

UNDERGRADUATE ADMISSION AND REGISTRATION REGULATIONS

1. Applicants with the following direct and equivalent entrance qualifications: “A” level, International Bacclairete (IB) Diploma, NTA level 6 and FTC can apply directly to the University through an online application system <http://admission.aru.ac.tz>. All important information and instructions regarding application process, programmes on offer and entry requirements will be available on the University’s website
2. All new students are required to report for the orientation programme that normally takes place during the week preceding the beginning of the new academic year.
3. Admitted applicants will be registered only after they have paid the requisite University fees. The fees should be paid within prescribed registration period.
4. Admitted applicants who have accomplished registration requirements within the prescribed period will be recognized as Ardhi University students.
5. Fees paid will not be refunded.
6. The deadline for registration of first year and continuing students will be the Friday of the second week after the beginning of the semester.
7. All registered students are expected to conform entirely to University regulations
8. Transferring from one academic programme to another will be allowed only where the student has the required admission criteria for the academic programme for which transfer is being sought and a vacancy exists in that programme. No first year student will be allowed to transfer from one academic programme to another later than the Friday of the fourth week after the beginning of the first semester. Once the request for transfer has been approved, the student will not be allowed to withdraw the transfer.
9. Transfer of credits from other Universities to Ardhi University and the vice-versa is allowed. However, the process will be guided by the Guidelines and Procedures for Student Credit Accumulation and Transfer regulations.
10. Students discontinued on academic grounds:
 - a) May be allowed to apply for another academic programme provided that the sponsor approves.
 - b) Wishing to re-apply in the same academic programme must show evidence of having followed remedial studies in the same field satisfactory to the respective School. They will be required to re-apply after one academic year and compete with other applicants for re-admission into first year.
11. Students discontinued from studies because of examination irregularities will be considered for re-admission after being away for three years. They will be required to re-apply and compete with other applicants for re-admission into first year.
12. Students will be allowed to be away from University studies for a maximum of two years if they are to be allowed for re-admission to the same year of study where they left off.

13. Students will only use names appearing on their academic certificates; no change of names will be allowed during the course of study at the University.
14. No student will be allowed to postpone a Semester except under special circumstances. Permission to postpone studies will be considered after producing satisfactory evidence of the reasons for postponement. Special circumstances shall include:
 - a) Sickness;
 - b) Serious social problems (each case to be considered on its own merit);
 - c) Severe sponsorship problems. Students with severe sponsorship problems will be allowed to defer registration for a maximum of one academic year and it should be requested within registration period.
15. In case of postponement of studies under the circumstances in regulation 14 above:
 - a) Requests should be submitted on or before the end of the teaching session of the respective Semester;
 - b) Except for serious sickness, no student shall be allowed to leave the University before approval of his/her request for postponement.

Admission and Registration of Short-Term Students to Undergraduate Degree Courses

1. A short-term student is one whose duration of studentship at Ardhi University is one academic year; which comprises of two semesters (i.e. Semesters 1 and 2).
2. Upon successful completion of studies at Ardhi University, a short term student shall be awarded a Statement of Results.
3. Applications will only be considered from applicants possessing Ardhi University entry qualifications (or higher) for admission to respective undergraduate programmes; and where vacancies exist.
4. No change of courses shall be allowed once a student has been registered.
5. Application procedure:
 - 5.1 The application must be submitted through the applicant's University/College to reach the Deputy Vice Chancellor – Academic Affairs at least two months before the beginning of the Semester to which admission is sought;
 - 5.2 The applicant's University/College shall submit a letter of recommendation to Ardhi University.
6. A short-term student is required to register as a student of Ardhi University for one full academic year at the beginning of any year of study to which admission is sought. Registration shall follow Ardhi University Admission Regulations, unless otherwise specified.
7. A registered short term student shall abide by all regulations governing students of Ardhi University unless otherwise stated.
8. A non-Tanzanian student is expected to comply with all immigration formalities in force including visa and/or resident permit as the case may be.
9. A short-term student shall sit for University examinations at the end of each semester as provided for under Ardhi University Examination Regulations. At the end of the year, the overall performance will be classified as PASS or FAIL.
10. A short-term student, who fails in any of the courses, shall sit for supplementary examination in the courses failed.
11. A short-term student shall be referred back to his/her home University in case of serious breach of University's Examination Regulations or Students By-laws.
12. A short-term student shall be allowed to change status of registration from unit to credit system by permission and subject to meeting other requirements or prerequisites.
13. A short-term student shall pay fees as prescribed by the University. Those under special arrangements shall pay fees as prescribed in their governing arrangement (if any). Non- Tanzanian students will pay the fees in convertible foreign currency (e.g. US\$, –, etc.)

Fees:

S/N	Description	Rate (U\$)
1	Tuition fees depending on programme as per undergraduate tuition fee structure	1,500 U\$ or 2,100 U\$ ¹
2	Application fee	20
3	Registration fee	100
4	Examination fee	100 (per exam)
5	Medical capitation fee	300
6	Caution money	100
7	Students' Union	20
8	Student Identity Card	10
9	Special faculty requirement	30 (per month)

¹ Depending on programme

Admission and Registration of Occasional Students to Undergraduate Degree courses

1. An occasional student is one whose duration of studentship is one semester.
2. Upon successful completion of studies at Ardhi University, an occasional student shall be awarded a statement of result.
3. The entrance qualifications shall be in accordance to requisite entry qualifications (or higher) for admission to respective undergraduate programmes; and where vacancies exist.
4. Before opting to register at Ardhi University as an occasional student, an applicant must read, understand and acquaint herself/himself with the programme s/he wants to pursue so as to make an informed decision. No change of programme is allowed once a student has been registered.
5. Application procedure:
 - 5.1 The application must be submitted through the applicant's University/College, to reach the Ardhi University Deputy Vice Chancellor – Academic Affairs at least two months before the beginning of the semester to which admission is sought.
 - 5.2 The applicant shall submit application documents together with a letter of recommendation from his/her University/College.
6. A non-Tanzanian student is expected to comply with all immigration formalities in force including visa and/or resident permit as the case may be.
7. In line with proposed Regulation 1, admission is limited to one (1) semester in any preferred year of study.
8. An occasional student will sit for an examination and get a statement of result at the end of the semester s/he registered for.
9. An occasional student shall be referred back to his/her home University in case of breach of University's Examination Regulations or Students By-laws.
10. An occasional student may be allowed to change status of registration from unit to credit system by permission and subject to meeting other requirements or prerequisites.
11. An occasional student shall pay fees as prescribed by the University. Those under special programmes shall pay fees as prescribed in their governing arrangement (if any).

Fees:

SN	Description	Rate (U\$)
1	Tuition fees depending on programme as per undergraduate tuition fee structure	1,500 U\$ or 2,100 U\$ ²
2	Application fee	20
3	Registration fee	100
4	Examination fee	100 (per exam)
5	Medical capitation fee	300
6	Caution money	100
7	Students' Union	20
8	Student Identity Card	10
9	Special faculty requirement	30 (per month)

² Depending on programme