

THE OPEN UNIVERSITY OF TANZANIA
OFFICE OF THE DEPUTY VICE CHANCELLOR (ACADEMIC)
Directorate of Undergraduate Studies

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Kawawa Road, Kinondoni
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TANZANIA

ADMISSION REGULATIONS 2020 - 2021 ACADEMIC YEAR

1. The Open University of Tanzania (OUT) is an Open and Distance Learning higher education institution, which offers various certificates, diplomas, and degrees programmes in a wide range of fields. Information about programmes on offer is available on the university's web page <http://www.out.ac.tz> and OUT prospectus.
2. **Application fee;**- Application for admission at OUT is free of charge.
3. **Admission cycles:** The OUT has four admission cycles. The first admission cycle is October 2020. Other three admission cycles shall be January, April and July 2021 respectively. Applicants selected to study in any admission cycle will be admitted according to dates approved by Tanzania Commission for Universities (TCU).
4. **Documents required for application:** Any applicant applying for admission at the OUT must have form four index number, form six index number, Award verification number (AVN) from Nation Council for Technical Education (NACTE for Diploma holders, National Identity Number (NIDA), AVA certificate from VETA graduates. For applicants applying degree by using prior degree certificates must submit their certificates. All applicants completed their form four and form six studies from 1987 backwards must submit their certificates. Likewise, applicants with NTA level 5 must submit their certificates to dugs@out.ac.tz .
5. **Foreign certificates:** Applicants with foreign certificates must use equivalence translation number during application. The equivalence can be obtained from National Examination Council of Tanzania (NECTA) for form four and six holder; National council for Technical Education (NACTE) for ordinary Diploma and certificates; Tanzania Commission for Universities for Degrees. The equivalence can be obtained through online of the relevant authorities. It should be clearly understood that responsibility and cost of obtaining equivalent translation for foreign certificate is solely vested on applicants. The OUT is not responsible in any way in that processes. Any application with foreign certificate without equivalence to Tanzanian standards will not be processed.
6. **Names;** Applicants must use names as they appear in their form four certificates only.

7. An Application for admission must be done through Online Application System (OAS) of the OUT. The OAS is available at www.out.ac.tz in the undergraduate window. Applicants are required to complete all sections of the online application system.
8. An applicant must read user guide carefully before applying online. Online application user guide is available at (<http://196.216.247.245/uploads/stepbystep.pdf>). In case of problem, the application may be done by filling an application form available at <https://www.out.ac.tz/undergraduate/> and any OUT regional centre. A dully-filled application form should be submitted directly to any nearest OUT Regional centres available all over the country and at designated centres outside Tanzania for online processing.
9. **Admission processes:** Admission processes shall be done in accordance with admission rules as approved by OUT Senate. The selected students shall be submitted to TCU and NACTE for verification.
10. **Announcement of selected students:** Selected applicants shall be announced through OUT website, OUT regional centres and contacts of selected applicants submitted during application.
11. **Reporting at the University:** Selected students are required to report at any nearest OUT regional centre for registration **within 30 days** from the date of commencement of academic year. Any Failure to report to University within required period must be communicated in writing to DVC academic office via dugs@out.ac.tz.
12. **Registration:** The Registration at the OUT considered only if the University receives convincing evidence that the candidate will be adequately financed during his or her study at the University. Applicants from other countries who are in need of financial assistance to meet fees and other expenses advised to apply for bursaries from their respective Governments, employers or other sponsoring agencies.

Registration procedures for newly selected students;-

- i) Student shall be required to pay Tshs 210,000/= for local student and its equivalence for International students prior course registration. The payment shall be made as per generated control number as prescribed in admission letter. The official receipt for any payment made must be obtained from any OUT nearest regional centre.
- ii) Upon payment, student shall be issued with an account (user name and password) from Student Academic Records Information System (SARIS) for registration. The OUT officials at all OUT regional centres will guide students on how to register online. The SARIS account is used also for examination registration, accessing online academic materials in the moodle platform, examination results and payment status.
- iii) Student shall be required to register courses for the programme selected in the SARIS available at <http://sis.out.ac.tz/index.php>. Upon registration student must confirm and print invoice. Before registration of courses, students must make sure

that have read the OUT prospectus available at www.out.ac.tz and all OUT regional centres.

- iv) Students are required to pay various University fees within given period as prescribed in the invoice.
- v) Upon payment of required fees, a newly admitted student shall be considered as officially registered student of the Open University of Tanzania.

13. Annual Registration

- i) In every new academic year, all continuing students are required to re-register online by using SARIS account. A student who fails to re-register shall not be recognized as a bonafide student of OUT for that academic year, and may not be able to access the (SARIS) for examination registration.
- ii) During annual re-registration, students must register courses of their studies for that particular academic year for purposes of coursework assessment and Annual Examinations, field practice, science and teaching practical they plan to attempt.
- iii) Students are required to register online for examination sessions at least One month before or as the time described in the OUT almanac of particular academic year. The registered students will be issued with Examination Hall Ticket (EHT) that allows them to enter in to the examination hall once endorsed by the Director of the Regional Centre.
- iv) It is necessary to note that all academic services including but not limited to Assignments, tests, practical, face to face Sessions and even provision of any financial assistance shall be directed only to those students who are dully registered in that particular academic year.

14. Fees once paid are not refundable. In extremely exceptional circumstances, consideration of refund of the fees paid may be made to those who have graduated and paid excess fees. Where this is applicable, the approval of refund shall be made subject to a charge of 15% of the amount refunded. The percentage deduction rate shall be set, announced and reviewed by University from time to time. However, no refund for any student who voluntarily requests to withdraw from studies at the Open University of Tanzania.

