KCMC UNIVERSITY

JOINING INSTRUCTIONS

FOR POSTGRADUATE STUDENTS

ACADEMIC YEAR 2026/2027

OFFICE OF THE DEPUTY VICE-CHANCELLOR, ACADEMICS, RESEARCH AND CONSULTANCY

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OFFICIAL UNIVERSITY PUBLICATION

PUBLICATION INFORMATION

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These Joining Instructions shall be read together with the admission letter, applicable fee structure, University Prospectus, Student By-Laws, academic regulations and other policies in force. Students shall also consult the curriculum applicable to their programme, which may prescribe additional programme-specific requirements. Where an inconsistency arises, the decision of the competent University authority shall prevail.

FOREWORD

On behalf of the Council, Senate, Management, staff and students of KCMC University, I extend my sincere congratulations on your admission to pursue postgraduate studies at the University. Your admission reflects both your academic achievement and your readiness to undertake advanced study in a demanding scholarly and professional environment.

These Joining Instructions set out the principal requirements governing reporting, registration, financial clearance, academic participation, research and professional training, student welfare, conduct and the responsible use of University facilities and resources. They are intended to assist you and, where applicable, your sponsor in understanding the obligations necessary for successful enrolment, progression and completion of your programme.

Postgraduate education at KCMC University requires intellectual independence, sustained academic engagement, ethical conduct and a firm commitment to excellence. You are expected to take responsibility for your progress; maintain regular and constructive communication with programme coordinators, academic advisers and supervisors; and fulfil all coursework, clinical, research, dissertation, thesis and publication requirements within the prescribed timelines. You must also uphold the highest standards of scholarship, academic integrity, professionalism, discipline and service.

You are therefore required to read these Instructions carefully and observe the University Prospectus, Student By-Laws, postgraduate academic and examination regulations, research and ethical requirements, clinical and professional standards, hostel regulations, ICT policies and all lawful directives issued by the University. The University, in turn, is committed to providing an enabling environment for advanced learning, research, innovation and professional development. I encourage you to make full and responsible use of the academic, supervisory and student-support opportunities available, and I wish you a productive, enriching and successful period of study at KCMC University.

Prof. Ephata E. Kaaya
Vice Chancellor

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1.0 ADMISSION

Admission is granted based on the qualifications and information submitted by the applicant. The offer shall remain provisional until the University has physically verified all original academic, professional and personal documents required for registration.

The University reserves the right to withdraw an admission offer, cancel registration or take disciplinary action where information is false or misleading, a document is forged or altered, prescribed entry requirements are not satisfied, or a condition stated in the admission letter is not fulfilled. Admission is specific to the stated programme and does not confer an automatic right to transfer to another programme.

2.0 REPORTING, ORIENTATION AND COMMENCEMENT OF STUDIES

Every admitted student shall report on the date and at the venue stated in the admission letter. A student who is unable to report within the prescribed period shall seek written authorisation from the Deputy Vice Chancellor for Academics, Research and Consultancy (DVC-ARC). Unauthorised late reporting may result in loss of the admission opportunity or such other administrative action as the University may determine.

Attendance throughout the official orientation programme shall be compulsory. Orientation shall introduce students to University governance, registration procedures, academic and assessment regulations, Student By-Laws, financial requirements, library and ICT services, health and safety, student welfare, professional conduct and programme-specific obligations. Absence from orientation shall not exempt a student from compliance with any requirement communicated during the programme.

3.0 REGISTRATION REQUIREMENTS

Every admitted student shall complete initial registration within the first two weeks of the semester and shall renew registration at the beginning of each subsequent semester. No person shall attend classes, undertake clinical or research activities, sit an examination or assessment, or use restricted University services without **valid registration**.

3.1 Documents to be Presented

(i) Admission letter
(ii) Birth certificate
(iii) National identification document, NIDA number or valid passport
(iv) Recent passport-size photographs
(v) Medical examination report from a referral/consultant Government and KCMC Hospitals.
(vi) Evidence of valid health insurance
(vii) Official fee-payment receipt or other evidence of financial clearance
(viii) Undergraduate degree certificate and official academic transcript
(ix) CSEE and ACSEE certificates, or relevant diploma certificate and transcript
(x) Curriculum vitae and evidence of sponsorship, where applicable.
(xi) Sponsor’s contact details, including email address, telephone number and physical address, where applicable.

