KCMC UNIVERSITY

JOINING INSTRUCTIONS

FOR UNDERGRADUATE 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. Where any 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 warmly congratulate you on securing admission to an undergraduate programme for the 2026/2027 academic year. Whether you are joining directly from secondary school, through a diploma pathway or by transfer from another recognised institution, you are entering a University community committed to excellence in health sciences, service and responsible citizenship.

These Joining Instructions, issued under the authority of the Senate, set out the requirements that apply before reporting, during registration and throughout your studies. They address admission verification and orientation; fees and accommodation; academic participation and examinations; clinical and practical training; student conduct; health, safety and welfare; and the use of University facilities. Read them together with your admission letter, the University Prospectus, Student By-Laws and applicable academic regulations.

Undergraduate study requires independence, disciplined use of time and sustained engagement with learning. You are expected to attend orientation and all prescribed academic activities, complete registration and financial requirements on time, use University systems responsibly, uphold academic and professional integrity, and seek advice promptly when difficulties arise. The University will support your development through academic advising, learning resources, counselling, health and welfare services, and opportunities for leadership and professional growth.

Your years at KCMC University should develop knowledge and technical competence together with integrity, compassion, teamwork, communication and commitment to serving society. Parents, guardians and sponsors are encouraged to provide timely financial and welfare support while enabling the student to assume personal responsibility. Every admitted undergraduate should complete the reporting checklist, observe University requirements and make full use of the opportunities available. We warmly welcome you and wish you a successful, purposeful and fulfilling undergraduate journey.

Prof. Ephata E. Kaaya
Vice Chancellor, KCMC University

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1.0 ADMISSION

Before reporting, every newly admitted undergraduate shall read the admission letter in full, confirm the programme, reporting date and venue, and complete any online pre-registration steps communicated by the University. The student shall prepare the original documents listed in section 3.1, obtain valid health-insurance evidence, generate the official invoice or control number, pay the amount required for registration and retain proof of payment. Registration shall be completed within the first two weeks of the semester.

Admission is granted based on the qualifications and information submitted by the applicant. The offer remains 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 newly admitted undergraduate shall report on the date and at the venue stated in the admission letter. Before travelling, the student should confirm transport, accommodation and personal arrangements and should carry the required documents and essential study items. A student who cannot report within the prescribed period shall seek written authorisation from the Deputy Vice-Chancellor responsible for academic affairs. Unauthorised late reporting may result in loss of the admission opportunity or other administrative action permitted by University regulations.

Attendance throughout the official undergraduate orientation programme is compulsory. Orientation supports the transition from school or college to University study and introduces students to registration procedures, programme structures, timetables, academic advising, assessment and progression rules, Student By-Laws, financial requirements, library and ICT services, health and safety, student welfare, accommodation, professional conduct and programme-specific obligations. Absence from orientation does not exempt a student from any requirement communicated during the programme.

3.0 REGISTRATION REQUIREMENTS

Every undergraduate shall complete initial registration within the first two weeks of the first semester and renew registration at the beginning of every subsequent semester. Registration includes document verification, financial clearance, confirmation of personal and emergency-contact details, programme and course enrolment, and activation of the student's institutional accounts. No person shall attend classes, undertake clinical, laboratory, field or community-based activities, sit an examination or use restricted University services without valid registration.

3.1 Documents to be Presented by the Student

(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 recognised referral hospital, preferably KCMC Hospital
(vi) Evidence of valid health-insurance cover
(vii) Official fee-payment receipt or other evidence of financial clearance
(viii) CSEE certificate
(ix) ACSEE certificate or relevant diploma certificate and transcript
(x) NACTVET Award Verification Number or other verification evidence where applicable
(xi) Student loan-allocation evidence, where applicable
(xii) Parent, guardian or sponsor contact details, including email address, telephone number and physical address, where applicable

The student shall present the original documents 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 STATUS OF A BONA FIDE STUDENT

A person admitted to an undergraduate programme at KCMC University acquires 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 undergraduate 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. A student shall wear and produce valid identification and evidence of registration whenever required. Student identification credentials and evidence of registration are personal to the student and shall not be transferred to any other person.

5.0 FEES AND OTHER FINANCIAL OBLIGATIONS

Every undergraduate and the student's parent, guardian or sponsor shall be jointly responsible for ensuring payment of tuition fees and all other approved charges applicable to the programme and year of study. Before reporting, they should review the current fee structure, identify any student-loan, scholarship or sponsorship contribution and plan how any remaining balance will be paid. The amount required for registration shall be paid at the beginning of each semester and within the deadline announced by the University. Fees shall ordinarily be paid in two instalments unless the University approves a different written arrangement before the applicable deadline.