15. **Change of programme:** Registered students may change programme provided that have entry qualification of the programme wish to study. The change of programme required to be done within two weeks of registration period as required by TCU. A fee of Tanzanian shillings Tsh. 30,000/- for local students and USD 30 or its equivalent to International students will be charged for any request to change programme. Any change of programme is subject to approval by TCU and NACTE.

The student wish to change programme must follow the following procedures.

- i) The student should read entry qualification of the programme wishing to study to establish whether is qualifying for the programme. If admitted student does not qualify into new programme, should not apply for the change of programme.
- ii) The qualified student must write an application letter requesting change of programme to Deputy Vice Chancellor Academic, routed through the Director of

Undergraduate Studies, Open University of Tanzania, P. O Box 23409, Dar es Salaam, Tanzania. The application letter should clearly state names as appears in form four certificate, current programme student admitted, new programme which student wish to study, reasons for change of programme. The letter should be accompanied by the followings:- First, all relevant academic certificates and AVN numbers for the Diploma holders. Second official receipt of Tshs30, 000/= for local and USD 30 for international students. All documents must be sent through dvc-ac@out.ac.tz copy to dugs@out.ac.tz, admission@out.ac.tz .

- iii) Once the documents received by DUGS, will be internally processed and send to the TCU for approval.
 - iv) Student will be informed about the status of the change of programme after the approval of the TCU.
 - v) Change of programme shall be made at the beginning of academic year for first year students only.
 - vi) No change of programme allowed for any continuing students.
16. Admitted students are required to abide with OUT regulations
17. Students may be allowed to change subject combinations after consultation with designated Deans and Directors of The Open University of Tanzania.
18. **Credit transfer:** A student admitted in to a degree programme wish to transfer to OUT for purposes of accumulating credits on a specific subject, module or course or part of it from other higher learning shall be required to fulfil the following conditions:-
- i) Must be registered in any higher learning institution and approved by TCU
 - ii) Must be registered in the programme to which the credit will be accumulated
 - iii) The subject course of module for credit accumulation must be relevant to the programme to which the student is registered.
 - iv) The subject, course or module has been successful completed before the credit transfer.
 - v) Transfer of credits takes place within a period not exceeding five years from the time they earned.
 - vi) The transfer student should have cleared all his/her supplementary examination from realising Institution but can transfer carryovers.
 - vii) Students discontinued on disciplinary action not allowed transferring their credit. However, those wishing to continue in programmes the discontinued from have to wait until a lapse of three years.
 - viii) Students discontinued on disciplinary grounds are not allowed to transfer their credit. Those wishing to continue with university education will have to wait until a lapse of three years.
 - ix) A student, who intends to transfer for purposes of graduating in a receiving institution, shall be required to earn at least 50% of the total credits from that institution's core courses.
 - x) The rules primarily apply for both for undergraduate and postgraduate programmes
 - xi) Credits for dissertation and final year project shall not be transferred
 - xii) No credit may be transferred in practical based or field based subjects
 - xiii) Credit earned more than 5 years shall not be transferred.

The Procedure for Credit Transfer at OUT

- (i) Before considered for transfer credit to OUT, the student must meet the admission criteria of the OUT as approved by TCU.
 - (ii) Qualified student has to write an application letter requesting credit transfer to Deputy Vice Chancellor Academic, UFS, Director of Undergraduate Studies, Open University of Tanzania, P. O Box 23409, Dar es Salaam, Tanzania. The letter should be accompanied by the followings:- academic transcript and releasing letter showing reasons for transfer from releasing University. All relevant academic certificates and AVN numbers for the Diploma holders, official receipt of Tshs 80, 000/= for local and USD 100 for international students. The documents should be sent through dugs@out.ac.tz .
 - (iii) Student will be informed of the credit transfer status after the approval of TCU.
 - (iv) Credit transfer shall be done application period the beginning of new academic year. The credit transfer documents must be submitted to TCU 21 days before commencement of a particular academic year. No transfer of credits allowed in the mid of academic year.
19. A candidate discontinued on academic grounds at any of the accredited universities in Tanzania may be allowed to apply afresh into another programme.
 20. If any candidate previously discontinued from University studies shown to have cheated to gain admission by credit transfer, he/she shall be discontinued from studies.
 21. **Change of Names:** Change of names by students after registration not allowed. The University reserves the right to refuse any changes of names that are drastic, even when properly booked up by relevant laws of the land. Students should register in the names that appear in their form four certificates. The official order of names during registration shall be; Surname, First Name(s), Middle Name(s). Where a candidate has only two names in his or her certificates, then only those two names shall be used and accordingly the second name in the list will be taken as his/her surname. Only names as they appear in form four certificates will be used consistently.
 22. **Duration of Programmes:** The minimum duration for completion of an undergraduate degree programme is THREE years for degrees programmes. TWO years for diplomas and ONE year for certificates programmes. The maximum registration period for an undergraduate degree is 8 years while for diploma and certificate programme is 3 and 2 years respectively. A non-refundable fee of Tsh 50,000 or USD 50 (for international students) will be charged for any request to extend registration period. Any students exceeds registration period shall be de registered from studies at the OUT.
 23. **Voluntary de-registration:** Student wishing to de-register from the OUT for any reason must write a letter to DVC academic requesting de registration from the OUT and state reasons for the same. The application letter must be accompanied by clearance form, de registration form, Students identity cards and receipts of all payment made at the OUT. The request to de register must be approved by UGSC and SENATE. Student will be informed after approval of Senate in writing. The student is solely responsible to inform TCU on his de registration from the OUT. **De registration from studies at the OUT must be done**

at the end of respective academic year only. No de registration allowed in the mid of the academic year.

For detailed information on admission please contact:-

Director of Undergraduate studies,

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Website: www.out.ac.tz