

THE OPEN UNIVERSITY OF TANZANIA

DIRECTORATE OF EXAMINATIONS SYNDICATE

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INTERNAL MEMO

TO: ALL STUDENTS (Non degree, Undergraduate and Postgraduate)

FROM: DIRECTORATE OF EXAMINATIONS SYNDICATE (DES)

DATE: 04th OCTOBER 2017

SUBJECT: ONLINE COURSE REGISTRATIONS PROCEDURES FOR ACADEMIC YEAR 2017/2018

The Online Course Registration System (Integrated in SARIS) for the 2017/2018 academic year will be open from **05th October 2017 to 05th December 2017**. 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 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 the following faculties; 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 should 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** and should be submitted to your respective Regional Centre (RC) so that you can be given an OUT receipt.
 6. While the verification of payment is on the process, student shall wait a **maximum of 2 days** to receive confirmation of their payments from the **Office of Directorate of Finance and Accounts (DFA)**.
 7. 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)**.
 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 to 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.
 9. All students' queries related to online course registration should be directed through DRC.

SPECIFIC INFORMATION FOR UNDERGRADUATE STUDENTS

10. Each selected course shall display the total cost of the course based on the course units as follows:
 - a) A one-unit course taken theoretically shall cost **TShs. 60,000/=** while a one-unit practical course shall cost **TShs. 100,000/=**. 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 2017/2018 academic year.

- (i). A Theoretical course by distance mode 60,000/=
 - (ii). A Theoretical Course by Face to face 90,000/=
 - (iii). A Field Practice 100,000/=
 - (iv). A Teaching practice 100,000/=
 - (v). A Science Laboratory 100,000/=
 - (vi). A Project/Dissertation 100,000/=
 - (vii). All field/Research/Project 100,000/=
11. Having registered for some courses, you are expected to pay the respective **50%** of the total fees required by **05th December, 2017**. Paying after that deadline means you will also pay in addition, the penalty for late payment of fees, i.e. **TShs. 20,000/=**.
 12. The final installment of fees for this academic year must be paid by **March 28th, 2018**. Students paying fees after that will also have to pay the penalty for late payment, of TSh **20,000/=**.
 13. Apart from Tuition Fee, each **AE/Special-AE/SUPP/MTT** exam you wish to sit for shall cost an amount of TShs. **5,000/=**
 14. Students or the sponsor may negotiate to pay this amount by installments annually.

SPECIFIC INFORMATION FOR POSTGRADUATE STUDENTS

15. All students undertaking Postgraduate Programmes are also required to carry out Online Course Registration.
16. Each selected course shall display the total cost of the course based on the course units as follows:
 - (a) A theoretical course by distance = **220,000/=** per 1 unit
 - (b) Examination fee = **20,000/=** per paper eg. **TT** or **AE** or **Term Paper**
17. The payment arrangement is the same as in undergraduate and non degree students
18. 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 INTERNATIONAL STUDENTS

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

Thank you for your anticipated courtesy and cooperation

Dr. Lawi Yohana
DIRECTOR OF EXAMINATIONS SYNDICATE-DAR ES SALAAM