

THE OPEN UNIVERSITY OF TANZANIA

DIRECTORATE OF EXAMINATIONS SYNDICATE

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CREDIT TRANSFER PROCEDURES FOR OFP 017 & OFP 020 COURSES FROM FOUNDATION CERTIFICATE TO UNDERGRADUATE PROGRAMMES

INTERNAL TRANSFER PROCEDURES

This is to inform all students who have been admitted to various undergraduate programmes at the Open University of Tanzania using Foundation certificate qualification that the credits for the two Foundation courses **OFP 017** (Communication Skills) and **OFP 020** (Introduction to ICT) will be **AUTOMATICALLY TRANSFERRED** to their equivalent undergraduate courses **OFC 017** (Communication Skills) and **OCP 100** (Introduction to Microcomputer Studies and Information Technology), at no cost to the student, by observing the following procedures.

- 1. Scope:** This credit transfer procedure is an internal facility which applies to all students who have successfully completed the Foundation certificate of the Open University of Tanzania and have been admitted to the Bachelor programme of the Open University of Tanzania.
- Students whose grades have not been automatically transferred, can apply for transfer of credits by email to DES through des@out.ac.tz or their respective DRCs, clearly indicating the student **Registration Numbers** for both Foundation and the Undergraduate program.
- Note that the credit transfer for OFP 017 and OFP 020 to their equivalent undergraduate courses OFC 017 and OCP 100, will be transferred without any additional fees for tuition and examination.

4. Students who prefer instead to register for the undergraduate courses OFC 017 and OCP 100 should do online course registration and pay the required tuition and examination fees as prescribed in the SARIS invoice printout.
5. **Eligible Transfer Courses:** Note that ONLY two OFP courses are eligible for transfer (OFP 017 and OFP 020).
6. **Withdrawal of Credit Transfer:** The University reserves the right to withdraw credit transfer where an unintentional error has been made in assessing the transferred credit, or where the documentation provided by the applicant is incomplete, invalid or fraudulent.
7. Applications for credit transfer for courses OFP 017 and OFP 020 may be lodged at any time during the undergraduate study, preferably in the first year of study.
8. For further guidance, please contact your respective Regional Offices.
9. International students are advised to get in touch with the office responsible for International Students (DLIA) by writing to iso@out.ac.tz.

Your Sincerely

Dr. Said Ally
Director of Examinations Syndicate
The Open University of Tanzania

21st September, 2021
