

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

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ADMISSION REGULATIONS 2021 - 2022 ACADEMIC YEAR
ISSUED JULY 2021

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 fees**;- Application for admission into undergraduate and nondegree programmes at OUT is free of charge.
3. **Admission cycles**: The OUT has two admission cycles. The first admission cycle is September 2021 and the second shall be on April 2022. Applicants selected to study in any admission cycle will be admitted according to dates approved by the OUT Senate and 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 Card Number (NIDA), AVA certificate from VETA for VETA graduates. For applicants applying degree programmes by using prior degree certificates or old form four and six obtained prior 1988 or NTA level 5 must upload their certificates online in the OUT online application system and send the same to dugs@out.ac.tz and copy to records.dugs@out.ac.tz and admission@out.ac.tz.
5. **Foreign certificates**: Applicants with foreign certificates must use equivalence translation number during application. The equivalence is obtained from National Examination Council of Tanzania (NECTA) for form four and six holders; National council for Technical Education (NACTE) for ordinary Diploma and certificates; and Tanzania Commission for Universities for Degrees. The equivalence can be obtained through online website 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 ways in that processes. Any application with foreign certificate without equivalence to Tanzanian standards shall not be considered.

6. **Names for academic purposes**

Applicants must use names as they appear in their form four certificates only or equivalent translations of the O level certificate during application processes. Selected students are required to register by using names as they appear in their form four certificates or its equivalent translation. 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 surname. Change of names by students after registration is 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.

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 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) 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. Fee payments

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. **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 they have entry qualification of the programme wishing to study. The application for change of programme shall be done online through Open University Online application system (OAS) within two weeks of registration period as required by OUT Senate and TCU. A fees of Tanzanian shillings Tshs.30000/- (thirty thousand only) for local students and USD

- i) Change of programme shall be made at the beginning of academic year for first year students only.
- ii) No change of programme allowed for any continuing students.

16. **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 or 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 releasing institution but can transfer carryovers.
- vii) Students discontinued on disciplinary action are not allowed to transfer their credit. However, those wishing to continue in programmes they discontinued from have to wait until a lapse of three years.
- viii) A student, who intends to transfer for purposes of graduating at the OUT shall be required to earn at least 50% of the total credits from the OUT's core courses.
- ix) Credits for dissertation and final year project, practical and field based subjects shall not be transferred.
- x) A candidate discontinued on academic grounds at any of the accredited universities in Tanzania shall be allowed to apply afresh into another programme.
- xi) 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.

17. **Duration of Programmes:** The minimum duration for completion of an undergraduate degree is 3 years, diplomas 2 years and certificates 1 year. The maximum registration period for undergraduate degree is 6 (six) years, 3 for diploma and 2 years for certificate programmes A non-refundable fees of Tshs 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.

18. **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. 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.

19. Admitted students are required to abide with OUT regulations.

For detailed information on admission please contact:-

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