

ARDHI UNIVERSITY



DIRECTORATE OF UNDERGRADUATE STUDIES

JOINING INSTRUCTIONS 2013/2014 ACADEMIC YEAR

1. CORRESPONDENCE

All correspondence to the University should be routed through your Head of Department and Dean of Schools. Also, you should quote your year of study, course and registration number as shown on your Identity Card.

2. ORIENTATION WEEK

All freshers are required to report at Ardhi University for the orientation and registration week, which begins on **Monday, 7th October 2013**. You should ensure that you register at University level first and then at School level. University Registration will last for two weeks from the first day of the orientation week. Note that only **those who have paid at least 50% of the necessary fees** will be allowed to register. Registration of first year students will be closed formally on **Friday, 18th October, 2013**.

3. RESIDENCE

Due to limited rooms in the hall of residence, priority is given to foreign students, the physically disabled and female students from upcountry. Adhering to accommodation agreement/contract is a must. Cooking is strictly prohibited in the Halls of Residence.

4. DEFERREMENT OF STUDIES

Students who have been selected but can not join the University for any reason cannot defer the admission to the next year. Such students need to apply afresh for the coming year.

5. CHANGE OF COURSE/PROGRAMME

Except in Exceptional circumstances, no student will be allowed to change subjects/courses or programme later than the Friday of the fourth week after the beginning of the first semester. 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 sort and vacancy exist in that programme.

6. CHANGE OF NAME

No change of name will be allowed during the course of study. Students will be allowed to use only those names which appear in their certificates.

7. POSTPONEMENT OF STUDIES

Postponement of studies is not allowed except under special circumstances, e.g. sickness, serious social problems or severe sponsorship problem. Application for postponement for those being sponsored by HESLB must be routed through it for approval.

8. IDENTITY CARD

Identity Cards will be issued every day during the orientation week.

9. ORIENTATION WEEK PROGRAMME

Obtain a copy of the Programme from the Dean of Students office.

10 CONTACT

In case of any problems/questions, please contact the office of Dean of Students.