



THE ARDHI UNIVERSITY

STUDENTS' GUIDE

OCTOBER 2017

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KEY OFFICERS IN RELATION TO YOUR STUDY AT ARDHI UNIVERSITY

The Chancellor:

Hon. Cleopa D. Msuya, the former Prime Minister and Vice President of the United Republic of Tanzania. He is the titular head of the University.

Chairman to the University Council:

Prof. Ambassador P. R. Mahalu

Vice-Chancellor (VC):

Prof. E. J. Liwa

Deputy Vice-Chancellor, Academic Affairs (DVC-AA):

Prof. G. R. Kassenga

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

Dr. M. Mdemu

Dean of Students:

Ms. A. S. Mmidi

Director, Undergraduate Programmes (DUP):

Dr. D. Msangi

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

Dr. Y. Senkondo

Director of Library Services:

Dr. S. Lukwale

Acting Bursar

Mr. A. 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 six schools, one Institute, three centres, a library and the Gender Dimension Unit. The schools are: School of Architecture and Design (SADE), School of Construction Economics and Management (SCEM), School of Urban and Regional Planning (SURP), School of Real Estate Studies (SRES), School of Geospatial Science and Technology (SGST), and School of Environmental Science and Technology (SEST). 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 and Development Studies 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, student enrolment has been increasing; the University had 1,366 students enrolled in 2006/07 and in the academic year 2016/17, ARU had a total of 4,248 students enrolled which is an increase of about 2,882 students. Currently, the student population is estimated at 4,397.

1.3 ARU VISION, MISSION AND VALUES

The Vision of ARU is:

“To be a centre of excellence in seeking knowledge and disseminating it to a wide spectrum of beneficiaries at national, regional and global levels”.

The Mission of ARU is:

“To provide integrated teaching, research and public services that are geared towards achieving sustainable social-economic development of Tanzania and the World at large.”



In realizing its Vision, ARU subscribes to the following values:

- i. Integrity, intellectual honesty and ethical behaviour in all endeavours;
- ii. Excellence and pursuit of the best possible performance in all tasks undertaken;
- iii. Commitment and institutional pride among staff, students and alumni;

- iv. Collaboration, partnerships and cooperation to leverage all possible synergies;
- v. Solidarity, spirit of service and empathy that result in an unselfish service;
- vi. Responsibility and sense of urgency in the face of problems and critical situations of society;
- vii. Appreciation for diversity in relation to academic life and university undertakings;
- viii. Creativity and innovation in addressing the needs, problems and challenges of the society and local industry; and,
- ix. Responsiveness and abhorrence of complacency in pursuit of continuous improvement.

2. STUDENTS' ACADEMIC AFFAIRS

2.1 SCHOOLS, INSTITUTE AND CENTRES

The University has a number of academic units and will be registered in any one of them. In addition to the general university wide regulations; you will also be subject to the rules and regulations pertaining to the relevant school. For more information on guidelines and regulations pertaining to the schools please contact your head of department. The academic programmes conducted under the Schools are as outlined below;



The Arch Plaza

School of Architecture, Construction Economics and Management (SACEM)

- Bachelor of Architecture (B. Arch)
- Bachelor of Science in Landscape Architecture (BSc. LA)
- Bachelor of Science in Interior Design (BSc. ID)
- Bachelor of Science in Building Economics (BSc. BE)
- Bachelor of Science in Construction Management (BSc. CM)
- Bachelor of Science in Building Survey (BSc. BS)
- Bachelor of Science in Civil Engineering (BSc. CE)

Dean of School; Dr. Shubira Kalugila

Telephone: +255-652-389696

School of Environment Science and Technology (SEST)

- Bachelor of Science in Environmental Engineering (BSc. EE)
- Bachelor of Science in Municipal and Industrial Services Engineering (BSc. MISE)
- Bachelor of Science in Environmental Science and Management (BSc. ESM)

Dean of School; Dr. Anesi Mahenge

Telephone: +255-738-316073

School of Spatial Planning and Social Sciences (SSPSS)

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

Dean of School; Dr. Ally Namangaya

Telephone: +255-738-357322

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

- Diploma in Geoinformatics (GFM4)
- Bachelor of Science in Geomatics (BSc. Gm)
- Bachelor of Science in Geoinformatics (BSc. Gi)
- Bachelor of Science in Information Systems Management (BSc. ISM)
- Bachelor of Science in Land Management and Valuation (BSc. LMV)
- Bachelor of Science in Real Estate (Finance and Investment) (BSc. REFI)
- Bachelor of Science in Property and Facilities Management (BSc. PFM)
- Bachelor of Science in Accounting and Finance (BSc. AF)