5.1 First Instalment and Registration

Not less than fifty per cent (50%) of the prescribed annual fees, together with all mandatory charges specified for registration, shall be paid at the beginning of the first semester and before initial registration. At the beginning of each subsequent semester, the student shall pay every amount then due under the approved fee structure or an existing University-approved payment schedule before completing semester registration. A person who has not met the applicable requirement shall not be registered or retain the privileges of a bona fide student for that semester.

5.2 Second Instalment and Final Clearance

The outstanding balance shall be paid not later than the deadline communicated by the University and, in every case, before commencement of the relevant end-of-semester examinations. A student shall verify that all payments have been correctly posted to the student account.

5.3 Consequences of Default

Failure to pay the required fees at the beginning of a semester or by any other prescribed deadline has immediate consequences. Unless the University has approved a written payment schedule, a student with outstanding financial obligations may be denied semester registration and access to classes, examinations, the student-information system, results, clinical or field placement, research clearance, accommodation, official transcripts, graduation clearance, certification or any other University service. Continued default may lead to cancellation of registration, suspension of studies or other action permitted under University regulations. The University may add any late-payment charge or administrative cost to the student's account. Delay or failure by a parent, guardian, sponsor, loan authority or other third party to remit funds shall not extinguish the student's obligation or prevent these consequences.

5.4 Payment Schedule for Students Facing Financial Hardship

An undergraduate student who cannot meet a prescribed payment deadline because of documented financial hardship shall submit a written application to the designated University office before that deadline. The application shall disclose the amount available, the source and expected date of additional funds, and any supporting evidence required by the University. A payment schedule shall take effect only after the University approves it in writing and it is signed by the student, the parent, guardian or sponsor where applicable, and an authorised University officer. The approved schedule shall state each instalment amount and due date. An application, informal promise or verbal discussion shall not constitute approval, extend a payment deadline or suspend the normal payment requirements.

Approval of a payment schedule is a concession and does not waive or reduce any fee. If the student fails to pay an instalment by its agreed due date, the payment schedule shall be in default. The unpaid balance becomes immediately due only where the approved schedule expressly provides, and the student is subject to the restrictions and administrative consequences stated in section 5.3. A student who anticipates difficulty in meeting an instalment shall notify the

University promptly and apply for a written revision before that instalment falls due. A requested revision shall have no effect unless and until the University approves it in writing.

6.0 PAYMENT AND BANKING INSTRUCTIONS

Tanzanian students shall generate an invoice or control number through the University's online student-information management system 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. Students shall not make payments to personal accounts or unauthorised agents.

The student shall retain original receipts and electronic confirmations and verify that each payment has been correctly posted to the student account. The University shall not be responsible for money paid through unauthorised channels or against an incorrect control number. Before making any payment, the student shall confirm the current fee schedule and banking particulars in official University communications.

7.0 ACCOMMODATION AND HALLS OF RESIDENCE

University accommodation for undergraduate students is limited and shall be allocated subject to availability and completion of the prescribed application, payment and clearance procedures. Admission to the University does not by itself guarantee a room. Students who are not allocated University accommodation shall make safe and suitable private arrangements and remain responsible for punctual attendance. Any University room allocation is personal to the student and shall not be exchanged, transferred, sublet or shared without written authorisation.

7.1 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.

7.2 Prohibited Conduct

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

8.0 ACADEMIC REGISTRATION AND PROGRAMME ENROLMENT

Every undergraduate shall register at the beginning of each semester before undertaking courses, practical sessions, laboratory work, clinical rotations, fieldwork, community placements and other requirements prescribed for the programme and semester. The student shall check the approved curriculum, timetable and online registration record and promptly report any omission or error to the Head of Department, School Dean or Programme Coordinator. Attendance or

assessment during an unregistered semester does not create an entitlement to credit, and a student shall not add, drop or substitute a course outside the approved semester-registration procedure.

9.0 ATTENDANCE, ABSENTEEISM AND ACADEMIC PARTICIPATION

Undergraduate learning is continuous and participation in lectures, tutorials, seminars, practical classes, laboratory sessions, clinical rotations, fieldwork, community placements, group work, presentations and all other prescribed activities is compulsory. Students shall arrive punctually, remain for the full scheduled period, participate actively, complete preparatory and follow-up work, and comply with approved attendance-recording procedures. Each student is responsible for monitoring personal attendance and seeking academic guidance at the earliest sign of difficulty.

