Tanzania Commission for Universities (TCU)

Admission Procedure for 2017/18 Admission Cycle

1.0 Introduction

Sections 5 (1) (c) (i) of the Universities Act Cap. 346 of the Laws of Tanzania, mandates TCU to provide guidance and monitor criteria for admission to Universities in the United Republic of Tanzania. Hence, TCU is responsible for coordinating admission into various Undergraduate degree programmes in Higher Learning Institutions (HLIs) in Tanzania.

In making sure that admissions into HLIs are fair, smooth and well coordinated TCU has prepared a procedure for that purpose. The procedure in place elucidates the roles of each key stakeholder in the admission process.

2.0 Application and Admission Process

In handling application and admission processes the following stakeholders will be involved: Tanzania Commission for Universities (TCU), Higher Learning Institutions (HLIs), the National Examinations Council of Tanzania (NECTA), National Council for Technical Education (NACTE) and Prospective students.

The application and admission process will be as follows:

- HLIs to advertise their programmes through various media;
- Prospective applicants to lodge their applications to institutions of their preference;
- HLIs to receive applications through their systems and authenticate the applicants' qualifications through NECTA and NACTE databases;
- TCU to issue accounts to each individual institution to allow exchange of admission data/statistics/information;

- ❑ HLIs to process students' applications and selections through their systems and approve Senates/Boards before uploading to TCU portal;
- ❑ TCU to verify the lists of selected applicants using NECTA and NACTE databases and give feedback to HLIs for announcing admitted students; and
- ❑ TCU to finally process and organize all admission data on its database for future use.

3.0 Minimum Entry Requirements for Undergraduate Degrees in 2017/2018 Admission Cycle

The Commission informs Higher learning institutions (HLIs) that they will only be allowed to admit students who meet the Commission's approved minimum entry and specific entry requirements set for each programme as stated in the Undergraduate Admission Guidebook. The institutions should admit students in the three recognized schemes:

i. The direct entry scheme;
ii. The equivalent qualifications entry scheme; and
iii. The Recognition of Prior Learning (RPL) entry scheme.

The public is also informed that the minimum entry requirements for 2017/2018 for all programmes, **except** health-related programmes are presented in Table 1:

Table 1: General Minimum Admission Entry Qualifications for 2017/2018 Admission Cycle

NO.	CATEGORY OF APPLICANTS	MINIMUM ADMISSION ENTRY QUALIFICATIONS
1	Completed A-Level studies before 2014	Two principal passes with a total of **4.0** points from Two Subjects defining the admission into the respective programme (where A = 5; B = 4; C= 3; D = 2; E = 1).
2	Completed A-Level studies in 2014 and 2015	Two principal passes **(Two Cs)** with a total of 4.0 points from Two Subjects defining the admission into the respective programme (where A = 5; B+ = 4; B = 3; C= 2; D = 1). **Grade 'D' is not considered as a principal pass in this category.**
3	Completed A –Level studies from 2016	Two principal passes with a total of **4.0** points from Two Subjects defining the admission into the respective programme (where A = 5; B = 4; C= 3; D = 2; E = 1).
4	Recognition of Prior Learning qualification	**B^+ Grade**: where A =75-100, B^+ = 65-74, B=50-64, C =40-49, D = 35-39, F = 0-38.
5	Equivalent applicants	At least four O'-Level passes (Ds and above) or NVA Level III with less than four O'-Level passes or equivalent foreign qualifications as established by either NECTA or VETA; AND
		i) At least a GPA of 3.0 for Ordinary Diploma (NTA Level 6); OR
		ii) Average of C for Full Technician Certificate (FTC) (where A=5, B=4, C=3, and D=2 points); OR
		iii) Average of 'B' Grade for Diploma in Teacher Education; OR
		iv) Average of 'B' Grade for Health-related awards such as Clinical Medicine and others; OR
		v) A Distinction for unclassified diplomas and certificates.
		vi) Upper Second Class for classified non-NTA diplomas.

