ST. AUGUSTINE UNIVERSITY OF TANZANIA
P.O. BOX 307,
MWANZA, TANZANIA

JOINING INSTRUCTIONS FOR UNDERGRADUATE STUDENTS SELECTED TO JOIN SAUT MAIN CAMPUS MWANZA FOR THE 2012/2013 ACADEMIC YEAR

1. **IMPORTANT NOTE TO ALL SELECTED APPLICANTS**
All selected applicants are required to read, understand and abide by these instructions outlined bellow.

2. **DATE OF ARRIVAL AND REGISTRATION**
All selected students are required to report at SAUT Main Campus Mwanza on Friday 14th September, 2012 from 9.00 a.m. Registration will commence on 14th September, 2012. All selected students are informed that Orientation for the new academic year shall commence on Monday 17thSeptember, 2012.

NOTE: Students selected for The following Bachelor Degrees are Education, Sociology, Laws,Business Administration must revisit SAUT list (not TCU list) to verify the Centre you have been allocated (Main Mwanza, Bukoba, Tabora and Songea).

3. **REQUIREMENTS FOR REGISTRATION**
All selected applicants shall be registered after fulfillment of the following:

A. **FEES PAYMENT**

I. 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 SAUT Website.

II. Bring the **original pay in slip** with you. Cheques, cash, faxes, scanned pay in slips, emails of confirmation of payments and any other form of payments are not acceptable.

III. Fees paid will not be refunded if a student withdraws or leaves the University without permission.

IV. However, if a student receives prior permission from the Deputy Vice Chancellor for Academic Affairs to withdraw or to be away from the University and provided that the application in writing to withdraw or to be away from the University is submitted within two weeks of the academic year or semester, fifty percent of the fees may be refunded.

B. **DOCUMENTS FOR REGISTRATION**

I. **Note** your **Admission Number** and **Course Program**.

II. All students must bring **Original Certificates or Original Result Slips** of Form Four, Form Six 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.

III. 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 SAUT Students' By – Laws have been observed.

IV. Students must register for the course programme, which they have been admitted. No change of Programme shall be accepted.

C. **DURING AND AFTER REGISTRATION**

I. 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 DVCAA or Corporate Counsel. Special circumstances shall include ill health or serious social problems.

II. No students shall be allowed to postpone studies during the two weeks preceding final examinations, but may for valid reasons be considered for postponement of examinations

III. Students shall commit themselves in writing to abide by the University'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 SAUT website. Students are encouraged to read and abide by them.

IV. Students shall be issued identification cards, which they must carry all times and which shall be produced when demanded by appropriate University Officers. The identity card is not transferable and any fraudulent use may result in loss of student privileges or suspension.

V. 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 10,000/=) as stipulated under SAUT Rules and Regulations.

VI. A student registered for a course programme at St. Augustine University may not enroll concurrently in any other institution without special permission in writing of the appropriate Faculty Dean of the University or, in cases where professional examinations are held under inter-institutional arrangements or cooperation.

VII. No exemption will be given from University courses which a student may claim to have done elsewhere.

VIII. Any late registration is liable to a penalty of Tshs 100,000/=(One hundred thousand)

4. **COMMENCEMENT OF CLASSES**

Classes will commence on 25th September 2012.

5. **STUDENTS UNDER EMPLOYMENT**

All students who are under employment are advised to settle their release from duties before reporting at SAUT.

6. **ACOMMODATION AND HOSTEL FACILITIES**

You are cautioned that SAUT has limited accommodation facilities. The accommodation Policy of SAUT is both on – campus and off – campus. Most students stay off – campus. Off – campus students have to take care of their accommodation arrangements. The University is not directly involved in looking off – campus accommodation however assistance may be obtained from the office of the Dean of Students.

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 on request. Allocation will be on the basis of first come first served.

7. **MEALS, BOOKS & STATIONARY ALLOWANCES**

I. SAUT 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.

II. A sum of 7,500/= is recommended for meals, accommodation per day (pegged on government rates).

III. Books, Stationary and other Learning Facilities
Students are required to purchase their own stationary, learning facilities (e.g calculator, camera etc), textbooks as recommended by their course coordinator/lecturer.

IV. A sum of 200,000/= is recommended per annum. (Pegged on government rates).

Sponsors are at liberty to arrange for the payment of Meals, Books and Stationary to their sponsee.

All sponsors other than those under formal agreement with SAUT are required to pay directly to the student**. Do not pay them through SAUT.**

8. **PAYMENT OF FEES**

All prescribed fees shall be paid directly to ST. AUGUSTINE UNIVERSITY OF TANZANIA, A/C NO. 01J1091764100 CRDB BANK (LTD) MWANZA BRANCH.

9. **SCHOLARSHIP AND FINANCIAL ASSISTANCE**

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 2012/2013 under HESLB website. (www.heslb.go.tz)

10. **WORSHIP**

SAUT 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.

11. **SAUT ACADEMIC ACTIVITIES**

SAUT academic activities run from Monday through Saturday.

12. **COMMUNICATION**

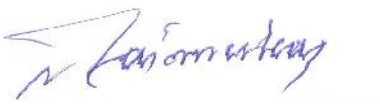
Students registered at SAUT are required to regularly consult notice boards, website (www.saut.ac.tz) for any information that may have a bearing on their academic and social impact for their stay at SAUT such as timetable, almanac and examination results.

13. **CELEBRET**

Priests are required to obtain their "celebret" from their respective Local Ordinary or Superior General.

14. **DISCIPLINE**

I. Students are required to demonstrate good behaviour within and outside the Campus. Students must follow SAUT Students' By – Laws rules and regulations.
II. Failure to observe and fulfill SAUT rule, regulations and By – Laws will attract a disciplinary action which may include expulsion from the studies.



S. Rugaimukamu
Admissions Officer

Tel: 255-28-2552725, 2550090, and 2550271 Fax: 255-28-2550167
Email:sautmalimbe@yahoo.com Website: http//www.saut.ac.tz