

ABDULRAHMAN AL-SUMAIT UNIVERSITY



JOINING INSTRUCTIONS

1.0 ARRIVAL AND REGISTRATION

Registration and Orientation for first year students will commence on 10th November, 2025. Students are required to present themselves at the University from 08:00 am for registration after paying half the amount of tuition fee and the required registration fee of Tanzanian Shillings One Hundred and Seventy Thousand (180,000/=) for Certificate and Diploma. One Hundred and Fifty Thousand Shillings (160,000/=) for Bachelor Degree Programmes and One Hundred and Eighty Thousand Shillings (180,000/=) for Master Programme through Account name: SUMAIT University and Account Number: 0710412000 PBZ ISLAMIC BANK. A total cost of 60,000/= for ZHSF will be paid directly to ZHSF.

Note that; Fee Structures are obtained 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 hospital within the first two weeks of registration period.

1.2 STUDENT REGISTRATION CHECKLIST

On the reporting date, all first year students will be required to bring the ORIGINAL certificates which supported your application (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 and AVN Number
- v. Transcripts
- vi. Zanzibar ID, NIDA

- vii. Two Recent Passport Size Pictures
- viii. Five Copies of Admission letters

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 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.
- 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. 15
- 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.