

# THE OPEN UNIVERSITY OF TANZANIA



## Directorate of Undergraduate Studies

### INVITATION TO APPLICATIONS FOR UNDERGRADUATE DEGREE, DIPLOMA AND CERTIFICATE PROGRAMMES FOR THE ACADEMIC YEAR 2017/2018

The Open University of Tanzania invites applications from suitably qualified candidates for the Academic Year **2017/18 effectively starting 31<sup>st</sup> October, 2017 as per TCU regulation. You are hereby invited to apply for Undergraduate Degree, Diploma and Certificate Programmes as follows.**

**Table 1: Undergraduate Degree Programmes**

S/N	DEGREE PROGRAMMES	S/N	DEGREE PROGRAMMES
1	B.A (Tourism Studies)	20	B.B.A (Education)
2	B.A (Sociology)	21	Bachelor of Human Resources Management
3	Bachelor of Social Work	22	Bachelor of Library & Information Management)
4	B.A (Social Psychology)	23	Bachelor of Community Economic Development
5	B.A (Journalism)	24	B.Sc. (General)
6	B.A (Mass Communication)	25	B.Sc. (Education)
7	B.A (Economics)	26	B.Sc. ICT
8	B.A (English Language & Linguistic)	27	B.Sc. Data Management (BSC DM)
9	B.A (Kiswahili & Creative Studies)	28	B.A (Population and Development)
10	B.A (History)	29	B.Sc (Environmental Studies)
11	B.A (Natural Resource Management)	30	B.Sc (in Food, Nutrition and Dietetics (BSc FND)
12	B.A (Public Administration)	31	B.Sc (Energy Resources (BSc. ER)
13	B.A (International Relations)	32	Bachelor of Laws (LLB)
14	B.A (Literature)	33	B.A (Education)
15	B.B.A (Finance)	34	B. Education (Special Education)
16	B.B.A (Marketing)	35	B. Education Teacher Educator
17	B.B.A (HRM)	36	B. Education in Adult and Distance Learning (BED ADL)
18	B.B.A(International Business)	37	B. Education Policy and Management (BED EPM)
19	B.B.A (Accounting)		

**Table 2: Diploma and Certificate Programmes**

DIPLOMA PROGRAMMES		CERTIFICATE PROGRAMMES	
1.	Diploma in Distance Education and Open Learning (ODDEOL)	1.	Certificate in Distance Education (CCDE)
2.	Diploma in Commonwealth Youth in Development Work (CYP)	2.	Certificate in Early Childhood Care and Education(CECCE)
3.	Diploma in Primary Teacher Education (ODPTE)	3.	Certificate in Poultry Production and Health (CCPPH)
4.	Diploma in Early Childhood Care and Education (ODECCE)	4.	Basic Certificate in Computing and ICT (BCCIT)
5.	Diploma in Poultry Production and Health (ODPPH)		
6.	Diploma in Computer Science (DCC)		

**Table 3: Minimum Entry Requirements for Admission into Various Programmes**

NO.	PROGRAMME	MINIMUM ADMISSION ENTRY QUALIFICATIONS
1.	<b>Degree Programmes</b>	<p>At least four O-Level passes (“D”s and above) or NVA Level III with less than four O-Level Passes or equivalent foreign qualifications as established by either NECTA or VETA. AND</p> <p>I. Two Principal Passes with a total of 4.0 points from Two Subjects defining the admission into the respective programme (where A=5; B=4; C=3; D=2; E=1). (For those completed A-Level Studies in 2014 and 2015 A=5; B+=4; B=3; C=2; D=1) OR</p> <p>II. A Diploma or FTC with the following specific requirements</p> <ul style="list-style-type: none"> <li>• <b>At Least a GPA of 3.0</b> for Ordinary Diploma (NTA Level 6); OR</li> <li>• <b>Average of B</b> for Full Technician Certificate (FTC) (Where A=5, B=4, C=3, and D=2 Points) OR</li> <li>• <b>Average of ‘B+’ Grade</b> for Diploma in Teacher Education; OR</li> <li>• <b>Average of ‘B+’ Grade</b> for Health Related Awards such as Clinical Medicine and others; OR</li> <li>• A <b>Distinction</b> for unclassified Diplomas and Certificates; OR</li> <li>• <b>Upper Second Class</b> for classified non NTA Diplomas.</li> </ul> <p>III. Grade B+ of Recognition of Prior Learning (RPL) Qualification (Where A=75-100, B+=65-74, B=50-64, C=40-49, D=35-39, F=0-38)</p>
2.	<b>Diplomas Programmes</b>	<p>At least four O-Level passes (“D”s and above) or NVA Level III with less than four O-Level Passes or equivalent foreign qualifications as established by either NECTA or VETA; AND</p> <p>I. At least One Principal Pass and one Subsidiary from Two Subjects defining the admission into the respective programme OR</p> <p>II. Basic Technician Certificate (NTA Level 4) in a related field or its equivalent recognized by NACTE OR a Distinction for unclassified Certificates or Upper Second Class for classified non NTA Certificates.</p>
3.	<b>Certificate Programmes</b>	<p>At least four O-Level passes (“D”s and above) or NVA Level III with less than four O-Level Passes or equivalent foreign qualifications as established by either NECTA or VETA.</p>

