http://www.maruco.ac.tz)
- (b) Bring the **Original Pay in Slip** with you. Cash, cheques, scanned pay in slips; faxes, emails of confirmation of payments and any other form of payments are not acceptable.
- (c). Fees paid will not be refunded if a student withdraws or leaves the University without permission.
- (d) However, if a student receives prior permission from the Deputy Principal (Academic) to withdraw or to be away from the College and provided that the application in writing to withdraw or to be away from the College is submitted within two weeks of the academic year or semester, fifty percent of the fees may be refunded.

### **(ii) Documents for Registration**

- (a) Note your **Admission Number** and **Programme admitted to**.
- (b) All students must bring **Original** Certificates of Form 4, Form 6 and Diploma/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. However, Original Result Slips for only Form 6 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 submitted for the application. No change of names shall be accepted unless all requirements provided under MARUCO Students' By - Laws have been observed.
- (e) 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** students shall be allowed to postpone studies during the four weeks preceding end of semester 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 in MARUCO website [www.maruco.ac.tz](http://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 times 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.
- (g) **Late registration** if any after the deadline 21 October 2016 is liable to a penalty of Tshs 100,000/= (One hundred thousand).

### **PAYMENT OF FEES**

All students should download Application Form from the University College website: [www.maruco.ac.tz](http://www.maruco.ac.tz).

The filled in Application Form with attachment of other required documents should be submitted to the admission office in person or submit through e-mail to:

[admission@maruco.ac.tz](mailto:admission@maruco.ac.tz).

Payment of Tuition Fee and Administrative Fees should be made to:

Marian University College, Account Number **0150432863700**, **CRDB Bank**, Bagamoyo Branch.

- Submit Original of Bank Deposit Slip indicating clearly your **Name, Degree Programme and Year of study.**

### **ACCOMMODATIONS**

MARUCO has limited accommodation facilities both On-Campus and Off-Campus, therefore the College accommodation is not guaranteed. Students who opt for In-Campus accommodation should NOT PAY for the accommodation until 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 foreigners, students with physical disabilities and first year female students.

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 Off-Campus accommodation however assistance may be obtained from the office of the Dean of Students.

### **CAFETERIA SERVICES**

Food will be served in the identified cafeterias on campus. Students are not allowed to cook in the Hostel. However MARUCO does not offer meals to students, but students are free to take their meals whenever they choose at their own expense.

### **MEALS, BOOKS AND STATIONARY 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. Students are free to take their meals whenever they choose at their own expense. Pegged on government rates a total sum of 7,500/= is recommended for meals and accommodation per day.
- (c) **Books, Stationary and other Learning Facilities:** Students are required to purchase their own stationary, books and other learning facilities (e.g. calculator) as recommended by their course instructor(s). Pegged on government rates a sum of 200,000/= is recommended per annum.
- (d) Sponsors are at liberty to arrange for the payment of Meals, Books and Stationary to their sponsee. 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 is not responsible to any employed students who register without a letter of release from their employer. Students need to settle their permission for study with their employers.

- (b) Priests are required to obtain their “celebrate” from their respective Superior General 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 guidelines and criteria for issuing loans for the academic year 2016/2017 under HESLB website ([www.heslb.go.tz](http://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 within and outside the campus without interfering academic activities with run from Monday through Saturday.

### **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 rule, regulations and By – Laws will attract a disciplinary action which may include expulsion from the studies.

### **COMMUNICATION**

Students registered at MARUCO are required to regularly consult notice boards and the College website ([www.maruco.ac.tz](http://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 time table, almanac and examination results.

For more information concerning accommodation please contact us.

#### **MARUCO**

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Fax. + 255 23 2440247

E-mail: [admission@maruco.ac.tz](mailto:admission@maruco.ac.tz)

Website: [www.maruco.ac.tz](http://www.maruco.ac.tz)

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

God Bless You and Karibu

**Sr. Praxeda Baltzar**  
(Admissions Officer)

