

THE OPEN UNIVERSITY OF TANZANIA

DIRECTORATE OF EXAMINATIONS SYNDICATE

P.O. Box 23409
Dar es Salaam, Tanzania
<http://www.out.ac.tz>



Direct Line: 255-22-2668835
General Line +255 22 2668992Ext. 132
Fax: 255-22-2668759
E-mail: des@out.ac.tz

9/27/20189/27/2018

INTERNAL MEMO

TO: ALL STUDENTS (Including PhD and Masters by thesis students)

FROM: DIRECTORATE OF EXAMINATIONS SYNDICATE (DES)

DATE: 27th SEPTEMBER 2018

SUBJECT: ONLINE COURSE REGISTRATION PROCEDURES FOR ACADEMIC YEAR 2018/2019

The Online Course Registration System (Integrated in SARIS) for the 2018/2019 academic year will be open from 1st **October to 15th November 2018**. All students who plan to carry out studies in the coming academic year should first conduct an online course registration and pay relevant Tuition Fee and all other direct costs as approved by Council and as per SARIS invoice printout. The following are the procedures to guide you when performing online course registration:

GENERAL INFORMATION FOR ALL STUDENTS

1. Register **ONLY for NEW Courses** that you have never registered before.
2. Login in SARIS as usual through <http://www.out.ac.tz> or by direct typing <http://sis.out.ac.tz/> in any internet browser.
3. In your student account, click the link **Course Register** to select all courses you intend to embark on in this academic year.
4. After selecting all intended courses, the SARIS software shall generate invoice printout with list of courses and their associated costs. Students are required to print this invoice and effect the payment using a “**control number**” (see item 9 below) that is also generated automatically from the SARIS as follows:
 - a) For **LOCAL STUDENTS**: The Tuition fees, Registration, ID and Examination fees for local students should be paid through NBC Bank, Corporate Branch Account Number **011103002558** OR NMB, Bank House Account Number **2011100105**.

- b) For **FOREIGN STUDENTS**: The Tuition Fee, Registration, ID and Examination fees for Foreign Students should be made through NBC Corporate Branch, SWIFT CODE: NLCB TZTX, P. O. BOX 9062 DSM, Tanzania, Account Number **011105000670**.
 - c) For **POSTGRADUATE STUDENTS (PhD and Masters by thesis)**: The payments should be done as follows:
 Tuition Fee, Registration and ID: Pay through NBC Ltd Account Number **011101015604**, Account Name: **Research and Consultancy Account**.
 Examination and other Fee: Pay through NBC Bank, Corporate Branch Account Number **011103002558** OR NMB, Bank House Account Number **2011100105**.
 - d) For **SCIENCE STUDENTS** studying by Face to Face (**BSc ICT and BSc in Data Management**), the Tuition fees should be paid through **NMB Bank**, Account Name: **OUT FSTES A/C** and Account Number **22610005366**.
 - e) For all students pursuing Master's degree by **coursework and dissertation** in FASS, FBM, FSTES, LAW and FED should pay tuition fee only directly to the departmental or faculty account as indicated in their **admission letters**. All other fee categories should be paid in the account numbers indicated in the invoice.
5. The Bank Slip received from the bank should consist of **Student Name** and **Registration Number** should be submitted to the respective Regional Centre (RC) so as to be issued with OUT receipt. Similar those who paid through their mobile phone account such as Tigo pesa should submit the **SIM slip** to their respective DRC to receive OUT receipt.
 6. Successful student shall be able to generate two “**special randomly generated permission codes**”/**PID CODES**, one will be used for examination registration and printing **Examination Hall Ticket (EHT)** while the other will be used to access the **Online Learning Management Information System (MOODLE)**.
 7. Also Successful PhD and masters by thesis students shall be able to generate different VISA for various purposes such as **proposal presentation, data collection, seminar presentation and submission of their thesis for external examination** depending on the payment arrangement indicated in their respective invoices.
 8. Throughout the Registration Process, students are advised to observe the following:
 - a) Course Registration, Examination Registration and MOODLE access are **integrated**, so they depend on each other i.e. failure to do course registration implies that you will not be able to register for either examinations or access the MOODLE platform.
 - b) All required payments (Tuition Fee, Examinations Fees, etc) should be made within specified period to avoid last minute rush.
 - c) Make a decision on the number and courses you plan to undertake for this academic year before you start online registration.
 - d) Follow carefully the online instructions available in the system to avoid unanticipated results during registration as no excuse will be accepted for failure to follow the instructions.
 - e) Cheating is **NOT POSSIBLE** in anyway and its attempt may lead to irregularities and disciplinary actions.

HOW TO GENERATE A CONTROL NUMBER FOR PAYMENT

9. Any payment at the Open university of Tanzania as in any other public institution is effected by the use of a **“Control number”** . A control number can be created from SARIS as follows;
 - (i) Open your SARIS account
 - (j) Select **REGISTER COURSE**
 - (k) Select **CREATE CONTROL NUMBER**
 - (l) Then select **ACADEMIC YEAR** eg 2018/2019
 - (m) Select **ENTER YOUR INVOICE NO/SIP CODE** eg. 2945615887
 - (n) Select **ENTER MOBLIE NUMBER**
 - (o) Select **GET CONTROL NUMBER**
 - (p) Click **“Refresh”** to get your control number if you are facing trouble.
 - (q) Copy your control number and use it to effect Bank payment, the same control number can be used at any time until the total amount indicated in invoice has been cleared.