**Note: For specific programme entry requirements, please visit any nearest OUT Regional Centre for clarification.**

### **Application fee**

A fee of **Tshs. 40,000/=** for Tanzanian citizens or **US \$40** for Non-Tanzanians. Application fee payments should be made through NBC Ltd, City Corporate Branch A/c number **011103002558** or NMB Ltd, Bank House Branch A/c number **2011100105**. Rwandese Applicants should use KCB A/c number **4401310896**.

### **Information on how to apply at OUT**

The application is done online through the Online Application System (OAS) of the Open University of Tanzania. The system can be accessed at [www.out.ac.tz](http://www.out.ac.tz). Please make sure you complete all sections of the Online Application System carefully. Read the Online Application user manual (<http://196.216.247.5:8090/uploads/stepbystep.pdf>) carefully before applying online at the Open University of Tanzania. **Do not hastate to look for help on how to use OAS from the nearest OUT Regional Centre.**

**For inquiries regarding admissions in general please contact/visit any nearest OUT Centre as detailed below.**

## OUT REGIONAL AND COORDINATION CENTRES

<p><b>1.</b> Arusha Regional Centre P.O. Box 19 ARUSHA Tel No: 027-2545097 DRC: 0714 244956 &amp; 0682 009125 Location: TANROADS Building. e-mail: <a href="mailto:drcarusha@out.ac.tz">drcarusha@out.ac.tz</a></p>	<p><b>2.</b> Coast Regional Centre P.O. Box 30420 KIBAHA Tel. No: 023-2402811 DRC: 0712-447241 Location: Kibaha Education Centre (Library Building) e-mail: <a href="mailto:drc coast@out.ac.tz">drc coast@out.ac.tz</a></p>	<p><b>3.</b> Dodoma Regional Centre P.O. Box 1944, DODOMA. Te. No.: 026-2322346 DRC: 0713-291086 Location: Former Dodoma Rural District Offices e-mail: <a href="mailto:drc dodoma@out.ac.tz">drc dodoma@out.ac.tz</a></p>	<p><b>4.</b> Geita Regional Centre P.O. Box 417 GEITA Tel. No : DRC : 0784 433364 &amp; 0762 495615 Location: Mamlaka ya Mji Mdiogo Geita Building Near GEDECO e-mail : <a href="mailto:drcgeita@out.ac.tz">drcgeita@out.ac.tz</a></p>
<p><b>5.</b> Ilala Regional Centre P.O. Box 21745 Dar es Salaam Tel. No : 022 – 2150116 DRC : 0753 - 038039 Location: Institute of Adult Education e-mail: <a href="mailto:drcilala@out.ac.tz">drcilala@out.ac.tz</a></p>	<p><b>6.</b> Iringa Regional Centre  P.O. Box 1458 IRINGA Tel. No: 026-2700163 DRC: 0755 573911 Location: OUT Building at Former TRC Workshop (Gangilonga Area) e-mail: <a href="mailto:drciringa@out.ac.tz">drciringa@out.ac.tz</a></p>	<p><b>7.</b> Kagera Regional Centre P.O. Box 1954, BUKOBA Tel No: 028-2220271, DRC: 0713 544 216 &amp; 0765 549996 Location: Kyanyi Nshamba (Along Kashozi Road) e-mail: <a href="mailto:drc kagera@out.ac.tz">drc kagera@out.ac.tz</a></p>	<p><b>8.</b> Katavi Coordination Centre, P.O. Box 662, MPANDA Tel. No. 025-2820463 OR 0736 502730 DRC: 0754-531034 &amp; 0787-664766 Location: Near Mpanda Post Office e-mail: <a href="mailto:drc katavi@out.ac.tz">drc katavi@out.ac.tz</a></p>
<p><b>9.</b> Kigoma Regional Centre P.O. Box 566, KIGOMA Tel. No: 028-2802981 DRC: 0715-613562 OR 0754-613562 Location: NHC Building e-mail: <a href="mailto:drc kigoma@out.ac.tz">drc kigoma@out.ac.tz</a></p>	<p><b>10.</b> Kilimanjaro Regional Centre P.O. Box 517, MOSHI Tel. No. 027-2753472 DRC: Location: Former PEHCOL Yard, Majengo e-mail: <a href="mailto:drc kilimanjaro@out.ac.tz">drc kilimanjaro@out.ac.tz</a></p>	<p><b>11.</b> Kinondoni Regional Centre P.O. Box 13224, DAR ES SALAAM. Tel No: 022-2460971 DRC: 0784-454320 Location: Former Biafra Sec School, Kinondoni e-mail: <a href="mailto:drc kinondoni@out.ac.tz">drc kinondoni@out.ac.tz</a></p>	<p><b>12.</b> Lindi Regional Centre P.O. Box 742, LINDI Tel. No: 023-2202725 DRC: 0717-213005 Location: NHC Building Amani Baraza Area (Makonde St) e-mail: <a href="mailto:drc lindi@out.ac.tz">drc lindi@out.ac.tz</a></p>
