

**ARCHBISHOP MIHAYO UNIVERSITY COLLEGE OF TABORA**

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



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04<sup>th</sup> October, 2017

To: .....

**JOINING INSTRUCTIONS FOR STUDENTS SELECTED TO JOIN  
DIPLOMA AND CERTIFICATE PROGRAMMES  
FOR THE 2017/2018 ACADEMIC YEAR**

I am pleased to inform you that you have been selected to join Archbishop Mihayo University College of Tabora (AMUCTA) - a Constituent College of St Augustine University of Tanzania (SAUT), in the academic year 2017/2018 for ..... diploma / certificate programme. Congratulations and welcome to AMUCTA!

AMUCTA is located at Viziwi (Deaf Mute Institute) along Lumumba Street in Tabora Municipality. It is very close to the bus stand, the railway station, and the Tabora airport. It is also along Nzega road and adjacent to Tabora Teachers' College.

**IMPORTANT NOTE TO ALL SELECTED APPLICANTS**

All selected applicants are required to read, understand and abide by these instructions outlined below:

**1. DATE OF ARRIVAL AND REGISTRATION**

All selected students are required to report on Monday 16<sup>th</sup> October 2017 from 9.00 a.m and the deadline for registration is 25<sup>th</sup> October 2017.

**2. REQUIREMENTS FOR REGISTRATION**

All selected students shall be registered after fulfilment of the following:

**A. PAYMENT OF FEES**

- i) No students shall be allowed to register or attend classes unless the required fees have been paid. The fee structure is available at AMUCTA website, [www.amucta.ac.tz](http://www.amucta.ac.tz). Please note that in order to qualify for registration, a student should pay half of the tuition fee and full administrative costs. That is, for Diploma programmes, a student must pay Tsh 420,000 and Tsh 261,000 while certificate programmes, a student must pay 295,000 and Tsh 261,000 as tuition fee and administrative costs respectively. All prescribed fees shall be directly paid to:

- Name of Account: AMUCTA
- A/C No: 0150382588700
- Bank: CRDB
- BRANCH: TABORA

- ii) Bring the **original** pay-in slip with you. Cheques, cash, faxes, scanned pay-in slips; emails of confirmation of payments or any other form of payments are not acceptable.
- Fees paid will not be refunded if a student withdraws or leaves the university college without permission.
  - However, if a student receives prior permission from the Deputy Principal for Academic Affairs (DPAA) to withdraw or to be away from the university college and provided that the application in writing is submitted within two weeks of the academic year or semester, 50% of the fees **may** be refunded.

#### B. DOCUMENTS FOR REGISTRATION

- i) All students must bring **original** certificates of Form Four, Form Six and/or Diploma and **original** birth certificate. Note that photocopies, downloaded internet results, faxes, affidavits and certified results are not acceptable.
- ii) Students shall be registered under the names appearing in their certificates. No change of names shall be accepted unless all requirements provided by law have been observed.
- iii) Students must register for the course programme for which they have been admitted. No change of programme shall be accepted except under special circumstances.

#### 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 DPAA. 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 college 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. Students are encouraged to read and abide by them.
- iv) Students shall be issued with identity cards, which they must carry all times and which shall be produced when demanded by appropriate university college 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 AMUCTA rules and regulations.
- vi) A student registered for a course programme at AMUCTA may not enrol concurrently in any other institution without special permission in writing of the



DPAA, in cases where professional examinations are held under inter-institutional arrangements or cooperation.

- vii) No exemption will be given for courses which a student may claim to have done elsewhere.

### **3. COMMENCEMENT OF CLASSES**

Classes will commence on Monday, 23<sup>rd</sup> October 2017.

### **4. STUDENTS UNDER EMPLOYMENT**

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

### **5. ACCOMMODATION AND HOSTEL FACILITIES**

Please be informed that the university college has limited accommodation facilities. The AMUCTA accommodation policy 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 college is not directly involved in looking for off-campus accommodation but assistance may be obtained from the office of the Dean of Students.

Students who opt for on-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 first-come first-served basis.

### **6. MEALS, BOOKS & STATIONARY ALLOWANCES**

- i) AMUCTA does not offer meals to students but private catering facilities are available on campus, around the campus and around off-campus hostels. Students are free to take their meals wherever they choose at their own expense.
- ii) A sum of 7,500/= is recommended for meals and accommodation per day.
- iii) Students are required to purchase their own stationary, learning facilities (e.g., calculator, camera etc.) and textbooks as recommended by their course lecturers. A sum of 200,000/= is recommended per annum. Sponsors are at liberty to arrange for the payment of Meals, Books and Stationary.

### **7. SCHOLARSHIP AND FINANCIAL ASSISTANCE**

All students are required to settle their sponsorship before registration.

### **8. WORSHIP**

AMUCTA 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.

### **9. AMUCTA ACADEMIC ACTIVITIES**

AMUCTA academic activities run from Monday through Saturday.

### **10. COMMUNICATION**

Registered students are required to regularly consult notice boards and website [www.amucta.ac.tz](http://www.amucta.ac.tz) for any information that may have a bearing on their academic and social impact for their stay at AMUCTA such as timetable, almanac and examination results.

**11. CELEBRET**

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

**12. DISCIPLINE**

- i) Students are required to demonstrate good behaviour within and outside the campus. Students must follow AMUCTA Students’ By- Laws rules and regulations.
- ii) Failure to observe and fulfil AMUCTA rules, regulations and Students’ By-Laws will attract a disciplinary action which may include expulsion from the studies.
- iii) Students are to observe the dressing code approved by the University Council.

Karibu Sana!



Dr Eustard R. Tibategeza

**Deputy Principal (Academic)**

