

ABDULRAHMAN AL-SUMAIT UNIVERSITY



JOINING INSTRUCTIONS

1.0 ARRIVAL AND REGISTRATION

Registration for first year students will commence on 17th October 2022 up to 28th October 2022. Orientation will commence on the second week where registration will be also going on. All First year students will be required to attend the orientation period.

Students are required to present themselves at the University from 08:00 am to 2:30 pm for registration after paying half the amount of tuition fee and the required registration fee of Tanzanian Shillings Two Hundred and twenty Thousand and Four Hundred (220,400/=) for Certificate, and Diploma, Two Hundred Thousand and Four Hundred (200,400/=) for Bachelor Degree Programmes and Two Hundred and thirty thousand and Four Hundred (230,400/=) for Master Programme through Account name: SUMAIT University and Account Number: 0710412000 PBZ ISLAMIC BANK.

Note that: Fee Structures are obtainable from the University website www.sumait.ac.tz

1.1 MEDICAL EXAMINATION

The students will be required to undergo a medical examination which will be done at the University Dispensary from 5th October 2022 until the end of registration period. Students will be required to pay 10,000/= medical fee before they undergo medical examination.

1.2 STUDENT REGISTRATION CHECKLIST

On the reporting date, all first year students will be required to bring the ORIGINAL certificates which supported their applications (the original will be returned to you after verification), together with respective copies of the following:

- i. Birth Certificate
- ii. Form Four Certificate
- iii. Form Six Certificate/ Result Slip
- iv. Diploma Certificate

- v. Transcripts
- vi. AVN Number
- vii. Bachelor Degree Certificates for Master Degree Students
- viii. Zanzibar ID and NIDA
- ix. Two Recent Passport Size Photographs

1.3 LATE REGISTRATION

Late registration may be considered with justifiable reasons and a late registration fee may apply.

2.0 POSTPONEMENT OF STUDIES

No student will be allowed to postpone studies after the academic year has begun except under special circumstances, such as financial, social or medical problems. However, this must be supported by acceptable reasons and evidence where a formal written letter is issued. A student remains to produce evidence for such postponement in the future. A student may postpone studies for a maximum of two semesters.

3.0 STUDENTS' REGULATIONS

Students are required to take note of the following:

- i. All students are required to abide by the University laws, failure to do so may lead to suspension or denial of access to all or some of the University facilities.
- ii. All students are entitled to use library services subject to the terms and conditions as may be set by the University.
- iii. All students are required to have current University identity cards at all times.
- iv. Students are liable for the cost of replacement or repair of all materials and properties lost, damaged or defaced while in their possession.
- v. Unauthorized removal or attempted removal of any item from the library will be regarded by the University as a serious offence.
- vi. Once admitted to the University, a student is expected to behave and conduct himself in a socially acceptable manner and to maintain the good image of the University on and outside of the institution, which will contribute to the pursuit of academic goals.
- vii. All students are required to respect the rights, privileges and properties of other members of the University Community and visitors to the University premises and refrain from any conduct that would interfere with University functions or endanger the health, welfare or safety of other persons.
- viii. Students shall not tamper with classroom furniture such as tables and chairs.

- ix. Eating, drinking, smoking and bringing of food and/or drinks into the classroom are strictly prohibited.
- x. Personal electric appliances like radio cassette, radio, mobile phones, or player shall not be used in the classrooms without prior permission by the relevant University authority.
- xi. Use of slanderous, abusive, obscene or threatening language by any student against any other student or students or against any officer or employee of the University in the course of performance of such officer's duties, will be considered as an offensive conduct.
- xii. Sexual harassment of any kind is strictly prohibited.
- xiii. Any student who fails or refuses to attend a meeting called or authorized by the disciplinary authority or any other organ of the University when summoned to do so by a proper written notice by such authority, will face disciplinary action.
- xiv. Disorderly or disruptive behaviour is strictly prohibited inside and outside of the classroom.
- xv. Any travelling or other circumstances which will involve the missing of lectures, seminars, tests, assignments, or examinations should be reported to the Head of Department who may issue a written permission.
- xvi. Dress Code should be strictly observed.
- xvii. Cooking is not allowed at the University hostels.