Dean of School; Dr. Sophia Kongela

Telephone: +255-767-460255

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

School of Architecture, Construction Economics and Management (SACEM)

- Postgraduate Diploma in Architecture (PGD-ARCH)
- Masters of Architecture (M. Arch)
- Doctor of Philosophy in Architecture (PhD - ARCH)
- Postgraduate Diploma in Construction Economics and Management (PGD-CEM)
- Master of Science in Construction Economics and Management (MSc-CEM)
- Doctor of Philosophy in Construction Economics and Management (PhD-CEM)
- Doctor of Philosophy in Construction Management (PhD-CM)
- Doctor of Philosophy in Civil Engineering (PhD-CE)

School of Environment Science and Technology (SEST)

- Postgraduate Diploma in Environmental Technology and Management (PGD-ETM)
- Master of Science in Environmental Technology and Management (MSc. ETM)
- Master of Science in Disaster Risk Management (MSc.DRM)
- Doctor of Philosophy in Environmental Engineering (PhD -EE)
- Doctor of Philosophy in Environmental Technology and Management (PhD -ETM)

School of Spatial Planning and Social Sciences (SSPSS)

- Postgraduate Diploma in Urban Planning and Management (PGD-UPM)
- Master of Science in Urban Planning and Management (MSc. UPM)
- Master of Science in Urban and Regional Planning and Management (MSc. URPM)
- Doctor of Philosophy in Urban and Regional Planning (PhD URP)

- Doctor of Philosophy in Urban Planning and Management (Housing Infrastructure Planning) (PhD HIP)
- Doctor of Philosophy in Economic (PhD. Econ)

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

- Postgraduate Diploma in Geomatics (PGD-Gm)
- Master of Science in Geomatics (MSc. Gm)
- Doctor of Philosophy in Geospatial Sciences (PhD GS)
- Postgraduate Diploma in Real Estate (PGD-RE)
- Master of Science in Real Estate (MSc. RE)
- Master of Science in Land Management (MSc. LM)
- Doctor of Philosophy in Real Estates (PhD RE)

Institute of Human Settlement Studies (IHSS)

- Post Graduate Diploma in Housing (PGD-Housing)
- Master of Science in Public Policy of Analysis and Programme Management
- Master of Science in Development Studies
- Master of Science in Housing (MSc. Housing)
- Doctor of Philosophy in Urban Governance

Director of the Institute; Dr. Tatu Limbumba	Telephone: +255-786-677-227
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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 carry your ID card with you. You may 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.



The Ardhi University Main Library

The University Library is open all days during the Semesters at the following times:-

- **Monday to Friday** **09:00-22:00 hrs**
- **Saturday** **09:00-18:30 hrs**
- **Sunday and Public Holidays** **10.00-16:00 hrs**

During the Semester breaks the library is open from 09:00-16:00 hrs all days.

For more information on Library Services, visit the University website at www.aru.ac.tz.

For inquiries and general rules visit the Helpdesk at the Library entrance.

2.2.2 Resource Centres

In every school there are resource centre's which provide services relevant to students' programmes in that particular school. These centres are open from **08.00 – 16.00** hours during working days.

2.3 THE ARDHI UNIVERSITY PUBLISHING CENTRE

During the course of your studies at the University, particularly in your final year, you may require the services of a printer for your dissertation. The University Publishing Centre is able to print and bind your dissertation according to the University specifications and produce Thesis in line with the University postgraduate regulations.

More specifically, **the centre's activities include:-**

- i. Publishing text books, research papers and any other publications including students' dissertations and theses.
- ii. Designing, typesetting and printing services.
- iii. Collecting, editing and publishing research articles in Journals, Periodicals, Newsletters, etc.

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 CENTRE FOR INFORMATION AND COMMUNICATION TECHNOLOGY (CICT)

The Centre for Information and Communication Technology (CICT) 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 and the Academic Records Information System (ARIS) 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 CICT**
- Telephone: +255-754-295008
- Email: support@aru.ac.tz
- Helpdesk Portal: <http://helpdesk.aru.ac.tz>

2.5 UNIVERSITY PRIZES

Ardhi University acknowledges the academic achievements acquired by students on their way to build their careers. There are a number of university prizes both cash and non-cash which include prizes that are offered by the University such as:-

- *The University Prize*, awarded to the best student in the final year degree
- *The Vice Chancellor's Prize*, awarded to the best student in the final year degree examinations in each school as judged by the overall performance
- *School Dean's Prize* which is awarded to the best overall female student in the first year of study in the faculty.