9.1 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 without delay. The student shall submit satisfactory documentary evidence through the Head of Department and the School Dean for onward transmission to the Senate. Permission for absence shall not automatically waive prescribed learning outcomes, practical hours, clinical competencies or assessment requirements.

9.2 Consequences of Unauthorised or Excessive Absence

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

10.0 TEACHING, LEARNING AND INFORMATION RESOURCES

The University provides undergraduate students with libraries, electronic databases, student email, learning-management and student-information systems, computer laboratories, skills and simulation laboratories, clinical facilities and other learning resources. During orientation and the first weeks of study, each student shall activate the required accounts, learn how to access course materials and notices, and obtain guidance where digital access or study skills are limited. Access remains subject to valid 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.

11.0 CARE, CUSTODY AND PROTECTION OF UNIVERSITY PROPERTY

Every undergraduate shall exercise due care when using University buildings, classrooms, libraries, laboratories, hostels, furniture, computers, networks, clinical and simulation equipment, vehicles, teaching aids and any other property. Equipment issued to a student or group shall be checked, used only for its intended academic purpose and returned in the prescribed condition and within the required time.

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 subject to disciplinary action. Where responsibility is collective and individual responsibility cannot reasonably be established, recovery may be undertaken in accordance with University regulations.

12.0 ACADEMIC INTEGRITY

Every undergraduate shall uphold honesty, originality, fairness and accountability in coursework, practical records, examinations, group assignments, projects and all other academic work. Students shall acknowledge sources correctly, follow instructions on collaboration and the responsible use of digital and artificial-intelligence tools, and submit only work that genuinely reflects their contribution. Plagiarism, examination cheating, contract cheating, impersonation, fabrication or falsification of data, forgery, unauthorised collaboration, possession of unauthorised materials and interference with assessment processes are prohibited.

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

13.0 STUDENT CONDUCT AND DISCIPLINE

Undergraduate 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 of conduct, and lawful directives issued by authorised officers. Conduct in classrooms, residences, clinical and community settings, online spaces and public activities connected with the University shall protect the dignity, safety, reputation and legitimate interests of the University community. To that end, undergraduate students are required to:

(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, professional attire, clinical coats, scrubs 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.

14.0 HEALTH, SAFETY AND MEDICAL INSURANCE

Every undergraduate shall maintain valid health-insurance coverage throughout the period of registration and comply with all medical screening, immunisation, occupational-health, laboratory-safety, infection-prevention, fire-safety and emergency procedures applicable to the programme and placement site. Students should report any disability, chronic condition, medication need or need for reasonable support through the prescribed confidential process. Exposure incidents, accidents, communicable illness or any condition that may endanger the student or others shall be reported promptly.

15.0 STUDENT WELFARE AND SUPPORT SERVICES

The University provides undergraduate students with academic advising, counselling, chaplaincy, health services, career guidance, student leadership opportunities and support for students with disabilities or other documented needs. First-year students are especially encouraged to seek guidance on study skills, time management, adjustment to University life and responsible decision-making. Assistance should be requested promptly through the appropriate office; seeking support early is a responsible step and does not remove the student's duty to meet academic and administrative requirements.

16.0 POSTPONEMENT, INTERRUPTION AND WITHDRAWAL FROM STUDIES

An undergraduate who wishes to interrupt or withdraw from studies shall not simply cease attendance. Where possible, the student shall submit a written application before the applicable deadline through the Head of Department and the Dean of the relevant School to the Deputy Vice-Chancellor responsible for Academics, Research and Consultancy. The application shall include evidence of serious illness, compelling social circumstances or other acceptable grounds. Before deciding, the student should seek academic and financial guidance because approval may affect progression, fees, loan or sponsorship status, accommodation and the timing of return. No interruption or withdrawal takes effect until formally approved by the Senate under University regulations. Admission shall not be postponed; an admitted applicant who does not commence studies shall reapply in the following academic year. Only studies that have already commenced may be interrupted in accordance with University regulations.

17.0 GOVERNING REGULATIONS AND AMENDMENTS

These Undergraduate Joining Instructions shall be read together with the admission letter, University Charter and Rules, University Prospectus, admission regulations, Student By-Laws, examination regulations, hostel regulations, ICT policies, clinical or field-training guidelines, Undergraduate Research Policy and Procedures, applicable research-ethics requirements, the approved fee structure and other policies in force. The University may amend regulations, fees, schedules and administrative requirements through the competent authority. Students, parents, guardians and sponsors shall observe duly communicated amendments and should rely on current official University notices where dates or procedures change.

