



CARDINAL RUGAMBWA MEMORIAL UNIVERSITY COLLEGE

A Constituent College of the St. Augustine University of Tanzania
E-mail: admissions@carumuco.ac.tz / Website: www.carumuco.ac.tz
P.O.Box1830, Bukoba–Tanzania



JOINING INSTRUCTION FOR STUDENTS SELECTED FOR THE ACADEMIC YEAR 2017/2018

1.0 Welcome message to all selected new students

The management of Cardinal Rugambwa Memorial University College a Constituent college of St Augustine University of Tanzania (then Bukoba centre) has pleasure to welcome all our new selected students to join our esteemed growing Higher Learning Institution in Kagera region.

1.1 About Cardinal Rugambwa Memorial University College (CARUMUCO)

CARUMUCO is one among other new established College of the St. Augustine University of Tanzania with its main campus in Mwanza. The College is located at Manumbu area, Nkindo village, about 6 Kilometers from Bukoba town on the main road to Muleba District.

1.2 Date of arrival and registration

It is a pre-requisite that all selected students should report at Cardinal Rugambwa Memorial University College on Monday 2nd October, 2017 from 8.00am-4.00pm for Registration and orientation. Our first semester studies will commence on Monday 9th October, 2017.

1.3 Requirements for registration

All new students shall be registered after fulfillment of the following:

A. Fees Payment

- i. No student shall be allowed to register or attend class without paying all the required fees. All privately sponsored students are required to pay at least half of the tuition fee and full amount of the administrative fees in order to be registered. Students already having National Health Insurance (NHIF) cards upon verification shall pay only TZS 49,600.00 for capitation fee in order to be registered. (Kindly you may preview our fee structure in our website: www.carumuco.ac.tz)
- ii. All prescribed fees shall be paid directly to **SAUT - TUITION FEE BUKOBA ACCOUNT NO.0150215672602 CRDB BANK (LTD) BUKOBA BRANCH.**
- iii. Students are required to present **original pay in slip to the bursar's office.** Cheques, Cash, Faxes, Scanned pay in slips: emails of confirmation of payments and any other form of payments **are not accepted.** Fees paid will not be refunded if a student withdraws or leaves the university **without permission.**
- iv. **Refund of fifty percent of tuition fees** will be done when a student has withdrawn from studies or postpone year of studies. If only he/she has confirmation letter of permission from the **Deputy Principal for Academic Affairs (DPAA).**

NOTE: All students are required to settle their sponsorship before registration.

B. Documents for registration

- i. All new elected students are supposed to come along with their Testimonials: **Original Academic Certificates of Form Four and Form Six and Diploma/Certificates (for candidates selected under equivalent qualifications) and Original Birth Certificate**. Photocopies, downloaded internet results, faxes, affidavits and certified results are not acceptable.
- ii. There shall be no permission to change names appearing on submitted certificates during registration process unless stated otherwise.
- iii. No changes will be allowed on course programme which student has been admitted into unless there is permission from relevant academic authority.
- iv. Students are also reminded to bring **ONE** passport size photo.
- v. An authenticated Medical Examination report from a registered medical practitioner.

(Download Medical form from our [website: www.carumuco.ac.tz](http://www.carumuco.ac.tz))

C. During and After Registration

- i. No students 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 Deputy Principle Academic Affairs (DPAA). Special circumstances shall include 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 and Regulations shall be made available to the student through the office of the Dean of Students. These rules are also available in **CARUMUCO website**. Students are encouraged to read and abide by them.
- iv. Students shall be issued with identification cards which they must carry at 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 **CARUMUCO** Rules and Regulations.
- vi. A student registered for a course programme at Cardinal Rugambwa Memorial University College (CARUMUCO) may not enroll concurrently in any other institution without special permission in writing of the appropriate inter-institutional arrangements or cooperation.
- vii. No exemption will be given from University courses which a student may claim to have done elsewhere.

2.0 Accommodation and hostel Facilities'

There are three hostels on campus owned by the College and other hostels off campus which are owned privately but are all registered with the office of the Dean of students.

i. University hostels will consider students with needs and identified continuing students before the rest of the students, Payment for accommodation per student shall be 300,000/= per year ,the amount shall be paid directly to General Account NO.0150215672601 CRDB BANK (LTD). After confirmation with the office of the Dean of Students and original pay in slip shall presented to the Dean of Students. Do not pay unless you have confirmation from the Dean of Students.

ii. Private hostels rental will vary from one to another depending on agreement between the two parties

4.0 Worship

CARUMUCO 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. Worship related matters must be handled through the chaplain. The Dean of Students and the coordinator of all religions services/activities

5.0 CARUMUCO academic activities

CARUMUCO academic activities run from Monday through Saturday.

6. 0. Communication

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

7.0 Celebrate

Catholic **Priests** and **Nuns** are required to obtain their "celebret" and other relevant information from their respective Local Ordinary or Superior Generals.

8.0 Discipline

i. Students are required to demonstrate good behavior within and outside the Campus. Student must follow **CARUMUCO** Students By-Laws rules and regulations

ii. Failure to observe and fulfill **CARUMUCO** rule, regulations and By-Laws will attracts a disciplinary action which may include expulsion from the studies

Sincerely



Ms. Abela Rwela
Admissions Officer
Admission office +255 755 915 449
Email: admissions@carumuco.ac.tz
Website: www.carumuco.ac.tz