NB: For other fee payments such as ODEX, Transcript, change program, graduation gown, OUTSO this control number is not applicable, so request a new control number from your DRC.

10. All students' queries related to online course registration should be directed through DRC.

SPECIFIC INFROMATION FOR UNDERGRADUATE AND NON DEGREE STUDENTS

11. Each selected course shall display the total cost of the course based on the course units as follows:
 - a) A one-unit undergraduate course taken theoretically shall cost **TShs. 60,000/=** while a one-unit practical course shall cost **TShs. 100,000/=** and a cost for a non degree theoretical course is **Tsh 40,000/=** for one unit. Similarly, you can calculate the fee for a two and three-unit course.
 - b) The following table shows a summary of a general fee structure per unit for all courses based on the modes of learning in 2018/2019 academic year.
 - (i). A Theoretical undergraduate course by distance mode 60,000/=
 - (ii). A theoretical non degree course by distance mode 40,000/=
 - (iii). A Theoretical Course by Face to face 90,000/=
 - (iv). A Field Practice 100,000/=
 - (v). A Teaching practice 100,000/=
 - (vi). A Science Laboratory 100,000/=
 - (vii). A Project/Dissertation 100,000/=
 - (viii). All field/Research/Project 100,000/=
12. Having registered for some courses, you are expected to pay the respective **50%** of the total fees required by **15th November, 2018**
13. The final installment of fees for this academic year must be paid by **March 28th, 2019**. Students paying fees after that will also have to pay the penalty for late payment, of **TSh 20,000/=**.
14. Apart from Tuition Fee, each **AE/Special-AE/SUPP/MTT** exam you wish to sit for shall cost an amount of **TShs. 5,000/=**
15. Students or the sponsor may negotiate to pay this amount by installments annually.

SPECIFIC INFORMATION FOR PHD AND MASTERS BY THESIS STUDENTS

16. **PhD and Masters Students by thesis** are also required to perform online registration in SARIS and pay various university fees as indicated in their invoices.
17. Upon successful effecting bank payment as per invoice i.e. completion of items 4 &5 above, such students will be able to generate four different types of **VISA/PID CODES** from the SARIS that will enable them to proceed at any stage of their study such as proposal development, proposal

presentation, research findings/seminar presentation and submission of thesis for external examination.

18. The total fee for PhD students is Tsh 6,660,000/= and for masters by thesis is Tsh 4,370,000/=, non-Tanzania students should refer the fee structure in the 2018/19 prospectus. The fee should be paid in **FOUR** installments i.e. Students in this category must present the VIZA/PID CODE to OUT official as follows (1) Before accessing any university service such as library, guidance from the supervisor for proposal development, getting student's ID and participating in soft skill course which is offered online in the MOODLE (2) Before proposal presentation (3) Before presenting research findings and (4) Before submission thesis to the external examiner.
19. Fee can also be paid in lump sum, in this case a student will be able to generate all the Four visa in SARIS.
20. Follow the online registration procedures for PhD and Masters by thesis students to complete your registration.

SPECIFIC INFORMATION FOR POSTGRADUATE STUDENTS

21. Masters students by coursework and dissertation under trimester system should register only two courses at each semester. The registration system will be re-opened before the start of the second and third semesters; this will be communicated in due course.
22. Each selected course shall display the total cost of the course based on the course units as follows:
 - (a) A theoretical course by distance = **180,000/=** per 1 unit
 - (b) Examination fee = **20,000/=** per paper eg. **TT** or **AE** or **Term Paper**
23. The payment arrangement is the same as in undergraduate and non degree students
24. Students or the sponsor may negotiate to pay this amount by installments or in full.

NB: A minimum of 18 units (including dissertation) must be passed for the award of any Masters program and 12 units for any postgraduate program. (Contact your faculty dean for further clarification)

SPECIFIC INFORMATION FOR FOUNDATION PROGRAM STUDENTS

25. Students enrolled in Foundation programme are also required to perform online course registration.
26. Students in this category are advised to read "**FOUNDATION PROGRAM HANDBOOK**" issued by the Institute of Continuing Education (ICE) of the Open University of Tanzania so as to be familiar with subjects they are supposed to register before accessing the SARIS for registration.
27. In general foundation program students in each cluster are required to register **SIX** subjects to meet the 120 credits for this study award.
28. Admitted students in this programme are also highly encouraged to purchase the study material for the six subjects for a total cost of Tsh 60,000/= i.e. 10,000/= per each subject by selecting "**Study material for foundation program**" in the course registration menu in SARIS. Note that the purchase of study material in hard copy is optional but encouraged.
29. All the fees, payment arrangement and account number shall be displayed in your invoice upon successful completion of your registration. Thereafter, you will be required to effect Bank Payment as per item **4** and proceed with items **5 & 6** above like other students.

SPECIFIC INFORMATION FOR INTERNATIONAL STUDENTS

30. Online Registration procedures apply also for **Foreign Students**.
31. The payment arrangement should be made according to your **admission letter**.
32. Our students in Namibia shall pay various university fees as per procedures arranged by our **Coordinator at Triumphant College**.
33. For further guidance, our international students are advised to contact our International Student's Office (ISO) by writing to iso@out.ac.tz

Thank you for your anticipated courtesy and cooperation

Dr. Lawi Yohana

DIRECTOR OF EXAMINATIONS SYNDICATE-DAR ES SALAAM