<p><b>13.</b> Manyara Regional Centre P.O. Box 271, BABATI Tel. No: 027-2530319 DRC: 0789-875633 Location: Regional Block e-mail: <a href="mailto:drc manyara@out.ac.tz">drc manyara@out.ac.tz</a></p>	<p><b>14.</b> Mara Regional Centre P.O. Box 217, MUSOMA Tel. No. 028-2620401 DRC: 0754-630011 OR 0754-261995 Location: Musoma Cultural Hall e-mail: <a href="mailto:drc mara@out.ac.tz">drc mara@out.ac.tz</a></p>	<p><b>15.</b> Mbeya Regional Centre P.O. Box 2803, MBEYA Tel. No. 025-2502895 DRC: 0656 252551 OR 0784 802534 Location: Former CRDB Building (Forest Area) e-mail: <a href="mailto:drc mbeya@out.ac.tz">drc mbeya@out.ac.tz</a></p>	<p><b>16.</b> Morogoro Regional Centre P.O. Box 2062, MOROGORO Tel. No. 023-2613303 DRC: 0718-133820 0754 - 657808 Location: NIC Building e-mail: <a href="mailto:drc morogoro@out.ac.tz">drc morogoro@out.ac.tz</a></p>
<p><b>17.</b> Mtwara Regional Centre P.O. Box 322, MTWARA Tel. No. 023-2333977 DRC: 0784-588136 Location: Former Blantyre Pub (Near a Roundabout) e-mail: <a href="mailto:drc mtwara@out.ac.tz">drc mtwara@out.ac.tz</a></p>	<p><b>18.</b> Mwanza Regional Centre P.O. Box 2281, MWANZA Tel. No. 028-2500516 DRC: 0786-035084 Location: PPF Plaza, Kenyatta Avenue e-mail: <a href="mailto:drc mwanza@out.ac.tz">drc mwanza@out.ac.tz</a></p>	<p><b>19.</b> Njombe Coordination Centre, P.O. Box 938 NJOMBE Tel. No. 026-2782191 DRC: 0712949748 Location: DC Compound e-mail: <a href="mailto:drc njombe@out.ac.tz">drc njombe@out.ac.tz</a></p>	<p><b>20.</b> Pemba Coordination Centre, P.O. Box 277, CHAKECHAKE Tel. No. 024-2452072 DRC: 0777-866234 Location: Mr. Ally Seif Hemed Building. e-mail: <a href="mailto:drc pemba@out.ac.tz">drc pemba@out.ac.tz</a></p>
<p><b>21.</b> Rukwa Regional Centre, P.O. Box 255 , SUMBAWANGA, Tel. No. 025-2801079, DRC: 0714-737422 OR 0787-737422 Location: OUT Buildings at Former RUKWA-RETCO Ltd. Workshop</p>	<p><b>22.</b> Ruvuma Regional Centre, P.O. Box 338, SONGEA. Tel. No. 025-2602062 DRC: 0655 317617 Location: Behind TCC in town e-mail: <a href="mailto:drc ruvuma@out.ac.tz">drc ruvuma@out.ac.tz</a></p>	<p><b>23.</b> Simiyu Regional Centre P.O. Box 269, BARIADI Tel. No: 028 2700123 DRC: 0715 030242 Location: Bomani (Former HASHI Offices) e-mail: <a href="mailto:drc simiyu@out.ac.tz">drc simiyu@out.ac.tz</a></p>	<p><b>24.</b> Singida Regional Centre P.O. Box 617, SINGIDA Tel. No: 026-2502451 DRC: 0787-947953 Location: Makumbusho Building (Boma Road) e-mail: <a href="mailto:drc singida@out.ac.tz">drc singida@out.ac.tz</a></p>
<p><b>25.</b> Shinyanga Regional Centre P.O. Box 1203, SHINYANGA Tel. No. 028-2763290, DRC: 0754-574864 Location: NSSF-Building e-mail: <a href="mailto:drc shinyanga@out.ac.tz">drc shinyanga@out.ac.tz</a></p>	<p><b>26.</b> Tabora Regional Centre, P.O. Box 1204, TABORA. Tel. No. 026-2605519 DRC: 0754-460988 Location: Railway Training College, Tabora e-mail: <a href="mailto:drc tabora@out.ac.tz">drc tabora@out.ac.tz</a></p>	<p><b>27.</b> Tanga Regional Centre, P.O. Box 5467, TANGA Tel. No. 027-2644348 DRC: 0718 997780 Location: TUCTA Building e-mail: <a href="mailto:drc tanga@out.ac.tz">drc tanga@out.ac.tz</a></p>	<p><b>28.</b> Temeke Regional Centre, P.O. Box 42729, Dar es Salaam. Tel. No: 022 – 2850605 DRC: 0714-256501 Location: DITF (Saba Saba Grounds) <a href="mailto:drc temeke@out.ac.tz">drc temeke@out.ac.tz</a></p>
<p><b>29.</b> Zanzibar Coordination Centre, P.O. Box 2599, ZANZIBAR Tel. No. 024-225013 DRC: 0713-584113 Location: State University of Zanzibar – Nkrumah College. e-mail: <a href="mailto:drc zanzibar@out.ac.tz">drc zanzibar@out.ac.tz</a></p>			

