ARCHBISHOP JAMES UNIVERSITY COLLEGE (AJUCO)

(*A Constituent College of St. Augustine University of Tanzania*)

P. O. Box 466 SONGEA, TANZANIA, EAST AFRICA

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JOINING INSTRUCTIONS FOR UNDERGRADUATE STUDENTS SELECTED TO JOIN AJUCO SONGEA FOR THE 2015/2016 ACADEMIC YEAR

Dear ..... P.O Box .....

We are pleased to inform you that you have been selected to join our Three/Four/Five Year* course of DOCTOR OF MEDICINE / BACHELOR OF*. .....

1. **IMPORTANT NOTE TO ALL SELECTED APPLICANTS**

Please read the following instructions carefully:

All selected applicants are required to read, understand and abide by these instructions outlined below. These joining instructions are also available on our website: **www. ajuco.ac.tz**

2. **DATE OF ARRIVAL AND REGISTRATION**

A. All students (including Postgraduate Diploma) are required to report at AJUCO Songea on Monday **2nd November, 2015** from 9.00 a.m. Registration will commence on **2nd – 7th November**, 2015. Orientation for the new academic year shall commence on Monday **2nd November, 2015**.

B. The First-year undergraduate medical students will report at **Peramiho Faculty of Medicine** (28 kms West of Songea Municipality) on the **2nd November 2015**. More information will be posted on the website shortly before that date. Classes will begin promptly on **9th November 2015,** at both the Songea Municipal campus and the Peramiho campus.

3. **REQUIREMENTS FOR REGISTRATION**

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

A. **FEES PAYMENT**

I. You will only be registered and allowed to attend classes upon payment of the required fees. (Please refer to the University College Fee structure on our website).

II. Please bring the **original bank pay-in slip**. 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 you withdraw or leave the University without permission.

IV. However, if you seek and obtain prior permission to withdraw or to be away from the University College; and provided that the request in writing to withdraw or to be away from the University College is submitted within two weeks of the beginning of the academic year or semester, fifty percent of the fees may be refunded.

B. **DOCUMENTS REQUIRED FOR REGISTRATION**

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

II. You must bring **Original Certificates or Original Result Slips** of Form Four, and Form Six, and Diploma/Certificate (for candidates selected under equivalent qualifications) and Original Birth Certificate. Photocopies, downloaded internet results, faxes, affidavits and certified results are not acceptable.

III. You shall be registered under the names appearing in the Certificates you submitted for the application. No change of names shall be accepted unless all requirements provided under AJUCO Students' By–Laws have been observed.

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

C. **DURING AND AFTER REGISTRATION**

I. You may be allowed to postpone studies after the academic year has begun only under special circumstances. Permission to postpone studies shall be considered after you have produced satisfactory evidence of the reasons for postponement of Studies. Special circumstances shall

include ill health or serious social problems.

II. You will NOT be allowed to postpone studies during the two weeks preceding final examinations, but for valid reasons you may be considered for postponement of examinations.

III. You shall commit yourself in writing to abide by the University 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 students through the office of the Dean of Students. These rules are also available on the AJUCO website. Students are encouraged to access, read and abide by them.

IV. You will be issued with a University College identification card, which you must carry at all times. The ID must be produced on demand by appropriate University College authorities. The ID remains the property of the University College and is not transferable. Any fraudulent use may result in the loss of student privileges and/or suspension.

V. Loss of the identity card should be reported to the Office of the Dean of students, where a new one can be obtained on payment of an appropriate fee (currently Tshs 10,000/=) as stipulated under AJUCO Rules and Regulations.

VI. During your stay at AJUCO, you are not allowed to enroll concurrently with any other institution without permission in writing by the appropriate University College official.

VII. Registration of students on transfer will be done after meeting TCU conditions.

VIII. Late registration (after 30 days from the official semester registration date) will attract a penalty of Tshs 100,000/= (One hundred thousand)

4.0 **COMMENCEMENT OF CLASSES**

Classes will commence on 9th November, 2015 for the Municipal campus and the Peramiho campus.

5. **STUDENTS WHO ARE IN EMPLOYMENT**

You are advised to arrange for release from your employer and obtain evidence of release before reporting at AJUCO.

