

THE OPEN UNIVERSITY OF TANZANIA
DIRECTORATE OF POSTGRADUATE STUDIES

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APPLICATION FORM FOR ADMISSION INTO MASTER PROGRAMMES

1. Applicants are required to submit **ONE COPY** of this application form.
2. Certified copies of certificates and their associated transcripts must be attached to and submitted with the completed form. Certificates obtained from foreign Institutions must be submitted to the Tanzania Commission for University (TCU) for verification, the same should be attached during the application process. Any application not accompanied by these documents will neither be processed nor acknowledged.
3. The copy of the filled in application form and the indicated attachments should be returned directly to any nearby Open University of Tanzania regional/coordinating centre: Alternatively, the package can be sent by mail to: Director of Postgraduate Studies, the Open University of Tanzania, P. O. Box 23409, Dar es Salaam, TANZANIA or by Email as ONE PDF FILE to: postgraduate.admission@out.ac.tz
4. Applicants are required to pay an application fee of 30,000 Tanzanian Shillings for Tanzanian citizens or 30USD for international applicants.
 - a. Local applicants should visit any nearest OUT regional centre to obtain a control number which will enable them to make payments.
 - b. International applicants should pay their fees through (the Open University of Tanzania, Forex Account, NBC Bank, Swift Code, NLCBTZTX, Corporate Branch, Account Number, 011105000670)

SECTION A: TO BE COMPLETED BY THE APPLICANT

Fill in spaces provided and tick appropriate box

1. Surname (Block Letters) _____
2. Other Names _____
3. Present Address _____
4. Date of Birth _____
5. Country of Birth _____
6. Nationality _____
7. Citizenship _____
8. Telephone No _____
9. E-mail _____

10. Sex: Male Female
11. Marital Status: Single Married
12. Present Employer: _____
13. Employed as: _____
14. Financial Sponsor: _____
15. Programmes offered under different faculties are as indicated below, please tick appropriate box.

FACULTY OF ARTS AND SOCIAL SCIENCES		
S/N	PROGRAMMES	
1	Master in Community Economic Development (MCED)	
2	Master in Humanitarian Action Cooperation and Development (M HACD)	
3	Master in Library and Information Management (MLIM)	
4	Master in Tourism Planning Management (MTPM)	
5	Master of Arts in Gender Studies (MA GS)	
6	Master of Arts in Geography by Thesis	
7	Master of Arts in Governance and Leadership (MA GL)	
8	Master of Arts in History by Thesis	
9	Master of Arts in International Development and Cooperation (MA ICD)	
10	Master of Arts in Kiswahili (MA Kiswahili)- <i>Literature(Fasihi)</i>	
	- <i>Linguistics(Isimu)</i>	
11	Master of Arts in Linguistics by Thesis	
12	Master of Arts in Literature by Thesis	
13	Master of Arts in Mass Communication (Mass Com)	
14	Master of Arts in Monitoring and Evaluation (MA M&E)	
15	Master of Arts in Natural Resources Assessment and Management (MANRAM)	
16	Master of Science in Economics (MSc. Economics)	
17	Master of Social Work (MSW)	
FACULTY OF BUSINESS MANAGEMENT		
S/N	PROGRAMMES	
1	Master of Business Administration (MBA)	
2	Master of Business Administration by Thesis (MBA by Thesis)	
3	Master of Business Administration Transportation and Logistics Management (MBA T&LM)	
4	Master of Human Resource Management (MHRM)	
5	Masters in Project Management (MPM)	
FACULTY OF EDUCATION		
S/N	PROGRAMMES	
1	Master of Education by Thesis	
2	Master of Education in Curriculum Design and Development (MED CDD)	
3	Master of Education in Quality Management (MED QM)	
4	Masters of Education in Administration, Planning and Policy Studies (MED APPS)	
5	Masters of Education in Open Distance Learning (M.Ed. ODL)	
FACULTY OF LAW		
S/N	PROGRAMMES	
2	Master of Laws in Information and Communication Technology Law (LLM ICTL)	

3	Master of Laws in International Criminal Justice (LLM ICJ)	
4	Master of Laws in Land Administration and Management (LLM LAM)	
5	Master of Laws in International Trade and Investment Law (LL.M ITIL)	
6	Master of Laws by Thesis (LLM by Thesis)	
8	Master of Lawsby Coursework and Dissertation (LL.M C&D) [CURRENTLY NOT ON OFFER]	
FACULTY OF SCIENCE TECHNOLOGY AND ENVIRONMENTAL STUDIES		
S/N	PROGRAMMES	
1	Master of Applied Biotechnology by Thesis	
2	Master of Science in Biology by Thesis	
3	Master of Science in Botany by Thesis	
4	Master of Science in Chemistry by Thesis	
5	Master of Science in Computer Science (MSCS)	
6	Master of Science in Food Sciences by Thesis	
7	Master of Science in Human Nutrition by Thesis	
8	Master of Science in Information Communication Technology by Thesis	
9	Master of Science in Information Technology Management (MSITM)	
10	Master of Science in Mathematics by Thesis	
11	Master of Science in Physics by Thesis	
12	Master of Science in Zoology by Thesis	
13	Masters in Environmental Studies (MES)	