## CENTRES OUTSIDE THE COUNTRY

<b>30.</b> Egerton OUT Centre, Centre for Continuing and Distance Education, Egerton University, P.O. Box 536-20115, Egerton, KENYA Tel. +254 51 2217849 Fax: +254 51 2217849	<b>31.</b> Institute of Human Resources Management, P.O. Box 6132-00300, Nairobi, KENYA Tel. No. +254(0) 202213745 Fax: +254(0) 202244557 e-mail: info@ihrm.or.ke	<b>32.</b> Uganda Management Institute P.O.Box 20131 Kampala, UGANDA Tel No. +256 774 386820 +256 752 259722	<b>33.</b> Triumphant College P.O. Box 6506, Windhoek NAMIBIA
---	--	---	--

### Issues by:

**Director,  
Directorate of Undergraduate Studies,  
The Open University of Tanzania,  
P. O. Box. 23409, DAR ES SALAAM,  
TANZANIA.  
Tel. NO. +255 22 2668820/2668992  
Fax. NO. +255 22 2668759  
E-mail: [dugs@out.ac.tz](mailto:dugs@out.ac.tz) [admission@out.ac.tz](mailto:admission@out.ac.tz)**

# THE OPEN UNIVERSITY OF TANZANIA



## Directorate of Undergraduate Studies

### INVITATION TO APPLY FOR THE RECOGNITION OF PRIOR LEARNING (RPL) EXAMINATIONS AS A PRE-REQUISITE TO JOIN DEGREE PROGRAMMES FOR ACADEMIC YEAR 2017/2018.

You are hereby informed that OUT has been mandated to administer RPL exams. Therefore, prospective applicants who qualify to sit for the RPL examinations are invited to apply **from 1<sup>st</sup> June, 2017 to 24<sup>th</sup> June 2017 in** Education, Laws, Information Communication Technology (ICT) and Social Sciences fields

#### **1. Eligibility**

Candidates who are eligible to apply and sit for RPL examinations must meet the following criteria:

##### **(i) Certificate of Primary Education**

Candidates with primary education must possess the following qualifications:

- a) Must have completed and possess a standard seven certificate;
- b) Must have progressed to NTA level 5;
- c) Must have practiced the acquired knowledge for not less than **five** Years.
- d) Should not possess qualifications to join diploma programmes.

