

THE OPEN UNIVERSITY OF TANZANIA

OFFICE OF THE DEPUTY VICE CHANCELLOR (ACADEMIC, RESEARCH AND CONSULTANCY)

Directorate of Undergraduate Studies

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ADMISSION REGULATIONS 2022 - 2023 ACADEMIC YEAR

1. The Open University of Tanzania (OUT) is an Open and online 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 into undergraduate and none degree programmes at OUT is free of charge.
3. **Admission cycles:** The OUT has two admission cycles. The first admission cycle is September 2022 and another admission cycle shall be April 2023. Applicants selected to study in any admission cycle will be admitted according to dates approved by OUT senate and Tanzania Commission for Universities (TCU).

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 (NACTVET) for Diploma holders, National Identity Number (NIDA), AVA certificate for VETA graduates. Applicants applying degree programmes by using prior degree or old form four and six certificates 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.

4. **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 holders; National council for Technical Education (NACTVET) for ordinary Diploma and certificates and Tanzania Commission for Universities for Degrees. The equivalence

can be obtained through online website of the relevant authorities. The responsibility and cost of obtaining equivalent translation for foreign certificate is solely vested on applicant. 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.

5. **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 the certificates, only those two names shall be used. and 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 even when properly booked up by relevant laws of the land.
6. **Mode of application:** Application for admission must be done online 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. An applicant must read user guide carefully before applying. In case of problem, the application may be done by filling an application form available in the website and at any OUT regional centres. A dully-filled application form should be submitted directly to any nearest OUT Regional centres, Zanzibar and Pemba and at designated centres outside Tanzania for online processing.
7. **Admission processes:** Admission processes shall be done in accordance with admission rules as approved by OUT Senate. The selected students shall be submitted to undergraduate admission board, undergraduate studies Committee and Senate for approval. The students approved by OUT senate shall be submitted to TCU and NACTVET for verification.
8. **Announcement of selected students:** Selected applicants shall be announced through OUT website, OUT regional centres, contacts of selected applicants submitted during application, newspaper and social media.
9. **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.
10. **Registration:** The Registration at the OUT is considered only upon payment of 210,000/= or its equivalence for international students as initial fee and

commitment to study at the OUT. Selected local students in need of financial assistance may apply for loan from Higher Education Students' Loans Board and other sponsoring agencies. Selected students from other countries in need of financial assistance to meet fees and other expenses are 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. Upon registration student must confirm and print invoice. Before registration of courses, students must read the OUT prospectus available at www.out.ac.tz and 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.

11. 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 examination or as the time described in the OUT almanac of particular academic year. The registered students will be issued with Examination Hall Ticket (EHT) to allow them to enter in to the examination hall once endorsed by the Director of the Regional Centre.
 - iv) Academic services including but not limited to Assignments, tests, practical, face to face Sessions, examinations and even provision of any financial assistance shall be directed only to students dully registered in that particular academic year.
12. **Paid fees: 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 requested to withdraw from studies at the Open University of Tanzania.**
13. **Change of programme:** Registered students may change programme provided that have entry qualification of the programme wish 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 fee of Tanzanian shillings 30,000/- (thirty thousand only) for local students and its equivalence for international students.
- 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.
14. **Credit transfer:** A student admitted into a degree programme in any other University 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) Credits for dissertation and final year project, practical and field-based subjects shall not be transferred.
- ix) A candidate discontinued on academic grounds at any of the accredited universities in Tanzania shall be allowed to apply afresh into another programme.
- x) 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.

The Procedure for Credit Transfer at OUT

- (i) Application for credit transfer is done both online and manually as per provided steps below.

- i) The applicant must apply for admission at the OUT through the OUT Online Application System (OAS) available at www.out.ac.tz undergraduate window.
- ii) Log in OAS by using application account eg. S0175/0012/2009 password 123456 and follow instructions as indicated in the OAS.
- iii) Write a 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.
- iv) The letter must clearly state reasons for transfer and accompanied by the followings: - Academic transcript from releasing university, releasing letter showing reasons for transfer from releasing University, Relevant academic certificates and AVN numbers for the Diploma holders used to gain admission at releasing university, Official receipt of Tshs 80,000/= for local and USD 100 for international students obtained at any nearest OUT regional centre office.
- v) The letter must be sent through email to dvc-acd@out.ac.tz and copy to dugs@out.ac.tz.

- 15. **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 and 50 USD for international students will be charged for any request to extend registration period. Any students exceed registration period shall be de registered from studies at the OUT.

16. **Postponement and resume of the studies:** Students may only postpone studies at the end of academic year only. Students may request for resume of studies at the beginning of academic year. No postponement and resume of studies may be done in the mid of academic year.

17. **Voluntary de-registration:** Student wishing to de-register from studies at the OUT for any reason must write a letter to DVC academic requesting de registration from studies at 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 is allowed in the mid of the academic year.**

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