6. **ACOMMODATION AND HOSTEL FACILITIES**

AJUCO has limited accommodation facilities. The accommodation policy of AJUCO is both on–campus and off-campus. Most students stay off-campus. Off-campus students have to take care for their accommodation arrangements. The University College is not directly involved in finding off-campus students' accommodation; however, assistance may be sought from the office of the Dean of Students. Students who opt for on–campus accommodation are advised to confirm availability of accommodation before making payment. Rooms will be allocated after registration on request. Allocation will be on first-come-first-serve basis.

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

I. AJUCO does not provide meals to students, however, privately run – catering facilities are available on campus, around the campus and around off – campus hostels. Students are free to take their meals wherever they choose and at their own expense.

II. A sum of 10000/= is recommended for meals and accommodation per day (pegged on government rates).

III. Books, stationery and other Learning Facilities:
Students are required to purchase their own stationery, learning facilities (e.g calculator, camera etc) & textbooks as recommended by their course coordinators/ lecturers.

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

Sponsors are at liberty to arrange for payments of Meals, Books and Stationery to their sponsees. All sponsors other than those under formal agreement with AJUCO are required to pay directly to the students**. Do not pay them through AJUCO.**

8. **PAYMENT OF FEES**

Please pay all prescribed fees directly to AJUCO SONGEA A/C NO. 0150091764102 CRDB SONGEA (No Cheques are accepted).

9. **SCHOLARSHIP AND FINANCIAL ASSISTANCE**

You are required to settle your sponsorship before registration. Students under HESLB loan program are reminded to read carefully guidelines and criteria for issuing loans for the academic year 2015/2016 under HESLB website. (www.heslb.go.tz)

10. **WORSHIP**
AJUCO recognizes individual's right of worship. You are therefore advised to use the facilities available for religious services within and outside the campus without interfering with academic activities.

11. **AJUCO ACADEMIC ACTIVITIES**
AJUCO academic activities run from Monday through Saturday.

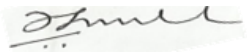
12. INTERNAL COMMUNICATION
You are required to consult notice boards regularly and the website (www.ajuco.ac.tz) for any information that may have a bearing on your academic and social life at AJUCO such as timetable, almanac and examination results.

13. **CELEBRET**
Catholic priests and religious clergy must obtain a "celebret" from their respective Local Ordinaries or Superior Generals.

14. **DISCIPLINE**

I. You are required to demonstrate good behaviour within and outside the Campus. You are expected to strictly observe the University College's Students' By–laws, rules and regulations.
II. Failure to observe and fulfill AJUCO rules, regulations and By–laws may attract a disciplinary action which may include expulsion from the studies.

Sincerely,



Prof. Fulgens L. Mbunda
Ag. DPAA

FEE STRUCTURE

UNDERGRADUATE PROGRAMMES

S/N	Particular	First Year		Second,Third & Fourth**Year	
		Tanzanians(Tzs)	Foreigners($)	Tanzanians(Tzs)	Foreigners($)
1	**Tuition Fee**	1,260,000	2,360	1,260,000	2,360
2	**Administrative Fee**				
	2.1 Examination Fee	130,000	100	130,000	100
	2.2 Student's Identity Card	10,000	5	-	-
	2.3 Students Union	10,000	5	10,000	10
	2.4 TCUQuality Assurance Fee	20,000	10	20,000	10
	TOTAL	**1,430,000**	**2,480**	**1,420,000**	**2,480**

DOCTOR OF MEDICINE (MD) YEAR I

S/N	DESCRIPTIONS	AMOUNT(TSH
1	**TuitionFee**	2,600,000
2	**AdministrativeFee**	
	2.1 Examination Fee	20,000
	2.2 Student's Identity Card	10,000
	2.3 Students Union	20,000
	2.4 TCU Quality Assurance Fee	20,000
	2.5 Caution Money	20,000
	2.6 Medical Capitation fees	100,000
	2.7 Special faculty requirement	150,000
	2.8 Sustainability Fund	30,000.00
	TOTAL	**2,970,000**