**(ii) Certificate of Secondary Education**

Candidates with secondary education shall possess the following qualifications:

- a) Must have completed and possess a certificate of secondary education;
- b) Must have attended any extramural classes;
- c) Must have experience of not less than **five** years in the relevant field.

**(iii) Advanced Certificate of Secondary Education**

Candidates with Advanced certificates of Secondary Education shall possess the following qualifications:

- a) Must have completed and possess a certificate of Advance Certificate of Secondary Education;
- b) Must have attended any extramural classes;
- c) Must have experience of not less than **three** years in a relevant field.

**(iv) Diploma Education**

Candidates with Diploma Education shall possess the following qualifications:

- a) Must have completed a two to three years Diploma programme;
- b) Must have experience of not less than **three** years in a relevant field.

**(v) Candidates with foreign certificates**

Candidates with secondary or Diploma Education shall possess the following qualifications:

- a) Must have completed either secondary education or diploma education outside the country;
- b) Must have met the above mentioned criteria as per item (ii),(iii),and (iv) above.



## 2. Application requirements

Applicants for RPL examinations should produce the following for evaluation before registration to the examination:

- a) Evidence of age not below 25years;
- b) Resume/Curriculum Vitae
- c) Certificates of achievement or participation obtained prior to applying for RPL;
- d) Copies of academic certificates obtained in formal studies previously undertaken
- e) Competence in both written and spoken English.
- f) Other evidences as may be applicable including **the following documents:**
  - i) Performance appraisals/review by the employer, for those employed;
  - ii) Job/Position Description for those employed;
  - iii) Evidence of any community work;
  - iv) Community/ office/industry awards;
  - v) Completed work products;
  - vi) Magazine/newspaper articles about work;
  - vii) Outlines of courses undertaken;
  - viii) Supervisor reports.

**NOTE:** Candidates who meet the minimum requirements shall be given an examination card with candidate's photo and be required to appear for the examinations at an approved examinations centre as announced by the Commission.

### 3. Registration and examination fee

Applicants shall pay One Hundred and Fifty Thousand Tanzanian Shillings (Tshs.150,000/-)foreign registration and examination as follows:-

- i. Fifty Thousand Tanzanian shillings (TSh.50,000/-)shall be paid through **TCU Bank A/C No. 01J1026795702 CRDB Bank** to cover for registration and administration costs;
- ii. One Hundred Thousand Tanzanian Shillings(TSh.100,000/-)shall be paid directly to **OUT through NBC Ltd, City Corporate Branch A/c number 011103002558 or NMB Ltd, Bank House Branch A/c number2011100105.**

**Table 2: Almanac for the Recognition of Prior Learning applications and examinations for 2017/2018 academic year**

S/N	Activity	Responsible Institution	Date
1.	Registration for RPL examinations.	TCU	1 <sup>st</sup> -24 <sup>th</sup> June 2017.
2.	Preparations for RPL Examinations.	TCU and RPL Centres	2 <sup>nd</sup> July 2017.
3.	Submission of qualified candidates to respective RPL centres.	TCU	5 <sup>th</sup> July 2017.
4.	Administration of RPL examinations.	RPL Centres	10 <sup>th</sup> July 2017
5.	Announcement of qualified applicants	RPL Centres	20 <sup>th</sup> July 2017
6.	Beginning of applications for 2017/18 admissions.	HLIs	22 <sup>nd</sup> July 2017
7.	Closure of application window for all applicants.	Applicants	15 <sup>th</sup> August 2017

**NOTE:** All applicants with **OFC** qualifications will no longer be directly admitted to degree program, they are **strongly** advised to apply for RPL

**By:**

**Director of Undergraduate Studies (DUGS),  
The Open University of Tanzania,  
P. O. Box. 23409, DAR ES SALAAM,  
TANZANIA.  
Tel. NO. +255 22 2668820/2668992  
Fax. NO. +255 22 2668759  
E-mail: [dugs@out.ac.tz](mailto:dugs@out.ac.tz) [admission@out.ac.tz](mailto:admission@out.ac.tz)**