Other prizes from non-university donors include:-

The National Construction Council (NCC) Prizes; the Tanzania Institute of Quantity Surveyors (TIQS) Prize; the Architecture Association of Tanzania (AAT) Prize; the National Environmental Council (NEMC) Prize and the Mrs. Siwale Prize which is awarded to the final year female student with the best degree dissertation in each department. You will find more information on the types of prizes and awarding criteria in the prospectus on the ARU website <http://www.aru.ac.tz/images/documents/pdf/prospectus/ARU%20Prospectus%202014-2015.pdf>

You will be informed of the date of the Prize Giving day which is also an important occasion during the graduation season.



Overall winner Fourth Year student in the School of Geomatics receiving his prize from the former Vice Chancellor Prof. I. Mshoro

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 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 for hiring the graduation gown. Once you pay the fees you will receive your gown under agreed terms. Further information related to conduct on 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.

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 .

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 Dean of Students office:

3.1 RECEIVING NEW STUDENTS

When every academic year commences, the office of the Dean of Students receives new students, as shown in the Joining Instructions. The following activities will take place:-

- i) You will visit the office the Dean of Students who will confirm your names as per the list received from the academic office.
- ii) You will be handed the Students By-Laws, 2018. This By-law is also available at the University website (www.aru.ac.tz). You are strongly advised to read it thoroughly and you will be required to abide to the by-laws as well as other university regulations which will govern your stay at the University during the studentship.
- iii) There will be an orientation week during the first week. You will be given the Orientation week programme which you must read and follow. Other copies of the Orientation week programme will be posted on various notice boards around the campus. During this week, you will be introduced and oriented to various key leaders of the university, main services and hear relevant speeches from various key facilitators.

3.2 REGISTRATION PROCESS

After students have been received, they have to go through the registration process. Students will be guided how to create an account in the AMIS (Academic Management Information System). There after pay the requisite University fee using control Numbers which will be supplied during the orientation week. Upon payment, students will continue to their respective Heads of Departments for verification of

their Academic Certificates and Registration of courses for a particular semester. After clearing with respective Head of Departments, students will download the filled registration forms from AMIS and submit the same to the office of Director of Undergraduate Programmes. Upon submission of the filled forms, students will also be verified of this stage.

This will be the end of the registration process without accomplishing these three main stages, the particular student will be regarded as **UNREGISTERED**; and such students will neither be allowed to sit for end of semester Examination; use any facilities of the University nor be allowed to proceed to the next semester. Medical Examination forms (Form C) and Admission letters are available and be downloaded from the University website (www.aru.ac.tz). You must fill the on-line Student registration form properly.

Please note that while filling the registration forms, names must be written **STRICTLY** as they appear in secondary (F4) Academic certificate. In addition, during the registration process, the following requirements must be adhered to:-

- i) Copies of academic and birth certificates and the medical examination form (Form C) must be attached to the registration form.
- ii) You must have original academic certificates to be verified by the Head of department you are registered in and the academic office.
- iii) You will not be allowed to change names for the entire period of your study at the University.

Unless you accomplish all registration process outlined above, the registration process is not complete. Only fully 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 full tuition and University fees for the first year, by the beginning of the semester before you are permitted to use the University facilities. For more information on Fee payment, please visit the University website www.aru.ac.tz.

3.4 STUDENT IDENTITY CARDS

Students will be issued with identity cards (ID) by the ARU Publishing Centre on annual basis for which you will be required to pay TZS. 10,000.00. The charge of TZS.10,000 may be reviewed from time to time. As a registered student, you must carry the ID cards at all times and produce them upon request by the appropriate University Officers and when using University facilities, such as the Library and E-library. The identity card is not transferable and any fraudulent use may result in the loss of student privileges or suspension. In case of loss of the ID card, you will be required to report to the office of the Dean of Students who will issue a letter that you will use to obtain a loss report from the police. After these procedures you will get a replacement upon proof of payment of a fee of TZS. 10,000.00 at the Bursar's Office.