Original documents shall be presented together with the number of notarised copies prescribed by the University in the admission letter. Forged, altered or fraudulently obtained documents shall be referred for disciplinary and, where appropriate, legal action.

4.0 PROGRAMME DURATION AND MODE OF STUDY

The duration and mode of each postgraduate programme shall be those approved by Senate and stated in the applicable curriculum and admission letter. Master of Medicine programmes shall normally extend over four academic years, the Master of Public Health over one academic year and Master of Science programmes over two academic years. Each student shall complete the programme within the minimum and maximum periods prescribed in the postgraduate regulations.

5.0 STATUS OF A BONA FIDE STUDENT

A person admitted to KCMC University shall acquire the status of a bona fide student only after accepting the admission offer, reporting within the prescribed period, presenting original documents for verification, **satisfying the applicable financial requirements**, **completing all registration formalities,** being entered in the official student register and receiving valid student identification credentials.

Only a bona fide student shall be entitled to attend academic activities, use restricted University facilities, receive supervision, participate in examinations, access official results or enjoy other student privileges. Student identification shall be produced whenever required and shall not be transferred to another person.

6.0 FEES AND OTHER FINANCIAL OBLIGATIONS

Every student and sponsor shall be jointly responsible for the payment of tuition fees and all other approved charges applicable to the programme. All fees for each academic year shall be paid in full at the beginning of the first semester. Where special circumstances justify payment in two instalments, the arrangement must be formally approved by the University and recorded in a written agreement signed by the student and the University and duly witnessed.

6.1 First Instalment and Registration

Where there is an agreement for payment of fees in two instalments, not less than fifty per cent (50%) of the prescribed annual fees, together with all mandatory charges specified for registration, shall be paid before initial or semester registration. A person who has not met this threshold shall not be registered as a bona fide student.

6.2 Second Instalment and Final Clearance

Where payment in two instalments has been approved, the outstanding balance after the first instalment shall be paid not later than the deadline communicated by the University and, in every case, before the commencement of the relevant end-of-semester examinations. The student shall verify that all payments have been correctly credited to the student account and made in accordance with the signed agreement.

6.3 Consequences of Default under the Payment Agreement

A student with outstanding financial obligations contrary to sections 6.1 and 6.2 and the signed payment agreement shall be denied registration, access to classes or examinations, release of

results, clinical or field placement, research clearance, official transcripts, graduation clearance, certification or any other service determined by the University. A sponsor's failure to remit funds shall not extinguish the student's financial obligation.

7.0 PAYMENT AND BANKING INSTRUCTIONS

Tanzanian students shall generate an invoice or control number through the Online Student Information Management System (SIMS) and make payment through the banking channels authorised by the University. International students shall use the official foreign-currency banking arrangements communicated in the admission documents or current fee notice. Payments shall not be made to personal accounts or unauthorised agents.

The student shall retain original receipts and electronic confirmations. The University shall not be responsible for money paid through unauthorised channels or against an incorrect control number. Current fee schedules and banking particulars shall be confirmed from official University communications before payment.

8.0 ACCOMMODATION AND HALLS OF RESIDENCE

University accommodation shall be allocated subject to availability and completion of the prescribed application, payment and clearance procedures. Allocation is personal to the student and shall not be exchanged, transferred, sublet or shared without written authorisation from the Director of Student Services or the responsible Warden, as applicable.

8.1 Standards of Residential Conduct

(i) Maintain acceptable standards of cleanliness, hygiene and sanitation in rooms and common areas.
(ii) Respect the rights, privacy, study time and welfare of fellow residents and staff.
(iii) Observe quiet hours, visitor controls, fire precautions, security checks and lawful directions issued by wardens.
(iv) Use water, electricity, furniture and shared facilities responsibly.
(v) Report hazards, defects, illness, emergencies, theft and security incidents promptly.

