

INSTITUTE OF SOCIAL WORK

KISANGARA CAMPUS

Mwanga - Kilimanjaro

STUDENTS' ORIENTATION TIMETABLE - 2026/2027 ACADEMIC YEAR

Summary of Reporting & Orientation Dates

Category	Reporting Date	Orientation Dates	Classes begin
Certificate & Diploma	Mon, 19 Oct 2026	19 – 30 Oct 2026	Mon, 02 Nov 2026
Bachelor Degree	Mon, 26 Oct 2026	26 – 30 Oct 2026	Mon, 02 Nov 2026

PART A: CERTIFICATE & DIPLOMA PROGRAMMES

Reporting Date: Monday, 19th October 2026. | Orientation Period: 19th – 30th October 2026. | Commencement of Classes: Monday 02nd November 2026.

WEEK 1: Monday, 19th October 2026 to Sunday 25th October 2026 (Reporting & Registration days)

Time/Date	Activity	Responsible Officer
08:00 - 18:00	Receiving new comers, reporting, verification of admission documents, joining instructions & registration	Ntiga Abel Deusderio Wambura KISWOSO office
08:00 - 18:00	Allocation of hostels/accommodation	Sarah Bundala
08:00 - 18:00	e-buku registration for the new commers	Arafa Malekela
08:00 - 18:00	Photos/passport taking NHIF registrations - The introduction of National Identification Authority (NIDA).	Jackson Charles Godfrey Igembe
10:30 - 11:00	Tea Break	All
13:00 - 14:00	Lunch Break	All
15:00 – 16:00	Guided campus tour (lecture rooms, library, labs, cafeteria, shops)	KISWOSO president
16:00 – onwards	Sports, clubs, associations & co-curricular activities briefing	KISWOSO sports and games ministry.

PART B: BACHELOR DEGREE PROGRAMMES

Reporting Date: Monday, 26th October 2026 | Orientation Period: 26th – 30th October 2026 | Commencement of Classes: Monday, 02nd November 2026.

Week 2: Monday, 26th October 2026 to 30th October 2026 (Reporting & Registration Days)

Time/Date	Activity	Responsible Officer
08:00 - 18:00	Reporting, verification of admission documents, joining instructions & registration	Ntiga Abel Deusderio Wambura KISWOSO office
08:00 - 18:00	Allocation of hostels/accommodation	Sarah Bundala
08:00 - 18:00	Photos/passport taking NHIF registrations - The introduction of National Identification Authority (NIDA). Financial services: fee structure, loans (HESLB) & payment procedures	Jackson Charles Godfrey Igembe
08:00 - 18:00	e-buku registration for the new commers	Arafa Malekela
10:30 - 11:00	Tea Break	All
13:00 - 14:00	Lunch Break	All

Week 2: Wednesday, 28th October 2026

Time	Activity	Responsible Officer
08:00 - 09:30	Library orientation & e-resources registration and e-buku registrations	Librarian
09:30 - 10:00	Tea Break	All
10:00 – 12:00	Gender issues/Matters at the campus	Gender desk office
12:00 – 13:00	General Q&A, feedback session & QA evaluation guideline and forms	Head of department QA Officer
13:00 - 14:00	Lunch Break	All
14:00 - 16:30	Guidance, counseling & health services briefing (including HIV/AIDS awareness) Drug abuse matters and controls	Counseling Unit – Health facilities The Drug Control and Enforcement Authority (DCEA)
16:30 - 17:00	Guided campus tour (lecture rooms, library, labs, shops)	Warden and KISWOSO
17:00 – Onwards	Sports, clubs, associations & co-curricular activities briefing	Minister for Sports & Games KISWOSO

WEEK 2: Thursday, 29th October 2026

Time	Activity	Responsible Officer
08:00 - 10:00	Introduction to the Institute: history, mission, vision & core values Academic regulations, credit/GPA system & examination policy	Academic Office -DCM-ARC
10:00 - 10:30	Tea Break	All
10:30 - 12:30	ICT services, student portal, e-learning platform & email creation or activation/ SIMS log in procedures	ICT Officer
12:30 - 13:00	Lunch Break	All
13:00 - 15:00	Institute rules, regulations, code of conduct & anti-bullying policy/ PCCB matters	Warden & PCCB office from Mwanga DC
15:00 – 16:00	General Q&A, feedback session & QA evaluation guideline and forms	Head of department QA Officer
16:00 - 16:30	Class timetable distribution & class representative selected Students' Organization (KISWOSO) leadership introduction	KISWOSO
16:30 onwards	Settling in / free time before commencement of sports and Games	All students (New comers and continuing). Minister for Sport and games KISWOSO

WEEK 2: Friday 30th October 2026

Time	Activity	Responsible Officer
08:00 - 10:00	Institute examination regulations, code of conduct	Examinations officer
10:00 - 10:30	Tea Break	All
10:30 – 12:30	Campus life and financial education/literacy	Head of department
12:30 - 13:00	Lunch Break	All
13:00 - 15:00	Departmental/faculty briefing per programme of study Academic regulations, examination policy & grading system.	Head of Department
15:00 - 16:00	PROFESSIONAL Orientation (ECCD & Social work units)	Head of department QA Officer
16:00 - 17:00	Closing remarks & official end of orientation	Campus Manager Depute Campus managers
17:00 – 18:00	Settling in / free time and weekend eve	All

General notes

- ❖ All new students must report with original academic certificates, admission letters, medical examinations form, passport-size photographs, and proof of fee payments confirmation.
- ❖ Reporting time each day begins at 08:00 hours at the Institute's admission office, Kisangara Campus.
- ❖ ***The venue for orientation(All days) is Lecture room TWO – LR02***
- ❖ Students are required to be in decent attire and to carry writing materials throughout the orientation programme.
- ❖ Continuing (second- and third-year) students report separately per the main academic calendar and are not covered by this orientation timetable.