The minimum entry requirements for health related programmes for 2017/18 academic year are presented in Table 2:

Table 2: Admission Requirements for Direct Entrants and Equivalent Entrants for Health Related Programmes

A: Direct Entrants		
SN	**DEGREE PROGRAMME**	**ENTRY REQUIREMENTS**
1	Doctor of Medicine **(MD/MBBS)**	Three principal passes in **Physics, Chemistry,** and **Biology** with minimum entry of **8** points. Whereby one must have at least **C** grade in **Chemistry** and **Biology** and at least **D** grade in **Physics**.
2	Doctor of Dental Surgery **(DDS)**	Three principal passes in **Physics, Chemistry,** and **Biology** with minimum entry of **8** points. Whereby one must have at least **C** grade in **Chemistry** and **Biology** and at least **D** grade in **Physics**.
3	Bachelor of Pharmacy **(BPharm)**	Three principal passes in **Physics, Chemistry,** and **Biology** with minimum entry of **8** points. Whereby one must have at least **C** grade in **Chemistry** and **Biology** and at least **D** grade in **Physics**.
4	Bachelor of Medical Laboratory Sciences (**BMLS**)	Three principal passes in **Physics, Chemistry,** and **Biology** with minimum entry of **6** points. Whereby one must have at least **C** grade in **Chemistry** and at least **D** grade in **Biology** and **E** grade in **Physics**.
5	Bachelor of Science in Radiation Therapy Technology (**BSc RTT**)	Three principal passes in **Physics, Chemistry,** and **Biology** with minimum entry of **6** points. Whereby one must have at least **C** grade in **Chemistry** and at least **D** grade in **Biology** and **E** grade in **Physics**.
6	Bachelor of Science in Prosthetic and Orthotics (**BSc PO**)	Three principal passes in **Physics, Chemistry,** and **Biology** with minimum entry of **6** points. Whereby one must have at least **C** grade in **Chemistry** and at least **D** grade in **Biology** and **E** grade in **Physics**.

7	Bachelor of Science in Nursing (**BScN**)	**Three** principal passes in **Chemistry, Biology** and either **Physics or Mathematics or Nutrition** with a minimum of **6 points.** Whereby one must have at least **C** grade in **Chemistry** and at least **D** grade in **Biology** and **E** grade in **Physics or Mathematics or Nutrition**.
8	Bachelor of Science in Environmental Health Sciences (**BSc EHS**)	**Three** principal passes in **Chemistry, Biology** and either **Physics or Mathematics or Nutrition or Geography or Agriculture** with a minimum of **6 points.** Whereby one must have at least **C** grade in **Chemistry** and at least **D** grade in **Biology** and **E** grade in **Physics or Mathematics or Nutrition or Geography or Agriculture**.
9	Bachelor of Medical Laboratory Sciences in Clinical Chemistry, Bachelor of Medical Laboratory Sciences in Hematology and Blood Transfusion, Bachelor of Medical Laboratory Sciences in Histotechnology, Bachelor of Medical Laboratory Science in Microbiology and Immunology, Bachelor of Medical Laboratory Sciences in Parasitology and Medical Entomology and Bachelor of Medical Laboratory Sciences General	Three principal passes in **Physics**, **Chemistry,** and **Biology** with minimum entry of **6** points. Whereby one must have at least **C** grade in **Chemistry** and at least **D** grade in **Biology** and **E** grade in **Physics**.
10	Bachelor of Sciences in Health Laboratory and Bachelor of Science in Physiotherapy	Three principal passes in **Physics**, **Chemistry,** and **Biology** with minimum entry of **6** points. Whereby one must have at least **C** grade in **Chemistry** and at least **D** grade in **Biology** and **E** grade in **Physics**.
11	Bachelor of Science in Optometry	Three principal passes in **Physics**, **Chemistry,** and **Biology** with minimum entry of **6** points. Whereby one

		must have at least **C** grade in **Physics** and at least **D** grade in **Biology** and **E** grade in **Chemistry/Mathematics**

B: Equivalent Entrants

All equivalent applicants may apply for above programmes if they meet the requirements stated below:

i. Certificate of Secondary Education Examination (CSEE) with at least Five (5) passes including two credit passes in Chemistry and Biology and a D grade in Physics **PLUS** appropriate Diploma or Advanced Diploma **with an average of "B+" or GPA of 3.5**

OR

ii. BSc (lower second) majoring in Physics/Mathematics, Chemistry, Biology /Zoology.

C. Holders of foreign qualifications

All applicants holding foreign qualifications must have their qualifications validated and equated by the respective regulatory bodies before submitting their applications for admissions as follows:

i. The National Examination Council of Tanzania in respect of certificates secondary education and teacher education; and

ii. The National Council for Technical Education in respect of NTA Level 6 qualification.

4.0 Roles of Stakeholders

To facilitate the admission, process the key stakeholders will have different roles.