16. Indicate the preferred mode of study:

Course work and Dissertation

Thesis

17. Educational background and other professional qualifications (Start with the most recent award)

Title of Award	Specialization	Name of Institution	Date Obtained	GPA	Duration(Years)

18. Form four index number(if applicable) _____

19. Form six index number(if applicable) _____

20. Professional and/or Employment Experience _____

Name of Organization	Duration of Employment	Title or Position held	Job Description

21. You may propose name(s) and provide contacts of potential supervisors **IF YOU ARE DOING YOUR MASTER'S DEGREE BY THESIS** (also attach their CVs).

Proposed supervisors:

(i) **Name:** _____

(ii) **Address:** _____

(iii) **Telephone(s)no.(s):** _____

(iv) **Email address(s):** _____

(v) **Name:** _____

Address: _____

Telephone(s) no.(s): _____

Email address: _____

22. Name two persons who are prepared to be your referees as a potential postgraduate student in your respective field of study.

(i) **Name:** _____

Address: _____

Telephone (s) no. (s): _____

Email address(s) _____

(ii) **Name:** _____

(iii) **Address:** _____

(iv) **Telephone(s) no.(s):** _____

(v) **Email address(s)** _____

Signature of applicant: _____ **Date:** _____

SECTIONB: TO BECOMPLETE BY THE EMPLOYER AND/OR SPONSOR (To be filled even if the Employer is not sponsoring the applicant)

23. Has the applicant been confirmed in his/her employment? YES/NO _____

24. How long has the applicant been in service? _____

25. If the applicant gains admission, will you release him/her for studies? YES/NO _____

- 26. If the applicant gains admission, will you support him/her financially? YES/NO _____
- 27. Any other remarks: _____
- 28. Signature of employer/sponsor: _____ Date: _____

SECTION C: GUIDELINES FOR PREPARATION OF A CONCEPT NOTE FOR REGISTRATION TO A MASTER’S DEGREE BY THESIS

1.0 TITLE: The applicant should give a clear title of the research topic, which will be the basis for deciding on the Faculty in which the research will be conducted and guiding the faculty on the search for supervisor(s).

STATEMENT OF A RESEARCH PROBLEM AND LITERATURE REVIEW

A Brief Statement of the Research Problem. Under this heading the applicant should outline the research problem, giving the background to it, and its significance.

Brief Literature Review. The applicant should also give a brief review presenting the principal literature on the problem area i.e. what has been done on the research problem. He/she should list the preliminary references cited in the text of the statement or tentative research proposal. Authors names should be according to agreed conventions.

Research Objectives. The applicant should show the principal objectives of the intended research, outline what gaps of knowledge will be filled through the research, and what advances will be made when the research plan is executed. Provisional hypotheses should be presented, if already formulated.

Research Methodology. The applicant should briefly indicate the instruments to be used and methods to be adopted in carrying out research

Checklist (to be checked against by each applicant before submitting the form)

- 1. All personal data are filled in (postal address ,email ,phone number) ()
- 2. Names are written as they appear in secondary education certificate ()
- 3. All copies of **Certified academic certificates and their associated transcripts** are Attached (i.e. form 4, form 6/equivalent, BA/adv. Dip, etc.) ()
- 4. Transcripts are placed next to their attendant certificates ()
- 5. Attachments to the form are arranged in ascending order ()
- 6. The sought programme is ticked against ()
- 7. The mode of study is indicated ()
- 8. A concept note is attached (for those who intend to study by thesis mode) ()
- 9. The form is signed ()

Sign here to prove that you have fulfilled the requirement of each element in this list

Date: _____

SECTION D: FOR OFFICIAL USE ONLY

(To be filled by a Postgraduate Admission Officer)

- 1. The form is fully filled in: YES/NO _____
- 2. The checklist is adhered by YES/NO _____
- 3. Name of a receiving officer: _____

- 4. Signature of a receiving officer: _____ Date _____
- 5. Comments _____

(To be filled by a Relevant Academic Staff at the Faculty Level)

The applicant qualifies for admission into the programmes ought: YES/NO _____

If the answer to item 6 is No, give reasons _____

IF THE APPLICANT IS DOING THEIR STUDY BY THESIS, Provide names and contacts of the recommended supervisor(s) (i.e. their institutions, postal addresses, emails and phone numbers)

Comments (if any) _____

Name of the academic staff in question: _____

Designation of the Academic staff in question: _____

Signature: _____ Date _____