3.5 POSTPONEMENT OF STUDIES

There may come a time when you may need to postpone your studies due to various reasons, A student who under any circumstances is forced to postpone studies should do the following: Write a letter to the Deputy Vice Chancellor –Academic Affairs through the Director of Undergraduate Programmes, School Dean, Head of Department, Dean of Students, 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 Dean of Students.

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 –Academic Affairs allowing him /her to postpone. You should not leave the university before receiving the letter. If you specify the time of resuming studies but you are unable to come back; you may write to the Deputy Vice Chancellor –Academic Affairs for an extension. 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 –Academic Affairs, through the Director of Undergraduate Programmes, 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-Academic Affairs 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 Dar es Salaam Region without permission;
- ii. Permission for travel for a weekend outside Dar es Salaam Region may be granted by the Dean of Students;
- 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 Dean of Students and the Warden and,
- iv. Permission for travel for more than a week shall be obtained from the Deputy Vice-Chancellor (Academic Affairs) through the Dean of the relevant School and notified to the Dean of Students and the Warden.

Collect permission forms from the office of the Dean of Student. 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 wants to go, for how long and reasons for his request. The form will be sent to the DoS, 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 DoS, 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. You will find more information on your eligibility for the examinations in the University Prospectus, as well as the General University Examination Guidelines. 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 the examinations. When a student thinks that the released results are not fair, you have the right to appeal. An appeal letter will be addressed to the Senate Chairperson stating reasons for the appeal, number and name of subjects failed or unfairly marked and what one requests to be done, for example; *Re-marking and summation of marks* or any other. Every appeal is paid for. A copy of receipt in respect of appeal fee must be attached to the appeal letter. If you win the appeal, your money will be refunded.

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 which were provided to you. Furthermore, 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 to 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 .

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 and 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 Dean of Students 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 of Foreign Affairs, should bring to the Dean of Students office a list of all names bearing, programme 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 for doing financial transactions. Students will collect a special form for opening bank account from the DoS office that will introduce them to the relevant bank. Date, name of the bank, students name 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 DoS 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 with his/her card at any accredited facility throughout Tanzania. This health insurance covers for students only and does not involve student's dependents. If you are already a beneficiary of the Fund you will not be required to register again. You will submit your ID to the NHIF's office for validity/verification.

3.15.1 NHIF MEMBERSHIP REGISTRATION PROCESS

Fresh students will be required to follow the procedures in order to be registered with NHIF:-

- i. Visit the DoS office for registration;
- ii. Fill the NHIF registration forms with your personal information. Forms are also available at the NHIF offices and the NHIF website;
- iii. Forms must be attached with two (2) recent colored passport size photos and,
- iv. Dully filled forms should be submitted to the Bursar's office for verification of payment and thereafter to the DoS office for endorsement.

Temporary IDs will be issued as you wait for your NHIF card. The NHIF ID cards that will be issued once and used throughout your studentship will be collected from the ARUSO office. At the beginning of every academic year you will be required to activate your membership by paying the fees short of that you will not be able to get medical services under NHIF.

The University will be responsible for collection of student's annual contributions at the beginning of every academic year. Your

membership will cease once you leave the University and you will be required to surrender the NHIF card to the University.

3.16 HIGHER EDUCATION STUDENTS LOANS

Financial support for your study is available through the Higher Education Students' Loans Board which is a national board 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 Officer who will assist you in following up on your loan and disbursement of funds, as well as the loan application. You can also visit the Boards website at 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 and E 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. Fee for off- campus accommodation (for ARU affiliated hostels) will be introduced to students during arrival at the university. Information for paying accommodation fees can be obtained from the Wardens office which is located at the first floor of Block A.



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; The ARU Students By- Laws (2008) stipulates all accommodation disciplinary offences.

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 a new roommate(s). In case of serious interpersonal conflicts you should report to the warden / hostel managers and janitor 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 Café's 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 National health insurance cards.

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 Dean of Students (DoS) or to their Academic Advisors. Depending on your problem, you may be counselled by the Academic Advisor or referred to the DoS 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 DoS 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 DoS. 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 Dean of Students 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 the 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 Basketball and Football 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 in Savei Area. You may also want to visit cultural venues in Mwenge Village and the Museum in 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 in 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 STUDENT 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 ground floor of Block A 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.



ARUSO Elections

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.

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

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2. Janitor - Cell Phone No. 0717 696 099; 0754 952 494