8.2 Prohibited Conduct

Fighting, intimidation, harassment, theft, vandalism, possession or use of illegal drugs, unauthorised room occupation, tampering with safety equipment, excessive noise and any conduct that compromises safety, order or the academic environment are prohibited. Breach may result in a warning, restitution, removal from residence, suspension or other disciplinary sanction.

9.0 ACADEMIC REGISTRATION AND PROGRAMME ENROLMENT

Every student shall register for the courses, rotations, research activities and other programme requirements prescribed for each semester. Registration shall be completed within published timelines and, where required, approved by the responsible School, Department, Programme Coordinator or supervisor. Attendance or assessment in an unregistered course shall not create an entitlement to credit.

10.0 ATTENDANCE, ABSENTEEISM AND ACADEMIC PARTICIPATION

Attendance at lectures, tutorials, seminars, practical classes, laboratory sessions, clinical rotations, fieldwork, community placements, research meetings, presentations and all other prescribed activities shall be compulsory. Students shall be punctual, remain for the full scheduled period, participate actively and comply with attendance-recording procedures.

10.1 Authorised Absence

A student who is unable to attend because of illness, bereavement, official duty or another compelling reason shall notify the responsible academic authority and the Director of Student Services without delay. The student shall submit satisfactory documentary evidence to the Head of Department and the School Dean. Permission for absence shall not automatically waive learning outcomes, practical hours, clinical competencies or assessment requirements.

10.2 Consequences of Unauthorised or Excessive Absence

Unauthorised or persistent absence shall constitute misconduct. A student who fails to meet the attendance requirement prescribed by the applicable regulations in the University Prospectus may be denied admission to an examination or assessment, required to repeat missed practical or clinical work, issued with an academic warning, suspended or discontinued. Prolonged absence without formal communication may be treated as abandonment of studies.

11.0 TEACHING, LEARNING AND INFORMATION RESOURCES

The University provides libraries, electronic databases, learning-management systems, computer laboratories, skills and simulation laboratories, clinical facilities and other resources to support scholarship. Access shall be subject to registration, licensing conditions and operating rules.

(i) Borrow and return materials in accordance with library rules and pay prescribed penalties for loss, damage or overdue return.

(ii) Observe copyright, licensing, data-protection and intellectual-property requirements.

(iii) Keep usernames, passwords and access credentials confidential.

(iv) Refrain from unauthorised access, installation of unapproved software, malicious activity or use that disrupts University systems.

(v) Use facilities for lawful academic and professional purposes and comply with instructions given by authorised staff.

12.0 CARE, CUSTODY AND PROTECTION OF UNIVERSITY PROPERTY

Every student shall exercise due care in the use of University buildings, classrooms, laboratories, libraries, hostels, furniture, computers, networks, clinical and research equipment, vehicles, teaching aids and any other property entrusted to the student.

No student shall remove, alter, deface, lend, tamper with, misuse or deliberately damage University property. Defects, losses, hazards and accidental damage shall be reported immediately. A student responsible for loss or damage through negligence, unauthorised use or misconduct shall pay the full cost of repair or replacement and may also be subjected to disciplinary action. Where responsibility is collective and individual responsibility cannot

reasonably be established, recovery may be undertaken in accordance with University regulations.

13.0 ACADEMIC INTEGRITY

Every student shall uphold honesty, originality, fairness and accountability in all academic work. Plagiarism, examination cheating, contract cheating, impersonation, fabrication or falsification of data, forgery, unauthorised collaboration, possession of unauthorised examination materials and interference with assessment processes are prohibited.

Suspected misconduct shall be investigated and determined under the applicable University regulations. Sanctions may include cancellation of work, failure in an assessment, suspension, discontinuation or any other penalty authorised by Senate.

14.0 STUDENT CONDUCT AND DISCIPLINE

Students shall comply with the laws of the United Republic of Tanzania, the University Charter and Rules, Student By-Laws, academic and examination regulations, professional codes and lawful directives issued by authorised officers. Their conduct shall at all times protect the dignity, safety, reputation and legitimate interests of the University community. Accordingly, every student shall:

(i) Treat staff, students, patients, research participants, visitors and members of the public with dignity and respect.
(ii) Refrain from violence, threats, bullying, harassment, discrimination, theft, fraud, vandalism, substance abuse and other unlawful conduct.
(iii) Wear prescribed identification, uniform, clinical coat or protective equipment where required.
(iv) Use social media and electronic communications responsibly and refrain from disclosing confidential information or misrepresenting the University.
(v) Cooperate with authorised investigations and disciplinary processes.