4.1 The Roles of TCU

The roles of TCU shall be as follows:

i. To set minimum entry requirements for approved pathways/categories of admission into HLIs;
ii. To communicate the academic calendar to HLIs;
iii. To produce and circulate Admission Guidebook;
iv. To prepare portal for receiving selection data from HLIs;
v. To handle all quality assurance issues in the admission process; and

vi. To ascertain that selection processes were conducted fairly and consistently in accordance to set minimum requirements.

vii. To validate all selected applicants in order to:
   a) authenticate their qualifications;
   b) check their eligibility into the programmes they have been selected;
   c) check if programmes have TCU's/NACTE approval; and
   d) Check if programme capacities have been adhered to.

viii. To identify and notify HLIs prior to admission concerning applicants with:
   a) multiple admissions;
   b) unacceptable entry qualifications;
   c) anomalies in examination results and
   d) Prior admission.

ix. To educate and create awareness to applicants and other stakeholders on matters related to admissions;

x. To train institutions' Admission Officers on the use of TCU portal;

xi. To conduct regular and impromptu admission audits;

xii. To maintain database of applicants, admitted and enrolled students in HLIs within the University Information Management System (UIMS) framework;

xiii. To set deadlines for applications, admission, and transfer of students;

xiv. To set procedures for inter and intra-institutional transfers; and

xv. To approve inter and intra-institutional transfers.

4.2 The Roles of Higher Learning Institutions

i. To develop an online application platform capable of linking with TCU portal;

ii. To advertise only the TCU and NACTE approved programmes with details as indicated in the Admission Guidebook;

iii. To create a helpdesk for applicants who might need assistance during application period;

iv. To receive applications through their online systems;

v. To maintain a database of all applicants (applied and selected) for further reference within the UIMS framework;

vi. To authenticate the applicants' qualifications through NECTA and NACTE databases;

vii. To vet the equivalence of foreign qualifications with the national equivalences before processing their applications;

viii. To process the applications for admissions for recognized categories of applicants;

ix. To select and approve applicants through their approval organs;

x. To upload the list of both selected and non-selected applicants into TCU portal;

xi. To announce both admitted and non-admitted students (with reasons) through various media;
xii. To upload into TCU portal applicants cleared from multiple admissions upon confirmation of the applicants;
xiii. To issue admission letters to selected and confirmed applicants;
xiv. To handle all application appeals;
xv. To handle inter/intra-institutional and credit transfers and submit to TCU in accordance to the set deadlines; and
xvi. To maintain a database of all applicants (applied and selected) for further reference within the UIMS framework.

4.3 The Roles of the National Examinations Council of Tanzania (NECTA)

The roles of NECTA shall be as follows:

i. To announce and release the Form Six (6) examinations results in July 2017; and
ii. To provide access of its examinations results databases (both Form Four and Form Six) to Higher Learning Institutions (HLIs).

4.4 The Roles of the National Council for Technical Education (NACTE)

The roles of NACTE shall be as follows:

i. To announce and release the Diploma/NTA6 examinations results in July 2017; and
ii. To provide access of its examinations results databases (Diploma, NTA6) to Higher Learning Institutions (HLIs).

4.5 The Roles of Prospective Students

Prospective applicants will be required to:

i. To carefully read and understand the guidelines and programme admission requirements;
ii. To make an informed choice of programmes and institutions to apply for taking into account competition, one's passes and career aspirations;
iii. To apply directly through institution and channel all application queries to respective institution;
iv. To ensure the names and index numbers used during applications for admission to HLIs match with those used during their studies; and

v. To confirm preferred institution in case one has multiple admissions.

NB: All students are advised to make adequate arrangements to meet the costs related to the programme being applied for.

5.0 Admission Activities Timetable for 2017/18 admission cycle

Admission activities shall be conducted within specified time as indicated in Table 3:

Table 3: Admission Activities Timetable for 2017/18 admission cycle

Sn	Activity	Responsible	Date
1	Educational and Awareness Programme to potential applicants via mass media.	TCU	Ongoing.
2	Training of Admission Officers in all HLIs	TCU	13th -14th July 2017.
3	The release of Form 6 Results.	NECTA	21st July 2017.
4	The release of Diploma Results.	NACTE	22nd July 2017.
5	Beginning of applications for 2017/18 admission cycle.	Students and HLIs	22nd July 2017.
6	Deadline for applications in 2017/18 admission cycle.	Students and HLIs	30th August 2017.
7	Deadline for uploading applied and admitted students into TCU portal.	HLIs	15th Sept. 2017.
8	TCU Feedback to HLIs.	TCU	30th Sept 2017.
9	Announcements of admitted students.	HLIs	2nd October 2017.
10	Beginning of 2017/2018 Academic Year.	HLIs	30th October 2017.
11	Deadline for uploading transfers on TCU portal.	HLIs	20th Nov. 2017.
12	Beginning of admission Audits in HLIs.	TCU	1st December 2017.