18.0 CLINICAL, PRACTICAL AND COMMUNITY-BASED TRAINING

Undergraduates enrolled in health and allied-sciences programmes shall comply with the regulations of this University and each clinical, laboratory, rehabilitation, community or field-

training site. Before placement, students shall complete any required orientation, health clearance, immunisation, insurance and safety preparation. Attendance, punctuality, professional dress, patient and client safety, confidentiality, infection prevention, respectful communication, compliance with supervision and accurate completion of logbooks or competency records are mandatory.

Students shall obtain and maintain clinical coats, uniforms, personal protective equipment and other programme-specific items as directed. A student shall not photograph, record or disclose patient or client information without lawful authorisation. Misconduct in a placement may result in removal from the site and further disciplinary action.

19.0 DRESS CODE AND PROFESSIONAL APPEARANCE

Every undergraduate shall maintain a neat, modest and professional appearance appropriate to a health-sciences University and the relevant learning environment. Students shall wear their identification cards and any prescribed attire, including clinical coats, scrubs, closed footwear or personal protective equipment. Clothing, jewellery, footwear, hairstyles or accessories that create a safety, infection-control or professional risk shall not be permitted in laboratories, clinical areas or other controlled settings. Every student shall observe programme- or placement-specific requirements communicated by authorised staff.

APPENDIX I: UNDERGRADUATE STUDENT 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	☐
Official fee-payment receipt or other evidence of financial clearance	☐
International or foreign-award verification documents, where applicable	☐
Student loan-allocation, scholarship or sponsorship evidence, where applicable	☐

APPENDIX II: FEE PAYMENT PROCEDURES

1. Obtain the current fee structure and confirm the amount due for the programme and year of study.
2. Generate the official invoice or control number through the University student-information system.
3. Pay only through the channel and account officially communicated by the University.
4. Retain the receipt or electronic confirmation and verify that the payment has been posted to the student account.
5. Clear not less than fifty per cent (50%) of the prescribed annual fees before registration and settle the remaining balance by the University deadline before examinations, unless the University has approved a written payment schedule under section 5.4, in which case pay each instalment by its agreed due date.

APPENDIX III: STUDENT DECLARATION AND UNDERTAKING*

I declare that I have read and understood these Undergraduate Joining Instructions and the University regulations referred to herein. I accept the offer of admission to the stated undergraduate programme and undertake to complete registration; attend orientation and all prescribed academic activities; monitor my course registration and attendance; uphold academic and professional integrity; protect University property; observe hostel and ICT requirements; and comply with lawful directives issued by University authorities. Consistent with section 5, I acknowledge that I and my parent, guardian or sponsor are jointly responsible for ensuring that all tuition fees and approved charges due at the beginning of each semester and on every subsequent due date are paid on time. I further undertake to verify that each payment has been correctly credited to my student account and to keep my personal, emergency-contact and sponsorship details current.

If I cannot pay by a prescribed deadline because of documented financial hardship, I undertake to submit the required written application before that deadline. If the University approves the application, I undertake to sign and comply with the approved payment schedule. I understand that an application or request does not extend a payment deadline. I also understand that late payment, non-payment or breach of an approved schedule may result in the consequences stated in sections 5.3 and 5.4, including denial of registration, classes, examinations, results and other University services, cancellation of registration, suspension of studies or other action permitted by University regulations. I declare that the parent, guardian or sponsor details supplied below are complete and current, and I undertake to notify the University promptly in writing of any change. Subject to applicable law and University policy, I authorise the University to contact that person and communicate information reasonably connected with my admission, registration, fees, payment status, academic progress, welfare, discipline or an emergency through any of the contact details provided.

Student name: _____

Registration or application number:

_____

Programme: _____

Student signature: _____

Date: _____

Parent, guardian or sponsor name:

_____

Relationship to student:

_____

Postal or residential address: _____

Telephone number(s): _____

Email address: _____

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, I authorise the University to contact me 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 section 5, 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.

Signature: _____

Date: _____

Payment schedule required because of documented financial hardship: Yes ☐ No ☐

If yes, hardship application reference and date:

_____

Approved instalment amount(s) and due date(s):

_____

Student signature accepting the approved schedule, if applicable:

_____

Parent, guardian or sponsor signature accepting the approved schedule, if applicable:

_____

Authorised University officer (DVC-PFA) approving the schedule:

Signature and official stamp:

_____

Date: _____

**The Declaration shall be signed by the student's parent, guardian or sponsor before the student reports to the University. The signed copy shall be submitted physically or electronically to the Admissions Officer before registration.*