15.0 HEALTH, SAFETY AND MEDICAL INSURANCE

Every student shall maintain valid health insurance coverage throughout the period of registration and shall comply with medical screening, immunisation, occupational health, laboratory safety, infection prevention, fire safety and emergency procedures applicable to the programme and placement site. A student shall promptly report exposure incidents, accidents or conditions that may endanger the student or others.

16.0 STUDENT WELFARE AND SUPPORT SERVICES

The University provides academic advising, counselling, chaplaincy, health services, career guidance, student leadership opportunities and support for students with disabilities or other documented needs. Students are encouraged to seek assistance promptly and to use services in accordance with applicable procedures and confidentiality requirements.

17.0 POSTPONEMENT, INTERRUPTION AND WITHDRAWAL FROM STUDIES

Postponement, interruption or withdrawal shall not take effect merely because a student ceases attendance. A written application shall be submitted through the prescribed academic channel and supported by evidence of serious illness, compelling social circumstances or other acceptable grounds. Approval shall be subject to University regulations and shall not automatically guarantee accommodation, sponsorship or a place in a subsequent cohort.

18.0 GOVERNING REGULATIONS AND AMENDMENTS

These Joining Instructions shall be read together with the University Charter and Rules, the current University Prospectus, Student By-Laws, Postgraduate Regulations and Guidelines, academic and examination regulations, hostel regulations, ICT policies, clinical or field-training guidelines, research-ethics requirements, approved fee structure and other policies in force. The University reserves the right to amend its regulations, fees, schedules and administrative requirements through the competent authority. Students and sponsors shall comply with duly communicated amendments.

19.0 PROFESSIONAL REGISTRATION AND ADDITIONAL REQUIREMENTS

A student admitted to a programme regulated by a professional body shall maintain the registration, licence, indemnity cover and other credentials required by law and by the relevant training site. Master of Medicine students shall present evidence of completed internship, a valid practising licence and registration with the Medical Council of Tanganyika, together with any additional documents prescribed by the competent regulator.

A student with an award obtained outside Tanzania shall obtain the verification or recognition required by the Tanzania Commission for Universities and any relevant professional council before registration. All associated costs shall be borne by the student unless formally covered by a sponsor.

20.0 RESEARCH SUPERVISION AND ACADEMIC ADVISING

Each postgraduate student shall be assigned an academic adviser, supervisor or supervisory committee in accordance with programme regulations. The student shall initiate and maintain regular scholarly engagement, attend scheduled meetings, keep an accurate record of agreed actions, submit work within established timelines and respond constructively to supervision.

Supervision does not transfer responsibility for academic or research progress from the student. Failure to maintain satisfactory progress may result in remedial requirements, an approved extension of the period of study subject to payment of the applicable fees, suspension or discontinuation in accordance with postgraduate regulations.

21.0 RESEARCH REGISTRATION, ETHICAL CLEARANCE AND PERMISSIONS

Student undertaking research shall develop and register a proposal through the prescribed academic process. No data collection, recruitment of participants, use of animals, access to confidential records or transfer of biological material shall commence before all academic, ethical, institutional and regulatory approvals have been obtained.

The student shall comply with the approved protocol, informed-consent requirements, data-protection measures, adverse-event reporting, study-site conditions and any amendment procedures. Approval by a supervisor alone shall not substitute for formal ethical or institutional authorisation.

22.0 RESEARCH INTEGRITY AND SCHOLARLY CONDUCT

Postgraduate work shall demonstrate accuracy, transparency, originality and responsible stewardship of data and resources. Fabrication, falsification, plagiarism, duplicate submission, inappropriate authorship, concealment of conflicts of interest, unauthorised disclosure and the destruction or manipulation of research records are prohibited and shall attract sanctions prescribed in the University Prospectus, regulations and guidelines.

Research data and records shall be collected, stored, retained, shared and disposed of in accordance with the approved protocol, University policy, applicable law and sponsor requirements. Suspected breaches shall be investigated under the relevant academic, ethical and disciplinary procedures.

23.0 CLINICAL PRACTICE AND PROFESSIONAL CONDUCT

Postgraduate students undertaking clinical or professional training shall comply with the rules of the University, teaching hospitals, laboratories and placement institutions. They shall maintain patient safety, confidentiality, professional boundaries, accurate records, infection prevention and respectful communication with patients, families, colleagues and supervisors.

A student shall immediately report any matter that may impair safe practice or professional fitness. Misconduct may be referred both to University disciplinary structures and to the relevant professional regulatory authority.

No clinical postgraduate student shall undertake work in another public or private hospital except for approved academic purposes under the supervision of assigned specialists and academic staff. Failure to comply may result in rustication or other disciplinary action in accordance with University regulations.

24.0 THESIS, DISSERTATION, EXAMINATION AND PUBLICATION REQUIREMENTS

Every student shall satisfy the coursework, clinical, research, thesis or dissertation, oral examination, correction, deposit and publication requirements prescribed for the programme. Submission shall be subject to supervisor approval, formatting requirements, originality screening, examination procedures and clearance of financial and administrative obligations.

No academic award shall be conferred until Senate is satisfied that all academic, ethical, professional and administrative conditions have been fulfilled. Acceptance of a manuscript by a journal shall not by itself constitute completion of the degree unless the applicable regulations so provide.

APPENDIX I: REGISTRATION CHECKLIST

Item	Check
Admission letter	☐
Original academic certificates and transcripts	☐
Birth certificate and identification document	☐
Medical examination report	☐
Valid health insurance evidence	☐
Passport-size photographs	☐
Proof of payment and financial clearance	☐
International/foreign-award verification documents, where applicable	☐
Professional registration, practising licence and internship certificate, where applicable	☐

APPENDIX II: FEE PAYMENT PROCEDURES

(i) Obtain the current fee structure and confirm the amount due for the programme and year of study.

(ii) Generate the official invoice or control number through the Online Student Information Management System.

(iii) Pay only through the channel and account officially communicated by the University.

(iv) Retain the receipt or electronic confirmation and verify that the payment has been posted to the student account.

(v) Clear at least 50% of the prescribed annual fees before registration and settle the remaining balance by the University deadline before examinations.

APPENDIX III: SUMMARY OF RESIDENTIAL, ICT AND RESOURCE-USE OBLIGATIONS

(i) Observe hostel safety, hygiene, quiet hours, visitor controls and room-allocation requirements.

(ii) Protect University books, devices, laboratory, clinical and research equipment from loss or damage.

(iii) Use University networks, databases and e-learning systems only for lawful purposes.

(iv) Do not share credentials, bypass security controls or disclose confidential University, patient or research information.

(v) Report damage, defects, safety hazards and security incidents immediately.

APPENDIX IV: PARENT/GUARDIAN OR SPONSOR DECLARATION, UNDERTAKING AND ACKNOWLEDGEMENT*

I, the undersigned parent, guardian or sponsor, confirm that the contact details above are accurate and undertake to notify the University promptly in writing of any change. Subject to applicable law and University policy, we authorise the University to contact the parent/guardian or sponsor through any of those details and to communicate information reasonably connected with the student's admission, registration, fees, payment status, academic progress, welfare, discipline or an emergency. Consistent with sections 5 and 6, I acknowledge joint responsibility with the student for ensuring timely payment of tuition fees and approved charges. Where applicable, I agree to sign and comply with any payment schedule approved by the University. I understand that this undertaking does not waive or reduce any fee or limit the student's obligations under these Joining Instructions.

Student name: _____

Application number: _____

Programme: _____

Student signature: _____

Date: _____

Parent/Guardian/Sponsor name:

_____

Signature: _____

Date: _____

Admissions Officer: _____

Signature and official stamp:

Date: _____

** The Declaration shall be signed by parents, guardians or sponsors before the student reports to the University. The signed copy shall be submitted to the Admissions Officer, physically or electronically, before registration.*